



Auditor 00100.221.

Mission Statement

The Clallam County Auditor's Office strives to provide excellent customer service to both the citizens of the county and our internal organization customers. Financial management, election integrity, recording accuracy and licensing customer service are our main areas of focus. We strive for perfection in our diverse responsibilities.

Function

- The Finance Division maintains, audits, and issues expenditure disbursements for the county and prepares warrants for 16 special purpose/taxing districts adhering to the Revised Code of Washington and the Clallam County Charter. The division also audits and prepares payroll for the County and several special purpose districts. The division coordinates with the County CFO in preparing the County's Annual Report and the Cost Allocation Plan.
- The Elections and Voter Registration Division administers all elections held in Clallam County. There are one or two special elections held each year in February and/or April in addition to the Primary and General Election held in August and November. A database of over 57,000 registered voters requires daily updating to keep records accurate and current. The Auditor's Office files all the Elected Official's Oath of Offices.
- The Vehicle/Vessel Licensing Division is an Agent for the Washington State Department of Licensing; issuing vehicle and vessel licenses, and processing title transfers. They are also required to perform monitoring of our daily office work and to audit and monitor the two licensing subagents in Clallam County.
- Recording maintains and indexes a variety of documents of importance to our citizens such as deeds, mortgages, and surveys in the county dating from 1854. Marriage and various business licenses are also issued and maintained through this division.
- Passport applications are accepted in this office under a contract with the US Department of State.
- We issue approximately 400 marriage licenses annually, and maintain and provide access to historical marriage information.
- The Auditor's Office is the Agent of Record for the County. Legal claims against the county, such as Tort Claims are served upon the Auditor.
- The Auditor's Office is responsible for the gathering, sorting, processing, and distribution of incoming and outgoing mail for all County Offices.

Trends/Events

considerable amount of staff time to process. With the move of the Elections Division out of the Auditor's Office we have lost our ability to use cross-trained staff to help process Passport applications.

Most of the divisions in our office have faced a substantial increase in the number of tasks required and the time it takes to do those tasks. For example, as we have discussed before, the Licensing Division's new system takes much longer to process transactions than it did in the old system. This delay causes significant amounts of additional wait times for customers waiting in line on most days. We have had lines down to the Commissioner's Office many times this year. We have also had to keep our doors open after hours to process the customers that are still in line after closing. In addition the Forks Sub agency closed it's doors in November of 2021. We worked with DOL over the last six months to replace the Sub agency. We are currently training a new employee to run that business for the new owner. This will take at least three months. While we train the new person for Forks we don't have the ability to hire our own replacement within the office as there isn't enough room for both of them. The Elections Division has also had a significant amount of changes in the last few years. With the many new laws we are required to follow, we have had to bring in extra help and hire professional services to help keep up. Beginning last year, we were required to produce, print and mail a Local Voters' Pamphlet for each election. Like last year, we were able to have someone familiar with producing LVPs help us create our Pamphlet again. We would not have been able to complete this project on time without her help.

Our Recording Division has steadily increased the amount of eRecording's they receive each day, though this has tremendously decreased the in person transactions, it has increased the amount of time processing and approving electronic records for recording. In 2020 eRecording was 45% and in 2021 it jumped to 70%.

Goals

1. Our first goal for 2023 is to continue our office space reorganization. We have severely outgrown our space. Last year we completed phase 1 by moving the entire Elections Division to be located on one floor in the basement and moving our Chief Deputy to her own office. Vehicle licensing has no room to provide adequate service to more than three people at a time. This causes extremely long lines in which customers have waited over an hour to be helped. Currently we have placed chairs down the hall to accommodate them. To more efficiently serve the public, we plan to change the layout of our office to increase our counter workstations from three to four. Our Finance Division is temporarily scattered throughout the office. We plan to move them into closer proximity of each within the Auditor's Office.
2. Our second goal is to relinquish the courthouse mail responsibilities. The Auditor's Office doesn't have the space resources to continue the functions and responsibilities required to process the mail. Staff time currently spent on mail processing can be reallocated to passport acceptance and processing, which generates revenue for the general fund.

Workload Indicators

	2020 Actual	2021 Actual	6/30/22 Actual
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Accounts payable warrants processed	15,901	14,840	7,249
Number of registered voters	61,271	60,765	61,190
Number of active voters	57,691	57,108	57,162
Number of elections	4	3	2
Marriage licenses	351	455	199
Vehicle licensing transactions	62,781	70,848	39,044
Recording/miscellaneous licenses	20,391	22,557	8,287
Passport issued	267	72	55

Grant Funding Sources

Small amounts from HAVA

Revenues

	2020 Actual	2021 Actual	2022 Actual	2023 Budget
Taxes	0	0	0	0
Licenses and Permits	3,278	4,232	1,972	3,500
Intergovernmental Revenues	332,967	0	0	0
Charges for Goods and Services	1,435,439	1,335,791	639,621	1,222,500
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	48,900	10,203	5,823	7,050
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	-50,195	60,902	-25,961	562,314
Total	1,770,389	1,411,128	621,456	1,795,364

Expenditures

	2020 Actual	2021 Actual	2022 Actual	2023 Budget
Salaries and Wages	763,266	777,492	398,281	981,539
Personnel Benefits	314,567	337,013	174,838	454,776
Supplies	47,977	19,773	5,224	16,604
Other Services and Charges	382,619	276,850	43,113	342,445
Intergovernmental Services	0	0	0	0
Capital Outlays	261,960	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	1,770,389	1,411,128	621,456	1,795,364

Staffing

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Full Time Equivalent	12.50	13.50	13.50	15.63