Clerk's Office - 2025

Mission Statement

The Mission of the Davis county Clerk is to serve the citizens of Davis County with excellence, upholding democracy, facilitating citizen engagement and preserving our history.

Prior Year Inputs/Outputs

13 Fulltime Staff
2 Part Time Staff

As of September 23, 2024

3,935 Passports
1,670 Marriage Licenses
56,916 Registration Updates
310,532 Petition Signatures
172,695 Documents Converted to Microfilm
918 Records Requests Processed

Core Functions & Services

- Public Support and Services – Assisting the public in applying for passports and marriage licenses
- Election Administration – Administering local, state and federal elections and maintaining voter registration lists
- Record Preservation and Access – Serving as the Records Officer for the County, providing support and training to all departments in the preservation of county records, and assisting the public in requesting public records under Utah's GRAMA
- Commission Agenda and Minutes Coordination – As Clerk of the Legislative body, coordinate agenda items with all offices and departments of the county, prepare agenda for commission, support meeting logistics, keep minutes and records of the commission.

Clerk's Office - 2025

Current Year Projected Outcomes

Building Improvements – A midyear budget change in 2023 provided funding for the construction of the new election observation area and security enhancments for the second floor of the Administration Building. This area was completed in February of 2024 and enhanced transparency and security to our elections. It should be noted that the project came in nearly $50,000 under budget. Additionally we received nearly $59,000 in State funding for this project. An additional $10,000 has been approved to install permentant glass and an entry door in the Clerk's front office, some funding from the State is also anticipated for this part of the project.

Equipment – We completed an RFP to replace our envelope openers and we brought in an new envelope opener from Aggisar in March. The first major election to utilize this equipment was the June Primary. While the implementation was not a smooth as we had hoped, Aggisar is committed to work with us and ensure the equipment works as intended. Even with the implementation issues, we found some great improvements in our processes. Originally budgeted for $80,000 in 2023, we revised the budget to $71,750 for 2024 and final purchase for the equipment was $66,800, nearly a $5,000 savings.

Staffing – We were grateful to receive funding in our 2024 budget for an additional part time position in the Clerk's Front office. This brought our FTE to 7 in this area, which is still 2.5 FTE less than what we had in 2012. With this additional staff we have been able to continue a high level of public service. Additionally we have begun 9-5-4's with our front office staff, which has provided flexibility for our employees and expanded public services without increases in cost.

Election Security – Election security continues to be an important topic within our community, state, and nation. During the first quarter of 2024 we completed an in depth review of the accuracy of our voter registration rolls and effectiveness of tools used to maintain its accuracy. The results of this review was a 99.98% accuracy rate. During the second quarter of the year we invited the chairs of all political parties in Davis County to join us for a security review of our election systems, they were provided a behind the scenes tour of our election facility, a walkthrough of our processes and demonstrations of our security features.

Records Management – We began working with each department on their annual records plans in accordance with County Ordinance. These plans create a regular opportunity for departments to review their records, retention series, and records formats, this facilitates our efforts to encourage a records management culture within the County.

Online Services – Citizens continue to seek interactions with their government through the convenience of the internet. With the implantation of our new online records request system last year, we set up and began providing online payments for these requests when needed. Additionally we began providing online payments for certified copies of marriage licenses.

Next Year Budget Initiatives

Election Equipment – Poll Pads and Poll Prints, these are IPads used at our polling locations for checking in voters and printing ballots on demand. We were notified by our poll book vendor that an upgrade to our IPads will be necessary as a result of Apple no longer support our generation of IPad. This upgrade will be needed to maintain the most current security settings. This upgrade was budgeted for 2024, however was not needed this year, we are requesting the funds be made available for the 2025 budget year.

	Account Description	2024 Budget	Proposed Budget	Variance	%	Notes
Revenue	MARRIAGE LICENSES	($85,500.00)	($85,500.00)	$0.00	0.00%	
	DEPARTMENT FEES	($250,000.00)	($250,000.00)	$0.00	0.00%	
	ELECTION REVENUES	($30,000.00)	($440,000.00)	($410,000.00)	1366.67%	As a result of election revenue from Cities and Districts
	SUNDRY REVENUE	($6,714.00)	($6,714.00)	$0.00	0.00%	
	Sub Total	**($372,214.00)**	**($782,214.00)**	**($410,000.00)**	**110.15%**	
Personnel	PAYROLL	$911,636.08	$975,980.98	$64,344.90	7.06%	
	TRAVEL PAY	$10,206.04	$10,206.04	$0.00	0.00%	
	TAXABLE INCENTIVES	$0.00	$0.00	$0.00	0.00%	
	ELECTION WORKERS	$199,244.19	$132,830.00	($66,414.19)	-33.33%	As a result of decrease in number of elections and size
	OVERTIME	$0.00	$0.00	$0.00	0.00%	
	BENEFITS	$0.00	$0.00	$0.00	0.00%	
	PAYROLL TAXES	$85,900.81	$85,732.83	($167.98)	-0.20%	
	WORKERS COMP	$6,255.20	$6,724.42	$469.22	7.50%	
	INSURANCE	$180,765.61	$167,021.54	($13,744.07)	-7.60%	
	RETIREMENT	$187,403.87	$187,427.53	$23.66	0.01%	
	COMMUNICATIONS ALLOW	$1,560.00	$1,680.12	$120.12	7.70%	
	Sub Total	**$1,582,971.80**	**$1,567,603.46**	**($15,368.34)**	**-0.97%**	
Operations	SUBS & MEMBERSHIPS	$800.00	$800.00	$0.00	0.00%	
	PUBLIC NOTICES	$0.00	$0.00	$0.00	0.00%	
	MICROFILM	$14,465.00	$14,465.00	$0.00	0.00%	
	OPERATING SUPPLIES	$7,100.00	$4,300.00	($2,800.00)	-39.44%	Our new passport camera utilizes less expensive film
	FOOD BUSINESS	$2,100.00	$2,100.00	$0.00	0.00%	
	EMPLOYEE AWARDS	$800.00	$800.00	$0.00	0.00%	
	ELECTION EXPENSES	$1,027,010.00	$716,850.00	($310,160.00)	-30.20%	As a result of decrease in number and size of elections
	MISC SUPPLIES	$0.00	$0.00	$0.00	0.00%	
	COMPUTER EQUIP	$47,550.00	$17,000.00	($30,550.00)	-64.25%	Fewer computers needing replacement in 2025
	EQUIPMENT	$150,000.00	$150,000.00	$0.00	0.00%	Not spent in 2024 planning replacment for Ipads 2025
	SOFTWARE	$0.00	$45,000.00	$45,000.00	100.00%	
	OFFICE SUPPLIES	$12,000.00	$12,000.00	$0.00	0.00%	
	POSTAGE	$100.00	$100.00	$0.00	0.00%	
	TRAVEL/EDUC& TRNG	$18,300.00	$18,800.00	$500.00	2.73%	
	MILEAGE/LOCAL TRAVEL	$2,000.00	$2,000.00	$0.00	0.00%	
	EDUCATION & TRAINING	$0.00	$0.00	$0.00	0.00%	
	MISC SERVICES	$0.00	$0.00	$0.00	0.00%	
	SOFTWARE MAINTENANCE	$0.00	$0.00	$0.00	0.00%	
	SOFTWARE SUBSCRIPTION	$0.00	$0.00	$0.00	0.00%	
	PROF & TECH	$0.00	$0.00	$0.00	0.00%	
	EQUIP REP/CONTRACTS	$8,250.00	$8,250.00	$0.00	0.00%	Need 8250 for annual service
	BLDG & GRND MAINT	$0.00	$0.00	$0.00	0.00%	
	TELEPHONE	$660.00	$660.00	$0.00	0.00%	
	Sub Total	**$1,291,135.00**	**$993,125.00**	**($298,010.00)**	**-23.08%**	
Allocations	TELEPHONE ALLOCATION	$9,272.88	$9,145.35	($127.53)	-1.38%	
	EMAIL ALLOCATION	$1,564.68	$2,835.00	$1,270.32	81.19%	
	SECURITY CAMERA ALLOCATION	$960.00	$1,271.00	$311.00	32.40%	Additional security cameras in elections as required by
	INSURANCE ALLOCATION	$18,490.00	$17,002.00	($1,488.00)	-8.05%	
	MAINTENANCE ALLOCATION	$156,545.71	$156,545.71	$0.00	0.00%	
	BUDGET ADJUSTMENTS	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$186,833.27**	**$186,799.06**	**($34.21)**	**-0.02%**	
Capital	BLDG IMPROVEMENTS	$109,000.00	$0.00	($109,000.00)	-100.00%	Completed election observation and security projects
	EQUIPMENT	$71,750.00	$0.00	($71,750.00)	-100.00%	Completed purchase of equipment
	COMPUTER SOFTWARE	$0.00	$0.00	$0.00	0.00%	
	COMPUTER EQUIPMENT	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$180,750.00**	**$0.00**	**($180,750.00)**	**-100.00%**	