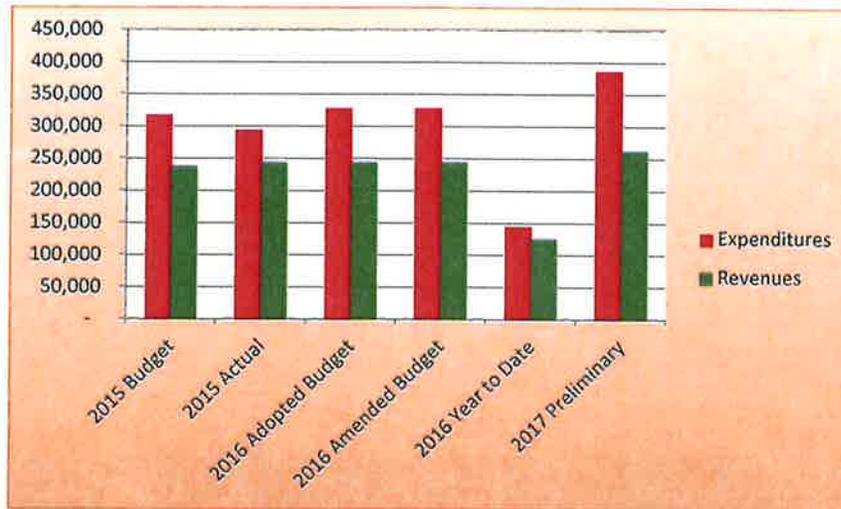




County Clerk

2017 Preliminary Budget Budget Summary

	2015 Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Year to Date	2017 Preliminary
Expenditures	319,717	296,391	329,653	329,653	146,189	387,795
Revenues	238,432	244,563	245,195	245,195	126,028	262,663
Salaries						
Employees						
Forms/Documents						
Statistics						



Narrative to Clerk's Office Budget – November 2, 2016

Thank you for taking the time to read this narrative. Despite what people may think that “accounting is dry and boring”, the reality is that money is an important lubricant to keep any entity moving. But, rest assured I will keep this brief; and informative.

The result this office was able to achieve in 2015 is terrific. Not only did we complete the year over-revenue – in those areas that we can influence; we also completed the year under budget. Although the 2016 year is not yet complete, it appears we are going to repeat those same terrific results this year.

Here are some numbers:

2014 Passport Processing	\$19,415.00
2015 Passport Processing	\$22,144.65
2016 Passport Processing (through 10/31/16)	\$20,690.00
2014 Passport Photos	\$ 7,175.00
2015 Passport Photos	\$ 9,275.00
2016 Passport Photos (through 10/31/16)	\$ 8,575.00
2014 Fax Filing Fees	\$ -0-
2015 Fax Filing Fees* (Began Q4 2015)	\$ -0-
2016 Fax Filing Fees (through 10/31/16)	\$ 1,239.00
2014 Copy Revenue	\$ 9,809.69
2015 Copy Revenue*	\$14,763.37
2016 Copy Revenue (through 10/31/16)	\$12,761.25

*increased flexible revenues in 2015 by implementing the convenience feature of accepting fax copies, as well as implementing the research fee; both set in statute. Separated the revenue codes beginning 2016.

The truth is that the Clerk's office has very limited ability to impact overall revenue. That reality has not slowed us down or held us back, and here is why:

Our Focus is on Customer Service

We have conducted two major outreach programs to the public in 2016 regarding passports. I have personally attended the local bar association meetings on multiple occasions to both share, and learn from our most consistent customer source; attorneys. We constantly emphasize the customer service experience and although local citizens have another choice for passport services, we often hear that people chose our office BECAUSE of our customer service. We have also received written accolades from attorneys - for our professional, courteous and efficient staff.

But it gets even BETTER!

In 2016 we have been able to acquire a computer to set up a public kiosk in the office. Unfortunately, technology issues have prevented its installation. Having now exhausted all non-expenditure options, we therefore have included a sum for an additional Laserfiche license to solve the issue; and create the value add of customer service for 2017.

Also, recently I was able to successfully negotiate a better “convenience fee” rate for our customers whom chose to pay via debit or credit card. What had been a fixed 7% fee, is now on a variable scale that drops as low as 3.5% (counter service), and only attains the 7% rate if the customer telephones in the payment. Admittedly this does not positively or negatively impact the County’s revenue...but it does impact the customer. This is a prime example of making customer service even better!

What Else Can Be Done?

The role of the County Clerk’s office is not that of generating revenue, but to serve as a repository of the Court’s records and be a neutral witness in Court proceedings. Nevertheless, I found a way to financially help our County through the recognition of Criminal RALJ appeal filing fees; that must be paid to the District Court (from which the appeal originated), when the defendant’s conviction is upheld.

In 2017 our office will implement a “Faulty Document Fee” policy. This is a payment allowed per statute for those times when the paperwork presented is deficient. The goal of the policy is not to serve as a revenue steam, but rather to serve as an incentive for attorneys to properly prepare their pleadings. The goal is to relieve my staff of the undue burden of such filings. I am confident that the attorneys will agree that the taxpayers of Kittitas County should not have to pay to do the attorneys’ work. We shall do this in a manner that is both respectful and even-handed.

Look Out – Major System Changes on the Horizon

The Washington State Office of the Courts (AOC) has Kittitas County scheduled for intensive training beginning in 2017 - for the implementation of a new State-wide computer system in 2018. We must budget for more staff training for that endeavor. We must fine tune skill sets and further share valuable knowledge within the office. The training schedule will cause greater absenteeism in the office proper, which will require those remaining at the office to carry the load of their teammates who are at training.

We must find more ways to increase efficiency to offset the added burdens that we know are coming. That starts with acknowledging the additional staff burdens, and listening to ways to ease the discomfort.

One example of successfully doing just that is by the placement of an emergency exit door from the Clerk's Office to a back hallway. I am very proud that this was done within budget and that both the Clerk's Office and the Judicial Staff appreciate the extra safety ... and convenience it provides.

Another great convenience feature for both our *customers and staff* is the rearrangement of the front office. "I feel that we now maintain a much more customer friendly and efficient office structure, i.e.: Cash register at the counter facing the customer , all employees out front to watch and assist counter " said Chief Deputy, Karen Bowen.

While we emphasize customer service, we know – **the staff needs are likewise crucial to the success of the operation.** This can never be overlooked or diminished. With major changes to work flow just around the corner, this cannot be stressed too much.

Finally, it is my request that the County budget process will respect the fact that we are being placed in a situation that will require us to purchase equipment in 2018. To that end, I request the Board of County Commissioners specifically place funds in reserve in 2017 for the 2018 demands. Again, the Clerk's office is not a revenue source for the County, and this is not a 'desire' to change systems...it is a fact and must be fully recognized.

If there are any questions, please let me know.

Respectfully submitted,

Val Barschaw, County Clerk

GL787

JMP - PRELIMINARY DEPT REVENUE

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM % BUDGET
Dpt 0015	CLERK										
Div 002	COUNTY CLERK COLLECTIONS										
BAc 336	STATE ENTITLEMENTS, IN-L										
1 15023360120	COURT COST REIMB DE			3,551-	2,894-	2,914-	3,551-				3,551- 18.5
BAc 336	STATE ENTITLEMENTS, IN-L			3,551-	2,894-	2,914-	3,551-				3,551- 18.5
BAc 341	GENERAL GOVERNMENT										
1 15023413404	COURT COST REIMB DE			6,353-	8,000-	2,530-					0.0
BAc 341	GENERAL GOVERNMENT			6,353-	8,000-	2,530-					0.0
BAc 357	CRIMINAL COSTS										
1 150235736	COLLECTION FEES										0.0
BAc 357	CRIMINAL COSTS										0.0
Div 002	COUNTY CLERK COLLECTIONS			9,904-	10,894-	5,444-	3,551-				3,551- 206.8-
333	INDIRECT FEDERAL GRANTS										
1 3393563	CHILD SUPPORT ENFOR			13,253-	18,000-	6,890-	14,617-				14,617- 23.1-
BAc 333	INDIRECT FEDERAL GRANTS			13,253-	18,000-	6,890-	14,617-				14,617- 23.1-
BAc 334	STATE GRANTS										
1 153340460	CHILD SUPPORT REIMB			2,331-	1,469-	1,208-	1,469-				1,469- 0.0
BAc 334	STATE GRANTS			2,331-	1,469-	1,208-	1,469-				1,469- 0.0
BAc 341	GENERAL GOVERNMENT										
1 1534123	CIVIL, DOMESTIC, PR			4,320-	672-	540-	49,500-				49,500- 98.6
1 1534127	DOMESTIC FILINGS			273-							0.0
1 1534134	CLERK RECORD SERVIC			17-	17-		34,000-				34,000- 100.0
1 1534137	CRIME LAB ANALYSIS			99-							0.0
1 153412300	DOMESTIC FILING			22,205-	19,162-	25,146-					0.0
1 153412301	CIVIL, DOMESTIC, PR			7,834-	10,278-						0.0
1 153412305	UNLAW DETENTION FILI			143-	143-						0.0
1 153412336	58 JST-SC25% LOC PO			3,998-	3,958-	51-					0.0
1 153412351	58 JST-SC9CIVIL25%			4,148-	4,140-	3,872-					0.0
1 153412900	OTHER FILINGS			1,071-	960-	905-	5,000-				5,000- 80.8
1 153412902	MODIFICATION FILING			1,608-	1,620-	956-					0.0
1 153412904	TAX WARRANT FILING			2,829-	2,593-	2,407-					0.0

GL787

JMP - PRELIMINARY DEPT REVENUE

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM % BUDGET
Dpt 0015	CLERK										
	Bac 341	GENERAL GOVERNMENT									
1	153413400	CLERK RECORD SERVIC		26,303-	27,564-	27,151-					0.0
1	153413403	SUPERIOR COURT RECO		988-	1,175-	26-					0.0
1	153413702	CRIME LAB ANALYSIS		33-	22-	96-		85-		85-	74.1
1	153416500	FEE COPIES		14,763-	13,300-	13,352-	16,000-			16,000-	16.9
1	153419900	PASSPORTS		22,145-	23,200-	21,020-	26,850-			26,850-	13.6
1	153419901	PASSPORTS PHOTO FEE		9,275-	9,200-	8,645-	10,980-			10,980-	16.2
	Bac 341	GENERAL GOVERNMENT		122,052-	118,004-	104,168-	142,415-			142,415-	17.1
	Bac 342	SECURITY OF PERSONS & PR									
1	153421012	DOC DNA COLLECTOR 2		9-	5-	7-	1,400-			1,400-	99.6
1	153421014	DNA COLLECTOR FEE 4		18-	20-	1-					0.0
	Bac 342	SECURITY OF PERSONS & PR		27-	25-	8-	1,400-			1,400-	98.2
	Bac 351	SUPERIOR COURT-FELONY/MI									
1	1535150	ASSESSMENTS				1-					0.0
?	513000	CRIMINAL FILING FEE		12,510-	12,669-	9,065-	11,000-			11,000-	15.2-
1	.518000	CRIME VICTIM PENALT		72-	60-	133-	23,000-			23,000-	99.7
1	153518001	CRIME VICTIM PENALT		23,230-	23,389-	18,305-					0.0
1	153518002	CRIME VICTIM/OLD CE		42-	35-	30-					0.0
1	153518003	CRIME VICTIM PENALT		1,195-	1,270-	877-					0.0
1	153519000	OTHER FELONY PAYMEN		9,919-	9,780-	5,772-	7,300-			7,300-	34.0-
1	153519104	FINES JUVENILE OFFE		322-	384-	44-					0.0
	Bac 351	SUPERIOR COURT-FELONY/MI		47,290-	47,587-	34,227-	41,300-			41,300-	15.2-
	Bac 357	CRIMINAL COSTS									
1	1535720	SUPERIOR COURT COS		2-			47,500-			47,500-	100.0
1	1535728	CRIME LAB FEES		446-	494-	1,952-					0.0
1	153572000	SUPERIOR COURT COS		312-	310-						0.0
1	153572100	JURY DEMAND COSTS		261-	200-	184-					0.0
1	153572200	WITNESS COSTS		36-	50-	496-					0.0
1	153572300	COURT APPOINTED ATT		44,424-	44,520-	37,773-					0.0
1	153572302	JUVENILE PUB DEF CO		8-	9-	5-					0.0
	Bac 357	CRIMINAL COSTS		45,490-	45,583-	40,411-	47,500-			47,500-	4.0
	Bac 361	INTEREST EARNINGS									
1	1536119	INVESTMENT SERVICE		2							0.0

GL787

JMP - PRELIMINARY DEPT REVENUE

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM % BUDGET
Dpt 0015	CLERK										
	BAC 361	INTEREST EARNINGS									
1	153611101	COURT INVESTMENT IN									0.0
1	153614002	SUPERIOR COURT INTE	2,050-	1,750-	1,903-	2,000-				2,000-	12.5
1	153614004	INTEREST ON ACCTS.	2,050-	1,750-	1,903-	2,000-				2,000-	12.5
	BAC 361	INTEREST EARNINGS	4,098-	3,500-	3,807-	4,000-				4,000-	12.5
	BAC 369	OTHER MISCELLANEOUS REVE									
1	1536990	MISCELLANEOUS REVEN			70-	145-				145-	100.0
1	153698100	OVER & SHORT	34		5-						0.0
1	153699001	OVER AND SHORT	26-	10-	54-						0.0
1	153699002	CREDIT CARD REBATES	22-	18-	13-	16-				16-	12.5-
1	1536990060	MISCELLANEOUS REVEN	105-	105-	85-						0.0
	BAC 369	OTHER MISCELLANEOUS REVE	120-	133-	227-	161-				161-	17.4
Dpt 0015	CLERK		244,563-	245,195-	196,390-	256,413-				256,413-	4.4
Sub	GENERAL FUND		244,563-	245,195-	196,390-	256,413-				256,413-	4.4
Fnd 001	GENERAL FUND		244,563-	245,195-	196,390-	256,413-				256,413-	4.4
	Report Final Totals		244,563-	245,195-	196,390-	256,413-				256,413-	4.4

GL787

JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2015	2016	2016	2017 DEPT	2017 PRELIM	2017 ADJUST	2017 ADDL	2017 PRELIM	%
Dpt 0015	CLERK	Div 000	CLERK	ACTUAL	BUDGET	ACTUAL	REQUEST	ADDITIONAL	REDUCTION	REDUCTION	BUDGET	
Obj 510	SALARIES AND WAGES											
1 1551001	SALARIES			142,691	158,292	122,956	181,074				181,074	12.6
1 1551002	OVERTIME					3		1,000			1,000	100.0
1 1551017	CELL PHONE STIPEND			47								
Obj 510	SALARIES AND WAGES			142,738	158,292	122,959	181,074	1,000			182,074	13.1
Obj 520	PERSONNEL BENEFITS											
1 1552001	FICA			10,915	12,110	8,941	13,852	77			13,929	13.1
1 1552002	MEDICAL AID\LABOR &			609	850	465	915	20			935	9.1
1 1552003	RETIREMENT			14,570	18,346	13,085	20,986	496			21,482	14.6
1 1552004	MEDICAL BENEFITS			24,737	25,200	18,626	33,600				33,600	25.0
1 1552006	UNEMPLOYMENT			255	290	199	369				369	21.4
Obj 520	PERSONNEL BENEFITS			51,087	56,796	41,315	69,722	593			70,315	19.2
Obj 531	OFFICE AND OPERATING SUPPL											
1 1553101	OFFICE SUPPLIES			3,041	3,650	1,465	4,000				4,000	8.8
1 3115	OPERATING SUPPLIES			552	1,200	1,584	4,000				4,000	70.0
Obj 531	OFFICE AND OPERATING SUPPL			3,594	4,850	3,049	8,000				8,000	39.4
Obj 535	SMALL TOOLS/MINOR EQUIPMEN											
1 1553562	MINOR OFFICE FURNIT			100			1,500				1,500	100.0
1 1553563	MINOR COMPUTER EQUI				150		400				400	62.5
1 1553569	MINOR MISCELLANEOUS			917	500	354	500				500	
Obj 535	SMALL TOOLS/MINOR EQUIPMEN			1,016	650	354	2,400				2,400	72.9
Obj 541	PROFESSIONAL SERVICES											
1 1554114	MICROFILMING				352	124	1,000	10,000			11,000	96.8
1 1554127	CONTRACTED SHREDDIN			161	160	40	50				50	220.0-
1 1554141	ADVERTISING			1,982	3,200	741	2,000				2,000	60.0-
Obj 541	PROFESSIONAL SERVICES			2,144	3,712	905	3,050	10,000			13,050	71.6
Obj 542	COMMUNICATIONS											
1 1554201	TELEPHONE			1,763	1,825	1,450	2,100				2,100	13.1
1 1554202	POSTAGE			2,956	3,000	2,264	3,000				3,000	
Obj 542	COMMUNICATIONS			4,719	4,825	3,714	5,100				5,100	5.4

GL787

JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1
Rounding to Whole Dollars

Fnd 001 GENERAL FUND
Dpt 0015 CLERK

Sub 001 GENERAL FUND
Div 000 CLERK

		2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM % BUDGET
Obj 543	TRAVEL								
1 1554301	TRAVEL	624	1,500	555	2,000	1,000		3,000	50.0
Obj 543	TRAVEL	624	1,500	555	2,000	1,000		3,000	50.0
Obj 546	INSURANCE AND BONDS								
1 1554601	INSURANCE	3,085	4,210		4,250			4,250	.9
Obj 546	INSURANCE AND BONDS	3,085	4,210		4,250			4,250	.9
Obj 548	REPAIRS & MAINTENANCE								
1 1554803	EQUIPMENT REPAIRS &	321-	900	31	1,000			1,000	10.0
1 1554809	COMPUTER SOFTWARE M		1,714	1,080	2,160			2,160	20.7
1 1554813	EQUIPMENT MAINT AGR			293	2,500			2,500	100.0
Obj 548	REPAIRS & MAINTENANCE	321-	2,614	1,405	5,660			5,660	53.8
Obj 549	MISCELLANEOUS								
1 1902	DUES & SUBSCRIPTION	200	250	200	850			850	70.6
1 4906	REGISTRATION/TRAINI	537	500	425	775			775	35.5
Obj 549	MISCELLANEOUS	737	750	625	1,625			1,625	53.9
Obj 564	EQUIPMENT								
1 1556404	COMPUTER SOFTWARE			1,633					
Obj 564	EQUIPMENT			1,633					
Obj 575	CAPITAL LEASES/INSTALLMENT								
1 1557501	CAPITAL LEASES - PR	1,431	1,950	1,203	1,500			1,500	30.0-
Obj 575	CAPITAL LEASES/INSTALLMENT	1,431	1,950	1,203	1,500			1,500	30.0-
Div 000	CLERK	210,854	240,149	177,716	284,381	12,593		296,974	19.1

GL787

JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1
Rounding to Whole Dollars

Fnd 001 GENERAL FUND
Dpt 0015 CLERK

Sub 001 GENERAL FUND
Div 002 COUNTY CLERK COLLECTIONS

		2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM BUDGET	%
Obj 510	SALARIES AND WAGES									
1 150251001	SALARIES	35,421	36,324	28,482	35,862			35,862	1.3-	
1 150251002	OVERTIME			188		4,000		4,000	100.0	
1 150251004	VACATION PAYOFF			1,644						
Obj 510	SALARIES AND WAGES	35,421	36,324	30,314	35,862	4,000		39,862	8.9	
Obj 520	PERSONNEL BENEFITS									
1 150252001	FICA	2,710	2,779	2,319	2,743	306		3,049	8.9	
1 150252002	MEDICAL AID\LABOR &	194	250	143	229			229	9.2-	
1 150252003	RETIREMENT	3,613	4,210	3,205	4,156	347		4,503	6.5	
1 150252004	MEDICAL BENEFITS	8,400	8,400	6,267	8,400			8,400		
1 150252006	UNEMPLOYMENT	122	120	103	122			122	1.6	
Obj 520	PERSONNEL BENEFITS	15,038	15,759	12,037	15,650	653		16,303	3.3	
Obj 542	COMMUNICATIONS									
1 150254202	POSTAGE	954	1,000	766						
C. 42	COMMUNICATIONS	954	1,000	766						
Div 002	COUNTY CLERK COLLECTIONS	51,413	53,083	43,117	51,512	4,653		56,165	5.5	

GL787

JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1
Rounding to Whole Dollars

Fnd 001 GENERAL FUND
Dpt 0015 CLERK

Sub 001 GENERAL FUND

	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM % BUDGET
Prj 0000099 LAW AND JUSTICE								
Obj 510 SALARIES AND WAGES								
1 159951001 SALARIES	24,373	24,864	20,702	25,344			25,344	1.9
Obj 510 SALARIES AND WAGES	24,373	24,864	20,702	25,344			25,344	1.9
Obj 520 PERSONNEL BENEFITS								
1 159952001 FICA	1,864	1,902	1,584	1,939			1,939	1.9
1 159952002 MEDICAL AID/LABOR &	111	155	86	142			142	9.2-
1 159952003 RETIREMENT	2,485	4,210	2,314	2,937			2,937	43.3-
1 159952004 MEDICAL BENEFITS	5,208	5,208	4,340	5,208			5,208	
1 159952006 UNEMPLOYMENT	84	82	70	86			86	4.7
Obj 520 PERSONNEL BENEFITS	9,752	11,557	8,394	10,312			10,312	12.1-
Prj 0000099 LAW AND JUSTICE	34,125	36,421	29,095	35,656			35,656	2.2-
Dpt 0015 CLERK	296,392	329,653	249,929	371,549	17,246		388,795	15.2
Sub GENERAL FUND	296,392	329,653	249,929	371,549	17,246		388,795	15.2
Fnd 001 GENERAL FUND	296,392	329,653	249,929	371,549	17,246		388,795	15.2
Report Final Totals	296,392	329,653	249,929	371,549	17,246		388,795	15.2

0015 – Clerk's Office Organizational Chart

