Clerk/Auditor

Mission Statement

The Mission of the Clerk/Auditor is to protect the interests of Davis County citizens, in the receipt and disbursement of funds, the application of election laws and the maintenance of public records.

Prior Year Inputs/Outputs

FTE (2020): 26

Auditor:

- Recognized for the 26th consecutive year by the Government Finance Officers Association for exhibiting a spirit of financial transparency by exceeding the minimum requirements of generally accepted accounting principles in annual financial reporting.
- Oversaw the administration of the County budget including expenditures in excess of $190M and revenues of $198M.
- Administered:
  - 731 Tax Appeals Processed
  - 10,448 Abatement issued (Veteran, Circuit Breaker, Blind)
  - 129 Board of Equalization Hearing

Clerk:

- Successfully implemented a new election administration system to better serve Davis County Citizens.
- Administered as of 10-2-2020:
  - 1,814 Passports Issued
  - 1,707 Marriage Licenses Issued
  - 104,490Voter Registration Updates
  - 200 Online GRAMA Requests Processed
  - Over 226,200 Records Converted to Microfilm

Core Functions & Services

Davis County Auditor:

- **Function:** Countywide Administration of Budget, Finance/Accounting, Internal Audit & External Reporting
  Added Value: *Ensure that appropriate administration of taxpayer funds occurs in Davis County Government.*

- **Function:** Tax Administration
  Added Value: Ensure that an equitable tax system exists within Davis County as well as providing a fair appeal system is in place when grievances occur.

Davis County Clerk:

- **Function:** Countywide Administration of Elections
  Added Value: Ensure that all citizens and candidates have equal access to fair, transparent and secure elections.

- **Function:** Clerk of the Legislative Body
  Added Value: Keeps record of all proceedings of the Legislative Body. Maintains record and ensure transparent and open access to the records.

- **Function:** Issue Marriage Licenses & Act as a Passport Acceptance Agency
  Added Value: Provide citizens access to critical legal services in an efficient and friendly environment.

- **Function:** Records Chief Administrative Officer
  Added Value: Ensures proper administration preservation and public access to official records of the County.

Clerk/Auditor

Current Year Projected Outcomes

Auditing/Finance

The COVID-19 pandemic has had a significant impact on the operations of the office as we work to manage the financial implications associated with the pandemic. Davis County is responsible to responsibly spend several million dollars of State and Federal funds. The Auditor's office is working to accurately track and record the revenue and expenses associated with COVID in order to report to State and Federal offices in a timely manner.

In addition to this, the Auditing staff has worked throughout the year to streamline and more fully utilizes the capabilities of the Tyler Munis Enterprise (ERP). The system's ability to provide cost accounting has been critical to addressing the financial challenges presented by the pandemic. Staff continue to direct and assist the implementation of other critical system implementations including asset management, human resource management, payroll and time keeping. This process has required and will continue to require reviewing and updating of County policy and practices to better reflect current industry best practices.

With the retirement of Diane Law in Tax Administration, we have hired a new Director, Sulika Merrill. The Tax Administration team is working to transition more and more services to online processes.

Clerk/Auditor

The Clerk's Office has completed the implementation of a new election administration system. As they have done so, they have had to think outside the box in order to meld the new system with the challenges presented by the pandemic. In addition to this, they have successfully prepared for and are ready to administer the third of three Federal, State and County elections in November. This has and will continue to require significant efforts to deliver a fair, transparent and secure election while continuing to lead the nation in vote-by-mail and in person polling solutions.

The Records Department has completed several projects focused on cataloging and preserving the records of the County. The most visible is the marriage licenses records preservation project. This project digitized all marriage licenses in the County possession dating back to the 1800's. The department also continues to work on updating the countywide GRAMA ordinance and processes.

2021 Budget Initiatives

- Continued implementation of Tyler ERP to recognize greater efficiencies throughout the County.
- Continued update and revision of financial policies, procedures and practices to implement industry best practices.
- Continue the modernization of Tax Administration interactions with the public.
- Continued improvement of records management process to insure that the historic records of the County are appropriately cared for. Establish a countywide record index and county records repository.