

The Board of
Laramie County
Commissioners



Gunnar Malm
Chairman

K.N. Buck Holmes
Vice-Chairman

Linda Heath
Commissioner

Troy Thompson
Commissioner

Brian Lovett
Commissioner

November 17, 2020

Wyoming State Lands and Investments Board
122 W. 25th Street
1st Floor, West Herschler Building
Cheyenne, WY 82002

To Whom It May Concern:

The Laramie County Commissioners would like to relinquish \$40,000.00 from their Payroll Application (CRF-88) approved on August 27, 2020. We are relinquishing these funds so that the county may submit an application and be eligible for funding to support an application to request an additional UVC Robot for the county.

If you should need additional information, please do not hesitate to contact us.

Thank you,

Gunnar Malm
Laramie County Commissioner

Coronavirus Relief Grant Program Check List

Required Information for All Applications

- ☒ Application (At a minimum, first 3 "Tabs" of this application form plus this checklist must be completed and submitted).
- ☒ Standard resolution executed by the Governing Body authorizing the filing of the application. The resolution should include the amount of the grant being requested, name of project of CRG Request Type.
- ☒ Certification Statement
- ☒ Copy of current approved and signed budget.
- ☐ Entities that are not on the States WOLFS Accounting System must provide a completed Federal IRS W-9 form.

Additional Information for Special District Applying for CRG Funding

- ☐ Copy of County Commissioners resolution that shows formation of special district
- ☐ Copy of certification from the County Commissioners that the special district currently exists

Additional Information for Joint Powers Boards Applying for CRG Funding

- ☐ Copy of certificate of organization filed with the Secretary of State
- ☐ Copy of executed joint powers agreement approved by the Attorney General

Ensure you have entered something in every box this color.
All questions must be answered in order for the application to be considered complete.

Submit one (1) original Application, Resolution and Certification Statement, signed in BLUE, and Supporting Documentation to the following address:

**OFFICE OF STATE LANDS AND INVESTMENTS
ATTN: GRANTS AND LOANS DIVISION
HERSCHLER BUILDING 1st FLOOR WEST
122 WEST 25th STREET
CHEYENNE, WYOMING 82002**

Resolution Number

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A CORONAVIRUS RELIEF GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

Laramie County, Wyoming

FOR THE PURPOSE OF:

UVC Robot for Laramie County Courthouses and Archer Complex for proper disinfection to prevent and mitigate the spread of COVID-19.

(State Purpose of Project)

WITNESSETH

WHEREAS, the Governing Body for the
Laramie County, Wyoming

desires to participate in the CORONAVIRUS RELIEF GRANT program to assist in financing this request; and

WHEREAS, the Governing Body of the
Laramie County, Wyoming
recognizes the need for the request; and

WHEREAS, the Coronavirus Relief Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, if any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE

Laramie County, Wyoming

that a grant application in the amount of \$ 40,000.00

(Amount being requested)

be submitted to the State Loan and Investment Board for consideration at the next Board meeting after application processing to assist in funding the

Laramie County Courthouse UVC Robot

(Name of Funds Requested)

BE IT FURTHER RESOLVED, that

Gunnar Malm, Chairman

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

Laramie County, Wyoming

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

Seventeen

(Date)

day of

November 2020

(Month)

(Year)



(Signature)

Gunnar Malm, Chairman

(Name and Title)

Attest:



(Signature)

Debra Lee, County Clerk

(Name and Title)

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY



OFFICE OF STATE LANDS AND INVESTMENTS

Coronavirus Relief Grant Program

Certification Statement

WHEREAS, the Governing Body for the
Laramie County, Wyoming

Hereby Certifies that the funding being applied for under the WYOMING CORONAVIRUS RELIEF FUND GRANT program meets the requirements set forth under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). It is further certified that the funding being applied for meets the requirements of 2020 Spec. Session 1, SEA No. 001.

The CARES Act provides that payments from the Grant Fund may only be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019;
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

If any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

BE IT FURTHER RESOLVED, that

Gunnar Malm, Chairman

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the
Certification Statement
to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

Seventeen

(Date)

day of

November

(Month)

2020

(Year)

(Signature)

Gunnar Malm, Chairman

(Name and Title)

Attest:

(Signature)

Debra Lee, County Clerk

(Name and Title)

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY

State of Wyoming
State Loan and Investment Board
Coronavirus Relief Grant Program

APPLICANT INFORMATION

Applicant Category Government Entity: ☒ Medical Entity: ☐ Tribal Council: ☐

Applicant Laramie County, Wyoming

Mailing Address 310 W. 19th Street, Suite 300

City Cheyenne State WY Zip 82001

E-Mail Address commissioners@laramiecounty.com Phone # 307-633-4260

Tax ID #: 83-6000111

Contact Person (Name and Title) Sandra Newland, Grants Manager

Phone # 307-633-4201 E-Mail Address snewland@laramiecounty.com

WYOMING CORONAVIRUS RELIEF FUND INFORMATION

CRG Funding Name Laramie County Courthouse UVC Robot

Amount of Funding Requested \$40,000 NOTE: This amount must match the amount on the submitted resolution

List all other funding sources for the project in the table below including the status and amount expended, if any.

Other Funding Source Description	Amount	Status*		Amount Expended	Funding Percentage
		Pending	Approved		
					0.00%
					0.00%
					0.00%
					0.00%
Total Other Funding	\$0			\$0	

*Documentation to support the status must be attached to the Application Packet.

Estimated Total Funding Request: \$40,000


Balance of Request Unfunded: 40,000

Auto Calculated
(Estimated Project Costs less Amount Expended)

Estimated Funding Percentage: 100% (Final Funding Percentage is Determined by Board Approved Amount)

% is auto calculated
(Amount Requested/Estimated Project Costs)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved.
To the best of my knowledge and belief, the information in this application is true and correct.
I understand the State may review any relevant documents or instruments relating to the analysis of this application.
I further certify by signing and submitting this application that all program eligibility criteria have been reviewed and this application reflects the criteria.
I understand that if grant funds spent are later found to be ineligible, the applicant will be requested to pay back the ineligible funds within 15 days to the Office of State Lands and Investments.

Signature  Date 11-17-20

Name and Title (typed) Gunnar Malm, Chairman

Coronavirus Relief Grant Program
General Information

Applicant: Laramie County, Wyoming

CRG Request Type Laramie County Courthouse UVC Robot

1. Are the funds being applied for to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19?

Yes	No
X	

2. Are the funds being applied for used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020?

Yes	No
X	

3. Are the funds being applied for used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020?

Yes	No
X	

4. Will the funds be fully expended (not just encumbered) by December 30, 2020?

Yes	No
X	

5. Will there be reporting requirements (in addition to SLIB's) related to the use of the funds, if any?

Yes	No
	X

If yes, please explain below.

There are no additional reporting requirements associated with our request, however we are happy to comply with whatever is needed.

6. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity is eligible for.

We are in receipt of some funding through the CARES Act and the Secretary of State for election security response. All funding streams will be tracked separately and we will not duplicate any funding stream for COVID-19 related expenditures made by the county.

7. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has applied for.

We have applied for FEMA Public Assistance funds in the amount of \$4,170.98 to cover Emergency Center Operation Costs and we have not received approval or reimbursement for this request. Laramie County has also requested CARES Act funding from SLIB for PPE, sanitizing and payroll expenditures in the amount of \$11,057,428.00. We also had CARES Act funding from SLIB for a UVC Robot for our Detention Center in the amount of \$40,000 and we have since relinquished funds in payroll to request additional funds for PPE, sanitizing and tele-networking costs. The county has one additional pending application for the COMEA Shelter to reimburse meals in the amount of \$7,380 (Dec 3rd SLIB Meeting).

8. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has received.

Laramie County has received a direct grant from the Department of Justice in the amount of \$40,275 for Sheriff Department COVID response operations that specifically allows for the purchase of PPE, Overtime and Tele-networking supplies. We are in receipt of some funding through the CARES Act and the Secretary of State for elections. There is no set dollar amount for these funds as long as they are used for cleaning of polling locations, correspondence to voters notifying them of changes, printing of additional absentee ballots, postage to mail these, absentee ballot drop box and polling payroll costs. All additional Cares Act funding has been applied for and received through the SLIB board.

Applicant: Laramie County, Wyoming

CRG Request Type Laramie County Courthouse UVC Robot

1. Briefly describe the reason for which you are requesting funding. (Please attach extra pages if needed.)

Please see attachment, thank you!

2. Describe how the funds being applied for are to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

Please see attachment, thank you!

3. Describe how the funds being applied for were used or are to be used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020 for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

Please see attachment, thank you!

Budget Breakdown

<u>Description</u>		<u>Amount</u>
UVC Robot for Courthouses & Archer Complex	\$	35,000.00
Estimated shipping & accessories to include UVC bulbs	\$	5,000.00
TOTAL	\$	40,000.00

Laramie County Courthouse UVC Robot Narrative

1. Briefly, describe the reason for which you are requesting funding?

The Laramie County Commissioners are responsible for local governmental operations at the two courthouses and the Archer Complex. During the COVID-19 pandemic, we have not closed our facilities to the community. We have maintained all strict public health guidelines for both staff and the public to ensure proper adherence to safety measures. The county has hired additional cleaning staff to help sanitize on a daily basis, however we often find it nearly impossible to properly disinfect all of the areas of the governmental offices and public spaces. Proper COVID-19 response and mitigation efforts for the county needs to be thorough and consistent to alleviate potential gaps resulting from human error. We are requesting funding to purchase a UVC Robot that delivers a lethal germ-killing dose of UV to all surfaces and air; and is vital for quick sanitization to protect staff and the community from the COVID-19 virus. Staff will be able to quickly disinfect the entire facility to include hallways, restrooms, offices and meeting spaces. Earlier we received funding for a UVC Robot that was purchased for our Laramie County Detention Center and this has been extremely effective in combating the COVID-19 virus within that facility. We feel confident that our requested robot can handle the spaces and needs of the County Courthouse and Archer Complex for proper disinfection.

2. Describe how the funds being applied for are to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19?

Laramie County is requesting funds for necessary costs related to proper COVID-19 mitigation efforts within its facilities. The requested piece of equipment will be critical to preventing the spread of COVID-19 within our facilities and can be used to mitigate other potentially contagious diseases for years to come. We feel that this request will help to support proper mitigation and response efforts within the Laramie County Governmental Complex and the Archer Complex. COVID-19 has highlighted the importance and necessity of proper cleaning and disinfecting practices of our facilities to promote a healthy community and workplace. With this equipment, we can prevent and limit any COVID-19 exposure or sickness to the best of our ability. In the long run, this piece of equipment will be a savings to the county because of the resources used in locating, procuring and storing the large quantity of needed cleaning and disinfecting products. The UVC Robot will aid our facilities in meeting compliance measures with COVID-19 related public health requirements.

3. Describe how the funds being applied for were used or are to be used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020 for necessary expenditures incurred due to the public health emergency with respect to the COVID-19?

Laramie County operates on a fiscal year starting July 1st and running through June 30th. Our FY 2020 budget did not include any pandemic funds and no amendments were made after the pandemic began. Laramie County started to respond to the Coronavirus in March 2020, when the State of Wyoming began to see the virus. The county adopted its FY21 budget in June 2020, and these expenditures were not included, due to a lack of resources and unknown needs. We would like to request funding to purchase this piece of equipment and additional UVC bulbs to adequately respond to COVID-19 within our facilities.

Please note that the county has ordered the UVC Robot and expected delivery is 12/8/20. The county is fully aware that if not received before 12/15/20, the full expense is the responsibility of the county. We have attached a copy of the invoice for reference.



Invoice

Command Sourcing, Inc.

6100 Horseshoe Bar Rd, STE A #228
Loomis, CA 95650
www.commandsourcing.com
sales@commandsourcing.com

INVOICE NO. 1116202
DATE November 17, 2020

BILL TO Laramie County
Attn: Accounts Payable
1910 Pioneer Ave
Cheyenne, WY 82001

SHIP TO Laramie County
Attn: Sandra Newland
1910 Pioneer Ave
Cheyenne, WY 82001

Command Sourcing Tax ID #	PO #	Salesperson	Sales Contact Info:	PAYMENT TERMS	DUE DATE
81-2441946		Rick Crays	307-797-9614	Net 30	Upon Receipt

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	UVCR	UVC Robot - Includes: Emitter, 9 bulbs (8+1 replacement), Warning Signs, UV-C Protection Glasses, Laser Measuring Tool, White Glove Delivery.	\$ 35,000.00	\$ 35,000.00
1.00	SHP	Shipping and Handling	\$ 806.00	\$ 806.00
			TOTAL	\$ 35,806.00

Comments or special instructions:

Must provide tax exempt certificate or note that taxes outside of California shall be assessed by the purchaser. 4% service charge on payment by Credit Card. Return Policy: Command Sourcing must be notified prior to receipt of any returned items and a restocking fee may be assessed.

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, June 23, 2020

6:00 PM

Commissioners Board Room

BUDGET HEARING

Roll Call/Call to Order

Present: Chairman Gunnar Malm, Vice Chairman K. N. Buck Holmes, Commissioner Linda Heath, Commissioner Brian Lovett, Commissioner Troy Thompson

Public Hearings/Rules & Reg's

1. PUBLIC HEARING on proposed amendments to the Laramie County FY20 budget.

[20 - 286](#)

Attachments: [FY20 Year End Budget Amendments](#)

Stanley Walker, Finance, read the FY20 budget amendments into the record.

Chairman Malm opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Commissioner Lovett, seconded by Vice Chairman Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

2. PUBLIC HEARING and consideration of the FY21 annual budget for Laramie County.

[20 - 287](#)

Attachments: [FY21 Budget Presentation](#)
[FY21 Laramie County Proposed Budget](#)
[FY21 Laramie County Appropriation Resolution](#)

County Clerk Debra Lee introduced the proposed FY21 budget. Clerk Lee spoke of the COVID-19 pandemic and the impact it has had on revenues. Clerk Lee thanked the board, elected officials, and department heads for stepping up, reducing operating budgets, and strategically planning for the coming year. She noted because the county was conservative in past years, the county was able to balance the budget and keep the same personnel and quality services that Laramie County residents expect and deserve. Clerk Lee noted the budget was decreased by 9.5 percent from last year and county reserves were bolstered by \$4.5 million to help weather the uncertain and challenging times ahead.

Stanley Walker, Finance, presented the proposed FY21 budget. Mr. Walker highlighted the change since the proposed budget was published. The change was to increase a Homeland Security grant. Mr. Walker reviewed budget comparisons for four fiscal years. The proposed overall budget totals \$136,708,189.

Chairman Malm opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Malm closed the hearing. Commissioners thanked the elected officials, department heads, staff, and past commissions for being conservative in the current and previous years. Commissioners acknowledged the work done by Finance Director Stanley Walker in creating a balanced budget.

A motion was made by Vice Chairman Holmes, seconded by Commissioner Lovett, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

3. PUBLIC HEARING on the FY21 annual budget for the Laramie County Library. (no action required)

[20 - 288](#)

Attachments: [FY21 Library Memo & Draft Balanced Budget](#)
[FY21 Library Budget Presentation](#)

Executive Director Carrie Hartmann presented the FY21 balanced budget for the Laramie County Library Board. Ms. Hartmann gave an overview of the budget approved by the Library Board on June 22, 2020. Ms. Hartmann noted the Library was able to approve a balanced budget without using the operating and maintenance fund established in the 2003 Specific Purpose Tax. Ms. Hartmann said the cash on hand is at an abnormally high percentage due to COVID-19, the library being closed, and the intentional cost cutting made at the end of FY20 in anticipation of decreasing tax revenue.

Chairman Malm opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Malm closed the hearing. The Commissioners thanked the board and staff for the great job they have done in light of the pandemic and providing services where they could.

No action was required on this item.

The meeting adjourned at 6:50 p.m.

CERTIFICATION

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, June 23, 2020.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Gunnar Malm, Chairman,
Board of County Commissioners

Reasonable Accommodations

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources at (307) 633-4355 or lchr320@laramiecounty.com at least two business days prior to the meeting.

APPROPRIATION RESOLUTION 200623-2

WHEREAS, before the 15th day of May 2020, Debra Lee, Clerk of Laramie County, the Budget Officer of Laramie County, prepared and submitted to the Board an estimate of income and expenditures for the 2020-2021 (FY2021) budget ending June 30, 2021.

WHEREAS, such estimate was made available for public inspection at the Office of the County Clerk,

WHEREAS, notice of public hearing on such budget was published in the WYOMING TRIBUNE/EAGLE on the 17th day of June 2020, and

WHEREAS, a public hearing was held on such budget at 6:00 p.m. on June 23, 2020, 310 West 19th Street, at which time all interested parties were given an opportunity to be heard,

NOW, THEREFORE BE IT RESOLVED, that the Board of County Commissioners, adopts this budget as the official County budget with the following appropriations made for this fiscal year ending June 30, 2021, and that the expenditures of each office, department, or spending agency be limited to the amount herein appropriated:

COUNTY COMMISSIONERS	506,515
COUNTY ATTORNEY	852,133
SPECIAL PROJECTS	283,200
FIRE WARDEN	56,365
COUNTY UNIVERSITY EXTENSION OFFICE	258,109
GRANTS MANAGEMENT	122,805
HUMAN RESOURCES	370,092
COUNTY BUILDINGS	1,037,678
COUNTY UTILITIES	886,850
GENERAL ACCOUNTS	5,862,559
INFORMATION TECHNOLOGY	2,283,996
CENTRAL GIS	342,311
CENTRAL COMMUNICATIONS/SECURITY	288,238
COUNTYCLERK/ADMINISTRATION	363,450
COUNTY CLERK/AUTO TITLES	613,112
COUNTY CLERK/REAL ESTATE	215,779
COUNTY CLERK/ ACCOUNTING	482,529
COUNTY CLERK/ELECTIONS	667,537
COUNTY CLERK/ RECORDS CENTER	331,587
CENTRAL MAIL	32,200
COUNTY TREASURER	1,261,693
COUNTY ASSESSOR	1,659,835
COUNTY SHERIFF	8,121,894
VICTIMS ASSISTANCE SERVICES	165,590
BYRNE JAG	75,498
SHERIFF MISC. GRANTS	31,633
COUNTY DETENTION CENTER	12,834,792
JUVENILE DETENTION CENTER	3,295,730
CLERK OF DISTRICT COURT	1,382,779
DISTRICT COURT	524,213
COUNTY CORONER	513,011
AGENCY TELEPHONE AND OPERATIONS	11,500

COPY OF RECORD

TRANSFER OUT	3,105,027
CASH RESERVE	20,667,187

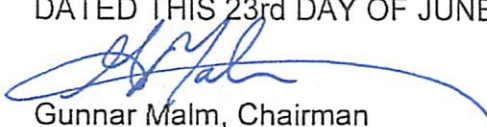
TOTAL GENERAL FUND APPROPRIATIONS	69,507,427
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OPTIONAL 1% SALES TAX FUND	8,643,451
ABANDONED VEHICLE FUND	113,000
MISCELLANEOUS GRANTS FUND	255,792
ECONOMIC DEVELOPMENT FUND	104,000
COMBINED COMMUNICATIONS CENTER FUND	3,041,075
DRUG CASE FORFEITURES FUND	150,000
PUBLIC WORKS FUND	16,784,777
HOMELAND SECURITY GRANTS FUND	320,000
EMERGENCY MANAGEMENT FUND	325,658
SHOOTING SPORTS FUND	392,655
SHERIFF MISCELLANEOUS GRANTS FUND	12,886
EVENTS DEPARTMENT FUND	2,125,751
STATE LOTTERY FUND	150,000
GIS COOPERATIVE FUND	126,921
JAIL COMMISSARY FUND	1,225,000
COUNTY IMPROVEMENT FUND	2,350,000
SPECIAL COURTS FUND	542,024
COUNTY PLANNING/BUILDING INSPECTIONS FUND	4,790,100
COUNTY ROAD FUND	4,160,000
BUSINESS READY COMMUNITY GRANTS FUND	148,672
SPOT O&M FUND	4,275,000
SPOT PROJECTS 2017 FUND	8,865,000
SELF-FUNDED HEALTH INSURANCE FUND	8,300,000

SUBTOTAL REQUIREMENTS	67,201,762
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TOTAL REQUIREMENTS	136,709,189
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DATED THIS 23rd DAY OF JUNE 2020


Gunnar Malm, Chairman
Laramie County Commissioners


Debra Lee
Laramie County Clerk