Kitsap County Clerk

2027 BUDGET PRESENTATION

David Lewis, Clerk
Rebeca Wildes, Chief Deputy

September 22, 2026 | 1:30 p.m. | Commissioner Chambers

KitsapCounty

9/14/2026

Clerk's Office

ABOUT US

OUR MISSION

It is our mission to serve the courts and the citizens of Kitsap County in a manner best suited to provide quality, efficient, and effective service. We believe the public has a right to employees who embody the highest standards of excellence, integrity, and fairness.

Clerk’s Office
EMPLOYEES

The Clerk’s Office proudly serves the Kitsap County community with 38 FTEs.

LEADERSHIP TEAM

- David Lewis, Clerk
- Rebecca Wildes, Chief Deputy
- Stacey Gora, Financial Analyst
- Tricia Croston, Records Supervisor
- Amanda Osborn, Court Operations Supervisor
- Vanessa Carlson, Court Services Supervisor

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- **Court Facilitator:** Facilitators work directly with pro se litigants (people who represent themselves) navigate the court process through appointments that can be in-person, by phone, and by zoom.

- **Finance:** The finance unit oversees the court registry ensuring the proper handling of public funds, manages legal financial obligations, and administers the fiscal responsibilities for the Clerk's office.

- **Records:** Prepare, scan and file documents into electronic court files, Accurately perform data entry into Statewide databases. Accept e-filings, maintain and audit integrity of all documents with the highest degree of accuracy, in perpetuity.

- **Court Operations:** Attends court sessions and prepare records of court proceedings in accordance with statute. Performs clerical duties in a designated courtroom of the Superior Court including opening/closing court, maintaining exhibits, recording court proceedings, and producing a minute of proceedings.

- **Court Services:** Accept filings of court pleadings, producing copies, writs, and letters, payment processing, and providing process and procedure assistance as they relate to the business of the court. Provide customer service through passport processing.

- **Civil Protection Orders:** 2 FTE’s provide support to the public and the court to navigate the process. They also partner with law enforcement, Tribal courts, advocate groups, and other agencies.

- **Jury Administration:** 2 FTE’s share the responsibilities of maintaining jury operations.

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GOALS

Goal 1: Utilize technology to streamline processes and better serve the public. This includes upgrading existing programs.

Goal 2: Sustain compliance with ever changing legislation and local court and county rules.

Goal 3: Improve community outreach by assisting with access to justice and providing more offsite passport services.

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ACCOMPLISHMENTS

PASSPORT APPOINTMENTS AND WALK-IN DAY

- Reduced wait times
- Ensured dedicated attention to applicants
- Allowed open time for applicants to just show up
- 3,900 passports have been processed since August 2025

EXPANSION OF DIGITAL KIT OPTIONS

- 6 additional digital kit options have been added
- 08/25-08/26 a total of 214 kits sold
- 09/24-09/25 a total of 258 kits sold

JURY ADMINISTRATION PROCESS

- Continued utilization of juror text option
- On-line check –in process

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FINANCIAL SUMMARY

	2024 Actuals	2025 Actuals	2026 YTD June Actuals	2026 Budget
Salaries/Benefits	$3,768,367	$3,860,040	$2,100,445	$2,236,232
Supplies/Services	$321,296	$309,467	$172,664	$351,461
Interfunds	$508,055	$629,093	$375,850	$619,922
Total	**$4,598,048**	**$4,798,601**	**$2,648,959**	**$4,802,749**

Clerk – Budget A

BUDGET SUMMARY			
Target	**2026 Budget**	**2027 Proposed**	**Change in Total Budget**
$ 34,808	$ 4,802,749	$ 5,185,441	$ 382,692

Carryover Credit from 2026 Budget Cuts – Staffing Reductions	($) 55,925
Net elimination from supplies/services budget line items	($) 0
Staffing reductions including elected salary freeze	($) 3,701
New revenue or increased revenues as a result of a specific management action	$ 0
Total fiscal impact achieved	($) 59,626

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IMPACT SUMMARY

OTHER IMPACTS

- Passport services has remained appointment based with one day of walk-ins a week. Staffing isn't available for walk-in flexibility at this time.
- Increased cross training in various departments to cover mandatory staffing assignments.
- Working with HR to utilize light duty employees to cover special projects and allow Clerks to cover other necessary tasks.
- Concern for employee burnout. Staffing turnover and PFML have contributed to this challenge.

Clerk – Budget B

BUDGET SUMMARY			
Target	**2026 Budget**	**2027 Proposed**	**Change in Total Budget**
$ 210,349	$ 4,802,749	$ 4,963,156	$ 160,407

Net elimination from supplies/services budget line items	($) 0
Staffing reductions including elected salary freeze	($) 212,026
New revenue or increased revenues as a result of a specific management action	($) 0
Total fiscal impact achieved	($) 212,026

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IMPACT SUMMARY – BUDGET B

IMPACTS

- Citizens will experience a change in service, longer wait times or limit time/ability to offer unmandated services.
- Sustaining high performance under pressure due to operational constraints.
- Lack of budget to maintain programs and systems will cause frustration for customers and employees, increasing stress and workplace burnout.
- Hiring freezes or staff reductions can lower morale, reduce productivity, and create uncertainty.

Questions?

THANK YOU!

David Lewis
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