



## Budget Change Request

### Change request information

Title Extend positions to preserve Historical Documents - Fund 1050  
Number B-02-06 Department 02 - Auditor  
Requester Diana Benson  
Published by Jennifer Smith Publish Date 2023-08-26  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision

Board Changes

### Funds affected

Fund 1050 - Auditor's  
General Fund Affected? No More Than One Fund Affected? No

### Policy request priority and connection to the strategic plan

Priority # 6 Strategic Plan Effective County

### Does this request include federal, state, or private grants?

Grant Funded? None

Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Changes End Date(s)

Current position numbers affected

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

Extend project positions for imaging project. The Auditor's Office is responsible for the safekeeping of legal recorded documents. By law, a portion of recording fees funds a restricted fund for this purpose. The Auditor's Office has been working on an ongoing imaging project to digitize more recorded documents to have available to the public. We need staff dedicated to the imaging project. As a result of this project, the Auditor has been expanding the number of images online available to the public substantially. The project started in 2006, stopped, restarted and is anticipated to last at least 5 more years. Estimated to last 9 years and are about halfway through.

### How will this change the performance of your office or department?

## Statement of Need

This helps our lobby and phone traffic, as well as the parking lot. If customers can access documents online, they are less likely to come into our office for a copy.

## Expenditure, FTE and revenue assumptions plus current budget level

### Assumptions

Extend current project positions end date from dedicated fund. Started with 600,000 recorded documents and 785,000 recorded images.

### Current Budget Level

0

## What happens if this isn't funded? Are there other options?

### Impacts and Alternatives

It can be paid for out of the general fund, but we have restricted funds available.

## How does this request affect other offices and departments?

Impact to Other Departments                      None

Which Other Departments are Affected?

Operating Transfer Needed?                      No

Operating Transfer Coding and Amount

## Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	02R01432	RECORDING SPECIALIST	2024-01-01	2025-12-01
1.00	02R01517	RECORDING SPECIALIST	2024-01-01	2025-12-01
2.00	< Total			

## Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------

## Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------

## Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
1050A215	510000	SALARIES		49,116	50,592.00
1050A215	510000	SALARIES		50,346	51,852.00
1050A215	521000	SOCIAL SECURITY		3,757	3,871.00

1050A215	521000	SOCIAL SECURITY		3,851	3,967.00
1050A215	522000	RETIREMENT		4,612	4,751.00
1050A215	522000	RETIREMENT		4,727	4,869.00
1050A215	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
1050A215	523000	MEDICAL/DENTAL/LIFE		11,508	12,036.00
1050A215	524000	WORKERS COMPENSATION-L&I		360	360.00
1050A215	524000	WORKERS COMPENSATION-L&I		360	360.00
1050A215	525000	UNEMPLOYMENT COMPENSATION		147	152.00
1050A215	525000	UNEMPLOYMENT COMPENSATION		151	156.00
1050A215	526000	PAID FAMILY MEDICAL LEAVE		107	110.00
1050A215	526000	PAID FAMILY MEDICAL LEAVE		110	113.00
1050A215	527000	LONG TERM DISABILITY		280	288.00
1050A215	527000	LONG TERM DISABILITY		287	296.00
			<b>Total:</b>	<b>155,735.00</b>	<b>161,049.00</b>

**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------