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 (2022): 26

Auditor:

- Recognized for the 28th 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.
- Continued managed the financial impact of the COVID-19 pandemic including the CARES and SLFRF funding.

Administered as of 10-3-2022:

- 749 Tax Appeals Processed
- 7,378 Abatement issued (Veteran, Circuit Breaker, Blind)
- 54 Board of Equalization Hearing

Clerk:

- Legislative Management Software
- Converted to Ordinance Self-Publish
- Memorial Courthouse Artifacts Preservation Project
- Monthly Election Town halls
- Citizen Audit
- Installed Agilis

Administered as 9-30-2022:

- 4473 Passports Issued (8% increase)
- 1,580 Marriage Licenses Issued
- 50,783 Voter Registration Updates
- 992 Online GRAMA Requests
- Over 651,674 Records Converted to Microfilm (270% increase)

Core Functions & Services

Davis County Auditor:

- **Function:** Countywide Administration of Budget, Finance/Accounting, Purchasing, 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: Supports County Commission in their Legislative and Executive roles. Keeps record of all proceedings of the Executive and 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 continuing to implement long-term solutions to the challenges presented by ARPA. These include inflationary pressures, SLFRF project administration, monitoring and compliance.

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 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 by 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 elections. Many conspiracy theories, misinformation and blatant lies continue to circulate in the general public regarding the 2020 election systems and results. This has continued to grow as we head towards the 2022 midterm elections. This false narrative is the greatest threat to the election system and democracy. Significant time, resources and efforts have been dedicated to counter the misinformation that continues to circulate. Moving forward, the Clerk's office continues to be committed to the transparency of elections as well as public education in order to combat these threats.

We continue to find ways to improve the functions of the Clerk in its role as the Clerk of the Legislative Body. The implementation of the Provox system will bring significant improvements in the workflow, record keeping and search functions of Commission related items and records. In time Provox will replace CIDX. Additionally Provox will serve all other public bodies within the County and provide a single landing place for the public to find information regarding these public bodies. Primary goals this next year will be to better define what the Clerk's role is related to the Commission and assist County Offices and citizens in understanding this role.

The Records Division has completed several projects focused on cataloging and preserving the records of the County. The division also continues to work on training and supporting all offices of the county in records preservation, GRAMA requests, and historical research projects.

Clerk/Auditor

2023 Budget Initiatives

- Separation of the Clerk and Auditor offices.
- Conversion of existing Purchasing Manager into Contract and Grants Administrator.
- 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 public outreach regarding the fair, transparent and secure nature of elections in Davis County.
- Upgrade our GRAMA request and management system.
- Continued improvement of records management process to insure that the historic records of the County are appropriately cared for. Work with each office/department to develop their first Annual Record Maintenance and Management Report/Plan.