

2017 Annual Report



Whatcom County Auditor's Office
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Quick Glance at 2017

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16 Deputy Auditors

18 Official Ballot Drop Boxes

61 Temporary Election Workers

176 County Precincts

1,415 Marriage Applications

15,142 e-Recorded Documents

46,931 Documents Recorded

98,430 Ballots Returned by Voters

138,688 Registered Voters in November

247,132 Total Ballots Issued All Elections

288,469 Total Licensing Transactions

529,595 Total Recording Revenue Collected

1,183,878 Total Licensing Revenue Collected

Contact Information

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8:30 am—4:30 pm

Message from the Auditor

I am pleased to release the Auditor's 2017 Annual Report. This report affords us the opportunity to re-examine our office operations and pursue additional areas to be streamlined for efficiency, quality and customer service. It also provides an opportunity for the public to see and compare various aspects of the Auditor's office.

If there is one theme that comes out of this year's report it is our desire to improve efficiencies and enhance customer service wherever possible. Great strides in improving access to records, reducing costs, and updating technology were taken over the past year.

Examples of our 2017 achievements include:

- ◆ Excellent progress in the Recording Division's historical records projects, scanning and indexing records to make them available online
- ◆ Improved access to online images by scanning all documents the same day recorded
- ◆ Continuing cross-training efforts to assure excellent customer service and improve overall efficiency in all divisions of the office
- ◆ Increased support to sub-agents with the implementation of the new "Drives" system in Licensing
- ◆ Selection and procurement of a new election count system and selection of ballot sorting equipment for use starting in 2018
- ◆ Reduction in staff hours and overtime through increased efficiencies in the Election Division allowing stable per ballot costs despite increased costs

We look forward to continued enhancement to our daily procedures to benefit the public and the Auditor's Office staff alike.

Sincerely,



Debbie Adelstein
Whatcom County Auditor

Administering Elections

- ◆ File candidates for local elected offices
- ◆ File and process all local ballot measures
- ◆ Design and print a local voters' pamphlet for each election
- ◆ Layout, proof, and print ballots and various election materials
- ◆ Ensure that all eligible voters are mailed a ballot 20 days prior to an election
- ◆ Hire, train, and supervise Opening Board workers, ballot collection teams, and ballot drop box closers
- ◆ Ensure ballot secrecy and security is maintained
- ◆ Receive, process, and count returned ballots
- ◆ Certify and publish election results

Election Division

What's New

In 2017 a new vote count system was selected. Following extensive demonstrations from three vendors responsive to King and Pierce counties' Request for Proposal, Whatcom County selected Clear Ballot. The first election that will be conducted utilizing Clear Ballot will be in February 2018.



Following a Request for Proposal issued by Whatcom in November, 2017, a vendor was selected to implement a new ballot sorting solution. The ES&S Mail Ballot Verifier will scan the ballot envelope, automatically check in the ballot for that voter and capture the signature on the envelope for comparison to the one on file in our voter registration database. The Verifier will replace our current system of manually scanning in each ballot envelope and handling the envelope to compare to the voter registration signature. Other features include: ballot depth detection to sort out envelopes that either have no ballot or two ballots; recognition of ballot envelopes with no signature; and detection of ballots not from the current election or from another county. We will use the Verifier for the first time in the April 2018 special election.



2017 Elections

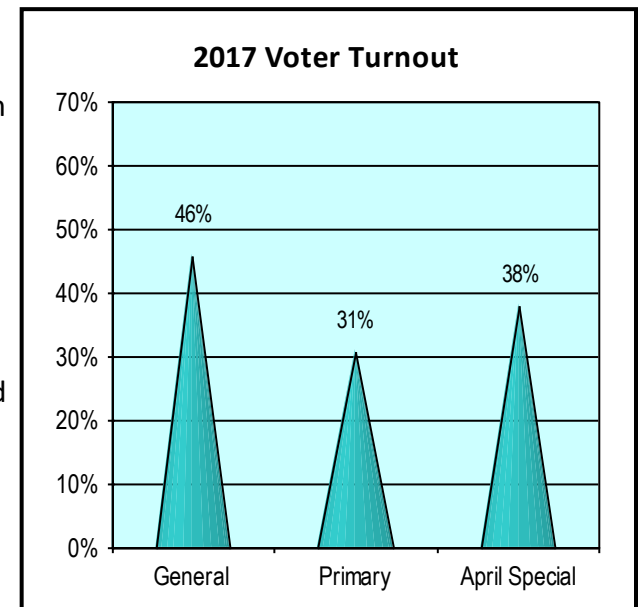
Three elections were conducted in 2017:

April 26 Special Election: Proposition for South Whatcom Fire Authority.

August 2 Primary: 8 local offices and a Proposition for Fire Protection District 16.

November 7 General: Three State Advisory Measures, Whatcom County Public Safety and Jail Facilities Sales and Use Tax, and 120 local offices with 156 candidates.

March: Contract with Whatcom Conservation District to count ballots for their election.



Core Services

- ◆ Register Whatcom County citizens to vote, including those living overseas and in the military
- ◆ Update and maintain the voter registration database
- ◆ Promote voter education
- ◆ Verify signatures for Initiatives, Referenda, and Petitions
- ◆ Maintain and update district and precinct boundaries

The image shows a sample of the Washington State Voter Registration Form. It includes sections for:

- Instructions:** Use this form to register to vote or update your current registration. Print all information clearly using black or blue ink.
- Deadline:** The registration will be in effect for the next election if postmarked no later than the Monday four weeks before Election Day.
- Public Information:** Your name, address, gender, and date of birth will be public information.
- Notice:** Knowingly providing false information about oneself or one's qualifications for voter registration is a class C felony.
- Public Benefits Office:** If you received this form from a public benefits office, where you requested the form will remain confidential and will be used for voter registration purposes only.
- Registration or declining to register will not affect the assistance provided to you by any public benefits office. If you decline to register, your decision will remain confidential.**
- Contact Information:** If you would like help with this form, contact the Washington State Elections Division.
- Web:** www.vote.wa.gov
- Call:** (800) 424-4881
- Email:** elections@wa.gov
- Mail:** PO Box 40229 Olympia, WA 98504-0229

Election Division

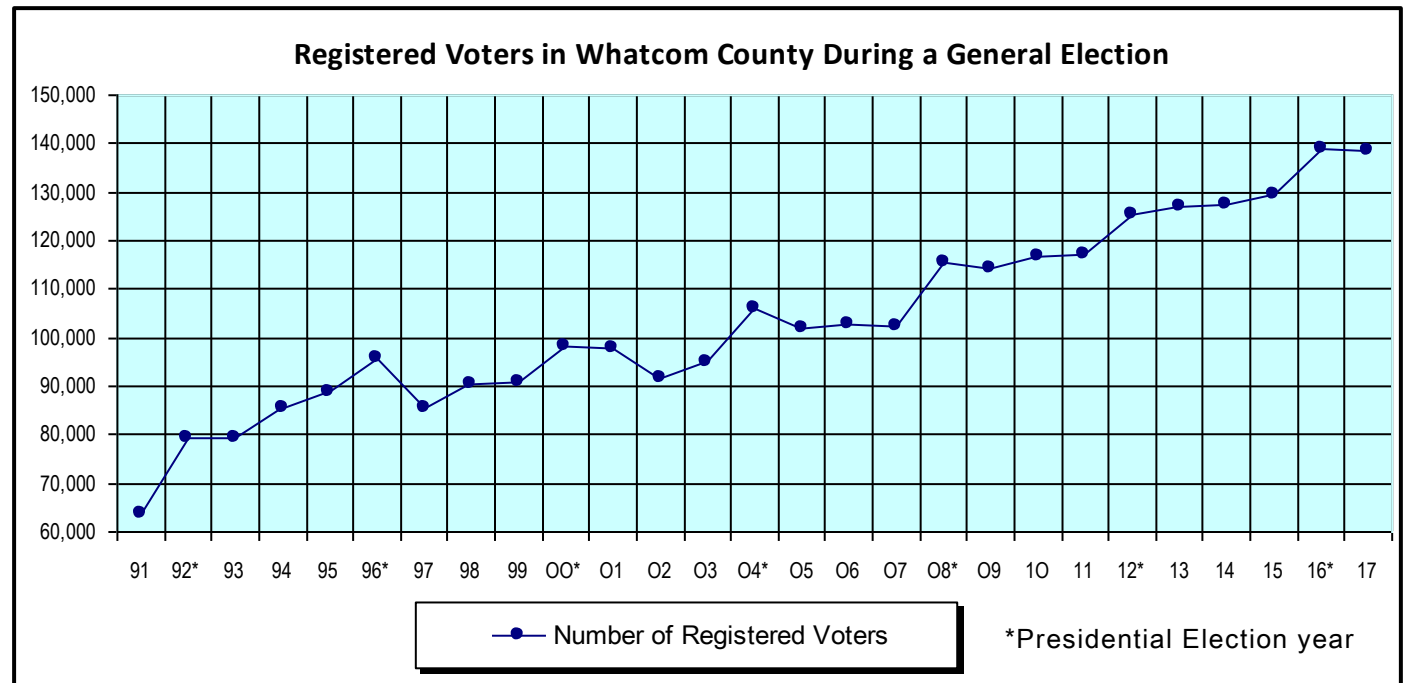
Voter Registration

As illustrated in the chart below, voter registrations peak in Presidential election years, and then slowly decline over the following three years. There were 138,688 registered voters in 2017 compared to 139,072 in the 2016 presidential year.

9,390 new voter registrations were processed in 2017 submitted from the following sources:

- 4,613 electronically from Motor Voter
- 1,205 electronically from MyVote!
- 2,058 paper forms from registration drives
- 815 paper forms received through the mail
- 531 paper forms from Washington State and agencies such as DSHS
- 168 paper forms completed in person at the Auditor's office

Of the 2,058 forms submitted by registration drives, 1,550 of those were from the Western Washington University registration drive in September, all processed within an eight-day period. In addition to new registrations, the Election Division also updated 33,693 existing registrations.

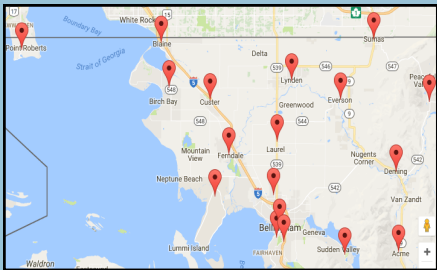


Ballot Drop Boxes

The addition of three ballot drop boxes in 2017 increased our total to 18. Drop boxes were added in Acme, Custer and Point Roberts due to a legislative mandate to provide a drop box in every census designated place with a post office. With the addition of these three boxes we are in full compliance with the statute.



Ballot Drop Box Locations:

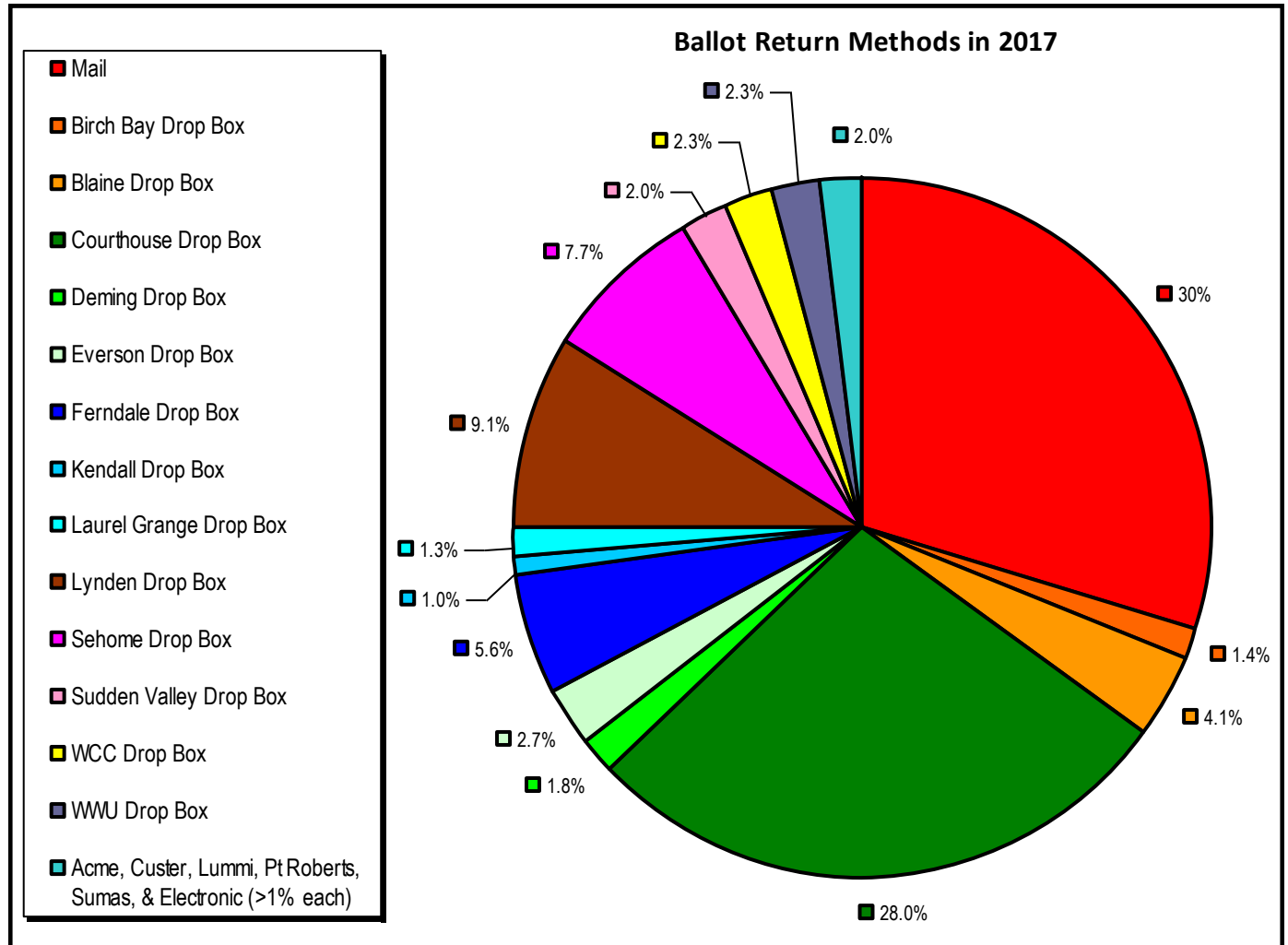


Election Division

Ballot Return in 2017

There were a total of 247,132 ballots mailed for the three elections conducted in 2017. Of that number, 98,430 ballots were returned equating to a 40% average voter turnout over the course of those elections.

While voters continue to return their ballot by mail, ballot drop boxes have become increasingly popular. Through continued outreach efforts, more voters are aware of the availability and convenience of a drop box. Usage catapulted from 51% in 2014 to 73% in 2017! As evidenced in the graph below, ballot return using a drop box is significantly higher than through the mail.



10 Year High & Low Turnout:

General Elections (November)

- 2008—87.93%
- 2017—45.88%

Primary Elections (August)

- 2008—46.65%
- 2013—21.71%

Special Elections (February/April)

- April 2015—57.97%
- February 2015—33.94%

Whatcom County's average voter turnout is higher than the average for Washington State.

	Whatcom County	Washington State
2017	45.88%	37.10%
2016	82.70%	78.76%
2015	47.24%	38.45%
2014	59.81%	54.16%
2013	54.89%	45.27%
2012	83.46%	81.25%
2011	59.02%	52.95%
2010	74.62%	71.24%
2009	53.62%	50.89%
2008	87.93%	84.61%
2007	53.74%	50.04%
Average	64.1%	58.3%

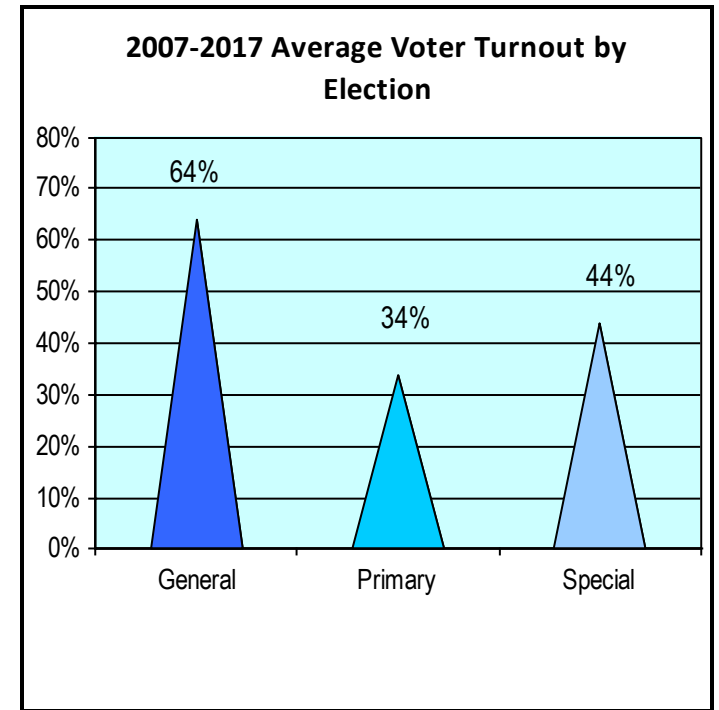
Election Division

A Historical View of Voter Turnout

As indicated by the chart on the right, Whatcom County's average voter turnout in a General Election over the last 10 years was 64%. In non-presidential election years, the average was 56%. The year 2017 saw a historically low turnout of 46% in the General Election, the lowest in ten years. For the past 27 years only 2001 was lower at 45% indicated in the chart below.

The chart on the bottom left illustrates Whatcom County's turnout is consistently higher than the turnout for Washington State as a whole.

In the 2008 presidential election year, both the Primary and General Elections manifested the highest turnout in that ten-year period as shown in the chart top left.



General Election Turnout in Whatcom County										
1990-1999	1990	1991	1992*	1993	1994	1995	1996*	1997	1998	1999
Ballots Returned	39,660	39,660	64,463	44,911	45,192	45,511	65,565	50,593	57,090	53,038
Turnout %	64%	64%	81%	56%	53%	51%	69%	59%	63%	58%
2000-2010	2000*	2001	2002	2003	2004*	2005	2006	2007	2008*	2009
Ballots Returned	74,671	44,163	55,066	45,786	91,497	63,716	69,782	55,059	101,399	61,288
Turnout %	76%	45%	60%	48%	86%	62%	68%	54%	88%	54%
2010-2017	2010	2011	2012*	2013	2014	2015	2016*	2017	*Presidential Election year	
Ballots Returned	86,993	69,147	104,727	69,709	76,123	61,136	114,920	63,626		
Turnout %	75%	59%	83%	55%	60%	47%	83%	46%		

November General Election Cost Per Ballot & Hours Worked

November General Data	Entire Election Cost	Number of Registered Voters	Number of Ballots Cast	Cost per Registered Voter	Cost per Ballot Cast
2017	\$503,000	138,688	63,626	\$3.63	\$7.91
2016	\$505,413	138,962	114,920	\$3.64	\$4.40
2015	\$424,543	129,345	61,136	\$3.28	\$6.94
2014	\$399,789	127,280	76,123	\$3.14	\$5.25
2013	\$421,691	127,002	69,709	\$3.32	\$6.05
2012	\$468,529	125,485	104,727	\$3.73	\$4.47
2011	\$398,255	117,162	69,147	\$3.40	\$5.76
2010	\$353,525	116,581	86,993	\$3.03	\$4.06
2009	\$402,339	114,292	61,288	\$3.52	\$6.56
2008	\$385,831	115,314	101,399	\$3.35	\$3.81
2007	\$385,831	102,458	55,059	\$3.77	\$7.01

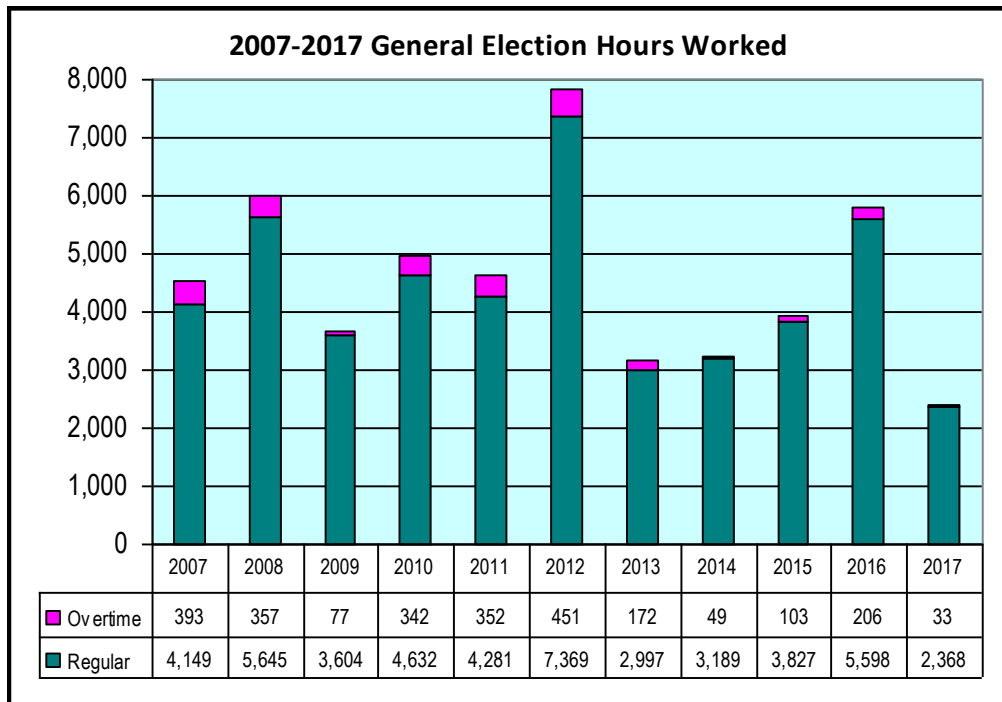
Election Division

Cost Per Ballot

Election costs are calculated based on all expenses related to that specific election. Major costs include salaries, printing, postage, vendor services to mail the ballots, and allocated costs such as election hardware and software maintenance, facilities costs and administrative overhead.

As the chart on the left reveals, cost per registered voter has remained stable despite increases in the total election costs. The Division has improved efficiencies through re-engineering the workflow resulting in fewer staff hours per election. This aids in offsetting the cost increases in salaries, postage, printing, maintenance, and vendor services.

Costs per ballot cast are directly related to the number of ballots returned. The 2017 General election was a historically low year for voter turnout significantly increasing the cost per ballot cast.



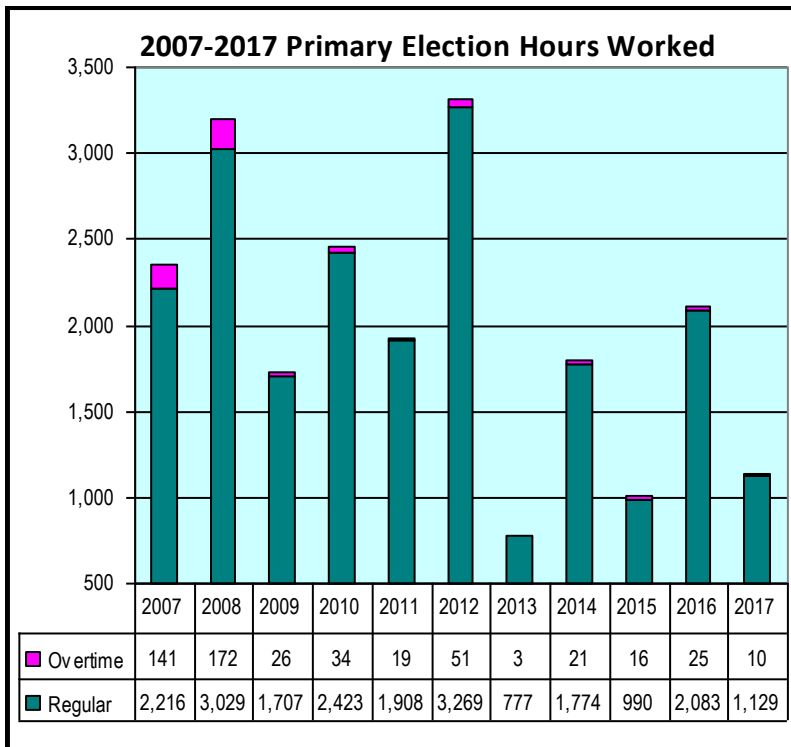
Hours

Ballot complexity and voter turnout both contribute to how many staff hours are needed to conduct an election. The larger and more complex the ballot is, the more hours that are required to layout and proof the ballot and the local voter pamphlet, examine the ballots, and duplicate ballots with vote corrections. Voter turnout also impacts hours—the more ballots returned, the more hours necessary to process them. As illustrated in the chart to the left, 2008, 2012 and 2016 were presidential election years—historically the highest voter turnout of any general election and the highest use of hours. 2015 also required more ballot processing due to the complex charter amendments proposed on the ballot. By contrast, 2017 was the lowest use of hours in 10 years—in large part due to restructuring the workflow and the record low voter turnout.

See charts for Primary and Special elections on the next page.

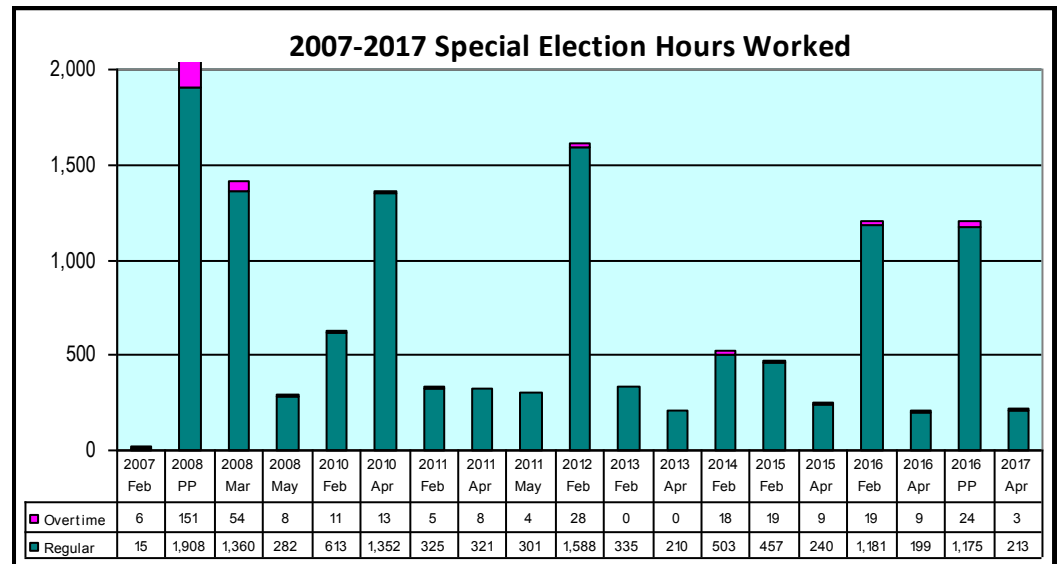
August Primary Election Cost Per Ballot & Hours Worked

August Primary Data	Entire Election Cost	Number of Registered Voters	Number of Ballots Cast	Cost per Registered Voter	Cost per Ballot Cast
2017	\$323,155	105,045	32,681	\$3.08	\$9.89
2016*	\$303,463	132,362*	49,088	\$2.29	\$6.18
2015	\$279,259	102,161	25,861	\$2.73	\$10.80
2014*	\$320,465	126,961*	42,736	\$2.52	\$7.50
2013	\$184,976	65,994	14,325	\$2.80	\$12.91
2012*	\$317,225	118,654*	47,234	\$2.67	\$6.72
2011*	\$284,726	118,678*	44,270	\$2.40	\$6.43
2010*	\$294,259	114,312*	50,015	\$2.57	\$5.88
2009*	\$281,513	116,410*	31,980	\$2.42	\$8.80
2008*	\$343,062	107,538*	50,167	\$3.19	\$6.84
2007	\$238,597	76,511	23,349	\$3.12	\$10.22



Special Election Cost Per Ballot & Hours Worked

Special Election Data	Entire Election Cost	Number of Registered Voters	Number of Ballots Cast	Cost per Registered Voter	Cost per Ballot Cast
2017 April Special	\$31,246	3,399	1,298	\$9.19	\$24.07
2016 Presidential Primary*	\$296,882	132,640*	54,233	\$2.24	\$5.47
2016 April Special	\$42,244	9,247	3,328	\$4.57	\$12.69
2016 February Special*	\$275,905	129,126*	46,683	\$2.14	\$5.91
2015 April Special	\$45,594	12,312	7,137	\$3.70	\$6.39
2015 February Special	\$103,157	31,550	10,708	\$3.27	\$9.63
2014 February Special	\$102,377	31,063	13,571	\$3.30	\$7.54
2013 April Special	\$45,552	6,592	2,784	\$6.91	\$16.36
2013 February Special	\$53,336	8,062	3,794	\$6.62	\$14.06
2012 February Special*	\$239,002	117,137*	50,454	\$2.04	\$4.74
2011 May Special	\$51,239	11,385	5,449	\$4.50	\$9.40
2011 April Special	\$50,903	9,721	4,554	\$5.24	\$11.18
2011 February Special	\$53,168	11,356	5,679	\$4.68	\$9.36
2010 April Special*	\$217,240	113,919*	52,140	\$1.91	\$4.17
2010 February Special	\$85,437	34,085	16,034	\$2.51	\$5.33
2008 May Special	\$44,825	15,903	6,751	\$2.82	\$6.64
2008 March Special*	\$199,984	104,243*	42,643	\$1.92	\$4.69
2008 Presidential Primary*	\$232,711	102,274*	42,267	\$2.28	\$5.51
2007 February Special	\$1,252	35	11	\$35.77	\$113.82



*indicates county-wide election

Core Services

- ◆ Record paper and electronically submitted documents
- ◆ Index recorded documents for ease of public access
- ◆ Make recorded documents publicly available through in-person customer service center and online access
- ◆ Help customers search recorded documents
- ◆ Provide certified copies of recorded documents
- ◆ Register and reserve plat and condominium names
- ◆ Register process servers
- ◆ Preserve and protect historically significant permanent archival documents

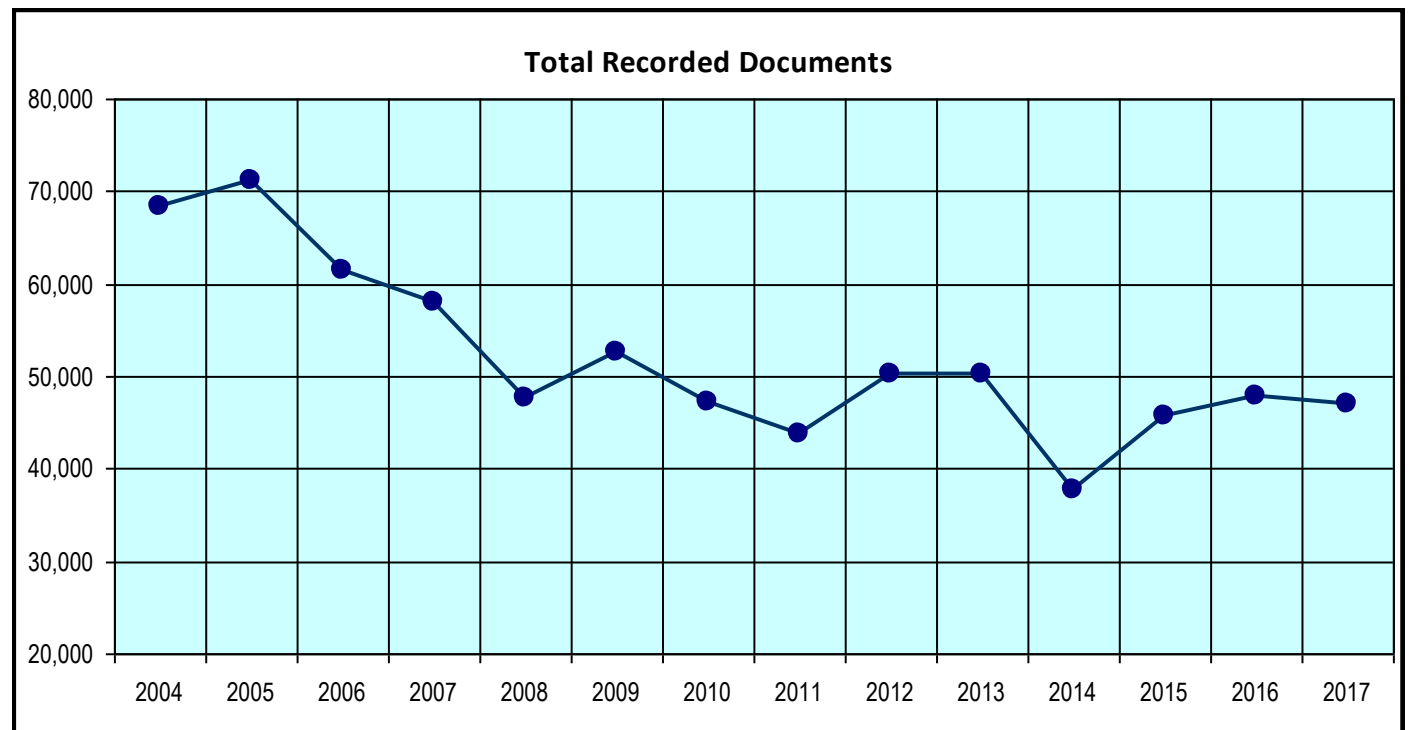
Recording Division

Document Recording

In 2017, a total of 46,931 documents were recorded, a decrease of 2.78% from 2016. Document recordings are volatile; volume relates directly to interest rate fluctuations (lower rates result in refinances of existing loans) and the real estate sales market.

Four document types represent over 75% of all recorded documents in 2017:

1. Deed of Trust (20%)
2. Reconveyance (20%)
3. Deed (19%)
4. Appointment of Trustee (17%)



Four e-Recording Submitters:



Two Local Title Companies:



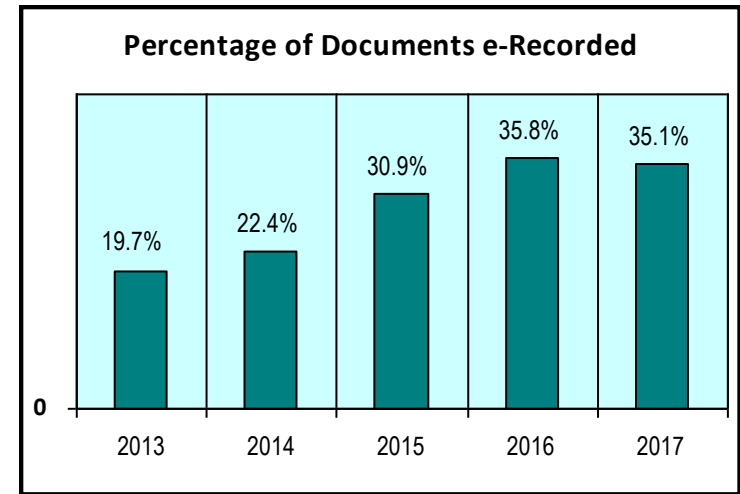
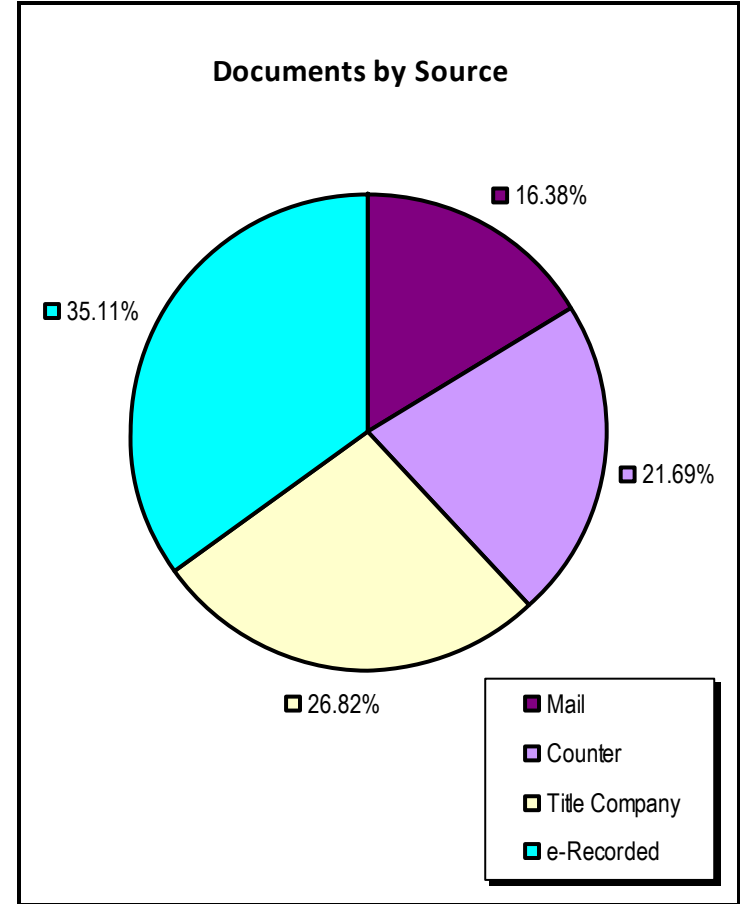
Recording Division

Document Submission

Documents may be submitted to be recorded in a number of ways: over the counter, through the mail, by title company courier, or through an e-Recording submitter. The chart to the right spotlights the various submission methods.

Title companies represent the largest proportion of recording customers. In addition to the 26.82% of all documents brought in by title company couriers, they also contract with one of the e-Recording submitters to have a portion of their recordings submitted electronically.

The chart at the bottom right shows the growth of e-Recording transactions since its inception in 2013.



Did you know?

Recording is the custodian of Whatcom County recorded documents back to 1854 in multiple formats:

- ◆ Bound Books
- ◆ Original Linen Maps
- ◆ Mylar Maps
- ◆ Microfilm and Microfiche
- ◆ Online Images

All recorded documents are permanent and archival.

Original documents not in the county office are stored at the Northwest Regional Archives facility in Bellingham. Copies of the electronic records are at the Digital Archives in Cheney.

Recording Division

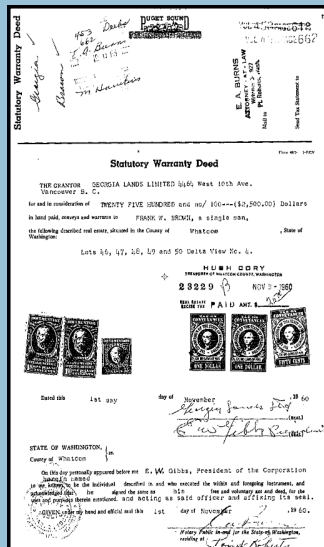
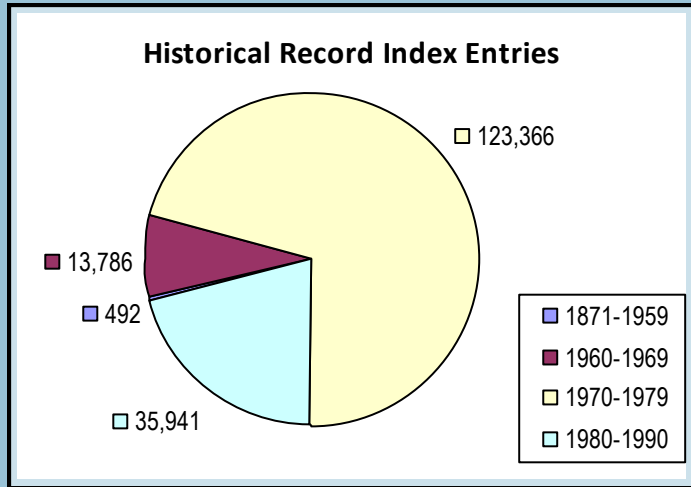
Recording System Enhancements

In 2017, a number of enhancements were made to our Helion recording system.

1. The interface was completed to provide for daily documents and indexes to be transmitted to the State Digital Archives.
2. In addition to the daily back-ups the IT department performs of the recording system, starting in 2017 the images of recorded documents are saved to a device which preserves the images using WORM technology (Write Once Read Many) that prevents the images from being altered.
3. Online Document Search was updated with enhanced search capabilities in July 2017. New features included:
 - ◆ Ability to ignore special characters within all map and name fields
 - ◆ Ability to search by Phase Number, Division, Condo Unit, or Long Legal Description
 - ◆ Auto-wildcard added to all map fields
 - ◆ Additional map fields added to the search results and detail pages
 - ◆ Clear Fields button was added to the Basic Search page



The Recording Division has records dating back to 1854. Those records not yet accessible online are available on microfilm in the Auditor's Office. Once the historical records project is complete, ALL documents will be available online.

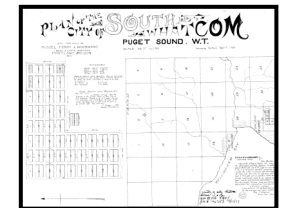


Recording Division

Historic Records Projects

Indexing of Historical Documents: 1.2 million images from 1959 through 1988 were added to the recorded document repository in 2016. Pre-indexed by the imaging services vendor with the Auditor File Number, these records require full indexing in order to be searchable by the public. Full-time staff devoted available hours to the indexing project in addition to full-time and part-time temporary employees. As a result, 173,718 records were indexed and 31,952 were verified. This project will continue in the future.

Addition of Map Images: 3,215 map images for the years 1871 through 1988 were added.



Digital Images of Military Separation Papers: 2017 saw completion of the military separation documents scanning project that began in 2016. Books containing the original documents were retrieved from the Northwest Regional Archives and the documents for years 1943 through 1963 were scanned. With the image capture and naming portion of the project finished, the focus in 2018 will be indexing the records and adding them to the repository.

Redaction: In excess of 75,000 historical document images were reviewed for potential redaction. Whatcom County redacts the social security numbers from all documents available on the website.

Map Index: Over 8,000 map images were re-indexed in preparation for a new plat reservation system and map database. Inconsistencies over the years in the way plat, condominium and short-plat names were formatted in the index made using the plat name as a search field problematic. A new feature of the recording system will be a drop-down list of plat, condominium and short-plat names to aid searching, and provide a way to reserve names for new developments. This data clean-up will also benefit other county departments and the county GIS project which rely heavily on recorded maps.

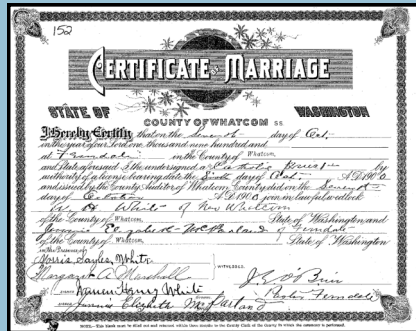
Core Services

- ◆ Issue marriage applications
- ◆ Record and index marriage licenses
- ◆ Provide certified copies of marriage records
- ◆ Preserve and provide access to marriage records in Whatcom County back to 1854

MARRIAGE RETURN.

1. Date of License *Oct 19 '93*
 2. Full Name of Groom *Chas. M. Grand*
 3. Age Last Birthday *28*
 4. Color (s) *White*
 5. No. of Groom's Marriages *None previously*
 6. Birthplace *New York*
 7. Birthplace (1) *New York - rural*
 8. Occupation *Bookkeeping*
 9. Father's Name *John C. Grand*
 10. Mother's Maiden Name *Wesley Higgins*
 11. Full Name of Bride *Edith M. Grand*
 Maiden Name if a Widow
 12. Age Last Birthday *27*
 13. Color (s) *White*
 14. No. of Bride's Marriages *None previously*
 15. Birthplace *New York*
 16. Birthplace (1) *New York - rural*
 17. Occupation *None*
 18. Father's Name *James Grand*
 19. Mother's Maiden Name *Wesley Higgins*
 20. Date of Marriage *Oct 19 '93*
 21. Place of Marriage *New York*
 22. By whom Married, and Official Station *Chas. C. Cook*
 23. Names of Witnesses and their Birthplaces *John C. Grand, New York; Edith M. Grand, New York*
 No. 1 *John C. Grand*
 No. 2 *Edith M. Grand*
 No. 3 *James C. Cook*

Note.—(1) State only. (2) State, or age may be known, as White, or Negro, Indian, Chinese, or any other race.



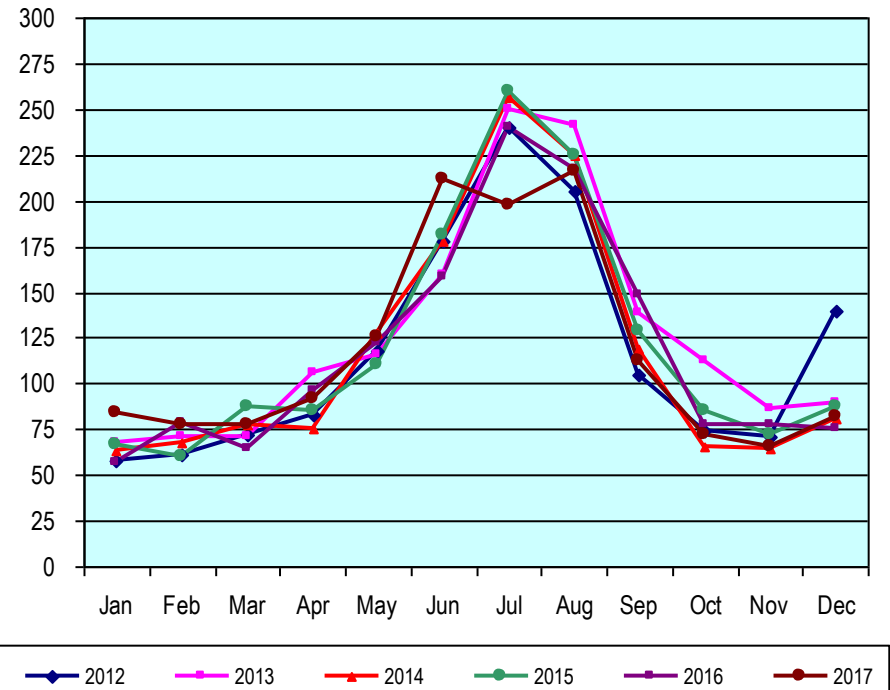
Recording Division

Marriage Licensing

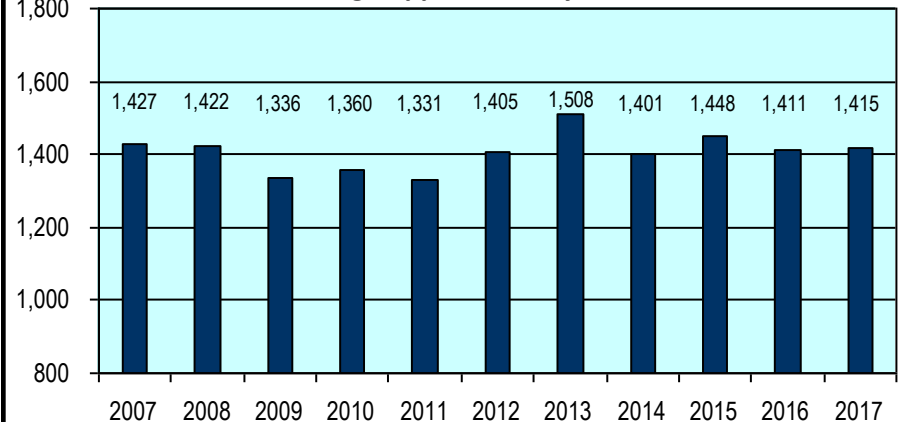
The Recording staff issued 1,415 marriage licenses in 2017, only 4 more than 2016's total. See chart below for a look at the last 10 years.

In 2017, the online marriage application was enhanced to provide for an automatic email to be sent to the applicants describing the next steps necessary to complete the process. Many of the couples applying for an application fill out the forms online before coming to the office. This not only saves the couple time once in the office, it allows them to complete the form at home where it may be easier to access required information such as father's birthplace or mother's maiden name. If a couple does not get the application started at home, we provide workstations in the office for them to use to get the process started.

Marriage Applications by Month and Year

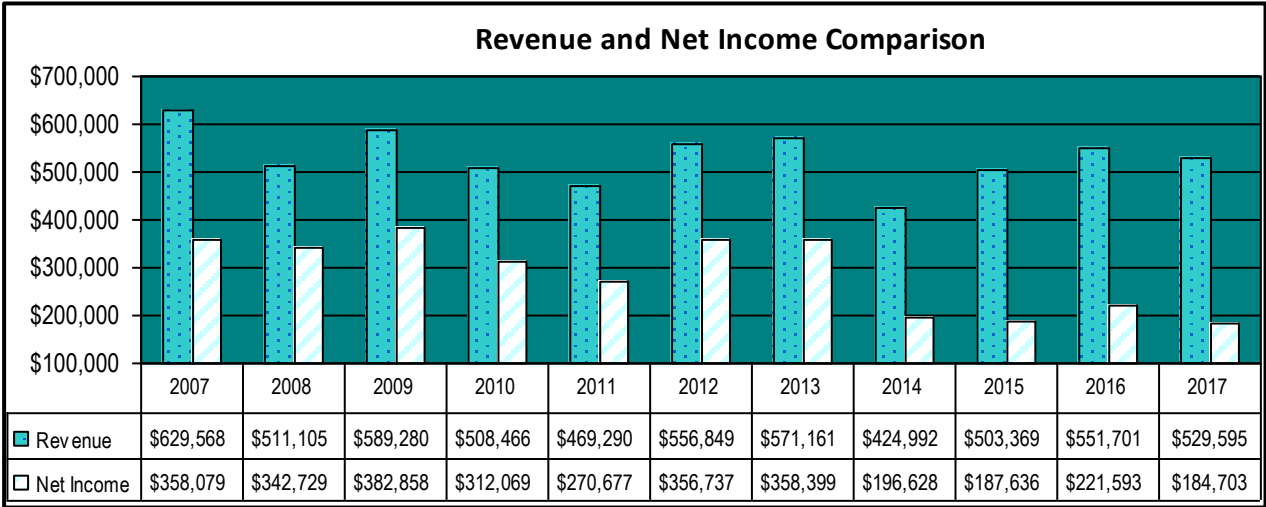


Marriage Applications by Year

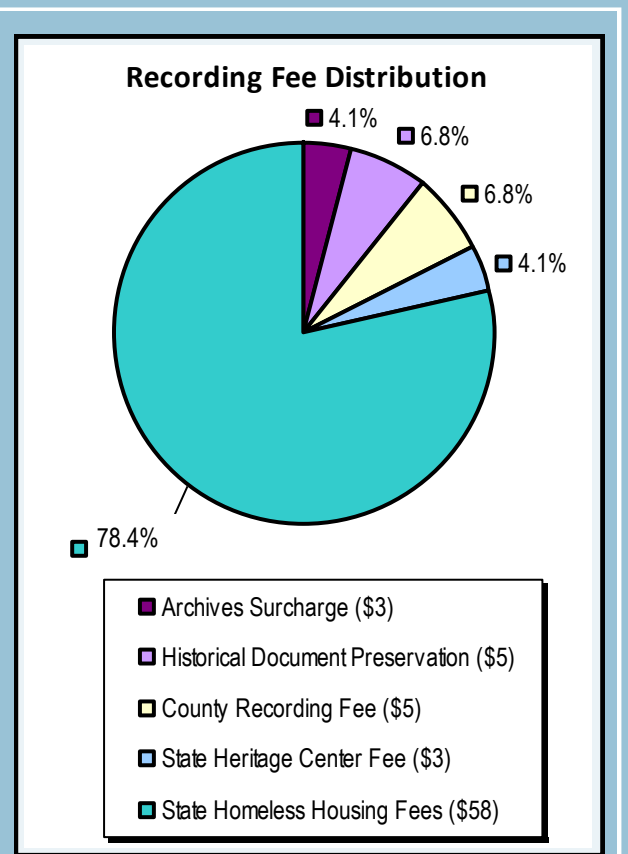


Recording Division

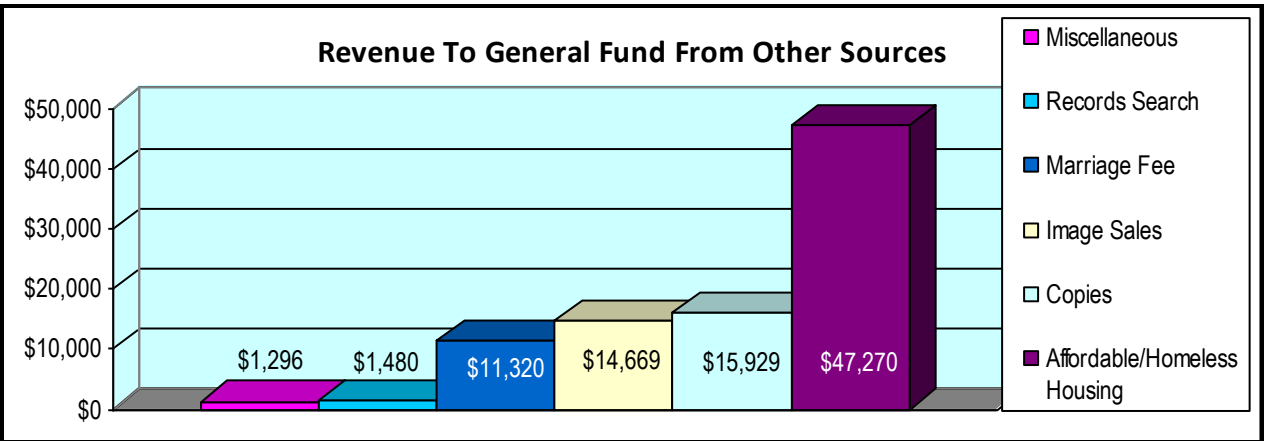
Recording Revenue



Recording fees are charged for each document and page, and are a combination of fees to the county general fund and a number of special purpose fees. The current recording fee for a one page document is \$74 distributed as shown in the chart to the right. In 2017, a new \$1 fee was added for the Washington State competitive grant program, attorney general’s consultation program and state archivist’s training services. County recording revenue was \$529,595 in 2017. With department expenses of \$344,892, a net \$184,703 was contributed to the general fund. Revenue fluctuates year to year with the real estate market as indicated in the chart above.



Revenue to the general fund for recording documents was \$437,632 in 2017. Recording also collects fees for copies, certified copies, conducting research for customers, administrative fees for collection of the Affordable and Homeless Housing fees, marriage application fees, and a few miscellaneous fees as illustrated in the chart to the left. The total contribution to the county general fund for these fees was \$91,964 in 2017.



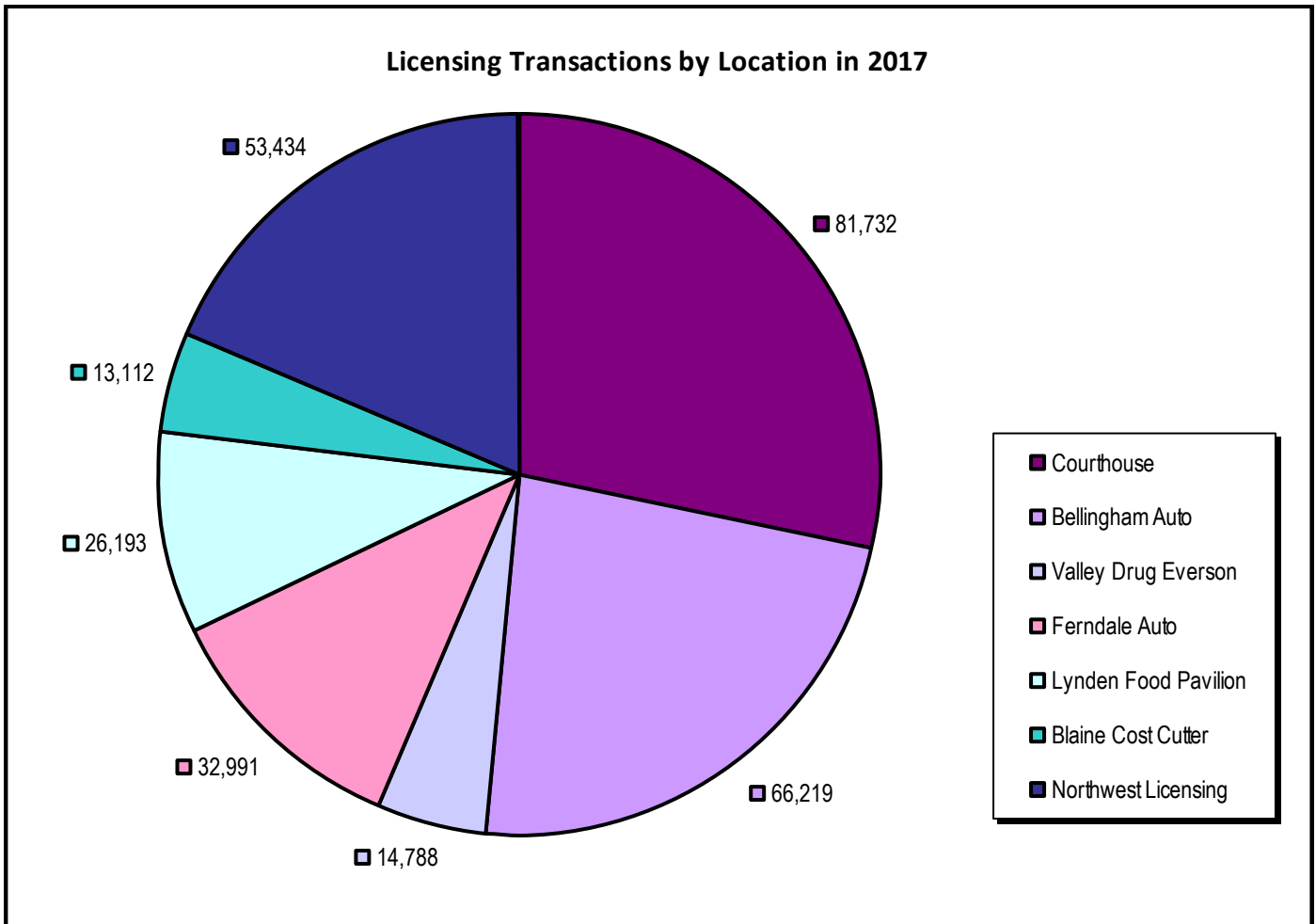
Core Services

- ◆ Title and license vehicles and vessels in partnership with the Washington State Department of Licensing
- ◆ Train, oversee, and audit 6 local vehicle and vessel licensing subagents
- ◆ Collect tax on behalf of the Department of Revenue for private party sales and out of state sales
- ◆ Issue disabled parking placards

Licensing Division

Title and Tab Transactions

In 2017, Licensing staff processed 81,732 vehicle and/or vessel title and tab renewal transactions. The county, together with six subagents, processed approximately 288,469 transactions. Of the total transactions, 223,733 were renewals, and 64,676 were title transactions.



2017 Quick Facts:

- ◆ 58,548 renewals in 2017 were processed via the internet. An internet renewal allows customers the convenience of paying the fee online in addition to having the option of picking up the tabs at a desired location or having the tabs mailed. If the customer does not select a desired location, the system will default to the subagent closest to the customer.
- ◆ 3,815 Quick Titles were issued countywide with 142 of those issued at the courthouse location.
- ◆ The courthouse location processed 7,628 title transactions, 60,861 were processed countywide.
- ◆ Of the 288,469 total transactions processed county-wide, 81,732 were processed by the courthouse location.

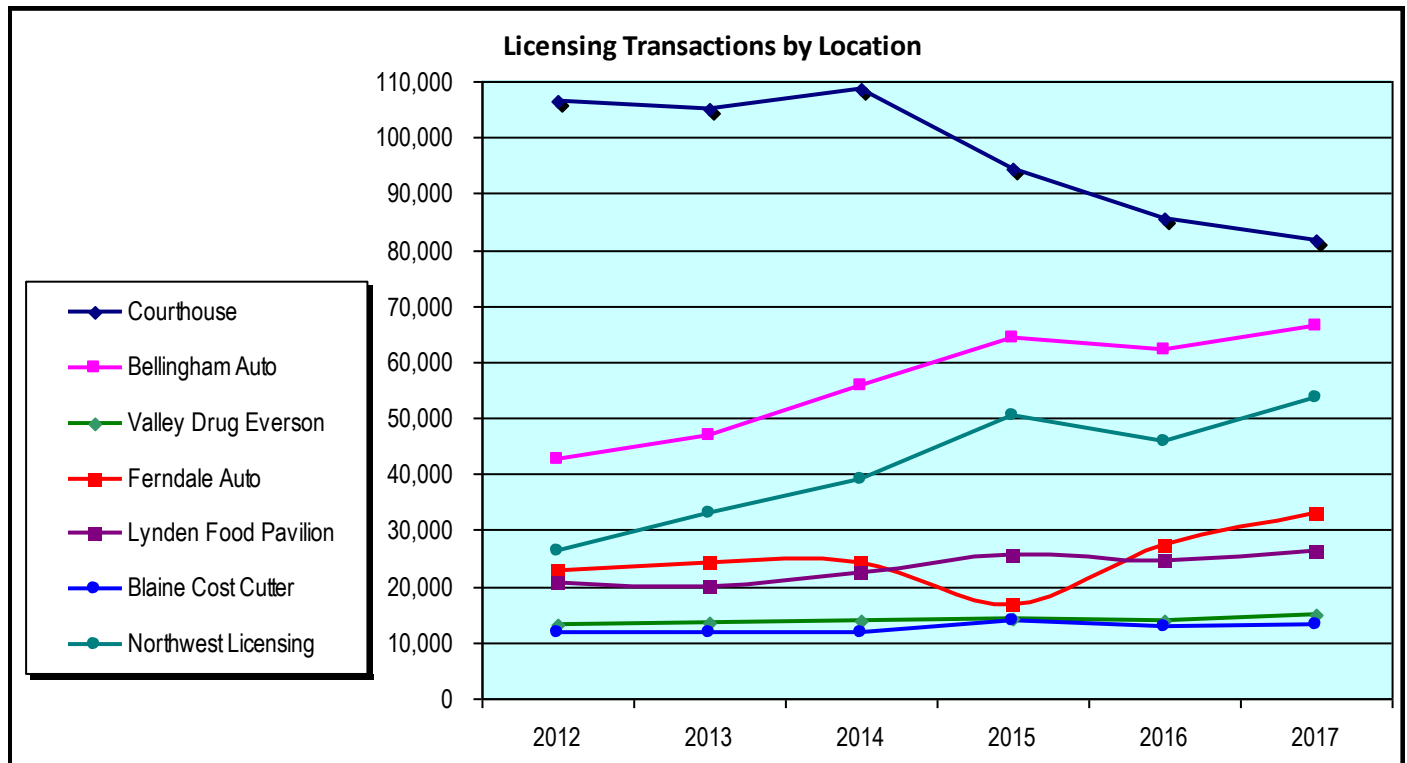
Licensing Division

Transaction History

While transactions at the courthouse location have decreased steadily since 2014, total transactions countywide have increased 6% over 2016. Changes in procedures and fees account for the reduction in the courthouse transactions including:

- “Normalizing” the fees collected by the county and the subagents
- Dispersing internet transactions between the county and the subagents, setting the default agent to the one closest to the customer
- Allowing subagents to process quick titles

The chart below shows a comparison of licensing transactions by location over the last six years.



Subagents in Whatcom County:

- ◆ Bellingham Auto Licensing—
804 Lakeway Drive, Bellingham
- ◆ Valley Drug Licensing—
208 E. Main Street, Everson
- ◆ Auto Licensing of Ferndale—
1740 La Bounty Drive, Suite 4, Ferndale
- ◆ Lynden Food Pavilion Licensing—
8130 Guide Meridian, Lynden
- ◆ Blaine Cost Cutter Licensing—
1733 H Street, Suit 100, Blaine
- ◆ Northwest Licensing—
2502 Cedarwood Avenue, Bellingham

A subagent is a private business that enters into contract with a County Auditor, and is appointed by the Department of Licensing Director to perform vehicle and vessel title and licensing services, according to dol.wa.gov

Licensing Division

Subagent Oversight

The Licensing staff provides training and oversight to the county's six subagents, ensuring high quality service delivery and compliance with State of Washington Department of Licensing (DOL) regulations. As part of that oversight, the Supervisor and Coordinator II:

- ◆ Held 3 subagent manager meetings in July, November and December.
- ◆ Conducted on-site training at all six subagent offices in January/February after the DRIVES system rollout
- ◆ Conducted additional training and an audit at one of the subagents in September
- ◆ Administered 3 licensing certification tests
- ◆ Verified that 6 licensing clerks completed 1800 hours to become Certified Licensing Operators

Procedural Changes

Beginning January 1, 2017 the United States Coast Guard began enforcing the federal standard for Hull Identification Numbers (HIN) on vessels. DOL sent out 19,000 letters to affected vessel owners statewide leading to an influx of phone calls and increased foot traffic. Many vessel owners were required to investigate and provide proof of their HINs. The non-compliant HINs were replaced with state-issued HINs. As a result, the courthouse location issued about 500 more vessel titles than in 2016.



Licensing Transactions-Auditor's Office

- ◆ 4,991 Discover Passes sold
- ◆ 921 Personalized license plates renewed
- ◆ 73 WWU license plates issued
- ◆ 87 Seattle Seahawks license plates issued
- ◆ 217 Electric vehicles registered
- ◆ \$105,566.78 State Park donations
- ◆ \$5,662.15 Organ and Tissue donations



Licensing Transactions—All Locations

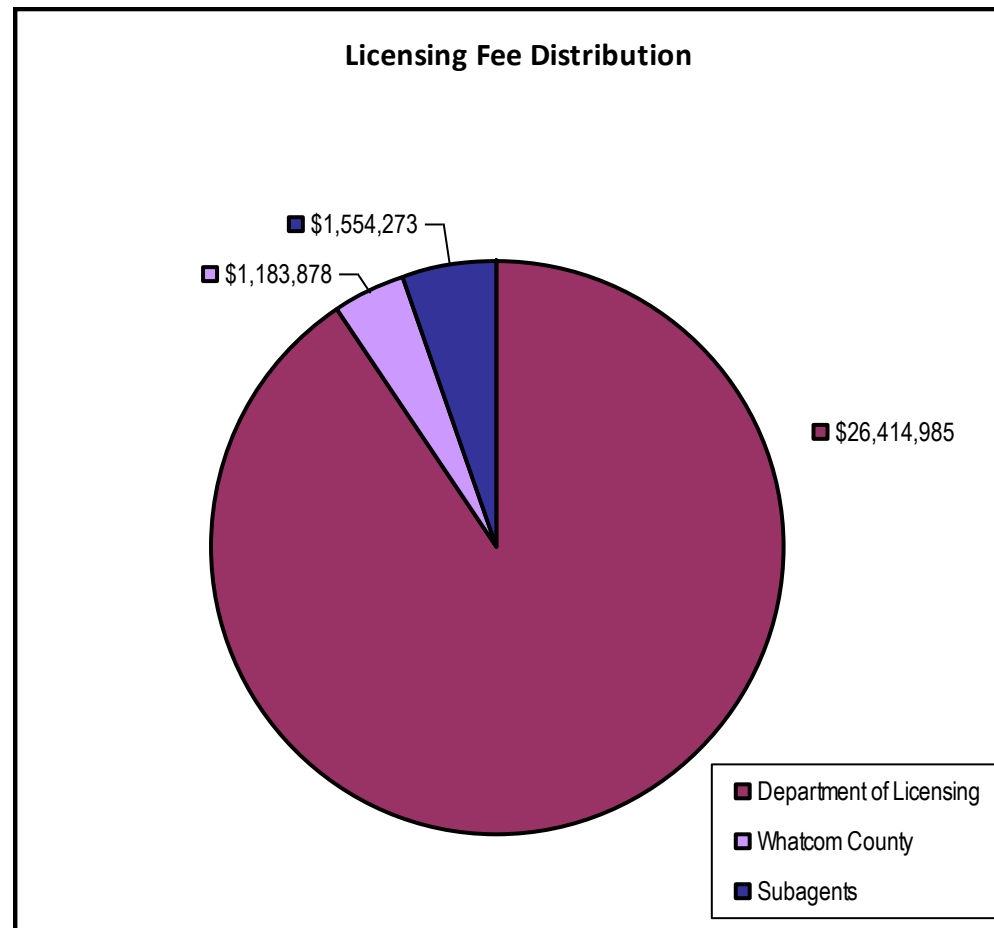
- ◆ 9,443 Discover Passes sold
- ◆ 2,142 Personalized license plates renewed
- ◆ 155 WWU license plates issued
- ◆ 364 Seattle Seahawks license plates issued
- ◆ 496 Electric vehicles registered
- ◆ \$198,017.24 State Park donations
- ◆ \$9,615.14 Organ and Tissue donations



Licensing Division

Licensing Revenue

Whatcom County licensing transactions totaled over \$26 million in state and local vehicle/vessel licensing fees in 2017. 90% of the licensing fees were allocated to the Department of Licensing to support the state's transportation system. The remaining funds were divided between the Whatcom County General Fund and the county's licensing subagents as shown in the chart below.



Core Services

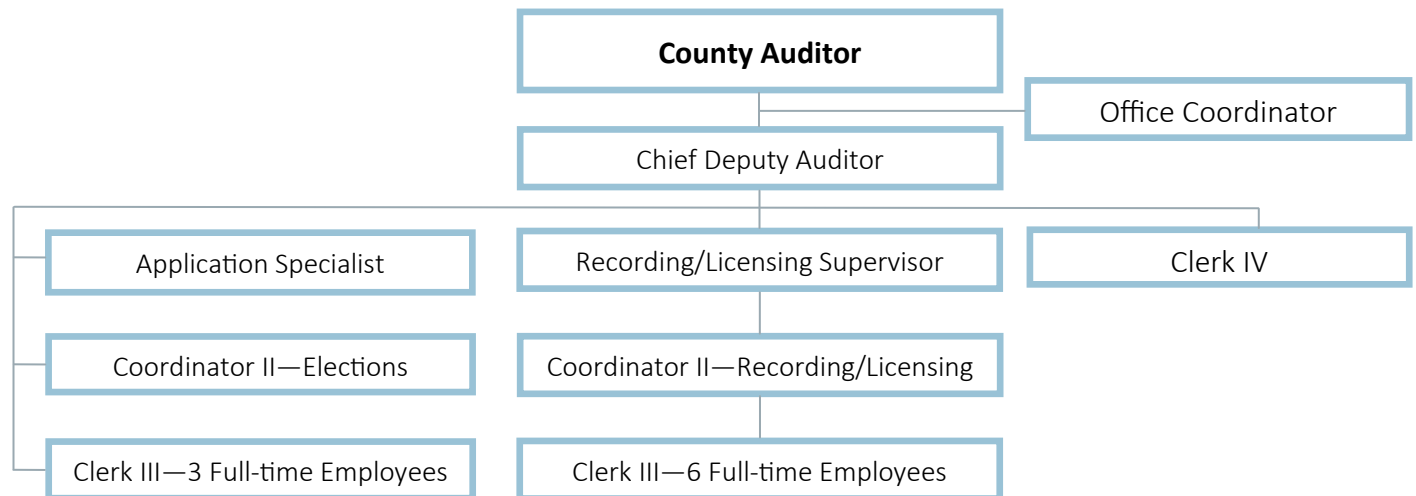
- ◆ Administration
- ◆ Oversight of Three Divisions
- ◆ Budget
- ◆ Payroll
- ◆ Purchasing/Accounts Payable
- ◆ Initiatives, Referenda, District Creation
- ◆ Requests for Proposals
- ◆ Contract Management

Administrative Overview

Auditor's Office Administration, namely the Auditor, Chief Deputy, Office Coordinator, and Clerk IV, provide support for the operations of the rest of the office. Administrative functions include payroll, purchasing, contracts, and budget preparation and management. Publications such as the Candidate Filing Guide, the Initiative/Referenda Handbook, and a quarterly newsletter on Elections are prepared and maintained by Administration. In addition, they handle legal notices, press releases, meeting with constituents on a variety of topics including initiatives, referenda or the creation of new districts. They also process resolutions for ballot measures from cities and districts, problem solve, and conduct citizen group meetings.

In 2017 Administration

- ◆ Processed 8 resolutions for ballot measures
- ◆ Calculated and mailed out 72 Election and Registration cost bills to cities and districts
- ◆ Managed 50 contracts
- ◆ Developed and issued 1 Request for Proposal
- ◆ Updated the Candidate Filing Guide and the Initiative/Referenda Handbook
- ◆ Processed 57 Oaths of Office and created Certificates of Election/Appointment
- ◆ Published 1 Elections Newsletter



Highlights:

- ◆ Legislative Committee
- ◆ Recording Committee
- ◆ WACO Board
- ◆ WACO Strategic Planning Committee
- ◆ Voter Intent Guidelines Committee
- ◆ Executive Steering Committee for a new statewide Voter Registration system
- ◆ Property Records Industry Association (PRIA)
- ◆ International Association of Government Officials

Statewide Involvement

In addition to the oversight of three divisions under the Auditor's purview, the Auditor and the Chief Deputy participate in the Washington State Association of County Auditors (WSACA) and the Washington Association of County Officials (WACO). These statewide advocacy groups provide opportunities to interact with other counties, statewide officials, and to learn and share best practices.

Washington State Association of County Auditors (WSACA)

Debbie Adelstein continues to serve on the WSACA Legislative Committee. Her participation advocates for legislative priorities affecting the auditors; she solicits input and participation from all members of the association. Debbie also serves as a member of the WSACA Recording Committee. Chief Deputy Diana Bradrick participates in recording and election policy committees. The committees focus on standardization of practices to achieve and maintain consistency of common goals.



Washington Association of County Officials (WACO)

Auditor Debbie Adelstein sits on the Board of WACO as the representative of the Auditors' Association. WACO is a non-profit, non-partisan organization of assessors, auditors, clerks, coroner, prosecutors, sheriffs, and treasurers from Washington's 39 counties. They advocate for all elected officials and promote better county government. Auditor Adelstein currently chairs the Strategic Planning Committee of WACO.



Secretary of State's Office Committees

Auditor Adelstein also serves on a statewide committee on Voter Intent Guidelines. Together with Chief Deputy Bradrick, they serve on the committee to review proposals for a new statewide voter registration system. Early in 2017, Diana served on the committee that drafted the request for proposals for the new system.

National Involvement

Diana has been a long-time member of the International Association of Government Officials (IGO) and the Property Records Industry Association (PRIA). Her participation in these associations keep the office current on emerging technology as well as up-to-date on national trends in the recording area.





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