

# Clerk's Office - 2026

## 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	Core Functions & Services
<b>14 Fulltime Staff</b> <b>3 Part Time Staff</b>  <b>As of September 4, 2025</b>  <b>4,398 Passports</b> <b>1,663 Marriage Licenses</b> <b>50,160 Registration Updates</b> <b>1,001 Records Requests Processed</b>	<p>Public Support and Services – Assisting the public in applying for passports and marriage licenses</p> <p>Election Administration – Administering local, state and federal elections and maintaining voter registration lists</p> <p>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</p> <p>Government Data Privacy – Serving as the Privacy Officer for the County, providing support and training to all departments in facilitating the Davis County Privacy Program in the appropriate collection, use and retention of personal data.</p> <p>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.</p>

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## Current Year Projected Outcomes

Building Improvements – \$10,000 was approved to install permanent glass and an entry door in the Clerk's front office for security enhancements. This was a responsive action to the Infrastructure Survey Security and Resilience report conducted on the Admin building in January of 2024. This project was completed mid-2025. We requested and received \$3,525.91 from the State in reimbursement for this project.

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 would be necessary as a result of Apple no longer supporting our generation of iPad. This upgrade was budgeted at \$150,000. We completed this upgrade \$65,000 under budget by keeping some hardware in use and refurbishing transfer cases. Additionally we requested and received \$62,250 from the State in reimbursement for this upgrade.

Unanticipated Revenue – In addition to the funds received for building improvements and equipment, we also requested and received \$47,918 from the State of Utah for voting equipment licensing reimbursement, bringing our total unanticipated revenues to \$113,693.91.

GDPA - With the passage of the Davis County Privacy Ordinance we have taken on the responsibility of establishing our data privacy program. This included the hiring of our Data Privacy Administrator, establishment of our Data Privacy Committee, organizing training and creating resources for our departments. Significant accomplishments in this area include an overall assessment of our county's maturity level which has increased from 2.1 to 3.1 in a scale of 5, program rollout, including appointment of department representatives, scheduled training and key deadlines. Additionally working with our partners in HR and IS we have implemented annual training for all county employees and have achieved 95% completion.

Agenda Management – We continue to find ways to improve efficiencies in the services we provide, these services include those provided to the public and the departments of the county. Early this year we rolled out the new Agenda Management system. This system simplified and improved the user experience from the department user, expanded searchability for the public and reduced our annual cost by about \$9,000.

Staffing – We were grateful to have received approval of staffing changes in our office, which included the addition of an Administrative Assistant position. While attempting to meet the needs of the office and growing demands on services it is important to also consider the fiscal impact of an additional position. To do this the following factors were considered – \$107,390 in new wages and benefits, a conversion of a previous full-time position to part-time 49,101.54 reduction in wages and benefits, an increase in department fees in passport photos, marriage licenses and ceremonies estimated at \$58,050 increase in revenue – resulting in a net impact

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to total budget of 238.46. This brought our FTE to 8 in our front office, which is still 1.5 FTE less than what we had in 2012. We are also excited to note that this position will be temporarily filled by an unpaid intern.

## Next Year Budget Initiatives

While we are not anticipating any specific initiatives that will result in a budgetary impact to our operating expenses, I did want to provide some highlights to some initiatives we will be focusing on in the coming year.

**Candidate Portal** – We are currently working with our partners in Information Systems to create a new candidate portal. The end goal of this application would fully incorporate declaration of candidacy, candidate management, candidate bios, financial disclosures and annual conflict of interest disclosure.

**County Policy Codification** – My office has been asked to assist in organizing a centralized location for county wide policy. This project will begin this year with an anticipated completion early 2025. It will provide a single web-based location for county policies including HR, IS, Finance and Facilities. We will be utilizing the same system we use for our county code which provides the benefits of tracking policy updates and previous versions. The majority of this project will be carried out by our intern position under the direction of our Records Manager.

**GDPA** – By the end of 2025 we will have our County Privacy Program initially established within the county and the basic foundation will be in place. 2026 will be focused on maturity of the program, this will include analyzing processes, continued training, and publication of privacy notices. We are also anticipating additional legislative changes during the session.

**Expanding Use of Agenda Managed** – Agenda Management is a valuable tool to share information with our citizens regarding meeting of public bodies. We anticipate adding additional public bodies as users of this system adding transparency for the public and efficiencies for the administrators of these bodies.