

**AUDITOR'S O & M**

**BUDGET/PROGRAM: AUDITOR'S O & M**

RCW 36.22.160 Findings – 1989 c 204: states, "The legislature, finding in this centennial year that many old documents recorded or filed with county officials are deteriorating due to age and environmental degradation and that such documents require preservation in the public interest before they are irreparably damaged, enacts the centennial document preservation act of 1989."

Pursuant to RCW 36.22.170, this fund was established for the purpose of installing and maintaining an improved system for copying, preserving, and indexing historical documents recorded in the County. Such a system may utilize the latest technology including photo micrographic and computerized electronic digital storage methodology.

RCW 36.22.170 - Surcharge for preservation of historical documents – Distribution of revenue to county and state treasurer – Creation of account: states,  
 (1)(a) Except as provided in (b) of this subsection, a surcharge of five dollars per instrument shall be charged by the county auditor for each document recorded which will be in addition to any other charge authorized by law. One dollar of the surcharge shall be used at the discretion of the county commissioners to promote historical preservation or historical programs, which may include preservation of historic documents.  
 (b) A surcharge of two dollars per instrument shall be charged by the county auditor for each document presented for recording by the employment security department, which will be in addition to any other charge authorized by law.  
 (2) Of the remaining revenue generated through the surcharges under subsection (1) of this section:  
 (a) Fifty percent shall be transmitted monthly to the state treasurer who shall distribute such funds to each county treasurer within the state in July of each year in accordance with the formula described in RCW [36.22.190](#). The county treasurer shall place the funds received in a special account titled the auditor's centennial document preservation and modernization account to be used solely for ongoing preservation of historical documents of all county offices and departments and shall not be added to the county current expense fund; and  
 (b) Fifty percent shall be retained by the county and deposited in the auditor's operation and maintenance fund for ongoing preservation of historical documents of all county offices and departments.

**MISSION: The Jefferson County Auditor’s Office is an inspired team recognized for its exceptional customer service. We strive to be innovative and exceed expectations. We treat everyone with trust and respect. Our staff is key to our success, and we create opportunities for them to achieve their best.**

| Account Number          | Name                                  | 2015<br>Actual | 2016<br>Actual | 2017<br>Adopted<br>Budget | 2017<br>Amended<br>Budget | 2018<br>Department<br>Request | ADD/(Delete) | MEMO |
|-------------------------|---------------------------------------|----------------|----------------|---------------------------|---------------------------|-------------------------------|--------------|------|
| Revenues                |                                       |                |                |                           |                           |                               |              |      |
|                         | Estimated 2018 Beginning Fund Balance |                |                |                           |                           | 39,549                        |              |      |
| 105000010.33604.11.0000 | AUDITORS CENTENNIAL DOCUMENT PRESERV  | 44965          | 48061          | 52055                     |                           | 49,058                        |              |      |
| 105000010.34121.10.0000 | RECORDING LEGAL INSTRUMENTS           | 3356           | 3410           | 3296                      |                           | 3,391                         |              |      |
| 105000010.34121.30.0000 | ENDING HOMELESSNESS - AUDITOR         | 1359           | 1385           | 1344                      |                           | 1,375                         |              |      |
| 105000010.34121.31.0000 | AUDITOR ENDING HOMELESSNESS 2% 07/09  | 2622           | 2651           | 2554                      |                           | 2,647                         |              |      |
| 105000010.34121.32.0000 | ENDING HOMELESSNESS AUDITOR 2% 9/2012 | 1311           | 1326           | 1250                      |                           | 1,324                         |              |      |
| 105000010.34136.00.0000 | AUDITOR'S DOCUMENT PRESV SURCHARGE    | 17320          | 17185          | 16500                     |                           | 17,294                        |              |      |
| 105000010.36111.00.0000 | INVESTMENT INTEREST                   | 149            | 324            | 170                       |                           | 248                           |              |      |
|                         |                                       | 71082          | 74342          | 77169                     |                           |                               |              |      |
| Total Revenues          |                                       |                |                |                           |                           | 114,886                       |              |      |

**AUDITOR'S O & M**

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|-------------------------|-------------------------------------|----------------|----------------|---------------------------|---------------------------|-------------------------------|--------------|------|
| Expenditures            |                                     |                |                |                           |                           |                               |              |      |
|                         | Estimated 2018 Ending Fund Balance  |                |                |                           |                           | 9,531                         |              |      |
| 105000010.51410.10.0000 | SALARIES & WAGES                    | 20705          | 26146          | 16832                     |                           | 16,897                        |              |      |
| 105000010.51410.20.0000 | PERSONNEL BENEFITS                  | 2              | 0              | 7235                      |                           | 7,668                         |              |      |
| 105000010.51410.31.0010 | OFFICE SUPPLIES                     | 1191           | 636            | 2563                      |                           | 2,500                         |              |      |
| 105000010.51410.43.0000 | TRAVEL                              | 92             | 0              | 513                       |                           | 500                           |              |      |
| 105000010.51410.48.0020 | MAINTENANCE AGREEMENT - CRIS+       | 41532          | 72847          | 42400                     |                           | 46,606                        |              |      |
| 105000010.51410.49.0010 | MICROFILM, PROCESSING & DUPLICATION | 876            | 1632           | 4500                      |                           | 4,500                         |              |      |
| 105000010.51410.49.0020 | MICROFILMING-SPECIAL PROJECTS       | 3544           | 0              | 22250                     |                           | 10,000                        |              |      |
| 105000010.51410.95.0000 | INFORMATION SERVICES                | 9219           | 9101           | 9449                      |                           | 13,184                        |              |      |
| 105000010.51423.49.0040 | SCHOOLS AND SEMINARS                | 0              | 160            | 160                       |                           | 500                           |              |      |
| 105000010.59414.64.0010 | CAPITAL EQUIPMENT                   | 24630          | 10223          | 0                         |                           | 3,000                         |              |      |
| Total Expenditures      |                                     | 111084         | 131152         | 105902                    |                           | 114,886                       |              |      |

**STAFFING:**

| 2015<br>Actual | 2016<br>Actual | 2017<br>Budget | 2017<br>Amended | 2018<br>Request |
|----------------|----------------|----------------|-----------------|-----------------|
| .56            | .54            | .38            | .38             | .38             |

**2018 GOALS & OBJECTIVES:**

Continue project of indexing scanned documents for the years 1984 back to 1872, and uploading them to the Internet. Continue bringing on e-recording vendors.

**AUDITOR'S O & M**

**PERFORMANCE INDICATORS:**

**Capital Purchases:**

|  |         |
|--|---------|
| 2016 - Additional Server; move from oracle to sequel; eRecording on line | 28,717  |
| 2016 – Replace Colortrac Wide Format Scanner – Surveys Downstairs        | 10,223  |
| 2015 – Replace Scanner & Microfiche Reader                               | 24,630  |
| 1999 – 2013 Various departments  | 461,458 |

**Special Projects:**

|   |        |
|---|--------|
| 1996 Treasurer's Excise Tax Affidavits  | 4,090  |
| 1997 Superior Court Records through 1996  | 14,764 |
| 2001 Clerk's & DCD Imaging ,  | 7,707  |
| 2002 Treasurer's Excise Tax Affidavits ,  | 9,757  |
| 2003 Superior Court Records \$25,043; Auditor   | 5,061  |
| 2007 Auditor's Records 1985-1997 - \$15,178   | 15,178 |
| 2008 Assessor's Imaging   | 5,821  |
| 2008 Public Works Imaging   | 6,648  |
| 2010 Auditor Scanning Project from beginning of<br>Recording Department through 1984 - 1985 to<br>current already scanned and indexed | 31,358 |
| 2010 Clerk's Film Scan to Digital Reel  | 2,722  |
| 2011 Auditor Database Support   | 2,728  |
| 2011 Auditor Microfilming   | 207    |
| 2012 DCD  | 244    |
| 2015 Assessor   | 3,544  |

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**SUMMARY OF KEY FUNDING/SERVICE ISSUES:**

The Recording Division has expanded their project of indexing scanned documents for the years 1984 back to 1872, and uploading them to the Internet. We have moved 15 hrs/wk of our recording staff's time to Auditor's O & M to enable us to continue with this project.

In 2016, an additional server was required – ran out of room; oracle no longer being supported had to move to sequel; eRecording came on line. The large format scanner used to scan in large surveys was also replaced.

In 2015, replacement of the microfiche machines was required due to broken machines & poor quality along with not being able to get service or parts.

We will continue to look for ways in which to streamline our processes, incorporate technology (i.e. e-recording) and utilize sound management practices to maintain top notch services.