

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

**TO: Board of County Commissioners
Philip Morley, County Administrator**

FROM: Leslie Locke, Deputy Clerk of the Board

DATE: February 18, 2014

SUBJECT: CERTIFICATION of Annual Inventory of the Capitalized Assets As of December 31, 2013

STATEMENT OF ISSUE:

This action is the Board's certification of the inventory of capitalized assets of the County on December 31, 2013 to be filed with the County Auditor the first Monday of March.

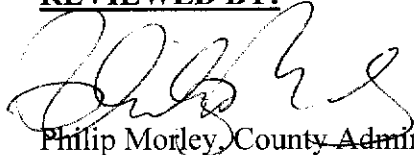
RCW 36.32.210 and 36.32.213 and County Resolution No. 19-07 require this procedure. Each Department Head and Elected Official has verified the inventory from their Department (signed inventory certifications are included.)

After the "Verification on Oath" is administered sign the Inventory Certification which will then be filed with the Auditor as prescribed by law.

RECOMMENDATION:

Recommendation is to certify the County's inventory as of December 31, 2013.

REVIEWED BY:


Philip Morley, County Administrator

2/13/14
Date



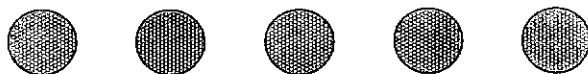
Jefferson County Equipment Inventory

Includes Listing of Real Property and
Roads, Bridges, Buildings, Parks and Trails

as of

December 31, 2013

See Clerk For Original Copy





Donna M. Eldridge
JEFFERSON COUNTY AUDITOR

P.O. BOX 563, PORT TOWNSEND, WA 98368
E-MAIL: deldridge@co.jefferson.wa.us

(360) 385-9118

MEMO

To: Erin Lundgren, Clerk of the Board
From: Donna M. Eldridge, Jefferson County Auditor
Date: January 24, 2014
Subj: Jefferson County Equipment Inventory

I am submitting to you Jefferson County's Equipment Inventory, which includes a listing of Real Property and Roads, Bridges, Buildings, Parks and Trails as of December 31, 2013.

I have divided this inventory into the following sections:

- Section 1 – Equipment Inventory – Listed in AS400
- Section 2 – Equipment Inventory – Listed in GEMS
- Section 3 – Equipment Certification – signed by Elected Officials and Department Heads
- Section 4 – Real Property – Listed in AS400
- Section 5 – Roads, Bridges, Buildings, Parks and Trails – Listed in GEMS

If you have any questions, please contact me.

Thank you.



1820 Jefferson Street
PO Box 1220
Port Townsend, WA 98368

Phil Johnson, District 1 David W. Sullivan, District 2 John Austin, District 3

INVENTORY CERTIFICATION

State of Washington }

:SS

County of Jefferson }

JOHN AUSTIN, PHIL JOHNSON AND DAVID SULLIVAN, first duly sworn on oath, depose and say: That the following sheets containing the inventory of capitalized assets of the several departments of the County, as certified by each Department Head, is true and correct inventory of the capitalized assets belonging to Jefferson County on December 31, 2013.

BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, WASHINGTON

SEAL:

John Austin, Chairman

Phil Johnson, Commissioner

ATTEST:

David Sullivan, Commissioner

Carolyn Avery,
Deputy Clerk of the Board

VERIFICATION ON OATH

I, David Sullivan, state under oath that the statements I am making in the Inventory Certification are true.

David Sullivan

State of Washington
County of Jefferson County

Signed and sworn to before me on February 18, 2014 by David Sullivan.

Erin Lundgren, Notary
My Appointment Expires: September 6, 2014

VERIFICATION ON OATH

I, John Austin, state under oath that the statements I am making in the Inventory Certification are true.

John Austin

State of Washington
County of Jefferson County

Signed and sworn to before me on February 18, 2014 by John Austin.

Erin Lundgren, Notary
My Appointment Expires: September 6, 2014

VERIFICATION ON OATH

I, Phil Johnson, state under oath that the statements I am making in the Inventory Certification are true.

Phil Johnson

State of Washington
County of Jefferson County

Signed and sworn to before me on February 18, 2014 by Phil Johnson.

Erin Lundgren, Notary
My Appointment Expires: September 6, 2014