



**DELAWARE  
COUNTY** *Ohio*

## Office of the Delaware County Auditor

The office of the Delaware County Auditor has received the Order issued by the Director of the Ohio Department of Health and dated March 22, 2020 that All Persons Stay at Home unless engaged in an Essential Work Function or Activity. The Order outlines that people may leave their home or residence only for essential activities, essential government functions or to participate in essential business operations. The Order also outlines that people who leave their home or residence for these essential functions shall do it accordance with social distancing requirements as outlined in the Order.

**The following document has been prepared to outline the services of each office under the County Auditor and identifies the services that are considered essential in accordance with the Order issued by the Director of ODH as well as the employees and contractors that will be performing essential government functions.**

Department	Business Functions	Essential Functions/Staffing	Modified Practices/Procedures
<b>Fiscal Services</b>	<ol style="list-style-type: none"> <li>1. Processing Payroll for all county employees.</li> <li>2. Processing vouchers for the payment of county expenses.</li> <li>3. Processing pay-ins from county offices in conjunction with the Treasurer's office.</li> </ol>	<p>All functions of Fiscal Services are essential government functions per Section 10 of the Order</p> <p>All staffing is considered Essential.</p>	<ul style="list-style-type: none"> <li>• Implemented social distancing practices as required per Section 15 of the order.</li> <li>• Payroll staff rotating during non-payroll week.</li> <li>• Accounting staff rotating based on workload. Office closed to non-county employees.</li> <li>• Work related to county audit being performed remotely.</li> </ul>
<b>Tax Administration</b>	<ol style="list-style-type: none"> <li>1. Distribution of property tax revenues to local jurisdictions and school districts.</li> <li>2. Process requests for tax advances for local jurisdictions and school districts.</li> <li>3. Inspection of fuel pumps and commercial scales.</li> <li>4. Sale of dog licenses and vendor licenses.</li> </ol>	<p>Office functions 1 and 2 are considered essential government functions per section 10 of the order and staff for functions 1 and 2 is considered essential.</p> <p>Business functions 3 and 4 are not considered essential. Performed by appointment only.</p> <p>Staffing is considered non-essential and employees have been placed in on-call status.</p>	<ul style="list-style-type: none"> <li>• Implemented social distancing practices as required per Section 15 of the order</li> <li>• Utilizing telework and working remotely for business functions 1 and 2.</li> <li>• Staff placed in on-call status since they cannot work remotely or by telework.</li> <li>• Inspection requests performed by appointment only.</li> </ul>

<b>GIS Office</b>	<ol style="list-style-type: none"> <li>1. Maintenance and periodic updates of GIS website to provide public access to all real estate located in Delaware County.</li> <li>2. Provide property locations for the 911 Center and EMS stations.</li> <li>3. Update subdivision information that is submitted electronically.</li> </ol>	<p>All functions of the office are essential government functions per Section 10 of the order.</p> <p>GIS Director is considered essential.</p> <p>Non-essential staff are able work remotely to perform maintenance functions.</p> <p>Custom maps will not be available until the order is lifted.</p>	<ul style="list-style-type: none"> <li>• Implemented social distancing practices as required per Section 15 of the order</li> <li>• All staff working remotely and utilizing telework to the fullest extent.</li> </ul>
<b>Data Center</b>	<ol style="list-style-type: none"> <li>1. Provide hardware, software, and network support for all County offices and departments.</li> <li>2. Provide a VPN and VPN support for all offices that are working remotely.</li> <li>3. Maintain network infrastructure and cybersecurity protections for the County network.</li> </ol>	<p>All functions of the Data Center are essential government functions per Section 10 of the order</p> <p>All Staff are considered essential and are able to provide technical support remotely. No on-site technical support is being provided.</p>	<ul style="list-style-type: none"> <li>• Implemented social distancing practices as required per Section 15 of the order;</li> <li>• All technical support is being provided remotely. No on-site technical is being provided</li> </ul>

<p><b>Real Estate Administration</b></p>	<ol style="list-style-type: none"> <li>1. Process property transfers and deed transfers.</li> <li>2. Process CAUV applications for property used for commercial agriculture.</li> <li>3. Prepare recoupment estimates for title agencies conducting closings.</li> <li>4. Perform appraisal functions related to the triennial reappraisal of real property.</li> <li>5. Perform field work related to the appraisal of new construction.</li> </ol>	<p>All functions of the office are essential government functions per Section 10 and 12 of the order.</p> <p>All staffing is considered essential but some staff have been assigned to at-home, on-call status based on the rotation of in-office staff.</p>	<ul style="list-style-type: none"> <li>• Implemented social distancing practices as required per Section 15 of the Order.</li> <li>• The office is closed to the public but a drop box for documents is currently being utilized for receiving documents.</li> <li>• Essential staff must perform certain essential real estate functions in the office. Essential staff are assigned to in-office duty on a rotating basis for processing mailed documents and documents deposited in the drop box.</li> </ul>
			<ul style="list-style-type: none"> <li>• The Office is closed to non-county employees.</li> </ul>