

### What we do:

The **County Auditor** serves as Ex Officio Supervisor of Elections, Registrar of Voters, Chief Financial Officer, Motor Vehicle Licensing Agent and Recorder for the County.

We are committed to excellence in delivering public services and acting in the public's best interest. We strive to ensure that these responsibilities are performed in a professional, forthright and fair manner which instills confidence in the services provided, as follows:

#### **Elections and Voter Registration:**

- Administer all Federal, State, County, municipal and special purpose district elections held in Kitsap County;
- Maintain voter registration records for the County;
- Conduct County voter outreach programs;
- Publish local voter's pamphlet for the County; and
- Maintain County's electronic historical record of all past elections.

#### **Financial Services:**

- Manage the central accounting system to which all County departments and agencies report financial transactions;
- Manage all disbursements, financial accounting and reporting, grant accounting, payroll and fixed asset management for the County; and
- Prepare and publish the County's Comprehensive Annual Financial Report.

#### **Licensing:**

- Act as the County's agent for Washington State Department of Licensing;
- Issue vehicle and vessel license tabs, special issue license plates, disabled parking permits and processes title transfer applications;
- Oversee five licensing sub-agencies;
- Collect and report gambling taxes for the County; and
- Issue pet licenses for unincorporated areas of Kitsap County.

#### **Recording:**

- Maintain and index official public records of all real estate documents, deeds and titles transacted in Kitsap County;
- Maintain County's historical documents dating back to 1857, all official county records and the official minutes of all Board of County Commissioner meetings; and
- Issue and maintain all marriage licenses and various local business licenses for the County.

### What we did in 2002:

#### **Elections and Voter Registration:**

- Provided timely Internet access of candidate filings, election results and other frequently requested election information;
- Conducted 4 elections processing 350,789 absentee ballots and 26,180 polling location ballots;
- Designed and programmed 364 separate ballot styles to accommodate various jurisdictional measures and candidate races;
- Completed the design and layout in both paper and Internet formats of 3 Local Voters' Pamphlets that were provided to all households in Kitsap County;
- Amended Canvass Board Administrative Rules, in accordance with 2002 legislative mandates to reflect legal requirements for the certification of elections within Washington State;
- Hired 847 extra-help workers to staff polling locations and process absentee ballots, trained and supervised all staff and extra-help workers to comply with state and federal election laws;
- Successfully conducted a county-wide manual recount in the Primary Election for the County Treasurer's race and for a race to determine the nominee for a party in the 26<sup>th</sup> Legislative District involving 67,599 ballots;

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- Amended and maintained the official GIS boundaries for all political and junior taxing districts in Kitsap County;
- Managed over 145,000 voter registration records with additions and changes in excess of 120,000; and
- Completed redistricting of 138 political and taxing district boundaries due to population changes in the 2000 census as required by law, which necessitated the following changes and activities:
  - 86 precinct boundaries, created new legal descriptions and GIS maps;
  - 170 precinct portion boundaries;
  - 3,685 streets in the election management system; and
  - Updated and Mailed notification of changes to 68,000 registered voters.

### Financial Services:

- Prepared and published Comprehensive Annual Financial Report with successful early implementation of Government Accounting Standard Board Statement 34, earning a *Certificate of Recognition*. This certificate noted that early implementation of Statement 34, “is a testament to Financial Services professional leadership, initiative and commitment to improving public accountability.” Kitsap County was only one of two counties in the State of Washington to succeed in this historic accomplishment;
- Reviewed 97,511 vouchers and issued 67,280 disbursements for a total of \$168 million on behalf of the Board of County Commissioners and special purpose districts to ensure compliance with state laws, County/special purpose district ordinances and policies;
- Audited and issued 10,143 payroll warrants and 37,924 employee payroll direct deposit transactions on behalf of County government/special purpose districts to ensure compliance with state laws and payroll taxes and also with 30 union and individual contracts, totaling \$82 million;
- Administered 180 County grants totaling 41 million; and
- Expanded use of Internet services for improved public access to County financial information.

### Licensing:

- Administered and collected 293,639 vehicle transactions and 13,802 vessel transactions totaling \$1.1 million in revenue to the County;
- Processed all vehicle and vessel transactions within five business days, even with an increase of 10,000 transactions in 2002 and exceeded the State standard overall processing time standard which is two weeks or more;
- Transactions processed per staff member is higher than five other similar counties surveyed;
- Collected and reported gambling taxes of \$400,000 in revenue for the County;
- Administered 7,792 pet licenses for unincorporated Kitsap County totaling \$81,000 in revenue for the County;
- Quadrupled vehicle on-line renewals; and
- Successfully oversaw five sub-agencies ensuring compliance with Washington State Department of Licensing regulations by conducting quarterly on-site reviews to each establishment.

### Recording:

- Recorded 96,604 documents totaling \$822,000 in revenue to the County and \$193,000 for preservation of documents;
- Issued 1,786 marriage licenses that provided \$27,000 to family support services and \$14,000 in revenue to the County;
- Provided 6,000 title searches and certified copies for a total of \$84,000 in revenue to the County;
- Provided the index of public records on the County’s web site for public access;
- With an increase of over 100,000 document pages and an overall increase of 15,000 documents, all documents were recorded on the business day they were presented; and
- Provided verified document and index information within three business days, even with the substantial increase of recordings this year.

## In 2003-2004 we will help to meet County goals through these objectives:

### Elections:

- We will contribute to **Effective and Efficient County Services** by working cooperatively with the State Legislature and Auditor’s Association to revise outdated election laws that are costly and do not serve the public in an effective manner and by responding to the public’s requests courteously and timely.
- We will contribute to **Inclusive Government** by conducting 2003-2004 elections, to ensure free and fair elections for each citizen of the County, equal access for voters with disabilities in compliance with Federal

Standards, encourage citizen and political party involvement in observation of the election process, along with implementing new federal and state laws.

**Financial Services:**

- We will contribute to **Effective and Efficient County Services** by maintaining high standards in accounting and reporting of Kitsap County’s financial activities and by courteous and timely completion of payments and reports.
- We will provide **Inclusive Government** by developing and enhancing financial systems that improve accountability by clearly tracking costs and by presenting the information in a clear format to the public, elected officials and department heads.

**Licensing:**

- We will contribute to **Effective and Efficient County Services** by ensuring convenience and local access to vehicle and vessel licensing services by enhancing service delivery methods including expanded use of the Internet and by providing prompt and courteous service to the public.
- We will provide **Effective and Efficient County Services** by improving compliance with tax and fee collection through networking and oversight activities with licensing sub-agencies, Humane Society agency, admission tax vendors and gambling establishments.

**Recording:**

- We will provide **Inclusive Government** by increasing secure efficient retrieval and public accessibility to land title records, historic county records and other records of archival significance.
- We will provide **Effective and Efficient County Services** by coordinating with the Treasurer’s Office for unified system of excise tax collection in conjunction with recording real property transactions and by timely recording and return of documents to the public.

**Measurements to meet department objectives:**

Measure	2002 Actual	2003-2004 Forecast
<b>Voter Registration Service</b>		
Total number of voters registered	145,556	147,000 – 157,000
Total number of staff	6	6 per year
Registered voters managed per staff	24,250	24,500 – 26,100
<b>Election Administration</b>		
Total number of ballots cast in elections	429,928	450,000 – 550,000
Total number of staff	6	6 per year
Number of ballots managed per staff	71,654	75,000 - 91,666
<b>Accounts Payable Service</b>		
Total number of vouchers reviewed	97,111	98,000 per year
Total number of warrants issued	67,280	68,000 per year
Total dollar amount for warrants Issued	\$168 million	\$172 million per year
Total number of accounts payable staff	3	3 per year
Vouchers processed per staff	32,307	32,666 per year
<b>Payroll Service</b>		
Total number of employees served	2,756	2,750 per year
Total number of payroll warrants/direct deposits issued	48,067	48,000 per year
Total dollar amount of warrants issued	\$82 million	\$85 million per year
Total number of payroll staff	3	3 per year
Warrants issued per staff	16,022	16,000 per year
<b>Licensing Transactions*</b>		
Total number of staff	5	5 per year
Transactions per staff	34,470	34,500 per year
Revenue over operational costs	\$1.3 million	\$1.3 million each year
<b>State Standard time for processing a title transaction</b>		
Kitsap County time for processing a title transaction	6.45 minutes	6.45 minutes
<b>State Standard time for processing a non-title transaction</b>		
Kitsap County time for processing a non-title transaction	2.46 minutes	2.46 minutes

\*Transactions which occurred in the Kitsap County Auditor’s Office, not in the sub-agencies

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<b>Measure</b>	<b>2002 Actual</b>	<b>2003-2004 Forecast</b>
<b>Document Transactions</b>	104,569	75,665 per year
Total number of staff	6.25	6.25 year
Transactions per staff	16,731	12,106 per year
<b>Image Productions</b>	427,079	302,660 per year
Total number of staff	6.25	6.25 per year
Total number of image production per staff	68,332	48,425 per year
Revenue over operational costs	\$.75 million	\$.67 million per year

**Department Budget**

**Expenditures:**

	<b>1999-2000 Actual</b>	<b>2001-2002 Budget</b>	<b>2003-2004 Budget</b>
Salaries	\$2,755,126	\$3,093,537	\$3,237,987
Benefits	588,276	744,937	840,542
Supplies	375,474	533,053	687,850
Services & Charges	453,767	704,395	753,598
Capital Outlay	15,181	0	0
Interfund Services	440,184	347,629	251,928
<b>TOTAL</b>	<b>\$4,628,008</b>	<b>\$5,423,551</b>	<b>\$5,771,905</b>

**2003-2004 Expenditures by Division:**

	<b>Administration</b>	<b>Elections</b>	<b>Registration</b>	<b>Elections General Office</b>
Salaries	\$410,889	\$543,516	\$231,078	\$0
Benefits	89,846	76,426	72,185	0
Supplies	4,200	586,500	13,500	2,500
Services & Charges	22,400	391,838	164,296	10,000
Capital Outlay	0	0	0	0
Interfund Services	20,895	74,947	2,000	1,500
<b>TOTAL</b>	<b>\$548,230</b>	<b>\$1,673,227</b>	<b>\$483,059</b>	<b>\$14,000</b>

**2003-2004 Expenditures by Division (continued):**

	Financial Services	Licensing	Recording	Auditor Total
Salaries	\$1,350,647	\$367,923	\$333,934	\$3,237,987
Benefits	365,372	119,940	116,773	840,542
Supplies	44,450	10,500	26,200	687,850
Services & Charges	84,270	56,700	24,094	753,598
Capital Outlay	0	0	0	0
Interfund Services	83,904	16,994	51,685	251,928
<b>TOTAL</b>	<b>\$1,928,643</b>	<b>\$572,057</b>	<b>\$552,686</b>	<b>\$5,771,905</b>

**Staffing Level:**

	2001	2002	2003	2004
Full Time Equivalents	33	35	33	33

**Agency Structure:**

