

BEFORE THE BOARD OF COUNTY COMMISSIONERS
Klickitat County, Washington

IN THE MATTER OF ADOPTION)
OF THE BUDGET FOR THE YEAR) RESOLUTION NO. -DRAFT-
2021 FOR KLICKITAT COUNTY)
GOVERNMENT)

WHEREAS, the public hearing for consideration of adoption of the budget for the year 2021 for departments and funds of Klickitat County government was published according to the law in the November 25 and December 2 issues of the official newspaper for Klickitat County and a public hearing began at 1:30 p.m. on December 8, 2020 and ended on December ____, 2020; and

WHEREAS, during the public hearing no person attended to voice their opinions for or against the 2020 budget and no persons submitted written comments; and

WHEREAS, the Board of County Commissioners recognizes the need for policies specific to budget accountability.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Klickitat County, meeting in regular session, does by majority vote approve adoption of the 2021 Budget for Klickitat County at the fund/department level in the total amount of \$77,694,529 as listed in Attachment A which is hereby incorporated as part of this resolution; and

BE IT FURTHER RESOLVED that the following policies are enacted to provide necessary accountability and shall be in effect for the duration of the 2021 Budget:

Policy 1: Claims against the County shall be audited for compliance to the budget at the fund/department level.

Policy 2: All contracts in the name of Klickitat County that require expenditure of County funds, grant funds and/or services performed on reimbursement contracts shall be approved by the Board of County Commissioners.

Policy 3: Each staffing position that becomes vacant shall be reviewed by the Board of County Commissioners, the Human Resources Director, and the elected official or department head in a regular meeting of the Board of County Commissioners prior to advertising for a replacement or promoting other county staff into said position. Requests for a replacement shall be presented on a form prepared by the Human Resources Department for Board signature and shall include at a minimum the following information: department, position title, range and step(s) to be advertised as the starting salary, closing date for applications, a

summary of the impacts to the department and County should the position be eliminated or reduced in hours, and a narrative of alternatives to replacement.

Policy 4: Board of County Commissioners approval is required to increase or decrease a department's/fund's total budget for wages or overtime/extra help or benefits. A department's/fund's expenditures for wages, overtime/extra help or benefits may not exceed their total allocation for the respective category even though the overall department/fund budget is not exceeded.

Policy 5: Elected officials and department heads shall submit to the Board of County Commissioners, in writing, requests to supplement or to transfer budget amounts among line items within their respective department/fund, and the HR and Administrative Services Department shall make such adjustments to the Budget approved by and under the direction of the Board of County Commissioners per RCW 36.40.

Policy 6: Individual projects budgeted under Buildings and Grounds as non-capital and under the Cumulative Reserve Fund #125 are approved in the amount as presented in attachments B and C. Expenditures for a project shall not exceed the approved amounts without prior approval of the Board of County Commissioners in a regular meeting. Requests to increase a project shall be presented to the Board in writing and shall include at a minimum a project list for the department or fund showing all projects with a year-to-date spent amount, current budget amount and proposed budget revisions.

Policy 7: Travel authorizations shall include estimates of all costs associated with the trip including, but not necessarily limited to: lodging, meals, transportation, wages for traveler(s), wages for backup staff if outside their regular hours, registration, and parking. Travel authorization forms shall be submitted upon return to work for an unforeseeable or emergency trip.

Policy 8: All computer and phone related purchases shall be reviewed by the Information Technology (IT) division prior to the acquisition of services or goods whether paid for through the Information Technology division budget or through a department's budget. Such purchases may include but are not limited to computers, monitors, printers, keyboards, scanners, handheld devices; software; peripheral devices that attach to a computer or a network device; fax machines; phones; and long distance services. Excepted from this policy are cellular and satellite phones and their airtime services. Items more than \$1,500 not identified in setting the annual budget shall require authorization from the Board of County Commissioners prior to purchase and prior to commencing a procurement process.

Policy 9: Vehicles purchased through the Commissioners Vehicle Fund #502 shall be ordered prior to April 30 with delivery guaranteed no later than October 1

to allow for timely and efficient processing of insurance premiums and budget planning. Vehicles which become damaged during the year which require replacement in the same calendar year may be exempt from this policy.

Policy 10: Funds with a designated reserve for cashflow purposes shall maintain said reserve annually. Departments shall monitor their cashflow reserves throughout the year. The Board of County Commissioners shall receive a report on designated cashflow reserves by June 15 each year from the HR and Administrative Services Department. Departments with a cashflow reserve that falls below the designated reserve when the fiscal year books are closed shall report by June 30 to the Board of County Commissioners on how the reserve fell short and how it will be restored during the following (then current) fiscal year.

DATED this ___th day of December 2020.

BOARD OF COUNTY COMMISSIONERS
Klickitat County, Washington

---DRAFT---

JIM SIZEMORE, Interim Chairman, COVID-19

ATTEST:

Clerk of the Board
Klickitat County, Washington

Attachment A
2021 Allocations by Fund and Department

Fund/Department	2021 Budget
001 General Fund	
Adult Probation	273,267
Assessor	818,171
Auditor	765,653
Auditor's Non-Departmental	126,500
Board of Equalization	6,874
Budget and Technical Services	1,330,591
Building Inspection	561,744
Buildings and Grounds	2,570,500
Civil Service Commission	8,650
Clerk	394,861
Commissioners	495,901
East District Court	475,195
Historic Preservation	5,275
Human Resources (Personnel)	377,301
Juvenile	936,072
LEOFF Disability Bd	400
Non-Departmental	450,785
Planning	501,770
Prosecuting Attorney	1,077,732
Public Defense	353,000
Sheriff	5,308,015
Superior Court	418,023
Treasurer	528,678
West District Court	375,091
WSU Extension	186,969
<i>General Fund Total</i>	18,347,018
101 Road	18,216,000
103 G. I. S.	82,350
104 Senior Services	2,557,960
107 Enhanced 9-1-1	655,219
108 Marine	13,957
110 Veteran's Relief	76,359
111 Election Reserve	308,255
112 Flood Control	-
113 Treasurer's O&M	30,000
114 Law Library	4,000
115 Victim/Witness	109,287
116 County Fair	165,850

117	Weed Control	225,134
118	Auditor's O&M	68,897
119	Economic Development	391,013
122	County Tax Refund	-
123	Tourism	120,340
124	Investigations	47,050
125	Cumulative Reserve	2,678,020
127	Emergency Management	182,610
131	Pass Through Grants	-
132	Natural Resources	507,085
133	Affordable Housing	65,000
134	Trial Court Improvements	35,000
135	Communications Systems	1,008,821
136	Indigent Defense Services	20,000
137	Public Health	1,778,010
138	DDA Programs	-
139	Landfill Gas Improvements	700,000
140	Solid Waste	473,637
142	REET Electronic Technology	20,000
201	LTD GO Bond	1,465,848
303	Capital Improvement	727,500
305	Capital Improv: Communities	3,500,000
306	Capital Improv: Radio System	1,200,000
307	Capital Improv: Major Projects	14,000,000
401	Dallesport Wastewater Tr Fac	1,548,709
402	Gun Range	-
502	Commissioners Vehicle R/R	564,600
504	Road E.R. & R.	5,702,500
505	Seniors Vehicle R/R	98,500
506	Information Service R/R	-
	Total 2021 Allocations	77,694,529

Attachment B
Buildings and Grounds--Non-Capital Projects

Project	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	Carry Over from 2020 / Grant Fund	Footnote
Courthouse								
Replace Shelving PA Vault	5,000						5,000	1
Replace CH Carpet		25,000	25,000	20,000	20,000			
Paint CH Interior		2,500	2,500	2,500	2,500			
Remodel Board Room / Commissioner's Offices	10,000	200,000						
Remodel Human Resources Office			150,000					
Replace Lighting In Human Resources Office		9,000						
Install Cabinets In Jury Room				15,000				
Remodel Jury Room Women's Bathroom				10,000				
Patch & Paint CH Exterior	10,000						5,000	1
Courtroom Upgrade Preliminary Design	40,000						20,000	1
Replace Elevator Jack 1					45,000			
Replace Superior Courtroom Carpet						20,000		2
Rebuild Judge / Clerk / Juror Area						65,000		2
Replace Courtroom Doors						30,000		2
Paint Courtroom / Refinish Benches						20,000		2
Replace Courtroom Drop Ceiling						80,000		2
Ice Melt Electrical Upgrade	30,000						30,000	1
Upgrade Courtroom Lighting						20,000		
Courthouse Lighting	7,000		7,000				7,000	1
Pave Courthouse Parking Lot					60,000			
East Entry Rehab / Repair Vault Under Stairs	225,000						176,000	1,2
Elevator Maintenance		5,000	4,000	4,000				
Asbestos Abatement		40,000	20,000					
Install Additional Outlets		40,000	10,000	10,000				
Repair Sidewalk, Steps and Curb	265,000						200,000	1,2
Sound Proof Basement Deputy Office			5,000		5,000			
Repair Ice Melt System in Ramp	25,000							
Treasurer's Office Subfloor					5,000			
Courthouse Totals	\$ 617,000	\$ 321,500	\$ 223,500	\$ 61,500	\$ 137,500	\$ 235,000		
Jail / Sheriff								
Upgrade Sink and Shower Faucets		10,000	10,000					
Replace 3 phase Power in Sheriff's Building	13,000							
Improve Hot Water Arc				25,000				

Project	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	Carry Over from 2020 / Grant Fund	Footnote
Elevator - Battery Lowering System				15,000				
Retro Fit Security Doors	30,000	30,000		30,000				
Re-Landscape Jail Area with Rock					10,000			
Replace West Overhead Door		10,000						
Replace East Overhead Door	10,000							
Replace Exterior Lighting				15,000				
Remodel Inmate Visiting Area and Jail Lobby			50,000					
Sound Proof Basement Office					10,000			
Paint Interior of Jail						5,000		
Repair Ice Melt System in Steps	25,000							
Replace Dryer				7,500				
Jail / Sheriff Totals	\$ 78,000	\$ 50,000	\$ 60,000	\$ 92,500	\$ 20,000	\$ 5,000	\$ -	
Annex 1 (Planning / Health)								
Annex 1 Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Annex 3 (Juvenile)								
Annex 3 Totals	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Annex 5 (Natural Resources / Economic Develop)								
Annex 5 Totals	\$ -							
West End Building								
Paint Exterior	5,000	5,000	5,000					
Replace Exterior Lighting	10,000							
Repair Concrete in Front Entry Way				10,000				
Replace Water Meter and Service			5,000					
Protect Bus Parking Light		7,500						
Floor Covering Replacement Rotation	20,000	10,000	10,000	10,000	10,000		12,000	1
Insulate Dining Hall Phase 2						7,500		
Improve Lighting in Corridors			5,000					
Storage Building for Equipment & Flammable Locker	12,000							
Dining Room Floor Refinish		5,000		5,000				
Upgrade Exterior Doors	5,000	5,000	10,000					
Install ADA Door Operators (2)				10,000				

Project	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	Carry Over from 2020 / Grant Fund	Footnote
Replace Ice Machine						7,000		
Repair Walkin Freezer	5,000							
Repair Walkin Refergerator	5,000							
West End Totals	\$ 62,000	\$ 32,500	\$ 35,000	\$ 35,000	\$ 10,000	\$ 14,500		
Fairgrounds								
Replace Skylights in New Bathrooms					5,000			
Replace NE Entry Joan Frey	10,000							
Add Lighting in New Bathrooms				2,500				
Install Fans in Horse Barn "B"				2,500				
Centennial Bell Landscaping	3,000						3,000	1
Add Security Lighting					5,000			
Repair and Paint Horse Wash Rack	3,000							
Paint Outbuildings					5,000			
Repair or Remove Horse Track Railing					15,000			
Replace Small Bleachers with Metal Bleachers		15,000		7,500				
Install Cyclone Fence around North Side				15,000				
Repair Grandstand South Side			30,000					
Repair Grandstand West End	30,000							
Replace Irrigation near New Bathrooms					5,000			
Improve Arena Surfaces			15,000					
Replace Poultry Building Doors				5,000				
Install Drainage Between Horse Barns "C"&"D"				12,000				
Construct Vender Shelter	30,000							
Improve Drainage Around Buildings		2,500						
Replace North Landing Joan Frey Arena					10,000			
New Wireless PA System	10,000							
Replace Sidewalk New Bathrooms						10,000		3
Replace Joan Frey Arena Doors			15,000					
Fairgrounds Totals	\$ 86,000	\$ 17,500	\$ 60,000	\$ 44,500	\$ 45,000	\$ 10,000		

Project	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	Carry Over from 2020 / Grant Fund	Footnote
Dispatch								
Upgrade HVAC in Basement				10,000				
Dispatch Totals	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	
Parks								
Storage Building for Equipment & Flammable Locker					15000			
Archery Startup	5,000							
Firing House Enrty	10,000				15000			
Replace Exterior Doors - DP Comm Center				5,000				
Remove Chimney's				5,000				
Paint Exterior DP Comm Center				7,500				
Parks Totals	\$ 15,000	\$ -	\$ -	\$ 17,500	\$ 30,000	\$ -		
Non-Capital Project Totals	\$ 858,000	\$ 421,500	\$ 378,500	\$ 261,000	\$ 242,500	\$ 264,500	\$ 458,000	

Footnote 1: Carry from 2020

Footnote 2: Archaeology Grant Funding - Budget needs to be adjusted

Footnote 3: FB \$10,000 funding

Attachment C
Cumulative Reserve Fund #125

Community Action Projects

Projects to be determined in 2021 82,478

Distressed Counties Sales Tax

Skyline Foundation 325,000 *
325,000

Economic/Community Development

Airport Operations 65,000
School Districts - At Risk Youth 24,000
White Salmon Youth Center 20,000
109,000

Transfers

To Economic Development Fund #119 144,091
To Natural Resources Fund #132 142,451
To Solid Waste Fund #140 100,000
To Capital Improvements Fund #303 250,000
To CapImpr: Communities Fund #305 125,000
To CapImpr: Radio System Fund #306 1,100,000
To Dallesport WTF Fund #401 300,000
2,161,542

Total Allocations 2,678,020

* Use of distressed counties sales tax funds