



Auditor  
00100.221.

## Mission Statement

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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

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- 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 prepares 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 held in August and November. A database of over 46,000 registered voters requires daily updating to keep records accurate and current.
- The Motor Vehicle Division is an agency for the Washington State Department of Licensing, issuing vehicle and vessel licenses and tabs, and processes title transfers. They manage 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 issued and maintained through this division.
- Passport applications are accepted in this office under a contract with the US Dept. of State.
- We issue over 300 marriage licenses annually, and maintain and provide access to historical marriage information.
- This office is responsible for the gathering, sorting, and stamping of outgoing mail.

## Trends/Events

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We are headed into a Presidential Election year. We are expecting our voter registration numbers and the number of voters voting to significantly increase. This is the year we see new voters registering in high numbers and a significant amount of inactive voters updating their address so they will receive a presidential ballot.

Last year, two bills passed in legislation creating Automatic Registration and Same Day Registration. Automatic Registration has been quickly increasing our voter registration numbers each day. Same Day Registration has removed the 8-day deadline for voters to register to vote or update their address in our office. It now allows voters to come into our office to register or make changes until 8:00 p.m. on Election Day. This change will drastically change our processes during the last week before the election. This will require us to increase staff to help register these voters so they can vote, while continuing to process incoming ballots, preparing for Election Night and the release of Election results.

## Goals

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1. This year will be a Presidential Election year. We are ramping up our extra help staff to help accommodate the influx of registered voters and ballots we will be processing during the elections.
2. Enhancing customer service by reviewing the use of kiosks in our lobby. Other counties have moved to using kiosks for services such as marriage license applications, registering to vote and purchasing car tabs. We will begin by contacting other counties to determine how this has improved customer service, determine the costs and to increase efficiency of our counter personnel. If budget permits, and the use of kiosks is feasible we would like to implement them before midyear.
3. Continue to enhance electronic document recording. We are currently recording electronic documents that don't require excise tax. We need to work with the Treasurer's Office to begin including these documents in our electronic recordings by 2021. For 2020, our goal is to determine the costs and procedures to implement documents requiring excise tax for electronic recording for the 2021 implementation.

## Workload Indicators

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	2017 Actual	2018 Actual	6/30/19 Actual
Accounts payable warrants processed	17,262	17,524	8,011
Number of registered voters	55,261	56,723	57,223
Number of active voters	50,856	53,451	53,993
Number of elections	3	3	0
Marriage licenses	464	429	170
Vehicle licensing transactions	70,735	71,465	35,989
Recording/miscellaneous licenses	16,682	16,115	67,222
Passport issued	808	835	511

## Grant Funding Sources

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Small amounts from HAVA

## Revenues

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	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Taxes	0	0	0	0
Licenses and Permits	4,112	3,862	1,550	3,000

Intergovernmental Revenues	0	27,813	0	0
Charges for Goods and Services	900,651	856,163	404,269	991,975
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	5,993	6,504	3,599	4,050
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	236,485	308,697	160,139	370,884
Total	\$1,147,241	\$1,203,039	\$569,557	\$1,369,909

## Expenditures

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Salaries and Wages	661,472	677,211	362,224	376,523
Personnel Benefits	239,905	270,589	157,491	98,131
Supplies	40,005	27,248	8,675	372,452
Other Services and Charges	205,859	227,991	41,167	403,262
Intergovernmental Services	0	0	0	112,041
Capital Outlays	0	0	0	7,500
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$1,147,241	\$1,203,039	\$569,557	\$1,369,909

## Staffing

	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Full Time Equivalents	12.00	12.00	13.25	12.50