



## 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 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 54,000 registered voters requires daily updating to keep records accurate and current.
- The Vehicle/Vessel Licensing Division is an agent for the Washington State Department of Licensing, issuing vehicle and vessel licenses, and processes title transfers. They also audit and monitor 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 Dept. of State.
- We issue over 400 marriage licenses annually, and maintain and provide access to historical marriage information.
- The Auditor's Office is responsible for the gathering, sorting, and processing of incoming and outgoing mail for the County.

### Trends/Events

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The unexpected COVID-19 pandemic of 2020 was a great disruption to the Auditor's Office. However, even with our doors closed to the public, our office has been able to perform all but one of our normal services. Passport Acceptance was curtailed due to the requirement to meet in person with the applicant, together with the State Department putting a hold on Passport processing. We have adjusted to mandated social distancing requirements by many of our staff members working remotely, Plexiglas barriers were installed between those in the office, providing services to the public through phone, internet, mail, drop boxes and in person appointments when absolutely necessary. The pandemic also brought funding from the Elections CARES Act which helped us to provide training and equipment to safely conduct the 2020 Federal election cycle. This included partial payment for self-service kiosks in the lobby. We currently have the components and when installed they will be used for registering to vote and other services such as marriage license applications and vehicle/vessel license renewals.

We also received a HAVA 3 Grant for Election Security in the amount of \$148,773. This grant funded security upgrades such as badge swiped locks, cameras and a state of the art ballot sorting machine that improves the security and efficiency of ballot handling. This machine also reduces the amount of human handling of ballots which reduces the spread of COVID-19.

As we look forward to 2021, we optimistically expect to see an increase in DOL and Passport Revenue when we open our doors to the public again.

In 2019, 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 timely release of Election results.

## Goals

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1.

We are looking to boost transparency, modernize our operations, streamline processes and save resources by allowing citizens to search and access recorded public records themselves, either online or at a kiosk in our office. eMarriage will automate the issuance and processing of marriage applications and licenses. These new features will free up staff time to handle other pressing issues. Eagle Self-Service will help increase staff productivity and shift the responsibility of data accuracy on applications and search inquiries to the customer. This new web interface will also enable the public to pay for services online anytime.

2.

Continue to enhance electronic document recording (eRecording). We are currently recording electronic documents that don't require excise tax. We have begun working with the Treasurer's Office to include documents requiring excise tax in our electronic recordings by 2021. This new portion of eRecording is called eREET. For 2020, our goal was to determine the costs and procedures to implement documents requiring excise tax for electronic recording for the 2021 implementation. Due to COVID-19, we were able to determine costs, but have gotten a late start on plans and procedures to implement, but are steadily moving forward with the continued goal of implementation by 2021.

## Workload Indicators

	2018 Actual	2019 Actual	6/30/20 Actual
Accounts payable warrants processed	17,524	16,693	8,059
Number of registered voters	56,723	58,089	58,779
Number of active voters	53,451	53,584	57,695
Number of elections	3	2	2
Marriage licenses	429	413	135
Vehicle licensing transactions	71,465	67,717	31,746
Recording/miscellaneous licenses	16,115	15,649	8,385
Passport issued	835	915	201

## Grant Funding Sources

Small amounts from HAVA

## Revenues

	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Taxes	0	0	0	0
Licenses and Permits	3,862	3,944	1,220	3,000
Intergovernmental Revenues	27,813	7,160	184,194	0
Charges for Goods and Services	856,163	827,215	813,373	1,029,000
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	6,504	9,256	4,769	7,050
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	308,697	382,075	-262,574	444,275
Total	\$1,203,039	\$1,229,650	\$740,982	\$1,483,325

## Expenditures

	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Salaries and Wages	677,211	707,693	354,834	822,341
Personnel Benefits	270,589	307,166	147,740	368,385
Supplies	27,248	16,969	7,613	18,004
Other Services and Charges	227,991	197,822	230,795	256,595
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	18,000
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$1,203,039	\$1,229,650	\$740,982	\$1,483,325

## Staffing

	2018 Budget	2019 Budget	2020 Budget	2021 Budget
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Full Time Equivalents	12.00	13.25	12.50	13.50
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