

Jon Ammons

From: Andrea McNamara Doyle
Sent: Wednesday, October 08, 2014 9:41 AM
To: Jon Ammons
Subject: FW: WA State PDC - Complaint
Attachments: BOCC-Sharp@co.grant.wa.us_20141008_102441.pdf

Please acknowledge receipt to Ms. Vasquez and process per standard procedures. Thanks.

From: Barbara Vasquez [<mailto:bvasquez@grantcountywa.gov>]
Sent: Wednesday, October 08, 2014 9:26 AM
To: Andrea McNamara Doyle
Cc: Richard Stevens; Cindy Carter; Carolann Swartz; Kirk Eslinger; Dave Firebaugh
Subject: WA State PDC - Complaint

Good morning:

Please see attached from the Grant County Board of Commissioners.

Should you have any questions, please contact our office at the number below.

Barbara J. Vasquez, CMC
Clerk of the Board/Administrative Assistant
Grant County Commissioners Office
PO Box 37
Ephrata, WA 98823
509-754-2011 ext 2928
509-754-6098 fax
www.grantcountywa.gov
bvasquez@grantcountywa.gov

***Please note new email, website address, and phone extension**

"Do not regret growing older. It is a privilege denied to many."

**Certification for a
Complaint to the Washington State Public Disclosure Commission Relating to an
Elected Official or Candidate for Public Office
(Notary Not Required)**

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in this attached complaint are true and correct.

Your signature: Richard Stevens

Your printed name: RICHARD STEVENS

Street address: 35 C STREET NW

City, state and zip code: EPHRATA, WA 98823

Telephone number: 509-754-2011 ext 2928

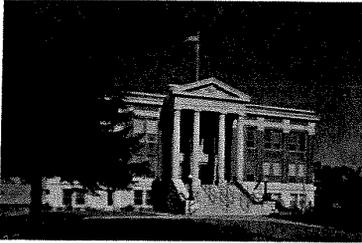
E-Mail Address: (Optional) COMMISSIONERS @ grantcountywa.gov

Date Signed: 10-7-14

Place Signed (City and County): Ephrata GRANT
City County

*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a misdemeanor."

COMPLAINT ATTACHED



GRANT COUNTY
OFFICE OF THE
BOARD OF COUNTY COMMISSIONERS
P O Box 37
EPHRATA WA 98823
(509) 754-2011

October 7, 2014

Andrea McNamara Doyle
Executive Director
Public Disclosure Commission
Andrea.Doyle@pdc.wa.gov

Dear Ms. McNamara Doyle:

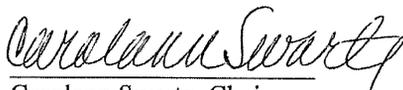
It has come to the attention of the Grant County Board of Commissioner that Jacob Taylor, a current candidate for the office of Auditor, allegedly used his government-issued personal computer to create and/or store campaign related materials.

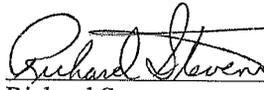
Because your agency oversees campaign regulation compliance and because RCW.42.17A.555 prohibits the use of public office or agency facilities in campaigns, the Board feels that it is necessary to notify you of the issue to allow you the opportunity to handle under your authority.

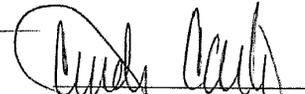
Grant County received a public disclosure request for "copy of files on the County server" and listed a number of specific documents that appeared to be campaign-related or personal in nature. The resulting computer documents will be sent to you upon your request.

Sincerely,

BOARD OF COUNTY COMMISSIONERS


Carolann Swartz, Chair


Richard Stevens


Cindy Carter

:bjv

Cc: Dave Firebaugh, Grant County Auditor

Richard Stevens
District 1

Carolann Swartz
District 2

Cindy Carter
District 3

"TO MEET CURRENT AND FUTURE NEEDS, SERVING TOGETHER WITH PUBLIC AND PRIVATE ENTITIES, WHILE FOSTERING A RESPECTFUL AND SUCCESSFUL WORK ENVIRONMENT."

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Friday, May 30, 2014 11:45 AM
To: taylorbusinesssolutions@gmail.com
Subject: Progress Ad Info
Attachments: Progress Ad Info.docx

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Friday, May 30, 2014 12:00 PM
To: tayloredbusinesssolutions@gmail.com
Subject: Photo
Attachments: Progress.png

Jacob M. Taylor, CPA
Chief Accountant
Grant County
jmtaylor@co.grant.wa.us
509-754-2011 Ext - 400

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Friday, May 30, 2014 12:10 PM
To: taylorbusinesssolutions@gmail.com
Subject: Progress Ad Info
Attachments: Progress Ad Info.docx

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Tuesday, June 10, 2014 11:30 AM
To: tayloredbusinesssolutions@gmail.com
Subject: Progress Ad Info
Attachments: Progress Ad Info.docx

Phil Stutzman

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Friday, June 27, 2014 4:54 PM
To: tayloredbusinesssolutions@gmail.com
Subject: What qualifies you for this office
Attachments: What qualifies you for this office.docx

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Thursday, July 31, 2014 1:03 PM
To: Jacob M. Taylor
Subject: Reports
Attachments: F1.2013.doc; F1.supp.2012.doc

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Wednesday, August 27, 2014 3:13 PM
To: tayloredbusinesssolutions@gmail.com
Subject: 1 Candidate Questions 2014-06-04 (2)
Attachments: 1 Candidate Questions 2014-06-04 (2).docx

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Wednesday, August 27, 2014 9:39 PM
To: Trisha@SunlandInn.com
Subject: Good Evening

Good Evening, Trisha

My name is Jacob Taylor. I am running for Grant County Auditor. I am seeking your permission to place a sign out beside your office next to the other candidates signs. If you are want to get a more information about my campaign, please check out my website at www.jacobtaylor4gcauditor.com

Also, I wanted to get your nightly, weekly and monthly rates? As the Chief Accountant for Grant County, I am asked by County contractors where they should stay while they are working on projects throughout the County.

Thank you for your time and consideration.

Jacob Taylor, CPA

Phil Stutzman

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Wednesday, August 27, 2014 9:58 PM
To: Trisha Edwards
Subject: RE: Good Evening

Thank you, Trisha

Those are good rates. I will be sure to pick up some business cards when I drop by.

Thanks again.

From: Trisha Edwards [mailto:alexjosiah0205@gmail.com]
Sent: Wednesday, August 27, 2014 9:49 PM
To: Jacob M. Taylor
Subject: Re: Good Evening

Yes you can but it has to be a small sign like something you would place in a yard.

My rates are as follows:

Nightly

1 Queen bed is \$64.84

2 Queen beds is \$75.83

1 Queen bed with 2 twins is \$86.82

Suite is \$97.81

These are with tax included

Weekly

1 Queen bed is \$202.21

2 Queen beds is \$213.20

1 Queen bed with 2 twins is \$224.19

Suite is \$235.18

These are with tax included

Sorry we do not do monthly rates

Thank you for asking permission and if you would like I can give you some bussiness cards when you come put you sign up.

Thank You,

Trisha Sanders

On Aug 27, 2014 9:38 PM, "Jacob M. Taylor" <jmtaylor@co.grant.wa.us> wrote:

Good Evening, Trisha

My name is Jacob Taylor. I am running for Grant County Auditor. I am seeking your permission to place a sign out beside your office next to the other candidates signs. If you are want to get a more information about my campaign, please check out my website at www.jacobtaylor4gcauditor.com

Also, I wanted to get your nightly, weekly and monthly rates? As the Chief Accountant for Grant County, I am asked by County contractors where they should stay while they are working on projects throughout the County.

Thank you for your time and consideration.

Jacob Taylor, CPA

Kurt Young

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Thursday, August 28, 2014 12:08 PM
To: Scott Adrock Tymczyszyn
Subject: RE: Good Evening

Thank you, Mr. Tymczyszyn.

I much appreciate it.

And I will be sure to promote, Sunland Inn to all of the out of area contractors working for the County.

Best regards,

Jacob M. Taylor, CPA
Chief Accountant
Grant County
jmtaylor@co.grant.wa.us
509-754-2011 Ext - 400

From: Scott Adrock Tymczyszyn [mailto:tymmyoshea@gmail.com]
Sent: Thursday, August 28, 2014 12:00 PM
To: Jacob M. Taylor
Subject: RE: Good Evening

Yes that's fine to put a few signs in. Good luck!

Thank you,

Scott Adrock Tymczyszyn
Managing Broker
CFO

Illahee Realty
Sunland Inns

www.IllaheeProperties.com
www.Sunlandinn.com

----- Original message -----

From: "Jacob M. Taylor"
Date: 08/27/2014 9:38 PM (GMT-08:00)
To: Trisha@SunlandInn.com
Subject: Good Evening

Good Evening, Trisha

My name is Jacob Taylor. I am running for Grant County Auditor. I am seeking your permission to place a sign out beside your office next to the other candidates signs. If you are want to get a more information about my campaign, please check out my website at www.jacobtaylor4gcauditor.com

Also, I wanted to get your nightly, weekly and monthly rates? As the Chief Accountant for Grant County, I am asked by County contractors where they should stay while they are working on projects throughout the County.

Thank you for your time and consideration.

Jacob Taylor, CPA

Phil Stutzman

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Friday, September 12, 2014 7:15 PM
To: cc1310@staplescopycenter.com
Subject: Labels
Attachments: Label Ad.docx; Label Ad.pdf

Please print 10 pages of the attached file.

Please confirm receipt of this e-mail

Thank you,
Jacob Taylor
509-669-0978

Phil Stutzman

From: Jacob M. Taylor <jmtaylor@co.grant.wa.us>
Sent: Friday, September 12, 2014 7:16 PM
To: cc1301@staplescopycenter.com
Subject: FW: Labels
Attachments: Label Ad.docx; Label Ad.pdf

Please print 10 pages of the attached file.

Please confirm receipt of this e-mail

Thank you,
Jacob Taylor
509-669-0978

Candidate Questions

Name: JACOB TAYLOR

Position you are running for: COUNTY AUDITOR

Why are you running for this office?

I have been serving Taxpayers my entire professional career. I enjoy the challenges related to tracking, monitoring, reporting, and ensuring taxpayer dollars are spent in the most effective and efficient method possible. Grant County needs an Auditor that is experienced and understands complex financial reporting, and I have that experience. My wife and I moved our children here because we wanted a safe place for them to grow up. We are committed to this county, and I want to help Grant County Continue to grow and prosper in a way that is sustainable for decades.

What previous experience qualifies you for this office?

I have worked more than 8 years in a governmental auditing.

I worked for the SAO for Six years before accepting the position of Chief Deputy Auditor at Grant County. During my time with SAO, I managed some of the larger audits supervising multiple junior auditors through complex audit issues.

State Auditor's Office (6 Years)

I feel that I obtained the following relevant experiences and knowledge during this time working with SAO:

- A thorough understanding of the Governmental Accounting Standards Board's (GASB) and the Washington State Auditor's financial statement reporting requirements. Presentation of the County's financial records is a key responsibility for County Auditors. I have the knowledge and experience to ensure that Grant County's financial records will be presented in accordance with all reporting standards.*
- Extensive experience reviewing and interpreting complex federal and state laws as well as legal contracts. County Auditors are responsible for auditing the County's expenditures. A thorough knowledge of state statutes and legal compliance issues is essential to adequately audit County expenditures.*

Grant County's Chief Accountant and Budget Director (several years)

As Grant County's Director of Budget and Accounting for the past several years, I have been responsible for compiling both the County's annual budget and year-end financial statements. I have gained a thorough knowledge of the internal and external operations of Grant County while working with all of the County's elected officials and department heads to compile the annual budgets and financial statements.

As the appointed Chief Deputy Auditor, I have spent the past several years working closely with the current County Auditor, Dave Firebaugh. As a result, I have gained great insight and an understanding of the day to day requirements of a County Auditor.

Who are two of your best-known campaign supporters in this county?

Current (retiring) Grant County Auditor Dave Firebaugh
Former State Senator Joyce Curtis Mulliken

What farming organizations, business associations, and political associations are you likely to receive support from?

I have not sought the support of any of those associations. The Auditor's Office does not have the ability to impact laws or county ordinances that would have an effect on any of those associations, so I assumed they would not be interested in endorsing a candidate for County Auditor. However, it is my belief that given my experience and credentials

What do you believe are the most important issues facing the state at this time?

Please describe your stance on immigration reform.

List two objectives you plan to achieve during your term in office.

Why should this County Farm Bureau endorse you?

Over the years the Legislature has recognized the need to keep the state's agricultural industry competitive, both nationally and internationally. One way they accomplished this was through the use tax preferences that provide exemptions or reduced rates, for example, on B&O and sales taxes. There is now a push by some in the Legislature to reduce or eliminate these tax preferences. What is your position on this effort?

Describe your position regarding the use of regulatory and incentive-based approaches to improving water quality in the waters of the states.

Do you support an increase in the minimum wage? Why or why not?

Do you support local and/or statewide government mandates for employers to provide paid leave benefits to employees? Why or why not?

In 2011 the Legislature made some reforms to the workers' compensation system. But more reforms are needed. Will you support additional reforms to make the system more competitive and cost-effective?

Please e-mail back to Grant County Farm Bureau President Sam Krautscheid at Sam.Krautscheid@heftyseed.com no later than 12 pm 9/2/2014 to be considered for recommendation to Wa. State Farm Bureau.

Thank you for taking the time to answer our questions.

Grant County Farm Bureau Board Members

Refer to instruction manual for detailed assistance and examples.

Deadlines: Incumbent elected and appointed officials -- by April 15.
 Candidates and others -- within two weeks of becoming a candidate or being newly appointed to a position.

SEND REPORT TO PUBLIC DISCLOSURE COMMISSION

DOLLAR CODE	AMOUNT
A	\$1 to \$3,999
B	\$4,000 to \$19,999
C	\$20,000 to \$39,999
D	\$40,000 to \$99,999
E	\$100,000 or more

Last Name First Middle Initial

TAYLOR, JACOB M.

Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.

Mailing Address (Use PO Box or Work Address) *

20983 DELTA RD NW

City County Zip + 4

SOAP LAKE, GRANT 98851

Filing Status (Check only one box.)

An elected or state appointed official filing annual report

Final report as an elected official. Term expired: _____

Candidate running in an election: month 11 year 2014

Newly appointed to an elective office

Newly appointed to a state appointive office

Professional staff of the Governor's Office and the Legislature

Office Held or Sought

Office title: COUNTY AUDITOR

County, city, district or agency of the office, name and number: GRANT COUNTY

Position number: _____

Term begins: 1/1/2015 ends: 12/31/2018

1 INCOME List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,000 or more during the period. Include stock options received during the reporting period that had a value of \$2,000 or more. (Report interest and dividends in Item 3.)

Show Self (S)
 Spouse (SP/DP)
 Dependent (D)

Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)
COUNTY OF GRANT, 37 NW C ST. EPHRATA, WA 98823	CHIEF ACCOUNTANT	D

Check Here if continued on attached sheet

2 REAL ESTATE List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$10,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)

Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser	Nature and Amount (Use Code) of Payment or Consideration Received
Property Purchased or Interest Acquired 20983 DELTA RD NW, SOAP LAKE, WASHINGTON, 98851	D	GRANCO CREDIT UNION	30 YEARS PROPERTY
All Other Property Entirely or Partially Owned 1729 LINCOLN PARK CIR. WENATCHEE, WA 98801	E	WELLS FARGO	30 YEARS PROPERTY

Check here if continued on attached sheet

3

ASSETS / INVESTMENTS - INTEREST / DIVIDENDS

List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.

A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$20,000 any time during the report period.	Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$20,000 during the period.			
C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,000. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account.			

Check here if continued on attached sheet.

4

CREDITORS

List each creditor you or a family member, including registered domestic partner, owed \$2,000 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2.

AMOUNT (USE CODE)

Creditor's Name and Address	Terms of Payment	Security Given	Original	Present
N/A				

Check here if continued on attached sheet.

5

All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required.

Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.

- A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? ____ If yes, complete Supplement, Part A.
- B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? ____ If yes, complete Supplement, Part A.
- C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? ____ If yes, complete Supplement, Part A.
- D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? ____ If yes, complete Supplement, Part B.
- E. **Only for Persons Filing Annual Report.** Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? ____ or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? ____ If yes to either or both questions, complete Supplement, Part C.

ALL FILERS EXCEPT CANDIDATES. Check the appropriate box.

- I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.
- I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

*CANDIDATES: Do not use public agency addresses or telephone numbers for contact information.

CERTIFICATION: I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature _____ Date _____
 Contact Telephone: () *
 Email: _____ (work) *
 Email: _____ (Home) Optional

REPORT NOT ACCEPTABLE WITHOUT FILER'S SIGNATURE

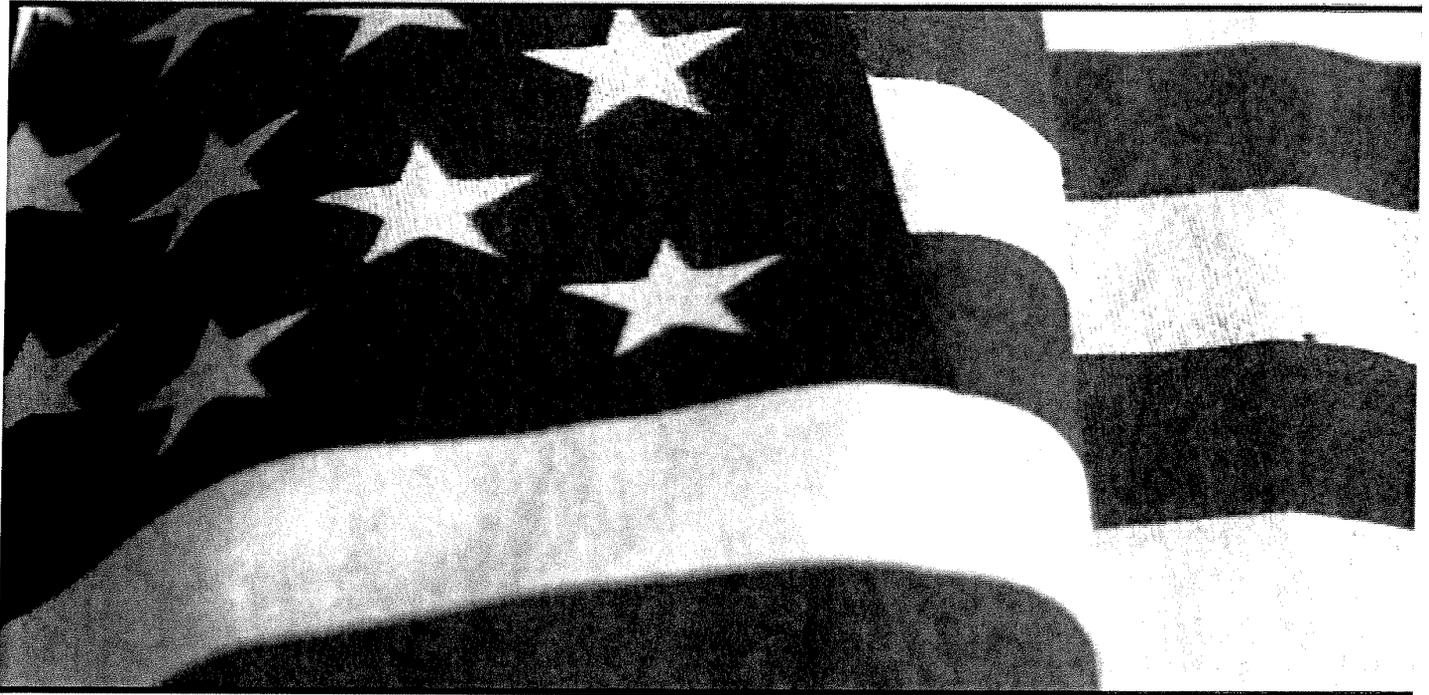
Information Continued

F-1

Name					
1 INCOME (continued)					
Show Self (S) Spouse (SP) Dependent (D)	Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)		
2 REAL ESTATE (continued)					
Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser		Nature and Amount (Use Code) of Payment or Consideration Received	
Property Purchased or Interest Acquired		Creditor's Name/Address	Payment Terms	Security Given	
All Other Property Entirely or Partially Owned		Mortgage Amount - (Use Code)		Original Current	
3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS (continued)					
A. Name and address of each bank or financial institution	Type of Account or Description of Asset		Asset Value (Use Code)	Income Amount (Use Code)	
B. Name and address of each insurance company					
C. Name and address of each company, association, government agency					
4 CREDITORS (continued)				AMOUNT (USE CODE)	
Creditor's Name and Address		Terms of Payment	Security Given	Original	Present

ELECT

★ JACOB TAYLOR, CPA ★
GRANT COUNTY AUDITOR



County Auditor must have integrity and a thorough understanding of governmental finance. As a Certified Public Accountant (CPA), I hold myself to the highest ethical standards. As a former Assistant State Auditor and the current Chief Accountant for Grant County, I have spent my entire professional career working in governmental finance.

Please visit www.jacobtaylor4gcauditor.com for more information about Jacob Taylor.

Paid for by.....need address!

July 14, 2014

Dear, Mr. Varney

Hi, my Name is Jacob Taylor. I am the Chief Accountant at Grant County, and I am running to replace Dave Firebaugh as the next Grant County Auditor. Several of my supports, former State Senator Joyce Curtis Mulliken, Dave Firebaugh and Darryl Pheasant, and numerous County employees, have encouraged me to reach out to you. I have learned that you were a highly respected leader here at Grant County. And I would like to learn about your leadership methods and ask you some questions about the day-to-day challenges you faced as the auditor.

Ultimately, I would like to earn your support and endorsement if you decide to endorse a candidate this year. But even if you decide not to endorse a candidate this year, I would still appreciate the opportunity to speak with you to learn about how you managed the Auditor's Office during your 20 year tenure as the County Auditor.

Darryl Pheasant provide your phone number (509-899-5341), but I wanted to write you to make sure you are willing to speak with me. If you are willing to give me the pleasure of speaking with you, please let me know when would be the best time for me to contact you. For your convenience, I have listed all of my contact information below. In addition, I have enclosed some information about myself and my campaign.

I hope that you might be willing to spare a little time for me to speak with you.

Thank you for your time and consideration.

Sincerely,

Jacob Taylor

Phone: 509-669-0978

E-mail: jake15ash@yahoo.com

Address: 20983 Delta Rd NW, Soap Lake, 98851

CASH RECEIPTS AND EXPENDITURE

SCHEDULE
to C4 **A**
(1/04)

Candidate or Committee Name (Do not abbreviate. Use full name.) **JACOB MATTHEW TAYLOR** Report Date **8/15/2014**

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits
5/25/2014	810.15					\$ 815.36
7/25/2014	5.00					

2. TOTAL CASH RECEIPTS Enter also on line 2 of C4 **\$ 815.36**

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed.

The exceptions are:

- 1) If expenditures are in-kind or earmarked contributions to a candidate or committee or independent expenditures that benefit a candidate or committee, identify the candidate or committee in the Description block;
- 2) When reporting payments to vendors for travel expenses, identify the traveler and travel purpose in the Description block; and
- 3) If expenditures are made directly or indirectly to compensate a person or entity for soliciting signatures on a statewide initiative or referendum petition, use code "V" and provide the following information in the Description block: name and address of each person/entity compensated, amount paid each during the reporting period, and cumulative total paid all persons to date to gather signatures.

CODE	C - Contributions (monetary, in-kind & transfers)	P - Postage, Mailing Permits
DEFINITIONS	I - Independent Expenditures	S - Surveys and Polls
ON NEXT PAGE	L - Literature, Brochures, Printing	F - Fundraising Event Expenses
	B - Broadcast Advertising (Radio, TV)	T - Travel, Accommodations, Meals
	N - Newspaper and Periodical Advertising	M - Management/Consulting Services
	O - Other Advertising (yard signs, buttons, etc.)	W - Wages, Salaries, Benefits
	V - Voter Signature Gathering	G - General Operation and Overhead

3. EXPENDITURES

- a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below.
- b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency, consultant or credit card company, provide a detailed breakdown in the Description block of expenses included in the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of \$50 or less	N/A	N/A	0
5/12/2014	Grant County Elections P.O. Box 37 Ephrata	G	Filing Fee	\$ 810.36
		O		
		O		
		O		
		O		
		O		
		O		

Total from attached pages **\$ 0.00**

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4 **\$ 810.36**

CODE DEFINITIONS ON NEXT PAGE

EXPENDITURE CODE DEFINITIONS AND USES (for use on Schedule A and Schedule B)

NOTE: Expenditures (including debts) for payments to a candidate, campaign worker, PR firm, advertising agency, consultant or credit card company require further detail in the Description block. See expenditure description on Schedule A, WAC 390-16-037 and WAC 390-16-205.

- C MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** your campaign legally makes to other campaigns. Put a "C" in the Code column, in the Description column specify who was benefited and, if in-kind, what was purchased.
- I INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column and fully describe purpose.
- L LITERATURE**. Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- B BROADCAST ADVERTISING**. Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- N NEWSPAPER & PERIODICAL ADVERTISING**. Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- O OTHER ADVERTISING**. Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- V VOTER SIGNATURE GATHERING**. Use "V" for expenditures made directly or indirectly to compensate a person or entity for soliciting or pro-curing signatures on a statewide initiative or referendum petition. Attach itemization of each such payment.
- P POSTAGE**. Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- F FUNDRAISING EVENTS**. Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- S SURVEYS AND POLLS**. Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- T TRAVEL, ACCOMMODATIONS, MEALS**. Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveler in Description column. If travel payment was made to credit card company or traveler (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Schedule A.
- M MANAGEMENT AND CONSULTING SERVICES**. Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- W WAGES, SALARIES, BENEFITS**. Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- G GENERAL OPERATION AND OVERHEAD**. Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture for the campaign.

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

SCHEDULE
TO C4

B

(1/04)

Candidate or Committee Name (Do not abbreviate. Use full name.)

JACOB MATTHEW TAYLOR

Report Date

8/10/14

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution*	Fair Market Value	Aggregate Total	P	G	If more than \$100, Employer Name, City, State & Occup.
					R	E	
							Occupation
							Occupation
							Occupation
<input type="checkbox"/> Check here if additional pages are attached.			TOTAL				(Enter also on line 3 and line 12 of C4)

2. PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of \$100.00 or more.

Date Notified of Pledge	Name and Address of Pledge Maker	Fair Market Value	Aggregate Total	P	G	If more than \$100, Employer Name, City, State & Occup.
				R	E	
						Occupation
						Occupation
<input type="checkbox"/> Check here if additional pages are attached.		TOTAL (include new pledges above and all other outstanding pledges.)				(Enter also on line 9 of C4)

3. ORDERS PLACED, DEBTS, OBLIGATIONS. If debt is owed to a candidate, campaign worker, PR firm, advertising agency, consultant or credit card company, provide a detailed breakdown of expenses included in the debt. (Give estimate if actual amount not known. Exclude loans. Report loans on Schedule L.)

Expenditure Date	Vendor's/Recipient's Name and Address	Amount Owed	Code	OR	Description of Obligation*
	Bank of America	\$ 4,619.35			Credit Card
6/11/14	My campaign Store 304 Whittington Pkwy, #201 Louisville, KY 40222	2,035.27	O		Campaign signs and banners
5/27/14	Vistaprint 95 Hayden Avenue Lexington, Lexington, MA, 02421	\$ 107.46	O		Business Cards and Flyers
5/16/14	Vistaprint 95 Hayden Avenue Lexington, Lexington, MA, 02421	\$ 590.41	O		Business Cards, Yard Signs and Flyers
6/12/14	Vistaprint 95 Hayden Avenue Lexington, Lexington, MA, 02421	\$ 211.21	O		Business Cards & T-Shirts
7/20/14	IFiberone 135 Basin St. SW, Ephrata WA 98823	\$ 1,000	O		Online News Advertising

5/25/14

Emerald Outdoor Advertising, P.O Box 14686
Spokane, WA 99214

\$ 675.00

O

Billboard

Check here if additional
pages are attached.

TOTAL
(Include in line 19 of C4)

\$ 4,619.35

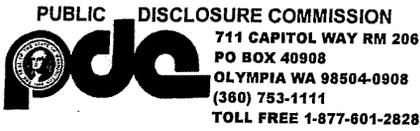
*SEE NOTE AND CODE DEFINITIONS ON REVERSE

EXPENDITURE CODE DEFINITIONS AND USES

(for use on Schedule A and Schedule B)

NOTE: Expenditures (including debts) for payments to a candidate, campaign worker, PR firm, advertising agency, consultant or credit card company require further detail in the Description block. See expenditure description on Schedule A, WAC 390-16-037 and WAC 390-16-205.

- C MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** your campaign legally makes to other campaigns. Put a "C" in the Code column, in the Description column specify who was benefited and, if in-kind, what was purchased.
- I INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column and fully describe purpose.
- L LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- B BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- N NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- O OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- V VOTER SIGNATURE GATHERING.** Use "V" for expenditures made directly or indirectly to compensate a person or entity for soliciting or procuring signatures on a statewide initiative or referendum petition. Attach itemization of each such payment.
- P POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- F FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- S SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- T TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveler in Description column. If travel payment was made to credit card company or traveler (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Schedule A.
- M MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- W WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- G GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture for the campaign.



CASH RECEIPTS MONETARY CONTRIBUTIONS

C3

(1/12)

THIS SPACE FOR OFFICE USE

Candidate or Committee Name (Do not abbreviate. Use full name.)
JACOB MATTHEW TAYLOR

Mailing Address
20983 DELTA ROAD NW

City SOAP LAKE	Zip + 4 98851	Office Sought (candidates) COUNTY AUDITOR	Election Date 11/4/2014
--------------------------	-------------------------	---	-----------------------------------

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Date Received	Description	Amount	Total
	a. Anonymous	\$	\$
5/12/14	b. Candidate's personal funds deposited in the bank (include candidate loans in 1c).....	815.36	815.36
	c. Loans, notes, security agreements. Attach Schedule L		
	d. Miscellaneous receipts (interest, refunds, auctions, other). Attach explanation		
	e. Small contributions \$25.00 or less not itemized and number of persons giving _____ (persons)		

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100.* Employer's Name, City and State	P R I	G E N	Amount	Aggregate* Total
					\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Sub-total Amount from attached pages			815.36	*See reverse for details.

3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT
 Sum of parts 1 and 2 above. Enter this amount in line 1, Schedule A to C4.

4. Date of Deposit 5/12/2014	I certify that this report is true and complete to the best of my knowledge
Treasurer's Daytime Telephone No.: (509) 669 - 978	Treasurer's Signature _____ Date 8/6/14

Reporting requirements are contained in and governed by chapters 42.17A RCW and 390-16 WAC.
Consult PDC instruction manuals when completing this report.

**CONTRIBUTIONS OF
MORE THAN \$100**

When an individual gives the campaign more than \$100 in the aggregate, that person's employer must be identified by name, city, state and the person's occupation must also be disclosed. Once an individual gives more than \$100, occupation and employer information will appear on every report showing additional contributions from the individual.

For all candidates – when an individual gives more than \$100 in the aggregate from the beginning of the campaign, show occupation and employer information.

For Single Election Political Committees (e.g., ballot issue committees) – when an individual gives more than \$100 in the aggregate from the beginning of the campaign, show occupation and employer.

For Continuing Political Committees (e.g., party committees & PACs) – when an individual gives more than \$100 in the aggregate from the beginning of the calendar year, show occupation and employer.

**PRIMARY/GENERAL
ELECTION**

Candidates subject to contribution limits must specify in Part 2 of the C-3 form whether a contribution is designated for the primary or the general election. If a contribution is for the primary election, put a "X" in the PRI box; if it counts toward the contributor's general election limit, put an "X" in the GEN box. If one check is used to make both a primary and a general election contribution, use two separate contributor blocks – one each for the primary and general donations. See instruction manual for example.

Candidates not subject to limits, political committees and continuing political committees – primary and general election designations not required; disregard these boxes.

AGGREGATE TOTAL

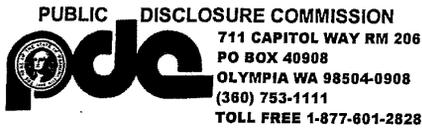
The total put in the Aggregate Total column for each contributor will depend on who is filing the report. See below.

Candidates subject to contribution limits: Show the total given for each election. If the contributor is giving a primary election contribution, the Aggregate Total figure is the total of that person's primary election contributions. If the GEN box is checked, the Aggregate Total is the contributor's general election total. (Only your campaign records and PDC's computer records will keep track of the grand total for both elections.)

Candidates not subject to limits: Show the total given since the beginning of the campaign.

Political Committees Organized for One Election Only: Show the total given since the beginning of the campaign.

Continuing Political Committees: Show the total given since the beginning of the calendar year.



CASH RECEIPTS MONETARY CONTRIBUTIONS

C3

(1/12)

THIS SPACE FOR OFFICE USE

Candidate or Committee Name (Do not abbreviate. Use full name.)
JACOB MATTHEW TAYLOR

Mailing Address
20983 DELTA ROAD NW

City SOAP LAKE	Zip + 4 98851	Office Sought (candidates) COUNTY AUDITOR	Election Date 11/4/2014
--------------------------	-------------------------	---	-----------------------------------

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Date Received		Amount	Total
	a. Anonymous	\$	\$
5/12/14	b. Candidate's personal funds deposited in the bank (include candidate loans in 1c).....	815.36	815.36
	c. Loans, notes, security agreements. Attach Schedule L		
	d. Miscellaneous receipts (interest, refunds, auctions, other). Attach explanation		
	e. Small contributions \$25.00 or less not itemized and number of persons giving _____ (persons)		

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100:*	P R I	G E N	Amount	Aggregate* Total
		Employer's Name, City and State			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Occupation			\$	\$
		Sub-total			_____	
	<input type="checkbox"/> Check here if additional pages are attached	Amount from attached pages			_____	

***See reverse for details.**

3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT
Sum of parts 1 and 2 above. Enter this amount in line 1, Schedule A to C4.

815.36

4. Date of Deposit
5/12/2014

I certify that this report is true and complete to the best of my knowledge
Treasurer's Signature _____ Date _____

Treasurer's Daytime Telephone No.: (509) 669 - 978

8/6/14

Reporting requirements are contained in and governed by chapters 42.17A RCW and 390-16 WAC.
Consult PDC instruction manuals when completing this report.

**CONTRIBUTIONS OF
MORE THAN \$100**

When an individual gives the campaign more than \$100 in the aggregate, that person's employer must be identified by name, city, state and the person's occupation must also be disclosed. Once an individual gives more than \$100, occupation and employer information will appear on every report showing additional contributions from the individual.

For all candidates – when an individual gives more than \$100 in the aggregate from the beginning of the campaign, show occupation and employer information.

For Single Election Political Committees (e.g., ballot issue committees) – when an individual gives more than \$100 in the aggregate from the beginning of the campaign, show occupation and employer.

For Continuing Political Committees (e.g., party committees & PACs) – when an individual gives more than \$100 in the aggregate from the beginning of the calendar year, show occupation and employer.

**PRIMARY/GENERAL
ELECTION**

Candidates subject to contribution limits must specify in Part 2 of the C-3 form whether a contribution is designated for the primary or the general election. If a contribution is for the primary election, put a "X" in the PRI box; if it counts toward the contributor's general election limit, put an "X" in the GEN box. If one check is used to make both a primary and a general election contribution, use two separate contributor blocks – one each for the primary and general donations. See instruction manual for example.

Candidates not subject to limits, political committees and continuing political committees – primary and general election designations not required; disregard these boxes.

AGGREGATE TOTAL

The total put in the Aggregate Total column for each contributor will depend on who is filing the report. See below.

Candidates subject to contribution limits: Show the total given for each election. If the contributor is giving a primary election contribution, the Aggregate Total figure is the total of that person's primary election contributions. If the GEN box is checked, the Aggregate Total is the contributor's general election total. (Only your campaign records and PDC's computer records will keep track of the grand total for both elections.)

Candidates not subject to limits: Show the total given since the beginning of the campaign.

Political Committees Organized for One Election Only: Show the total given since the beginning of the campaign.

Continuing Political Committees: Show the total given since the beginning of the calendar year.



CASH RECEIPTS MONETARY CONTRIBUTIONS

C3
(1/12)

THIS SPACE FOR OFFICE USE

Candidate or Committee Name (Do not abbreviate. Use full name.)
JACOB MATTHEW TAYLOR

Mailing Address
20983 DELTA ROAD NW

City SOAP LAKE	Zip + 4 98851	Office Sought (candidates) COUNTY AUDITOR	Election Date 11/4/2014
--------------------------	-------------------------	---	-----------------------------------

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Date Received		Amount	Total
	a. Anonymous	\$	\$
5/12/14	b. Candidate's personal funds deposited in the bank (include candidate loans in 1c)	815.36	815.36
	c. Loans, notes, security agreements. Attach Schedule L		
	d. Miscellaneous receipts (interest, refunds, auctions, other). Attach explanation		
	e. Small contributions \$25.00 or less not itemized and number of persons giving _____ (persons)		

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100:*	P R I	G E N	Amount	Aggregate* Total
					\$	\$
	Occupation				\$	\$
					\$	\$
	Occupation				\$	\$
					\$	\$
	Occupation				\$	\$
					\$	\$
	Occupation				\$	\$
	<input type="checkbox"/> Check here if additional pages are attached					
		Sub-total Amount from attached pages				

3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT
 Sum of parts 1 and 2 above. Enter this amount in line 1, Schedule A to C4.

815.36

*See reverse for details.

4. Date of Deposit

5/12/2014

I certify that this report is true and complete to the best of my knowledge

Treasurer's Signature

Date

Treasurer's Daytime Telephone No.: (509) 669 - 978

8/6/14

Reporting requirements are contained in and governed by chapters 42.17A RCW and 390-16 WAC.
Consult PDC instruction manuals when completing this report.

**CONTRIBUTIONS OF
MORE THAN \$100**

When an individual gives the campaign more than \$100 in the aggregate, that person's employer must be identified by name, city, state and the person's occupation must also be disclosed. Once an individual gives more than \$100, occupation and employer information will appear on every report showing additional contributions from the individual.

For all candidates – when an individual gives more than \$100 in the aggregate from the beginning of the campaign, show occupation and employer information.

For Single Election Political Committees (e.g., ballot issue committees) – when an individual gives more than \$100 in the aggregate from the beginning of the campaign, show occupation and employer.

For Continuing Political Committees (e.g., party committees & PACs) – when an individual gives more than \$100 in the aggregate from the beginning of the calendar year, show occupation and employer.

**PRIMARY/GENERAL
ELECTION**

Candidates subject to contribution limits must specify in Part 2 of the C-3 form whether a contribution is designated for the primary or the general election. If a contribution is for the primary election, put a "X" in the PRI box; if it counts toward the contributor's general election limit, put an "X" in the GEN box. If one check is used to make both a primary and a general election contribution, use two separate contributor blocks – one each for the primary and general donations. See instruction manual for example.

Candidates not subject to limits, political committees and continuing political committees – primary and general election designations not required; disregard these boxes.

AGGREGATE TOTAL

The total put in the Aggregate Total column for each contributor will depend on who is filing the report. See below.

Candidates subject to contribution limits: Show the total given for each election. If the contributor is giving a primary election contribution, the Aggregate Total figure is the total of that person's primary election contributions. If the GEN box is checked, the Aggregate Total is the contributor's general election total. (Only your campaign records and PDC's computer records will keep track of the grand total for both elections.)

Candidates not subject to limits: Show the total given since the beginning of the campaign.

Political Committees Organized for One Election Only: Show the total given since the beginning of the campaign.

Continuing Political Committees: Show the total given since the beginning of the calendar year.

What qualifies you for this office?

Education:

I graduated from Washington State University (WSU), with honors

Bachelor's Degree:

I have Business Administration degree

Double Major – Accounting & Finance
(5+ Years of college education)

Professional Certifications –

I am Washington State Certified Public Accountant (CPA)

Professional and Managerial Experience:

I have been Grant County's Budget Director and Chief Accountant for the past two years. As the Director of Grant County's Budget & Accounting department, I have gained high level managerial experience I directly supervise 4 employees on a daily basis. In addition, I am the appointed Chief Deputy Auditor for Grant County. As the Chief Deputy Auditor, I oversee the operation of the Auditor's Office when the Auditor is absent.

Prior to working for Grant County, I spent 6 years as an Assistant State Auditor for Washington State. I gained a wide range of experience and knowledge about local government operations during my time with the State Auditors.

I am honored to have received the endorsement of Grant County's retiring Auditor, Dave Firebaugh

What can the Auditor do to enhance voter knowledge of electoral issues?

I will update and utilize the County Auditor's webpage to provide timely and useful election related information to the public.

I plan to use social media mediums in an effort to push relevant and timely information to interested parties. The use of social media would be an efficient way to let the public know about hot topic electoral issues and provide guidance as to where the voter can find accurate and reliable information about each particular issue. Social media could also be used to inform the public about important dates and deadlines for elections.

What changes, if any, in current processes of the Auditor's office would you wish to make?

There are three areas that I plan to address if I am elected as the Auditor. I will take steps to shorten the lines in the licensing department (at the County), make all publicly recorded documents (deeds, titles and liens, etc.) available for online access, and I plan to improve the County's method of reporting it financial reports.

To shorten the lines in the licensing department, I would install a kiosk which would allow citizens waiting to renew their car tabs to bypass the lines, complete the renewal process online at the kiosk and have the tabs handed to them before they leave the county. Installing a kiosk will cost the county vary little, but I believe it would greatly decrease the wait time for renewing car tabs at the County.

In this day in age, citizens expect to be able to access most everything online. And I agree. The County is currently working on a project which includes scanning all of the County's recorded documents on to a large server. As Auditor, I would ensure that this project is completed and that public access to this service be made public through an online portal. This would allow citizens to access public records from anywhere they can connect to the internet.

According to State Auditor records, approximately 20 percent of local governments, the largest and most complex in the State, report financial information in accordance with generally accepted accounting principles (GAAP). Grant County currently reports using the simplified Cash basis method of accounting.

I believes that as the 13th largest county in the State, it is important that the County start reporting its financial statement using the GAAP method of reporting. The GAAP/or full accrual method of reporting, is nationally recognized and provides users of the financial statements the following advantages.

Advantages of GAAP basis of reporting:

- Financial reports that are more comprehensive, sophisticated and potentially informative
- Improved ability to evaluate governments' financial position and changes in it net position
- Consistent with nationally recognized financial reporting standards
- More familiar to external users
- GAAP reporting is often required by grantors or oversight agencies

I have the experience and knowledge needed to help Grant County transition to the GAAP method of financial reporting which will ensure that Grant County's financial statements are comparable to the largest governmental entities in the State and are consistent with nationally recognized reporting standards.

All of the agenda items I have laid would have no significant impact on the Auditor's annual budget.

What budgetary constraints has the Auditor's office faced recently, and what suggestions do you have for continuing to serve the county adequately in the future?

Grant County has been fortunate to not have experienced the same level of budget restraints that most of the other County's throughout Washington State have experienced. However, one of the self-

imposed budgetary constraints that the Auditor's Office has experienced is reduced staffing levels in the Recording and Licensing departments.

As a result of the reduced staffing levels, the County has been unable to hire a Spanish speaking associate. As Grant County's Spanish speaking citizen population continues to grow, the need for an employee who can adequately communicate with Spanish speaking citizen is becoming more important.

To address this issue without impacting the Auditor's overall budget, I would consolidate duties that are currently being performed by 5 employees in the Accounting Department down to 4 employees. I would then reassign the 5th employee's position into the Recording and Licensing departments. This would allow the County the ability to hire a Spanish speaking associate to address the language barriers that currently exists. In addition, the County's Recording and Licensing Department's processing capabilities would increase as a result of an additional employee.

What are the other two most pressing issues facing the Auditor's Department?

One of the most pressing issues that the Auditor's office faces is frequent changes in federal and state laws which require strict compliance. As legislators continuously change Federal and State laws, there is a need for all employees in the Auditor's Office to receive timely and relevant training to ensure compliance with the ever-changing laws.

The second pressing issue is that the Auditor's office needs to ensure that

Accurate financial statement reporting.

The Auditor's Office operates

- How will you address these two issues?

Dear, Fellow CPA

I am reaching out to all of the Certified Public Accountants in the Grant County area with the hope that I can rally the support of the local CPA community. My name is Jacob Taylor, and I am running to replace the retiring Grant County Auditor in this fall's general election.

It is time for the Grant County Auditor to be a Certified Public Accountant. The other candidate is not a CPA and lacks the experience to be the County Auditor. Moreover, the other candidate has decided to demean the CPA license, stating "*that having a CPA license is not really that important or significant*". I am sure that all of you are just like me and worked very hard not only to earn the CPA license but also retain an active CPA license. And for someone to demean the reputation and significance of the CPA license, indicates that person is ignorant about the dedication, commitment, experience and integrity required to hold the CPA license.

I am hoping that I can rally all of the CPAs in Grant County to support not just my campaign, but the integrity, and reputation of the CPA license.

I am only asking for your verbal support and hopefully your vote.

I would encourage you to review my campaign website (www.jacobtaylor4gcauditor.com) to confirm that I have experience and knowledge needed to be the next Grant County Auditor.

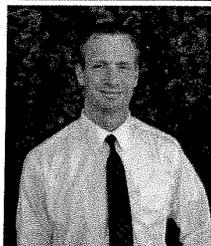
If you are interested in ensuring that the next Grant County Auditor is a qualified CPA as while as supporting the reputation and integrity of the CPA license, please let me know by E-mailing me at tayloredbussnessolutions@gmail.com

Thank you for your time and consideration of my request.

Sincerely,

Jacob Taylor, CPA - WA License #30174
Candidate for Grant County Auditor

ELECT
JACOB TAYLOR, CPA
GRANT COUNTY AUDITOR



Jacob Taylor, CPA

509-669-0978

(Republican)

JOB TITLE:

**CHIEF ACCOUNTANT,
BUDGET DIRECTOR &
APPOINTED CHIEF DEPUTY AUDITOR**

Education:

Graduated from Washington State University (WSU), *with honors*.

Degree - Business Administration

Double Major – Accounting & Finance
(5+ Years of college education)

Professional Certifications – Washington State Certified Public Accountant (CPA)

Professional Experience:

- Grant County's **Chief Deputy Auditor**, multiple years of hands on experience performing duties of the County Auditor.
- 6 years working as an **Assistant State Auditor** for Washington State
- Grant County's Budget Director and Chief Accountant.

Managerial Experience:

- Budget & Accounting Director, policymaking managerial experience
- 7 years of progressive managerial experience

Religion:

Christian – The Taylor Family are members of the Assembly of God , Bethlehem Chapel Church in Ephrata

Key Endorsements:

Dave Firebaugh, The Current (Retiring) Grant County Auditor. And many other elected County officials and Department Heads

Website:

Find more information about Jacob Taylor at – www.jacobtaylor4gcauditor.com

Facebook:

Follow the campaign on Facebook. Search – *Jacob Taylor 4 GC Auditor*

This material has been sponsored by the Committee to Elect Jacob Taylor Grant County Auditor

KNOW THE CANDIDATES FOR GRANT COUNTY AUDITOR



**Jacob Taylor,
CPA**
(Prefers Republican Party)

JOB TITLE:
**CHIEF ACCOUNTANT,
BUDGET DIRECTOR
AND APPOINTED CHIEF
DEPUTY AUDITOR**

Voter's Guide Thesis:

A County Auditor must have integrity and a thorough understanding of governmental finance. As a Certified Public Accountant (CPA), I hold myself to the highest ethical standards. As a former Assistant State Auditor, and the current Chief Accountant for Grant County, I have spent my entire professional career working to ensure tax payer dollars are being spent effectively and in accordance with all legal restrictions. Serving as the Chief Deputy Auditor, I have gained a thorough knowledge and understanding of the responsibilities and requirements of the County Auditor.

I received a Business Administration degree from Washington State University graduating with honors.

I am honored to have received the endorsement of retiring Grant County Auditor, Dave Firebaugh.

I believe that my credentials and experience make me the top candidate to serve as your next County Auditor. I will work tirelessly to ensure that Grant County's operations remain transparent and fiscally compliant.

Education:

Graduated from Washington State University (WSU), *with honors*.



**Michele
Jaderlund**
(Prefers Republican Party)

JOB TITLE:
ACCOUNTANT

Voter's Guide Thesis:

Grant County needs an auditor that understands its people and places their interests first. Twenty-three years ago I began working for Grant County. I know the various departments and the people who work in them. I understand how the departments interrelate. I have developed trusted relationships with these people and they know they can rely on me.

This is not a part time job and only someone with the commitment to see the job through, should run.

There are two types of leaders. Those that believe the system makes the people work, and those that believe the people make the systems work. I believe in the people. We need a transparent Auditor's office that is accessible to the public.

With our economy slowly recovering this is the time to be conservative and not initiate costly new programs. I have lived here 30 years and I am committed to Grant County.

Education:

Graduated from Western Governors University

KNOW THE CANDIDATES FOR GRANT COUNTY AUDITOR

<p>Degree - Business Administration</p> <p>Double Major – Accounting & Finance (5+ Years of college education)</p> <p>Professional Certifications – Washington State Certified Public Accountant (CPA)</p> <p>Professional Experience:</p> <ul style="list-style-type: none"> • Grant County’s Budget Director and Chief Accountant. • 6 years as an Assistant State Auditor for Washington State • Grant County’s Chief Deputy Auditor <p>Managerial Experience:</p> <ul style="list-style-type: none"> • Budget & Accounting Director, managerial experience • 7 years of progressive managerial experience <p>Religion: Christian – The Taylor Family are members of the Assembly of God , Bethlehem Chapel Church in Ephrata</p> <p>Key Endorsements: Dave Firebaugh, Current Grant County Auditor</p> <p>Website: Find more information about Jacob Taylor at – jacobtaylor4gcauditor.com</p> <p>Facebook: Follow the campaign on Facebook. Search – <i>Jacob Taylor 4 GC Auditor</i></p>	<p>Degree - Business</p> <p>Major – Accounting</p> <p>Professional Certifications – None</p> <p>Professional Experience:</p> <ul style="list-style-type: none"> • 23 years working for Grant County, 8 years as an Accounting Clerk. <p>Managerial Experience:</p> <ul style="list-style-type: none"> • None
--	--

BE AN INFORMED VOTER - GRANT COUNTY AUDITOR



**Jacob Taylor,
CPA**
(Prefers Republican Party)

JOB TITLE:
**CHIEF ACCOUNTANT,
BUDGET DIRECTOR
AND APPOINTED CHIEF
DEPUTY AUDITOR**

Education:

Graduated from Washington State University (WSU), *with honors*.

Degree - Business Administration

Double Major – Accounting & Finance
(5+ Years of college education)

Professional Certifications – Washington State Certified Public Accountant (CPA)

Professional Experience:

- Grant County's Budget Director and Chief Accountant.
- 6 years as an Assistant State Auditor for Washington State
- Grant County's Chief Deputy Auditor

Managerial Experience:

- Budget & Accounting Director, managerial experience
- 7 years of progressive managerial experience

Religion:

Christian – The Taylor Family are members of the Assembly of God , Bethlehem Chapel Church in Ephrata

Key Endorsements:

Dave Firebaugh, Retiring Grant County Auditor



**Michele
Jaderlund**
(Prefers Republican Party)

JOB TITLE:
ACCOUNTANT

Education:

Graduated from Western Governors University

Degree - Business

Major – Accounting

Professional Certifications – None

Professional Experience:

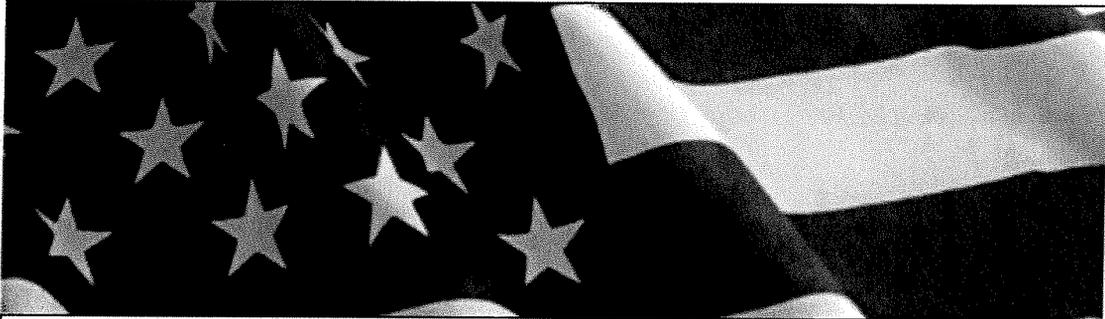
- 23 years working for Grant County, 8 years as an Accounting Clerk.

Managerial Experience:

- **None**

BE AN INFORMED VOTER - GRANT COUNTY AUDITOR

<p>Website: Find more information about Jacob Taylor at – jacobtaylor4gcauditor.com</p> <p>Facebook: Follow the campaign on Facebook. Search – <i>Jacob Taylor 4 GC Auditor</i></p>	
--	--

ELECT	Republican
<p>* JACOB TAYLOR, CPA *</p> <p>GRANT COUNTY AUDITOR</p>	
	
<p>A County Auditor must have integrity and a thorough understanding of governmental finance. As a Certified Public Accountant (CPA), I hold myself to the highest level of ethical standards. As a former Assistant State Auditor, and the current Chief Accountant and Budget Director for Grant County, I have spent my entire professional career working in governmental finance. I am committed to helping Grant County continue to grow and prosper, and I look forward to serving as your next County Auditor.</p> <p>Remember to vote in the Aug. 5th primary</p> <p>Visit www.jacobtaylor4gcauditor.com for more information about Jacob Taylor.</p>	

Additional Key Information:

- Endorsed by the retiring Grant County Auditor, Dave Firebaugh
- Graduated from Washington State University (GO COUGS) 🐻
- High level managerial experience
- A member of the Bethlehem Chapel Church of Ephrata
- Devoted husband, and father of two young boys

Agenda for The Auditor's Office:

- Improve the County's financial reporting methods
- Improve transparency and public communication from the Auditor's Office.
- Plus several other cost cutting programs. Please Visit www.jacobtaylor4gcauditor.com for more information on of the agendas



Citizens' Alliance for Property

Please take as much room as you need to fill out this questionnaire. Return it by email to ThePAC@capr.us or mail it to the address below.

Candidate Questionnaire

1. Why are you running and what are your major campaign issues?

A County Auditor must have integrity and a thorough understanding of governmental finance. As a Certified Public Accountant (CPA), I hold myself to the highest level of ethical standards. As a former Assistant State Auditor, and the current Chief Accountant and Budget Director for Grant County, I have spent my entire professional career working in governmental finance. I am committed to helping Grant County continue to grow and prosper, and I look forward to serving as your next County Auditor.

Major Campaign Issue:

According to State Auditor records, approximately 20 percent of local governments, the largest and most complex in the State, report financial information in accordance with generally accepted accounting principles (GAAP). The County is authorized under the authority of RCW 43.09.200, the Washington State Auditor's Office allows local governments the option to report on either a GAAP or cash basis.

Jacob believes that as the 13th largest county in the State, it is important that the County start reporting its financial statement using the GAAP method of reporting. The GAAP/or full accrual method of reporting, is nationally recognized and provides users of the financial statements the following advantages.

Advantages of GAAP basis of reporting:

- Financial reports that are more comprehensive, sophisticated and potentially informative
- Improved ability to evaluate governments' financial position and changes in it net position
- Consistent with nationally recognized financial reporting standards
- More familiar to external users
- GAAP reporting is often required by grantors or oversight agencies

Jacob has the experience and knowledge needed to help Grant County transition to the GAAP method of financial reporting which will ensure that Grant County's financial statements are comparable to the largest governmental entities in the State and are consistent with nationally recognized reporting standards.

2. Do you believe that private property is protected by the Constitution?

Yes

3. Regulations and restrictions have severely impacted many private property owners. Will you carefully consider this effect when voting?

Yes

4. Have you ever attempted to gain a building permit for anything?

No

5. There is tension between government protection of the environment and ownership of private property. Will your votes reflect a reasonable balance?

Yes

6. Many environmental regulations restrict the use of private property and can adversely impact a family's use and value of their property. Should the perceived public benefits of these restrictions be disproportionately borne by private landowners?

No

7. Many wetland delineations are controversial and not based on valid science. Do you favor reviews that force these delineations to meet legal and peer reviewed scientific definitions before allowing restrictions?

Yes

8. The Growth Management Act (GMA) was meant to have 13 equal and balancing goals. However, environmental concerns often get disproportionate attention to the neglect of goals like protecting private property, economic development, reasonable permitting, etc. Will you help restore the intended balance?

Yes

9. Do you support the use of eminent domain for economic development or private use?

No

10. What is your current job situation and time availability for this campaign?
I am Grant County's Chief Accountant and Budget Director. I am spending approximately 30 hours a week campaigning at night and on weekends.



Citizens' Alliance for Property

11. Have you previously signed, or will you now sign our CAPR Pledge? (attached)
I have signed the CAPR Pledge

CAPR Political Action Committee Candidate Pledge

"In accordance with my oath of office to uphold my state constitution and the constitution of the United States, I hereby affirm that I will not use the power of my office to advance laws, policies, or regulations which I believe would most likely result in the loss of any reasonable use, in taking, or in any other damage to private property unless provisions for just compensation having first been made or legally established in any such law, policy, or regulation."

Candidate Signature

Date

JACOB M. TAYLOR

Printed Name

COUNTY AUDITOR

Office you're running for

EPHRATA

Locality

GRANT COUNTY

County

* This signed pledge is required to receive the OUTSTANDING rating from CAPR-PAC.

CAPR Political Action Committee Candidate Pledge

"In accordance with my oath of office to uphold my state constitution and the constitution of the United States, I hereby affirm that I will not use the power of my office to advance laws, policies, or regulations which I believe would most likely result in the loss of any reasonable use, in taking, or in any other damage to private property unless provisions for just compensation having first been made or legally established in any such law, policy, or regulation."

Jacob M. Taylor
Candidate Signature

6-30-14
Date

JACOB M. TAYLOR
Printed Name

COUNTY AUDITOR
Office you're running for

EPHRATA
Locality

GRANT COUNTY
County

* This signed pledge is required to receive the OUTSTANDING rating from CAPR-PAC.

2014 candidate pledge to

Refuse contributions taken from the wages of unwilling citizens

Whereas, **individual participation** in the political process should be based on voluntary choice, not coercion,

Whereas, **freedom of speech** also means the freedom to abstain from speaking in the form of compelled political contributions,

Whereas, **labor union officials regularly overcharge** workers for workplace representation when they secure a forced-payment contract, and they spend the excess funds on political activity,

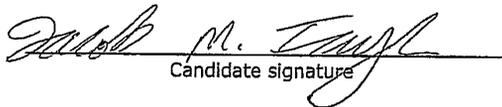
Whereas, many union political action committees' (PACs) funds and all union general fund **contributions come from involuntary union dues** paid by workers as a condition of employment,

Whereas, **union-represented workers must opt-out** of paying for union political activity, instead of opting in, and give up certain rights in the process, and

Whereas, **many unions are able** to effectively represent their members by only using voluntary individual donations for political activity and contributions,

Therefore, I Jacob Taylor pledge:
Candidate Name

- I will only accept union donations if they come from registered PACs which receive funds from individual donors making voluntary contributions.
- Before accepting any union donations, I will ask those offering the funds to attest in writing that the source of the funds is entirely voluntary donors, and that no workplace representation funds have been commingled with the campaign contribution funds.
- I will refuse or return to the source any funds which are derived in whole or in part from involuntary workplace representation dues or fees.


Candidate signature

6-23-2014
Date

Address: 20983 Delta Road NW,
Soap Lake WA 98851

Return by mail to Freedom Foundation PO Box 552 Olympia, WA 98507
E-mail JLund@myfreedomfoundation.org or Fax to (360) 352-1874



www.rcsummerfest.org

PARADE FORM SATURDAY, JULY 13, 2013

Parade Entry Information

Floats: _____
Autos: Antique___ Specialty___ Replica___
Drill Units: Bands___ Dance___ Other___
Novelty: Single X Group___
Tractors: Antique___
Farm Equip: All Kinds___
Commercial: All Kinds___
Horses: Group___ Single___ Draft___
Pooper Scooper: Single___ Group___

* Note: Pooper Scoopers are mandatory for all animal entries!

Other: Truck & Trailer Category Political

Group:___ Single:___ Other:___

Number of participants: 4

Description of your entry (for the announcer):

This is a political entry.
Vote for COUNTY AUDITOR candidate

For more space please attach a separate page

Royal City Summerfest • P.O. Box 1226, Royal City, WA 99357 • www.rcsummerfest.org

For additional information please contact Jullrae Castleton, 208.301.1607 or email: parade@rcsummerfest.org

Legal Information

It is understood that neither the City of Royal City nor the RoyalFest™ organization shall be responsible for any claim resulting from an accident while participating in the Royal City SummerFest™ celebration. It is further understood that proof of accident insurance must be provided by all participants. I understand that my signature indicates that I am covered by accident insurance.

** Please note that there will be absolutely no candy thrown from moving vehicles. They can, however, be tossed from individuals WALKING in the parade.

Signature

Jacob M Taylor

Date: 6-30-14

Name of individual covered: JACOB TAYLOR

Parent/guardian: _____

Address: 20983 DELTA RD NW

Telephone: 509-669-0978

Return your entry by June 30th, 2013 to:

SummerFest™ Parade

P.O. Box 1226

Royal City, WA 99357

Judging begins at 8:30am. Parade begins at 10:00am.

I / We wish to be judged: Yes ___ No X



RECEIVED

DEC - 5 2014

Public Disclosure Commission

December 1st, 2014

Philip E. Stutzman
Director of Compliance
Public Disclosure Commission

Dear Mr. Stutzman:

I am writing this letter in response to the letter I received November 20th, 2015 with the Case Number 15-041. First, I want to make it clear that that until October 7th, 2014, I was unaware of RWC.42.17A.555. With that said, I believe that it is possible that I violated that statute. Once I was made aware of the regulation, I ceased any and all activities that may have been a violation of the aforementioned regulation. I conducted the questionable activities under the assumption that I was only required to comply with the County's Computer Use policies which allows employees to use the County's computer to work on personal documents during lunch hours.

I want to assure the PDC, and the County's Taxpayers that I did not intend to misuse the County's assets, nor do I believe that I misappropriated one cent of taxpayer funds. Given that I was not aware of RCW.42.17A.555 or that I was violating the aforementioned statute, I did not track neither the number of times nor the amount of time that I may have used the County's Computer to work on campaign related activities. However, I want to comply with the PDC's requests, so I am providing the following estimates in response to your request for me to quantify how many times, and how many hours were spent using the County's Computer for campaign purposes. I used the County's computer to merely review campaign documents that were created on my personal laptop. I would review the aforementioned documents during my lunch breaks to improve grammar, spelling and document layout. I would estimate that I used the County Computer, no more than 15 times for a total of approximately 5 to 8 hours over a 3 month period, working on campaign related documents.

As I mentioned in my first response letter to the PDC, it was never my intention to deceive voters or benefit at the expense of Grant County Taxpayers.

I am committed to continue cooperating fully with the Public Disclosure Commission. And I look forward to the resolution of this issue.

Sincerely,

Jacob Taylor, CPA



RECEIVED

DEC - 5 2014

December 1st, 2014

Public Disclosure Commission

Philip E. Stutzman
Director of Compliance
Public Disclosure Commission

Dear Mr. Stutzman:

I am writing this letter in response to the letter I received November 20th, 2015 with the Case Number 15-041. First, I want to make it clear that that until October 7th, 2014, I was unaware of RWC.42.17A.555. With that said, I believe that it is possible that I violated that statute. Once I was made aware of the regulation, I ceased any and all activities that may have been a violation of the aforementioned regulation. I conducted the questionable activities under the assumption that I was only required to comply with the County's Computer Use policies which allows employees to use the County's computer to work on personal documents during lunch hours.

I want to assure the PDC, and the County's Taxpayers that I did not intend to misuse the County's assets, nor do I believe that I misappropriated one cent of taxpayer funds. Given that I was not aware of RCW.42.17A.555 or that I was violating the aforementioned statute, I did not track neither the number of times nor the amount of time that I may have used the County's Computer to work on campaign related activities. However, I want to comply with the PDC's requests, so I am providing the following estimates in response to your request for me to quantify how many times, and how many hours were spent using the County's Computer for campaign purposes. I used the County's computer to merely review campaign documents that were created on my personal laptop. I would review the aforementioned documents during my lunch breaks to improve grammar, spelling and document layout. I would estimate that I used the County Computer, no more than 15 times for a total of approximately 5 to 8 hours over a 3 month period, working on campaign related documents.

As I mentioned in my first response letter to the PDC, it was never my intention to deceive voters or benefit at the expense of Grant County Taxpayers.

I am committed to continue cooperating fully with the Public Disclosure Commission. And I look forward to the resolution of this issue.

Sincerely,

Jacob Taylor, CPA

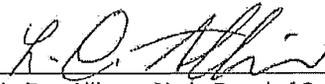


RECEIVED

OCT 17 2014

Grant County Board of County Commissioners
ADMINISTRATIVE POLICY

Public Disclosure Commission

SUBJECT:	Computer Usage Policy	POLICY NO.	07-03
DATE ISSUED:		EFFECTIVE DATE:	Immediately
APPROVED:		<u>6/25/07</u>	Date Signed
LAST REVISED:		CONTACT:	Human Resources

STATEMENT OF POLICY:

Ensure the provision of computer and telecommunications resources and services to the employees. The following policy, rules, and conditions apply to all users of Grant County computer and telecommunication resources and services. Violations of this policy are unethical and possibly unlawful. In accordance with established Grant County practices, violations may result in disciplinary action that could result in dismissal from a position, and/or legal action.

POLICY INTRODUCTION:

Grant County seeks to protect computer-based information, recognized as a primary administrative, educational and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption, or disclosure. In order to make every reasonable effort to protect the integrity of its computing systems, workstations, networks, etc., Grant County has the right to monitor its computing resources.

Grant County has the right to monitor any and all aspects of a system, including individual login sessions to determine if a user is acting in violation of the policies and examples set forth in this document or as stated by both State and Federal laws. The issuance of a password or other means of access is to assure appropriate confidentiality of county files and information and does not guarantee privacy for personal or improper use of county equipment or facilities.

Grant County Technology Services strives to provide all computer users with technical resources. All computer users have the responsibility to use the Grant County computer resources in an efficient, effective, ethical, and lawful manner. The ethical and legal standards that all users should maintain are derived directly from standards of common sense and common decency that apply to the use of any public resource within Grant County and are documented in the local, state, and federal statutes.

Grant County wants to be clear in communicating to all staff, that it's Proxy Server and other system tools work; that they are in place; and that they are currently monitoring all employee Internet usage. Grant County wants to reemphasize the fact that a Grant County computer is a "Business Computer", not a "Personal Computer". Grant County is establishing reporting policies for violations and violators. Grant County is communicating with employees, through

Grant County Computer Usage Policy

this Computer Usage Policy, emphasizing that abuse of these policies is a serious issue and that violations will be handled expeditiously. Grant County is establishing rules and policies regarding warnings and termination of employees that violate its Computer Usage policies.

GENERAL COMPUTING POLICY:

- All computer systems that are the property of Grant County should only be used for work related business. Grant County views these computer systems "business computers" supplied to employees for business uses and productivity improvement. These computer systems are not considered "Personal Computers" that employees may have purchased for use at home. They are "Business Computers" owned by Grant County. They are to be used for County Business.
- Any unauthorized, deliberate action which violates posted policy, damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited regardless of system location or time duration.
- Technology Services installs software relevant to the users work related duties. Additional software may not be installed on a Grant County computer system. A list of software installable by Technology Services is available on request from Human Resources.
- Users are prohibited from installing additional software of any type on Grant County computers without the written permission of Technology Services. Downloading and/or installing any extra software may be injurious to a system and the network that we all share. By making unauthorized changes to computer systems, employees rob themselves, the County and their systems of their original performance. These changes also introduce vectors for spyware and viruses, waste employee and staff time, create extra problems for Technology Services, and hamper overall productivity.
- As stewards of these business computers, systems and equipment, Grant County will create solutions and policies that will help correct computer usage problems. Grant County views this as a long term project that will change as the computerized productivity environment changes, improves and evolves. Grant County will establish a computer usage committee that reviews these issues on a quarterly basis.
- Viewing of any internet site of a sexual nature is strictly prohibited, and could result in severe disciplinary action, up to and including termination.
- The copying or sharing of copyrighted materials, software, video and audio files (including MPEG files) is prohibited.
- Due to the increased risk of electronically transmitted viruses, it is suggested that software upgrades, installation files, and other executable files (*.exe files) should only be downloaded and installed from the internet after consultation with or instruction from TS staff. This includes executable files (*.exe) attached to electronic mail messages, but does not include document files such as Word (*.doc) and Excel (*.xls). Individual users who do not conform with this policy must take responsibility for all problems and issues that may subsequently arise.
- Use of computer systems, facilities and/or services for commercial purposes is prohibited.
- Each user is responsible for safeguarding his or her user identification and password. Users should not print, store on-line, or give their passwords to others. The user is

RECEIVED

OCT 17 2014

Page 2 of 5

Grant County Computer Usage Policy

responsible to make authorized usage of the ID for its intended purpose only. Each user is responsible for all transactions made under the authorization of his or her ID.

- Computer users shall not intentionally see, provide, or modify information in or obtain copies of files, programs, keystrokes, or passwords belonging to other computer users. User passwords must remain secret, changed if compromised and adhere to increasingly more complex requirements. This includes all system files and accounts.
- Each account owner and workstation user is solely responsible for the usage incurred through his/her account or workstation. When others know your password, you assume the liability for them when they misuse of your account. Individuals, who intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere with the operation of the computer and/or telecommunication facilities are subject to disciplinary action. The removal, modification, or reconfiguration of files on County computer hardware or software is prohibited.
- The electronic communication facilities are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, political material, or any other unauthorized or personal use
- Use of the electronic communication facilities (such as electronic mail, telephone mail, or systems with similar functions) to send fraudulent, harassing, obscene, indecent, profane, intimidating, or other unlawful messages is prohibited
- Brief and proper personal use, (at discretion), of computer equipment and software is permitted when personal use does not interfere with expected work performance or violate any applicable policy, rule, or law.

NEW PUBLIC RECORDS REQUIREMENTS:

Grant County understands that it faces liability and public relations issues due to newly formalized Public Records Request procedures. One of the areas of concern is Internet usage.

Regarding this Internet Usage, a Public Records Request could be made by any interested citizen or group curious about Internet Usage and the sites visited by an employee, County employees, Departments, Officials, and County government. Honoring these requests may be embarrassing and very time consuming for all concerned. For this and other reasons, Grant County must update its current Computer Usage Policies. These policies, and major technical improvements, will protect our network from abuse and help prevent employees from making mistakes. Grant County needs to create mechanisms and procedures that allow it to easily provide Internet Usage information to the Public, to Departments, to Officials and to our Commissioners.

NEW FBI REQUIREMENTS:

Grant County, its Law and Justice Departments, and its Technology Services Department face new Criminal Justice Information System (CJIS) requirements as prescribed by the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI). These new requirements are addressed below in another part of this document.

RECEIVED

OCT 17 2014

Public Disclosure Commission

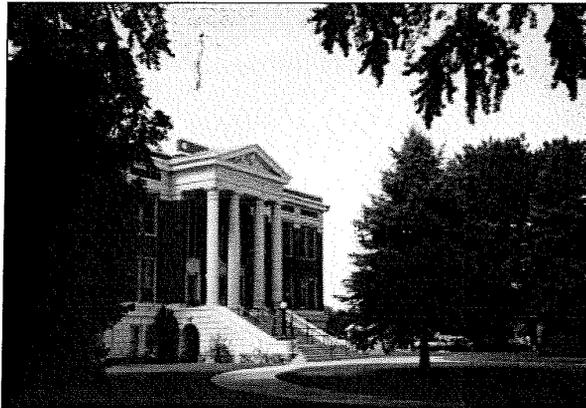
Page 3 of 5

GRANT COUNTY

RECEIVED

OCT 17 2014

Public Disclosure Commission



MANAGEMENT HANDBOOK and CODE of ETHICS

*For Elected Officials, Department Heads,
Managers and Supervisors of Grant County*

RECEIVED

OCT 17 2014

TABLE OF CONTENTS

Public Disclosure Commission

INTRODUCTION.....	1
Mission	1
Vision.....	1
Values	2
ETHICS.....	3
Receipt of Gifts.....	3
Disclosure of Confidential Information	3
Use of County Resources for Private Gain or Benefit	3
Financial Interests in Transactions	4
Prohibition against use of Public Office or Agency Facility in Campaigns.....	4
OPEN GOVERNMENT	4
Open Meetings.....	4
Public Records.....	5
Privacy Protections	6
Public Records -- Preservation and Destruction.....	6
Financial Affairs Statements.....	7
Whistleblower Law	7
PERSONNEL MANAGEMENT.....	7
Equal Opportunity.....	7
Hiring, Promoting, Disciplining, and Terminating Employees	7
Use of Human Resource Services	8
Affirmative Action & Diversity	8
Performance Evaluations	8
Adverse Personnel Actions.....	9
Prohibition against Discrimination and Harassment.....	9
Exempt Positions.....	10
Nepotism	10
Collective Bargaining.....	10
GENERAL ADMINISTRATIVE PROCEDURES	10
Prosecuting Attorney.....	10
Personal Service Contracts	11
Work Week and Leave Procedures for Managers.....	11
Travel	11
Purchasing	12
Surplus Property (other than real estate).....	12
Buildings/Surplus Real Property.....	12
INTERNET STRATEGY.....	12
Digital County Government.....	12
COUNTY ORDINANCES, RESOLUTIONS, AND POLICIES	13
Knowledge of County Rules.....	13
PUBLIC RELATIONS	13
Responding to Letters, Electronic Messages, and Phone Calls from the Public...	13
Media Relations.....	13
BUDGET	14
Budget Process and Financial Forecasting.....	14

RECEIVED

OCT 17 2014

TABLE OF CONTENTS, cont'd

Public Disclosure Commission

Expenditures Contrary to the Provisions of Appropriations	14
FINANCE	15
Internal Financial Controls.....	15
Gifts or Loans of Public Money, Property, or Credit.....	15
Management of Grants.....	15
AUDITS.....	15
State Auditor	15
CODE of ETHICS	16
Preamble	16
Ethical Principles	17

RECEIVED

OCT 17 2014

INTRODUCTION

Public Disclosure Commission

This handbook is designed to serve as an introduction to the requirements, procedures, and protocols of County government with which County managers must be familiar. It is intentionally not exhaustive and should not be considered as the final source of information. Instead, it focuses on those critical areas where elected officials, department heads, and other managers should be especially knowledgeable so they are effective County representatives.

For the purpose of this handbook, manager means elected officials and chief deputies, department heads, department administrators, and others who are primarily or secondarily responsible for the management of an office, department or program.

Some items in this handbook are subject to change as laws and policies are amended, and even though the handbook is updated periodically to incorporate these changes, it cannot be considered the final authority on any subject it addresses. The *Policy and Procedure Manual* and the *Employment Handbook* are also valuable references for information on policy and procedure.

Grant County has adopted the following Mission Statement, Vision Themes, and Values.

Mission

It is the mission of Grant County to provide the public safe, reliable, resource effective local government services with integrity.

Vision

Grant County has three *Vision Themes* identified in the Grant County Strategic Plan.

- ❖ To enhance Grant County's core value of serving others with integrity, good stewardship and common sense
- ❖ To foster an excellent working relationship with elected officials, department heads, and all County employees by empowering all levels of Grant County government with tools, facilities, equipment and educational opportunities, which in turn, lead to highly motivated and successful employees serving the public.
- ❖ To develop a Financial Plan in order to carry out the County mission and take advantage of technology by providing employees with the necessary tools, education and facilities

RECEIVED

OCT 17 2014

Values

Public Disclosure Commission

These values support Grant County's operations and business:

INTEGRITY:

We serve the public, the employees, and the County with *trust, fairness and honesty*.

STEWARDSHIP:

We are *resource effective, responsible caretakers* for the County.

COMMON SENSE:

We use a *flexible, practical approach* in all matters of the County.

RESPECT:

We pride ourselves in serving the public, the employees, and the County with *courtesy and consideration*.

ACCOUNTABILITY:

We are prudent and effective in the use of resources. We act with *responsibility and reliability*, and we are accountable for results.

PROFESSIONALISM:

We strive to be *accurate and dependable* in all of our actions.

RECEIVED

OCT 17 2014

ETHICS

Public Disclosure Commission

The guiding principle of ethics in government is that public positions, whether filled through election, appointment, or by hiring, may not be used for personal gain or private advantage. The citizens of the County expect County managers to perform their public responsibilities in accordance with ethical and moral standards and to conduct the business of the County only in a manner that advances the public's interest.

The Board of County Commissioners has adopted a Code of Ethics, and all County managers, are expected to be familiar with the provisions of the Code of Ethics and to act in a manner consistent with the code.

The *Code of Ethics* is included at the end of this handbook.

Receipt of Gifts

The *Code of Ethics* states that the ethical County elected official or department head should not accept anything of value from any source which is offered to, or could reasonably be expected to, influence his/her action as a public employee.

Disclosure of Confidential Information

County managers have an obligation to keep confidential any information that is deemed sensitive or confidential, that is acquired as part of their official duties, and that is not available to the general public upon request. Managers or employees shall not disclose confidential information to an unauthorized person. They shall not disclose or use confidential information for personal benefit or to benefit another person.

Managers should set the tone for treating confidential or sensitive information with care, and with regard for the impact that it could have on an employee, a situation, or morale. While some confidential information may be available to the public upon request, managers and employees should still take great care not to inappropriately share, disclose or otherwise disseminate sensitive or confidential information.

Use of County Resources for Private Gain or Benefit

The *Code of Ethics* and the *Policy and Procedure Manual, Policy 02-13, Conflict of Interest*, specifically prohibit County elected officials, department heads, other managers and all employees from using County resources for their own private gain or for the private gain of any person or entity. Examples of County resources may include equipment, computers, office and conference room space, vehicles, supplies, postage, and personnel. State law strictly prohibits County officials from using County resources for political use.

RECEIVED

OCT 17 2014

Financial Interests in Transactions

Public Disclosure Commission

County managers are prohibited from having a financial interest in certain contracts and other kinds of transactions involving the County. They are prohibited from being beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that is made by, through, or under their supervision (in whole or in part), or to accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in the contract, sale, lease, purchase, or grant. County managers may not participate in a transaction involving their office or department in their official capacity with an entity of which the employee is an officer, agent, employee, member, or in which the employee owns a beneficial interest.

Managers needing advice regarding potential conflicts should contact the Human Resources department.

Prohibition against use of Public Office or Agency Facility in Campaigns

Elected officials, their employees, and any person appointed to or employed by any public office are prohibited from using or authorizing the use of any County facility, either directly or indirectly, for the purpose of assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

County facilities include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, parking space, publications of the office or agency, and clientele lists of persons served by the office or agency.

These prohibitions may not apply to specific actions taken at open public meetings, statements made at an open press conference, or certain other activities which are part of the normal and regular conduct of the office. See RCW 42.17.130 for specifics.

OPEN GOVERNMENT

Open Meetings

The Open Public Meetings Act, Chapter 42.30 RCW, was adopted in 1971 to ensure that citizens are informed about the actions of public offices. The law applies to multi-member governing bodies of public offices, including boards, councils, commissions, and committees or other policy or rule-making bodies. Public notice of meetings must be given in advance. Alternative procedures are established for special and emergency meetings.

Executive sessions, closed to the public, are allowed only in certain limited circumstances, such as when certain confidential personnel matters, labor contract negotiations, certain real estate transactions, or litigation or potential litigation matters are being discussed. If an executive