

SALT LAKE COUNTY

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Meeting Minutes

Tuesday, January 28, 2025

1:00 PM

Room N2-220

Council Executive Committee

1. CALL TO ORDER

Present Council Member Arlyn Bradshaw
Chair Dea Theodore
Call In Council Member Laurie Stringham

Council Member Aimee Winder Newton, Ex-Officio Member

2. PUBLIC COMMENT**3. APPROVAL OF MINUTES****3.1 Approval of August 13, 2024 Council Executive Committee Minutes** [25-2496](#)

Attachments: [081324 Executive Committee Meeting Minutes](#)

A motion was made by Council Member Bradshaw, seconded by Council Member Theodore, that this agenda item be approved. The motion carried by a unanimous vote. Council Member Stringham was absent for the vote.

4. AGENDA ITEMS**4.1 Criteria And Guidelines for The Allocation of Discretionary Versus Central Budget Funds** [25-2483](#)

- o Conference Travel/Funding**
- o Cell Phones**
- o Budget For Senior Advisors' Needs**

Attachments: [Staff Report](#)

Presenter: Dave Delquadro, SLCo Council Fiscal Manager. Hoa Nguyen, Council Budget and Policy Analyst.

(Approx. 1:00PM, 10 Min.)

Discussion/Direction

Central Budget Regarding Travel and Office Needs

Mr. David Delquadro, Chief Financial Manager, reviewed the baseline for the allocation of central budget funds, stating the central budget has been available for elected Council Members to go to one Utah Association of Counties (UAC) conference a year, at their discretion, and it will continue to cover that. The central budget will also provide funds for every Council Member and Council staff to have a computer for Council business. It could

also provide a laser black and white printer for any Council Member who wanted one. However, if a Council Member wanted something more elaborate, they would need to pay the difference and be responsible for the cartridges associated with that printer.

Council Member Winder Newton asked why everyone needed their own printer.

Mr. Delquadro stated some offices in the past had printers, which carried over to others using that office. Some of those printers are no longer functioning, some are color, and some have costs associated with them.

Council Member Bradshaw stated some people were concerned about printing to a printer that everyone had access to, in the event they wanted to print something confidential or something that they were not ready to have anyone else see.

Mr. Mitchell Park, Legal Counsel, Council Office, stated if the big printer had password printing function, that might solve part of the issue.

Council Member Winder Newton stated it seemed more cost effective to just have everyone print to the big printer.

Council Member Theodore stated there was a printer in her office, which she had never used. If she did use it, it would not be often.

Mr. Delquadro stated based on the discussion, he would revise the baseline to say the central budget will provide a computer, a monitor, and the associated keyboard and mouse, but to the extent someone wants a printer, they will have to use their Discretionary Budget to pay for that.

Central Budget Regarding Cell Phones

Council Member Winder Newton asked if cell phone reimbursement was covered under the central budget.

Mr. Delquadro stated currently, there are four staff members who get a cell phone allowance and an individual who has a County cell phone.

Council Member Stringham stated she would be bringing a cell phone policy forward that said if someone was not using a County cell phone, they would not be reimbursed anymore.

Council Member Winder Newton stated the Council could limit the reimbursement to \$15-\$20 a month on it.

Mr. Delquadro stated the cost is currently \$23.08 per pay period.

Council Member Winder Newton stated that was high. She did not think it made sense to pay for equipment because everyone had a personal cell phone, but that it did make sense to offer to help pay for the service cost.

Council Member Stringham stated some County employees have cell phones for security purposes when dealing with clients, and they need to keep their personal phone separate from County business. The questions are whether it made sense to support cell phone usage in the Council Office, and if so, how much should be paid for that. There are office phones available in each Council Office, and work is expected to be done in the office for the most part. There has also been some discussion about changing County policy that would allow payment for a cell phone for County use, but not reimbursement. She would rather employees use a work phone for County business because that is more clear-cut.

Council Member Bradshaw asked why the Council Office could not operate within current countywide policy, and then, the Council could implement a change if it amended the countywide policy.

Mr. Delquadro stated the current policy needed to be applied uniformly among Council central staff and senior policy advisors. The situation now is two senior policy advisors have either a cell phone or an allowance. In the past, Council Members' Discretionary Budget was used to pay for whatever option their senior policy advisor had. Now, he was saying everyone should be on the same playing field, and central budget was available to cover that.

Council Member Winder Newton asked what that cost would be.

Mr. Delquadro stated it is currently about \$300 a person. Essentially, the phone allowance would be extended to all policy advisors and central staff.

Council Member Stringham stated she was okay with offering that, provided there was budget to pay for it, until the Council decides what to do with policy.

Mr. Delquadro stated any employee or elected official wanting a cell phone allowance would need to fill out paperwork.

Council Member Winder Newton asked if those with a phone allowance would have to submit their phone bill.

Mr. Delquadro stated the Council could ask everyone to submit a copy of their recent phone bill if they wanted to continue or enroll in the program.

**4.2 2025 Budget Allocation Among Council Elected Offices, [25-2481](#)
Caucuses, and Central Staff**

Attachments: [Staff Report](#)

Presenter: Dave Delquadro, SLCo Council Fiscal Manager. Hoa Nguyen, Council Budget and Policy Analyst.

(Approx. 1:10PM, 10 Min.)

Discussion/Direction

Mr. David Delquadro, Chief Financial Manager, stated the central budget is available for modest needs, such as a day on “the Hill,” and things like that, subject to his approval. However, if someone wanted to go somewhere, such as a conference, he would ask that the Executive Committee sign off on that. This would apply to Senior policy advisors and central staff.

Mr. Mitchell Park, Legal Counsel, Council Office, stated use of the funds had to be related to government business.

Mr. Delquadro asked if a budget was going to be allocated to caucuses.

Council Member Bradshaw stated each Council Member has a \$5,000 Discretionary Funds, and Council Members can pool that to use for caucuses. He did not think there needed to be a separate budget.

Mr. Delquadro reiterated the central budget can be used to pay for elected

officials to go to one Utah Association of Counties (UAC) conference, but to the extent a Council Member wants a staff member to go someplace, he or she would have to use their Discretionary Budget for that.

Mr. Park recommended the Executive Committee make one motion that encapsulated all the items discussed to be forwarded to the Council.

A motion was made by Council Member Bradshaw, seconded by Council Member Theodore, that senior policy advisors and central staff be treated even-handedly within the existing policy as it related to cell phone use, and that a computer and related equipment be provided to every individual elected official and employee; however, to the extent someone had a specific need that fell outside those parameters, they would need to bring it to the Executive Committee. The motion carried by a unanimous vote.

Mr. Isaac Highman, Council Office Director, stated there is an agenda item on the Council agenda to ratify the decision of the Executive Committee. He suggested Executive Committee representatives report to the Council what had been discussed.

4.3 Other 2025 budget-related questions

[25-2485](#)

ADJOURN

The meeting was adjourned at 1:30 PM.

LANNIE CHAPMAN, COUNTY CLERK

By _____
DEPUTY CLERK

By _____
CHAIR, SALT LAKE COUNTY COUNCIL