**Assessor's Office Organizational Chart**

- **Assessor**
  - 1335 / 31
  - Elected Official (8)
  - Benefited / PERS

- **Office**
  - **Admin Assistant III**
    - 3376 / 30
    - Exempt Full-time (8)
    - Benefited / PERS
  - **Personal Property Dep.**
    - 3224 / 20
    - Full-time (8)
    - Benefited / PERS
  - **Sr Citizen Deputy**
    - 3204 / 20
    - Full-time (8)
    - Benefited / PERS
  - **Data Processor**
    - 3214 / 20
    - Full-time (8)
    - Benefited / PERS
  - **Real Property Deputy**
    - 3209 / 20
    - Full-time (8)
    - Benefited / PERS

- **Appraisal**
  - **Appraiser IV - Lead**
    - 2104 / 10
    - Full-time (8)
    - Benefited / PERS
  - **Appraiser I - III**
    - 2158 / 10
    - 2155 / 10
    - 2103 / 10
    - Full-time (8)
    - Benefited / PERS
  - **Sales Analyst (2)**
    - 2175 / 10
    - Full-time (8)
    - Benefited / PERS

**Updated 3/20/14**

* Position held vacant as of 1/1/13 due to budget cuts.

**One position held vacant for 2010 - 2014 budget years**
Positions held vacant since Bocc layoffs removed after observing work flow due to annual revaluation and online property data efficiencies.
KITTITAS COUNTY ASSESSOR
2014 BUDGET NARRATIVE

<table>
<thead>
<tr>
<th></th>
<th>2013 Actual</th>
<th>2014 Adopted</th>
<th>2015 Preliminary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Totals</strong></td>
<td>$933,876*</td>
<td>$1,050,856*</td>
<td>$1,142,805*</td>
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<tr>
<td><strong># of Personnel</strong></td>
<td>14</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>

*10/9/14 from T:\BUDGETS\2015 Preliminary Departmental Budgets\010_Assessor\2015 Assessor.xlsx

(The two vacant positions, one appraiser laid off 1/1/2010 & one support staff laid off 1/1/2013 have been removed from the Organizational Chart after observing work flow assigned to others due to efficiencies resulting from annual reval and online property data.)

KITTITAS COUNTY ASSESSOR’S OFFICE
MISSION STATEMENT

Our mission is to fairly, equitably and uniformly administer the assessment and appraisal of property that supports the funding of vital public services in a manner that meets constitutional and statutory requirements, while striving to provide excellence in public service to all citizens of Kittitas County.

KITTITAS COUNTY ASSESSOR’S OFFICE
2014 ACCOMPLISHMENTS

Response to 2014 Goal #1: Maintain required State Accreditation certificates for appraisers and obtain necessary training for support staff:

Accomplishment: The achievement of this goal will be complete after three appraisers attend International Order of Assessing Officer (IAAO) courses this fall. Support staff training has been accomplished by attendance at the WA Department of Revenue trainings, mostly in webinar format.

Response to 2014 Goal #2: Complete the 2014 assessment for 2015 tax – Physical Inspection Area #2 (second year of Annual Revaluation):

Accomplishment: The second year of annual revaluation was more successful than the first; the 2014 assessments for 2015 taxes were completed about two months earlier than in the prior year.

Efficiencies resulting from past diligence in data collection and development of processes and valuation models continue to be experienced. Although, the following issues pulled staff away from regular revaluation duties:
- Conversion of TerraScan T1 assessment software to a new platform, T2. The go-live date for T2 was August 18, 2014. A considerable amount of resources were necessary to coordinate the conversion with the vendor. We continue to work to solve clean-up of conversion issues.
- Two months of appraisal work was lost when a seasoned appraiser resigned as of March 1 and was not replaced until a new appraiser was hired on April 28th. The new appraiser has a great skill set, but is not
currently accredited with WA Dept. of Revenue. An accredited appraiser must review all work by a non-accredited appraiser and appraiser training requires a significant amount of resources.

- Resources were necessary to continue to study water issues that have now moved to Lower Kittitas County. Additional water banks have been created which must be researched so that valuation models and processes can be developed for property outside of the Upper Kittitas County WA Department of Ecology Groundwater Withdrawal Moratorium boundary.

- We continue work to defend appeals at the WA State Board of Tax Appeals (SBTA) by properties owned by New Suncadia LLC, Tumble Creek Golf LLC, Roslyn Properties LLC and windfarms owned by Sagebrush Power Partners LLC and Vantage Wind Energy LLC. These are all appeals ranging from 2011 assessments through 2013 assessments which have not yet been scheduled by the SBTA due to a very large backlog. These are complicated commercial appraisals that have required extensive research time to review documents submitted after our appraisal work was complete.

- A lawsuit initiated by the owners of the Rosewood Manufactured Home Park was resolved in August, 2014 with the assistance of a Deputy Prosecuting Attorney.

Although we remain behind in meeting the statutory guideline for mailing Notices Of Value on May 31 for revaluation and August 31 for new construction, we have made progress as discussed above. Real property Notices of Value for revaluation and new construction were mailed on September 5, 2014. The majority of personal property Notices of Value were mailed on October 3, 2014.

Response to 2014 Goal #3: Develop an improved performance evaluation process:

Accomplishment: We continue to await the finalization of this process that has been in discussion by the Board of Commissioners and the Evaluation Task Force. Concerns about resources necessary to do more than one evaluation a year remain.

Response to 2014 Goal #4: Create efficiencies through technology with the following tools:

Accomplishment: GIS – Although it is clear that there will be no resources in the near future to develop a high-accuracy parcel layer as discussed in prior budget narratives and GIS conversations, the county should not let this issue drop off the GIS radar. GIS does continue to be a valuable tool for appraisal work and the GIS Coordinator cooperates in building additional tools as needed.

Accomplishment: EDEN replacement - An Assessor’s Office representative continues to be a part of meetings with other EDEN users and IT involving securing a replacement for the EDEN. But the time this narrative was written this goal remains to be accomplished.

Accomplishment: TerraScan Conversion –We went live on T2 on August 18, 2014. As discussed above, work continues to solve clean-up of conversion issues. The new field application is not yet available but should be before the end of the year.

Response to 2014 Goal #5: Effective Records Management and Public Disclosure Requests (PDRs):

Accomplishment: Electronic Training Manuals (assessment and appraisal processes and procedures)

- Continue to grow and maintain the “Assessment Library” (aka Documents By Subject Folder) that contains processes and procedures of levies, personal property, sales and data entry, segregations, exemptions, vouchers, current use, etc.
• Continue to grow and maintain the “Appraisal Library” that contains processes and procedures on all aspects of appraising land and buildings.

Accomplishment: Records Management - The internal Assessor Records Management Team continues to devote time to enhancing the process of organizing, archiving and/or destroying Assessor records according to approved retention schedules. They are also working to achieve coordination of paper and electronic record organization. The team continues to participate in Public Records Management (PDR) and Records Management trainings.

Accomplishment: The Board of Commissioners approved moving forward with an electronic records management system, Laserfiche. The software will be implemented in phases, similar to method used for NovaTime. The first phase will involve the Auditor’s Office, Human Resources, IT and BOCC Office. Other departments will follow and the Assessor’s Office looks forward to possibly being part of the second phase.

Accomplishment: We have successfully responded to all Public Disclosure Requests that are tracked on the county intranet by Disclosure Request Tracker (DaRT) an application built by the IT Department.

Accomplishment: No move has been made towards the use of electronic signatures.

Response to 2014 Goal #6: An adequate heating and cooling system for the Assessor/Treasurer wing of the courthouse continues to be a goal:

Accomplishment: Work was completed on new walls and windows during the summer in the East Courthouse Wing using the grant received by the county from the State Department of Commerce in early 2013. This funding did not allow for a heating system upgrade in the Assessor/Treasurer wing but we are hopeful the energy efficiencies guaranteed by the contractor will resolve heating and cooling issues documented for many years.

Other Accomplishments:

The Assessor’s Office will now be operating on a permanent basis with two less staff, one cut 1/1/2010 and the other cut 1/1/2013.

KITTITAS COUNTY ASSESSOR’S OFFICE
2015 GOALS

1. Training for the various, statutorily mandated responsibilities of the Assessor’s Office. Training is necessary for staff to learn and master the myriad concepts, terms, laws, rules, policies, and procedures that apply to this office:

• The success of our appraisal process is reliant upon appraisers attaining and maintaining State of Washington Real Property Assessment Accreditation, pursuant to RCW 36.21. Washington Department of Revenue (DOR) and International Order of Assessing Officer (IAAO) approved training is required for appraisers to attain accreditation as soon as possible after employment with the Assessor’s Office. Continuing education is required, not only for renewal of accreditation certificates every two years, but also to secure skills and knowledge that will enable appraisers to determine
accurate, fair and equal assessed values. Appraisers are responsible for management of the appraisal portion of our database.

- The success of our assessment process is reliant upon support staff being trained to accurately and effectively administer laws relating to property assessment and property tax pursuant to RCW 84 such as: current use (open space), forestland, personal property, senior citizen/disabled exemptions, non-profit exemptions, and property tax levies. Support staff is responsible for management of the assessment portion of our database and processing of all ownership transfers. The staff is also responsible for processing all subdivisions and boundary changes on the plat maps within Kittitas County GIS. Attendance at DOR trainings and other applicable classes insures that staff gains the knowledge necessary to perform the mandatory duties of the Assessor’s Office. Ongoing training also insures that staff is well informed of statute revisions to make certain the accurate administration thereof.

- To offset training costs, we will continue to work towards getting approval from DOR for in-office training when applicable. We will continue to search for classes where overnights are not necessary. However, there are specific DOR classes that are necessary to obtain an accreditation certificates or continuing education required for renewal of accreditation. And, because many of these DOR classes are 30 hour classes, often held in Olympia, there will continue to be classes where travel expenses must be incurred. DOR is experiencing similar budget constraints as in all government offices across the state and continues to work on developing webinars whenever possible. Many of the DOR trainings for support staff are now available only through webinars on current use/forestland, senior citizen/disabled and non-profit exemptions, personal property and senior levy training.

- We have held off purchasing a projector system for training by borrowing from the Auditor and IT. It has become evident that will annual revaluation and webinar trainings that we need a permanent system, which is budgeted for 2015.

Complete the 2015 assessment for 2016 tax - Physical Inspection Cycle #3 (the second cycle of Annual Revaluation)

- The appraisal staff includes the Lead Appraiser, two Sales Analysts and four Appraisers. Annual revaluation requires a large amount of analytical duties. Studies must be performed on the sales throughout the whole county every year. The sales studies will provide the basis to statistically update values for the whole county every year. Physical inspections are performed on one-sixth of the county each year.
  - We believe that we can replace the appraiser position laid off in 2010 with a continued overtime budget, although it must be increased from the amount it was reduced to for 2014. Because annual revaluation has caused efficiency, the appraiser position laid off in 2010 will now be removed from our Organizational Chart.
  - Conversion of our TerraScan assessment software, T1 to T2, was accomplished in 2014. Although the go-live date was August 18th, there will be a large learning curve. In addition, there is much data clean-up for appraisers to accomplish.
  - The field application is not available at this time, but is scheduled to be in use by the end of the year. At this time, appraisers are using the T1 field tablets and T1 data as they perform physical inspections. The data gathered on the T1 tablets must be transferred to T2, which is planned for this winter during inclement weather. The new field application will require the replacement of current Toughbooks field tablets with Ipad2, which were purchased in the 2014 budget.
  - Last year one appraiser planned to retire early in 2015, but at this time has no definite retirement date. The appraiser passed the 30 year mark in August of 2013 so we could face retirement of a seasoned appraiser at any time. Hiring of a new appraiser always presents an extra draw on resources.
Accurately appraising commercial property on an annual basis in Kittitas County is challenging because of the limited number of certain types of commercial property as well as the limited number of sales of those properties. We have used surveys in the past to gather income and expense data, but there has not been a good return response. The 2014 budget included the purchase of a subscription to Co-Star which did not prove helpful so that subscription will be canceled in the 2015 budget. We continue to network with other counties regarding appraisal of commercial property.

- Notices of Values: We will continue to outsource the printing and mailing notices to Master’s Touch, a company that many other Assessors use and will budget for notices to be mailed to all taxpayers.

- Although we accomplished our 2014 revaluation about two months earlier than the prior year, we continue to focus on recovery efforts that will allow us to return to a more timely revaluation schedule. At this point, we are experiencing efficiency from annual revaluation. We acknowledge the many issues that result from untimely revaluation and related mailings of Value Notices. These issues affect local taxing districts, adjoining county taxing districts and taxpayers. In addition, the levy process in every county in the state can be delayed by counties that are not timely in submitting final values to the Department of Revenue. A law suit was filed in 1997 against Kittitas County when Value Notices were not mailed in time to give taxpayers 30 days to appeal in the year of the assessment. The county lost that suit in Superior Court.

- After the layoff of one support staff position as of January 1, 2013, the effects of additional duties dispersed among remaining support staff have been observed for almost a year. At this time, we are managing without that position, which is largely attributed the decrease in the number of ownership transactions during this time and decreased telephone and counter traffic due to the availability of online property assessment data. The position will be taken off our organizational chart for 2015. The remaining five support staff, including the Administrative Assistant, manage mandatory duties such as Personal Property assessments; levy calculations; exemptions, such as non-profits and senior citizens; subdivisions that require mapping on GIS and parcel creation; appeals to the local Board of Equalization and the State Board of Tax Appeals; administration of Current Use and Designated Forest programs; in addition to budgeting and customer service.

3. **Develop an improved performance evaluation process:**

   - Update job descriptions for support staff. Now that the position laid off as of 12/31/12 will be removed from the Organizational Chart, this project can now be pursued.
   - Continue to anticipate the adoption of a new process that has been in discussion by the Board of Commissioners and the Evaluation Task Force. It has been determined to discontinue an in-office, self-evaluation tool that was drafted in preparation of adoption of a new county-wide evaluation process from the Evaluation Task Force due to lack of resources. Concerns about resources necessary to do more than one evaluation a year remain.

4. **Create efficiencies through technology with the following tools.**

   - GIS: The goal of a high accuracy Assessor’s Parcel Layer is not being pursued at this time pursuant to the lack of resources, however, this goal must be kept in mind as GIS evolves. The reason for the inaccuracies is that the electronic Assessor parcel maps resulted from digitizing the hand drawn boundaries on historic paper maps where there were no adjustments made for the fact that individual sections can range from approximately 500 acres to over 700 acres. The paper maps all were drawn
based on 640 acres, the common size of a section. Therefore some boundaries were “stretched out” and some boundaries were “squeezed in” when being drawn by hand. The goal of reaching a “high accuracy” level in the parcel layer will require substantial resources which haven’t been made available, but this goal should be maintained in order to achieve a most useful and accurate GIS on which land use decisions and assessments are based.

- We continue to work with the GIS Coordinator to gain knowledge and assist with development of GIS tools that assist in our work.

- **EDEN:** An Assessor’s Office representative was included when a work group was formed early in 2014 to work towards securing a replacement for the EDEN. Progress has been made towards meeting this goal, but at the time this narrative was written this goal remains to be accomplished. Three members of the Assessor’s Office Staff are EDEN users.

  - The Assessor’s Office has an interest in the software used by Community Development Services (CDS) to manage building permits. That data initiates assessment of new construction by the Assessor’s Office. Building permit data is statutorily required to be given by the issuing authority to the County Assessor pursuant to RCW 19.27.140. When a building permit is not provided to the Assessor’s Office the building does not get assessed or taxed. When it is discovered, it is negative for the owner, not to mention the unfairness that is created. It is also negative for the professional image of the county.

  - The issue of consistent entry of all current use applications into an EDEN replacement must be addressed.

- Electronic building plans (control for requiring this technology rests outside of the Assessor’s Office, however, implementation of this requirement would result in greater efficiencies in this office.)

- Electronic Board of Equalization records: This must be a joint effort with the BOCC and Board of Equalization. It is on the horizon to pursue as time permits.

5. **Effectively Manage Records and Public Disclosure Requests (PDRs).**

- Electronic training manuals (processes and procedures):

  - All process and procedure documents must be revised to adhere to our new assessment software, T2. The “Appraisal Library” contains processes and procedures on all aspects of appraising land and buildings. The “Assessment Library” contains processes and procedures on levies, personal property, sales and data entry, segregations, exemptions, vouchers, current use, etc.

- A Records Management Team within the Assessor’s Office continues to work on the system they developed to archive or document destruction of public records. The goal is more efficient storage, retrieval and destruction of records. The team acknowledges the significant task of managing electronic records but is currently focused on improving management of paper records. The team is also working to achieve coordination in managing paper and electronic records. The team continues to participate in PDR and Record Management trainings. Limited training for the whole staff should be done so that they all become more familiar with this subject.

- The Board of Commissioners approved moving forward with an electronic records management system, Laserfiche. That system will greatly assist in organization, retrieval and destruction of electronic records, which is becoming ever more overwhelming as more and more electronic records
are created. Efficient and thorough retrieval of electronic records for county needs, in addition to PDR purposes, is becoming a concern as the number of electronic documents increases. The software will be implemented in phases, similar to method used for NovaTime. The first phase will involve the Auditor’s Office, Human Resources, IT and BOCC Office. Other departments will follow and the Assessor’s Office looks forward to possibly being part of the second phase.

- Staff continues to work with the Disclosure Request Tracker (DaRT), an application built by Information Services which is administered through the county intranet CAMAS. DaRT is used to manage Public Records Requests (PDRs) and to document the time spent on this duty. The application continues to evolve as it was moved into the realm of the Records Management Committee. There has been discussion in the Records Management Committee of how to use DaRT in conjunction with the new document management software, Laserfiche.

- Develop the use of electronic signatures as approved by the Information Technology Committee. This goal has been dropped to a low priority to pursue as time allows.

STATUTORY AUTHORITY FOR THE ASSESSOR’S BUDGET

RCW 84.41.050 – BUDGET, LEVY, TO PROVIDE FUNDS - Each county assessor in budgets hereafter submitted, shall make adequate provision to effect countywide revaluations as herein directed. The several boards of county commissioners in passing upon budgets submitted by the several assessors shall authorize and levy amounts which in the judgment of the board will suffice to carry out the directions of this chapter.

In other words, it is the Assessor’s responsibility, as entrusted by the voters of Kittitas County, to submit a budget that is adequate to carry out the provisions of Chapter 84.41 RCW - Revaluation of property. The Assessor is responsible for determining the true and fair value of locally assessed properties, real and personal. Thus, to a significant degree, the well being of local government and of the taxpayers it serves depends on the thoroughness and fairness with which the duties of the assessor are discharged.

The responsibility of the Board of County Commissioners (BOCC) is to authorize and levy amounts which in their judgment will suffice to carry out the direction of this chapter pursuant to RCW 36.32.120.

The certified county assessment/tax rolls provide the basis of revenues collected for the government services that citizens require through taxing districts in addition to County Current Expense and county Road such as fire, hospital, schools and cities.

The Assessor’s budget will determine the level of service the Assessor’s Office can provide for the following year. The Assessor’s Office can obtain new revenue (through new construction) and is one of the mandated offices in the courthouse.

One of the county commissioners' primary duties is to levy the taxes to operate the county and to adopt a balanced budget for each calendar year. The commissioners fix the budget amount for each department within the county, but variances and increases can be permitted during the year if extraordinary circumstances can be shown. Other elected officials in the county are responsible for their own adopted budget, and the commissioners themselves are responsible for the operation of budgets under the control of appointed department heads.

The Washington State Constitutional reference for taxation is in Article VII, Sections 1 and 2.
KITTITAS COUNTY ASSESSOR’S OFFICE
2015 BUDGET ISSUES
MW: revised 10/13/14 per Auditor modifications

Salaries (including overtime, vacation payoff, FICA, med L&I, retirement, med benefits, unemployment)

This category increased from $885,806 to $982,617. This increase includes $10,000 for overtime that will replace the reduction in appraisal staff due to a 2009 layoff. Annual revaluation has caused efficiencies but we continue to need overtime (as discussed earlier.) It also includes $5,000 of estimated vacation pay-off for an appraiser with 30 years of service who may retire in 2015.

Supplies

This category is decreased from $6,768 to $5,000. In 2014, there was a one-time purchase of accessories for the eight Ipads necessary to run the T2 Field application.

Publications

No change - $200.

Fuel

No change - $6,000. This year will be the third of six inspection cycles within six-year Annual valuation plan created starting with the 2013 assessment year. There will be less physical inspections per the range from a four-year to a six-year cycle, but there will be more time spent inspecting sales. In the prior four-year cycle, sales were only inspected in the one-quarter of the county being revalued but all sales within the county should be inspected in Annual Revaluation.

Minor Office Equipment

This category increased from $1,000 to $1,500 in order to purchase a projector for training purposes.

Minor Computer Software

No change - $23,600. The conversion costs budgeted and explained in 2014 have not yet been paid and will not be paid until conversion issues (go-live date August 18, 2014) are resolved so it may move to 2015.

Professional Services

This category reduced from $11,200 to $6,000 which covers the outsourced printing of Notices of Value by Master’s Touch. The postage costs were moved to the Postage category.

Conctacted Shredding

This category has been increased $100 to $200 per year-to-date usage.

Advertising

No change - $500.

Telephone

No change - $3,000.
Postage
This category increased from $100 to $8,400 because of (1) the move of $6,000 from Professional Services to separate outsourced handling of Notices of Value - printing from postage for mailing and (2) the move of $2,400 from Interfund Postage 54292-now invalid.

Cellular Phone
No change - $300.

Interfund Postage
No change - $2,400 – but moved to Postage 54202 per invalidation of this code.

Travel
No change - $3,000.

Bonds
No change - $100.

Insurance – to be determined by Auditor’s Office (now all combined; liability, building and vehicle)
Estimated - no change - $18,550
Was:
  Liability Insurance
  Estimated no change - $14,000 (to be determined by Auditor’s Office).
  Building Insurance
  Estimated no change - $150 (to be determined by Auditor’s Office).
  Vehicle Insurance
  Estimated no change - $4,400 (to be determined by Auditor’s Office).

Equipment Repairs and Maintenance
No change - $1,000.

Vehicle Repairs and Maintenance
No change - $3,000.

Computer Software Maintenance
This category is decreased $73,200 to $59,438 $53,688* . We no longer have to budget for unknown conversion costs. Costs (including sales tax) are broken out as follows:
  • $33,000 TerraScan T2 maintenance/support
  • $2,200 T2 Field maintenance
  • $1,500 T2 Field license
  • $18,500 T2 Field Host license
  • $1,500 Apex Sketching maintenance
  • $2,600 Arc licensing
  • $38 Email encryption
  • $100 Eagle Recorder license
*Offset by estimated $5,700 in revenue from migration of annual revol grant to new distribution method-process not yet finalized between Assessor, Treasurer and Auditor – RCW 82.45.180 (5)(b)

Dues and Subscriptions
This category is decreased from $5,500 to $1,600. The subscription for the commercial sales information will be dropped as it was not found to be helpful.
Filing and Recording
No change - $1,000.

Processing and Binding
No change - $300.

Registration and Training
No change - $3,000.

Computer Software Subscriptions
A new category - $4,500. Added per Judy Pless’ email dated 9/4/2014. The existing subscription for the Marshall/Swift cost tables (including sales tax) will now be paid separately from our TerraScan assessment software maintenance.

Vehicles and Interfund Vehicle Replacement
No change - $0. In 2012 budget, the BOCC made the decision not to purchase new vehicles, but rather to use surplus Sheriff vehicles for replacements. At that time, I made them aware that due to the remote area that appraisers are required to access this office, replacement vehicles must be reliable and include four-wheel drive.

In 2012, the funds were placed in a reserved account where individual department accumulated amounts at that time were documented. The amount in reserve will continue to be monitored in case a need should arise for a replacement vehicle but there is not a satisfactory, reliable, four-wheel drive vehicle available in surplus from the Sheriff or other departments.

...an older vehicle was replaced with the transfer of a vehicle from CDS what was on the surplus list.

Capital Outlay
Increased from $0 to $10,000. An Asset Request Form with justification notes will be submitted to request replacing our current black and white printer/copier/scanner with a color printer/copier/scanner/fax unit.
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Rounding to Whole Dollars
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<td>PERSONNEL BENEFITS</td>
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<td><strong>Obj 532</strong></td>
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### Summary

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Report Format 562
Transaction status 1
Rounding to Whole Dollars
### KITTITAS COUNTY FY 2

**JMP - PRELIMINARY DEPT EXPENSE**

January 1, 2014 through December 31, 2014

Rounding to Whole Dollars

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Report Final Totals

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Report Final Totals
Please use one form for each request

Kittitas County
Asset Request
Budget Year ___2015______

Fund
Department___Assessor________________________

Budget Account Number___560_______

Amount $___8,653 plus $692 tx = $9,345
rounded to $9,350_________

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This form is to be used for any piece of furniture, office equipment, machinery, software or computers, etc that has a value that exceeds $500.00. The amounts on this form justify the amounts indicated in your budget under the 535 minor 564 capital accounts.

Type of Equipment:Color printer/copier/scanner/fax
New or Replacement: Replacement

Justification for Request:

The sorter/collater on our current large volume printer/copier/scanner has broken and the replacement parts are no longer available. It would be beneficial to replace it with a color unit. Color will be essential as we move towards a non-paper environment for Board of Equalization appeals, in addition to other miscellaneous needs. We plan to trade-in our current printer, purchased in January 2006, on a printer similar, but smaller, than the current purchases in the Auditor and Commissioner Offices.

Our only color option now is a small volume color printer that does not copy or scan and it is beginning to experience maintenance issues.

The price quoted is for the top model and we haven't yet had the opportunity to fully research the options. A mid-range model may suit our needs which would lower the cost.

Auditor's notes: 535 Minor □
564 Capital □