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**KLICKITAT COUNTY**

**SUPPLEMENTAL  
BUDGET**

2023 - 2: EXHIBIT A

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**JENN NEIL**  
FISCAL MANAGER

# REPORTS

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2023 - 2 Supplemental Budget

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Fiscal Services Department  
Change Request List

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Supplemental Appropriation  
Line Item Coding

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Supplemental Summary  
by Fund and Request

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Elected & Appointed  
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Setting the Public Hearing

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Notice of Public Hearing  
Sept 05, 2023 at 1:30pm

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# **Board of County Commissioners**

## **Agenda Items Cover Sheet**

Date: 9/5/2023  
Department: Fiscal Services  
Contact: Jenn Neil

Office Use:	
<input type="checkbox"/>	Bid Opening
<input checked="" type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Public Meeting
<input type="checkbox"/>	Misc. Reports
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	New Business
<input type="checkbox"/>	Old Business

The Issue: Supplemental Budget 2023-2

1. Recommended Action: Adopt the resolution approving the 2023-2 Supplemental Budget
2. Background: There are 9 total requests; 1 is a technical adjustment to move funds from one fund to another, 4 are budget neutral, and 4 require budget intervention.
3. Alternatives: If you feel any request needs further discussion; line items can be removed and the total can be adjusted.
4. Budget Notes:
5. References: Exhibit A: Supplemental Budget Summary









# Supplemental Budget Request

Clear Form

Print

Department: Emergency Management

Date: 08/14/2023

Priority:  Low  Medium  High

Previously  Yes

BOCC Approval Date:

~~Resolution #~~ | Verbal:

Approved:  No

**Requested Action:**

Approve Supplemental Budget Request

**Justification:**

Communications Officers .25 hour per shift wages and benefits pay adjustments. The Motorola Solutions Computer Aided Dispatch Service invoice due and budgeted for in 2022 was not received until June of 2023. Additional budget authority needed to cover cost of travel and fuel for training of communications officers.

**Comments (Is this a grant, is there a match, % of match, grant stipulations, etc) :**

Expense changes will be covered by 911 reimbursement grant funds and 911 phone excise tax revenue.

**Budgetary Impacts | Outcomes:**

Fund	BARS Number and Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
107	528701100 Wages	One Time		<input type="checkbox"/>	4,715	
107	528702100 Benefits	One Time		<input type="checkbox"/>	1,887	
107	528703200 Fuel Consumed	One Time		<input type="checkbox"/>	450	
107	528704300 Travel	One Time		<input type="checkbox"/>	10,350	
107	528704800 Repairs & Maintenance	One Time		<input type="checkbox"/>	20,880	
107	3340180 STMil: State E911 Program	One Time	(38,282)	<input checked="" type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
<b>Totals</b>			<b>\$38,282</b>		<b>\$38,282</b>	<b>\$0</b>

  
Elected/Director Signature



# Supplemental Budget Request

Clear Form

Print

Department: Emergency Management

Date: 08/14/2023

Priority:  Low  Medium  High

Previously Approved:  Yes  No BOCC Approval Date: 07/25/2023

Resolution # | Verbal: 08123

**Requested Action:**

Approve Supplemental Budget Request

**Justification:**

Newell Rd Fire Response staff wages and benefits.

**Comments (Is this a grant, is there a match, % of match, grant stipulations, etc) :**

Overtime hours will be submitted to Fire Management Assistance Grant for reimbursement.

**Budgetary Impacts | Outcomes:**

Reimbursement could take a minimum of one year.

Fund	BARS Number and Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
127	525101100 Wages	One Time		<input type="checkbox"/>	3,033	
127	525102100 Benefits	One Time		<input type="checkbox"/>	1,152	
125	3437104 Cumulative Reserve Fund	One Time	(4,185)	<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
<b>Totals</b>			<b>\$ 4,185</b>		<b>\$ 4,185</b>	<b>\$ 0</b>

  
Elected/Director Signature



# Supplemental Budget Request

Clear Form

Print

Department: Emergency Management

Date: 08/14/2023

Priority:  Low  Medium  High

Previously Approved:  Yes  No

BOCC Approval Date:

Resolution # | Verbal:

Requested Action:

Approve Supplemental Budget Request

Justification:

Communications Officers .25 hour per shift wages and benefits pay adjustments. Casual Communications Officers in Training wages and benefits. Unanticipated Public Safety Radio System repairs (GPS Receiver, Microwave Outdoor Power Unit, Klickitat Generator, and Flat Top Shelter exterior wall and security fence.)

Comments (Is this a grant, is there a match, % of match, grant stipulations, etc) :

Budgetary Impacts | Outcomes:

Transfer from Fund Balance

Fund	BARS Number and Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
135	528801100 Wages	One Time		<input type="checkbox"/>	85,584	
135	528802100 Benefits	One Time		<input type="checkbox"/>	25,339	
135	528804800 Repair & Maintance	One Time		<input type="checkbox"/>	22,689	
135	308000000 Fund Balance	One Time	(133,612)	<input type="checkbox"/>		(133,612)
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
		One Time		<input type="checkbox"/>		
Totals			\$133,612		\$133,612	\$133,612

  
Elected/Director Signature



Clear Form

Print

# 2023 Supplemental Budget Request

Date: 7.19.2023

Department: Commissioners

Priority:  Low  Medium  High

Previously Approved:  Yes  No BOCC Approval Date: Resolution # | Verbal:

Requested Action:  
Increase the Commissioner's 2023 Budget to cover approved payout due to retirement.

Justification:  
Employee is retiring.

Comments (Is this a grant, is there a match, % of match, grant stipulations, etc) :  
Employee is retiring

Budgetary Impacts | Outcomes:  
Commissioner's wages need to be adjusted due to the 4% Colas and the new Deputy Clerk's current wage. Due to necessary purchase of a laptop and increased Commissioner travel the budget will need to cover anticipated expenses.

Fund	BARS Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
1	511.60.1100	One Time		<input type="checkbox"/>	22,400	
		Select Drop Down		<input type="checkbox"/>		
		Select Drop Down		<input type="checkbox"/>		
		Select Drop Down		<input type="checkbox"/>		
		Select Drop Down		<input type="checkbox"/>		
		Select Drop Down		<input type="checkbox"/>		
		Select Drop Down		<input type="checkbox"/>		
		Select Drop Down		<input type="checkbox"/>		
Totals			\$ 0		\$ 22,400	\$ 0

Lee Snell  
Digitally signed by Lee Snell  
Date: 2023.02.13 11:20:35 -08'00'  
Elected/Director/Dept Head Signature



# Supplemental Budget Request

Clear Form

Print

Department: Building & Grounds

Date: 8-15-23

Priority:  Low  Medium  High

Previously  Yes

BOCC Approval Date: 5-23-23

Resolution # | Verbal: verbal

Approved:  No

**Requested Action:**

Approve the requested increase of funds for fund 001, Building & Grounds Non Capital

**Justification:**

Unforeseen accident to the east sally port door.

**Comments (Is this a grant, is there a match, % of match, grant stipulations, etc):**

**Budgetary Impacts | Outcomes:**

Project is completed.

Fund	BARS Number and Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
001	518390400	One Time		<input type="checkbox"/>	10,000.00	
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
		Select		<input type="checkbox"/>		
<b>Totals</b>			<b>\$ 0</b>		<b>\$ 0</b>	<b>\$ 0</b>

  
 Elected/Director Signature



# Supplemental Budget Request

Department:

Date:

Priority:  Low  Medium  High

Previously  Yes

BOCC Approval Date:

Resolution #|Verbal: C09323

Approved:  No

Requested Action:

Justification:

Comments (*Is this a grant, is there a match, % of match, grant stipulations, etc*):

Budgetary Impacts | Outcomes:

Fund	BARS Number and Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
				<input type="checkbox"/>		
				<input type="checkbox"/>		
104	555.33.3100 Office & Operation			<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Totals			\$ 112,200		\$ 112,200	\$ 0

*Sharon Carter*

Elected/Director Signature



# Supplemental Budget Request

Department: Commissioners

Date: 6/8/2023

Priority: Low Medium High

Previously Approved: \$216,000

**Requested Action: Justification:** The 2023 budget was approved prior to negotiations and agreement for Superior Court Public Defender Services for 2023. Contract C21122 dated 12/20/2022

**BOCC Approval Date:** Original 2023 Budget was approved 12/13/2022 Resolution No. 13022, contract amount \$239,600.

**Comments (Is this a grant, is there a match, % of match, grant stipulations, etc) :**

## Budgetary Impacts | Outcomes:

Fund	BARS Number and Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
032	512.81.4103 Superior Court Public Defender Services	One time	N/A	No	\$23,600	
Totals			\$ 0		\$23,600	\$ 0

Elected/Director Signature



# Supplemental Budget Request

Department: Superior Court

Date: 8/17/23

Priority:  Low  Medium  High

Previously  Yes  No BOCC Approval Date: Resolution # | Verbal: Approved: No

**Requested Action:** Indigent defense services fund: Authorized expenditures in excess of the July 31, 23 budget reports.

**Justification:** Due to RCW 9.94A.695, Mental Health Sentencing Alternative, costs associated with evaluating defendants have increased substantially and the need to have the indigent defendants evaluated has tripled in the last 8 months.

**Comments:** This is not a grant, it is an annual monetary allocation provided by the State based on County filings. No required matching funds are needed.

**Budgetary Impacts | Outcomes:** Indigent Defense Services will increase by \$25,000 to cover court approved expenses.

13

Fund	BARS Number and Descriptions	Request Type <small>(On-going, One-time)</small>	Revenue Change	Grant	Expense Change	Fund Balance Change
136	336.01.2800	one time	\$ 25,000	<input type="checkbox"/>		
136	512.81.4100	one time		<input type="checkbox"/>	\$ 25,000	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Totals			\$ 0		\$ 0	\$ 0

*Mary Jo Hansen*  
Elected/Director Signature

**BEFORE THE BOARD OF COUNTY COMMISSIONERS**  
**Klickitat County, Washington**

IN THE MATTER OF SETTING A PUBLIC )  
HEARING TO CONSIDER A SUPPLEMENTAL )  
BUDGET FOR THE 2023 ANNUAL BUDGET ) RESOLUTION # \_\_\_\_\_

**WHEREAS,** the Board of County Commissioners, meeting in regular session, and having before it the need to consider setting a public hearing for a supplemental budget and amendments to the 2023 budget expenditures in the sum of \$ 373,464 , and;

**WHEREAS,** details of the supplemental budget actions summarized below are attached as Exhibit A summary as well as available on the Fiscal webpage for the public, and;

"911"	38,282.00	Communication Officers and Dispatch Services
Emergency Management	4,185.00	Newell Fire Reponse
Cumulative Reserve	4,185.00	Communication Officers and Radio System Repair
Communications	133,612.00	Retirement
General Fund	56,000.00	Unforeseen Incident - Sally Port Door
Senior Services	112,200.00	Hunger Relief Funding
Indigent Defense	25,000.00	Changes in legislation

**WHEREAS,** these actions require amendments to the current budget due to unforeseeable events and changes in operating conditions, and;

**THEREFORE, BE IT RESOLVED,** that a public hearing be held to consider a supplemental budget and amendments of various funds and departments to the 2023 budget expenditures in the sum of \$ 373,464 on the 9/5/2023 , in the chambers of the Klickitat County Board of County Commissioners, at the hour of 1:30pm, and that the Fiscal Services department of Klickitat County be and is hereby directed to publish notice of said hearing in the official newspaper of Klickitat County and that, at said hearing, any interested taxpayer may appear and be heard or provide written comment for or against the proposed supplemental budget appropriations.

**Dated** this 22nd day of August , 2023.

BOARD OF COUNTY COMMISSIONERS  
Klickitat County, Washington

\_\_\_\_\_  
DAN CHRISTOPHER, CHAIRMAN

ATTEST:

\_\_\_\_\_  
JACOB ANDERSON, COMMISSIONER

\_\_\_\_\_  
Clerk of the Board,  
Klickitat County, Washington

\_\_\_\_\_  
LORI ZOLLER, COMMISSIONER

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**EXHIBIT A**

# **FISCAL SERVICES DEPARTMENT**

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Our mission is to develop and maintain a fiscally sustainable budget that implements the Board of County Commissioner's priorities.

**FOR ADDITIONAL  
INFORMATION OR  
QUESTIONS ABOUT THE  
BUDGET PROCESS  
CONTACT:**

JENN NEIL  
FISCAL MANAGER

KLICKITAT COUNTY  
SERVICES BUILDING  
115 W COURT ST. ROOM 201  
GOLDENDALE, WA 98620



509.773.2331



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