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 (2021): 26

Auditor:

- Recognized for the 27th 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 $205M and revenues of $257M.
- Managed the financial impact of the COVID-19 pandemic including the CARES and SLFRF funding.

Administered as of 9-24-2021:

- 379 Tax Appeals Processed
- 7,777 Abatement issued (Veteran, Circuit Breaker, Blind)
- 21 Board of Equalization Hearing

Clerk:

- Established Commission Clerk Division
- Overhaul of Record Ordinance
- Time Capsule Disaster recovery,
- Memorial Courthouse Artifacts Preservation Project

Administered as 9-27-2021:

- 3,579 Passports Issued
- 1,550 Marriage Licenses Issued
- 72,883 Voter Registration Updates
- 985 Online GRAMA Requests
- Over 241,280 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 was awarded over 69 million dollars of American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF). The Auditor's office is working to develop a program that appropriately awards projects, accurately tracks and records the revenue and expenses associated with the projects.

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) including payroll and the automated time keeping system. The system's ability to provide cost accounting continues to be 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.

Tax Administration, has worked to increase public outreach to veteran and at-risk populations that qualify for applicable abatements. It is hoped that be doing so, vulnerable populations can be better served by local government.

Clerk

The Clerk's Office continues to work to administer fair, transparent and secure election while continuing to lead the nation in vote-by-mail and in person polling solutions. While some of the excitement of the 2020 election has faded, many conspiracy theories, misinformation and blatant lies are still circulating in the general public regarding the 2020 election systems and results. This false narrative is the greatest threat to the election system and democracy. Significant time, resources and efforts will be needed to counter the misinformation that continues to circulate. Moving forward, the Clerk's office is committed to the transparency of elections as well as public education in order to combat these threats.

In addition to this, the Clerk's office has absorbed the statutory responsibility of clerking for the County Legislative body. This has taken significant time and resources. As processes are reviewed and streamlined, it is hoped that some of the demands associated with these duties can be mitigated. It is anticipated that additional resources will also be needed.

The Records Department has completed several projects focused on cataloging and preserving the records of the County. The department also continues to work on updating the countywide GRAMA ordinance and processes.

2022 Budget Initiatives

- Continued implementation of Tyler ERP to recognize greater efficiencies throughout the County.

Clerk/Auditor

- 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.
- Continued public outreach regarding the fair, transparent and secure nature of elections in Davis County.