

Utah County Clerk's Department

Overview:

The Clerk's Office is responsible for administering elections, issuing marriage licenses and passports, and managing county government records that are subject to retention laws. Other duties include preparing County Commission meeting agendas, taking and transcribing minutes of Commission meetings, publishing legal notices, and administering oaths of office.

The Clerk's Office is comprised of the following divisions:

- Elections
- Marriage Licenses & Passports
- Records Management

Details about each of these three divisions are included in this handout.

Elections Division:

The Elections Division administers countywide elections in general election years and contracts with cities to administer city elections in municipal election years. Election administration services for special elections are also provided when necessary. The Division is committed to election integrity and maintains voter registration records, manages voting precincts, tabulates election results, and establishes polling locations and drop box locations for registered voters throughout Utah County.

Funding sources: General fund, election fees charged to cities, and state grants

2024 Budget: \$4,117,600

Marriage Licenses & Passports Division:

The Marriage Licenses & Passports Division issues and manages marriage licenses and provides marriage ceremonies in accordance with state law. The Division also functions as a Passport Acceptance Facility, executing passport applications and providing associated services.

Funding source: User fees

2024 Budget: \$2,462,200

Records Management Division:

The Records Management Division oversees the life cycle of records created in the county, including access, storage, and destruction of records when they have reached their retention date. A key duty is to maintain an inventory of all records stored at the records center and retrieve records when requests are made. Record retention needs include scanning, storing,

retrieving, and disposing of records. The Division also creates electronic copies for the Recorder's Office and sends images to the State of all such documents. Lastly, we help many departments digitize their documents and offer training on how to access them through our internal electronic document storage program.

Funding source: General fund

2024 Budget: \$773,300

How the Utah County Clerk's Department Keeps Costs Low:

1. Ensuring the staffing plan remains reasonable. The Clerk's Department has had a net decrease of two full-time positions since 2023. While the department has asked for two new full-time positions in the Marriage Licenses & Passports Division beginning in 2025, those positions and associated costs will be covered entirely by user fees, not taxes.
2. Reducing postage costs by encouraging and incentivizing voters to use ballot drop boxes.
3. Reducing mailing costs by sending emails when permitted by law rather than postcards or letters. For example, we saved \$100,000 on a mailing in December 2023 by doing this. We still ensure each household receives required mailings when we do not have email addresses on file.
4. Seeking out grant funding to pay for equipment, maintenance, and security costs, particularly in the Elections Division. By law, we only receive grant funding from other government entities, not the private sector.
5. Capturing the "fully burdened costs" of administering municipal elections, which means the cities reimburse us for the full costs of administering their elections.
6. Committing to *not* taking a "use it or lose it" approach to the budget appropriated to the Clerk's Department. The Clerk is dedicated to only spending the minimum amount necessary to keep the department running efficiently and effectively, and all excess appropriations are returned to the general fund at the end of each fiscal year.