



Board of Commissioners Finance Meeting Agenda
March 31, 2020 ~ 10:00am ~ Room 214

- 1. Call To Order & Those Present**
- 2. Approve Minutes From Last Meeting**
- 3. Association Of O&C Counties - Dues Notice**

Documents:

[O C DUES INVOICE.PDF](#)

- 4. Policy Regarding KCEDA And Discover Klamath Applying For Tourism Funds**
- 5. Contractor Incentive Program**
 - Funding source?
 - Amount needed for program

6. Funding Requests

- Senior Center - \$15,000 (roof)
- KCEDA - \$25,000 (Oktoberfest)
- Discover Klamath - \$25,000 (Ride the Rim)
- KCEDA - \$100,000 additional for contract (Current = \$200,000)
- Catalyze Klamath - \$5,000 donated to cancelled event.

Documents:

[ECON DEV BUDGET STATUS.PDF](#)
[TOURISM BUDGET STATUS.PDF](#)
[ED BUDGET VS. ACTUAL.PDF](#)

7. SCOEDD 2020-21 Budget Request

Documents:

8. Internal Service Transfer To Information Technology

Unexpected Technology Expenses (need up to \$40,000)

- Dark Horse Software
- BP Media

9. Employee Relief - KMM

Documents:

[PROJECTED INCREASES - PERSONNEL COSTS.PDF](#)



10. Solid Ground - DD Services Program

11. Current/Ongoing Finance Work And Projects

- Juvenile OT
- Budget Book
- COVID19 special payroll items
- Work from home
- CAFFA Grant
- 4th Quarter Budget Resolutions

12. Other

13. Adjournment

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.

305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org



February 28, 2020

Dues Notice for Fiscal Year 2020/2021

Klamath County's share of Membership-approved budget for FY 2020/2021, calculated as per Bylaws Article V, Section 1: **\$13,324.38**

Please make check payable to the Association of O&C Counties and return it to the address shown within 90 days of the date of this notice. Thank you for your continues support of the important work done by this Association

General Ledger

Budget Status



User: vnoel
 Printed: 3/26/2020 - 1:31 PM
 Period: 1 to 12, 2020

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 2185	Finance Economic Development							
Dept 2185-0000	Non-Departmental							
R41	Interest							
2185-0000-0000-0000-44950	Investments - Interest On	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R41 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0000 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 2185-6070	Economic Development							
R40	Other Local Revenue							
2185-6070-0000-6000-44000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R41	Interest							
2185-6070-0000-6000-44950	Investments - Interest On	0.00	4,965.23	4,965.23	-4,965.23	0.00	-4,965.23	0.00
	R41 Sub Totals:	0.00	4,965.23	4,965.23	-4,965.23	0.00	-4,965.23	0.00
R51	State of Oregon							
2185-6070-0000-6000-45000	Grants - State	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-45080	Video Poker	310,000.00	298,074.00	298,074.00	11,926.00	0.00	11,926.00	3.85
	R51 Sub Totals:	310,000.00	298,074.00	298,074.00	11,926.00	0.00	11,926.00	3.85
R52	Other Governments							
2185-6070-0000-6000-47000	Grants - Other Governments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R52 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R70	Interfund Transfers							
2185-6070-0000-6000-49000	Trans - General Non Dept	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00	100.00
	R70 Sub Totals:	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00	100.00
R90	Fund Balances							
2185-6070-0000-6000-49950	Beginning Fund Balance	80,000.00	121,794.94	121,794.94	-41,794.94	0.00	-41,794.94	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R90 Sub Totals:	80,000.00	121,794.94	121,794.94	-41,794.94	0.00	-41,794.94	0.00
	Revenue Sub Totals:	2,390,000.00	424,834.17	424,834.17	1,965,165.83	0.00	1,965,165.83	82.22
E10	Personnel Services							
2185-6070-0000-6000-51100	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-51200	Workmans Compensation Tax	0.00	0.25	0.25	-0.25	0.00	-0.25	0.00
2185-6070-0000-6000-51300	Medical Insurance	0.00	29.95	29.95	-29.95	0.00	-29.95	0.00
2185-6070-0000-6000-51310	VEBA	0.00	96.60	96.60	-96.60	0.00	-96.60	0.00
2185-6070-0000-6000-51330	Life Insurance	0.00	0.29	0.29	-0.29	0.00	-0.29	0.00
	E10 Sub Totals:	0.00	127.09	127.09	-127.09	0.00	-127.09	0.00
E11	Interdepartmental Charges							
2185-6070-0000-6000-51570	Workmans Compensation	0.00	0.25	0.25	-0.25	0.00	-0.25	0.00
	E11 Sub Totals:	0.00	0.25	0.25	-0.25	0.00	-0.25	0.00
E20	Material and Services							
2185-6070-0000-6000-61200	Committee Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-62000	Contract Services	314,000.00	160,135.35	160,135.35	153,864.65	0.00	153,864.65	49.00
2185-6070-0000-6000-62020	Legal Services - Attorney	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-62060	Special Proj - Commissioners	1,000,000.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00	100.00
2185-6070-0000-6000-63100	Dues	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
2185-6070-0000-6000-64000	Distribution to District	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-64110	State of Oregon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-65175	Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-67000	Travel & Training	10,000.00	1,368.11	1,368.11	8,631.89	0.00	8,631.89	86.32
	E20 Sub Totals:	1,325,500.00	161,503.46	161,503.46	1,163,996.54	0.00	1,163,996.54	87.82
E21	Interdepartmental Charges							
2185-6070-0000-6000-69980	Interdepartmental Admin Chgs	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
2185-6070-0000-6000-69989	Fees - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2185-6070-0000-6000-69990	Contract Services - Internal	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
2185-6070-0000-6000-69994	Solid Waste Fees - Internal	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	E21 Sub Totals:	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
E70	Interfund Transfers							
2185-6070-0000-6000-90150	Trans - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E70 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80	Contingencies							
2185-6070-0000-6000-98000	Operating Contingency	58,500.00	0.00	0.00	58,500.00	0.00	58,500.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E80 Sub Totals:	58,500.00	0.00	0.00	58,500.00	0.00	58,500.00	100.00
E81	Fund Balance & Reserves							
2185-6070-0000-6000-99000	Reserve Future Expenditures	1,000,000.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00	100.00
	E81 Sub Totals:	1,000,000.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00	100.00
E90	Unappropriated Fund Balance							
2185-6070-0000-6000-99900	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	2,390,000.00	161,630.80	161,630.80	2,228,369.20	0.00	2,228,369.20	93.24
	Dept 6070 Sub Totals:	0.00	-263,203.37	-263,203.37	263,203.37	0.00		
	Fund Revenue Sub Totals:	2,390,000.00	424,834.17	424,834.17	1,965,165.83	0.00	1,965,165.83	82.22
	Fund Expense Sub Totals:	2,390,000.00	161,630.80	161,630.80	2,228,369.20	0.00	2,228,369.20	93.24
	Fund 2185 Sub Totals:	0.00	-263,203.37	-263,203.37	263,203.37	0.00		
	Revenue Totals:	2,390,000.00	424,834.17	424,834.17	1,965,165.83	0.00	1,965,165.83	82.22
	Expense Totals:	2,390,000.00	161,630.80	161,630.80	2,228,369.20	0.00	2,228,369.20	93.24
	Report Totals:	0.00	-263,203.37	-263,203.37	263,203.37	0.00		

General Ledger

Budget Status



User: vnoel
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 Period: 1 to 12, 2020

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 2180	Finance Tourism Competv Grants							
Dept 2180-0000	Non-Departmental							
R41	Interest							
2180-0000-0000-0000-44950	Investments - Interest On	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R41 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 0000 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 2180-6060	Tourism							
R40	Other Local Revenue							
2180-6060-0000-6000-44000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R41	Interest							
2180-6060-0000-6000-44950	Investments - Interest On	0.00	6,454.47	6,454.47	-6,454.47	0.00	-6,454.47	0.00
	R41 Sub Totals:	0.00	6,454.47	6,454.47	-6,454.47	0.00	-6,454.47	0.00
R70	Interfund Transfers							
2180-6060-0000-6000-49133	Trans - Transient Room	229,556.00	127,715.13	127,715.13	101,840.87	0.00	101,840.87	44.36
	R70 Sub Totals:	229,556.00	127,715.13	127,715.13	101,840.87	0.00	101,840.87	44.36
R90	Fund Balances							
2180-6060-0000-6000-49950	Beginning Fund Balance	300,000.00	380,806.36	380,806.36	-80,806.36	0.00	-80,806.36	0.00
	R90 Sub Totals:	300,000.00	380,806.36	380,806.36	-80,806.36	0.00	-80,806.36	0.00
	Revenue Sub Totals:	529,556.00	514,975.96	514,975.96	14,580.04	0.00	14,580.04	2.75
E20	Material and Services							
2180-6060-0000-6000-61200	Committee Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2180-6060-0000-6000-62000	Contract Services	250,000.00	186,080.02	186,080.02	63,919.98	0.00	63,919.98	25.57
2180-6060-0000-6000-63005	Donations	0.00	12,500.00	12,500.00	-12,500.00	0.00	-12,500.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E20 Sub Totals:	250,000.00	198,580.02	198,580.02	51,419.98	0.00	51,419.98	20.57
E21	Interdepartmental Charges							
2180-6060-0000-6000-69980	Intradepartmental Admin Chgs	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
	E21 Sub Totals:	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
E80	Contingencies							
2180-6060-0000-6000-98000	Operating Contingency	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
	E80 Sub Totals:	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
E90	Unappropriated Fund Balance							
2180-6060-0000-6000-99900	Unappropriated Fund Balance	196,556.00	0.00	0.00	196,556.00	0.00	196,556.00	100.00
	E90 Sub Totals:	196,556.00	0.00	0.00	196,556.00	0.00	196,556.00	100.00
	Expense Sub Totals:	529,556.00	198,580.02	198,580.02	330,975.98	0.00	330,975.98	62.50
	Dept 6060 Sub Totals:	0.00	-316,395.94	-316,395.94	316,395.94	0.00		
	Fund Revenue Sub Totals:	529,556.00	514,975.96	514,975.96	14,580.04	0.00	14,580.04	2.75
	Fund Expense Sub Totals:	529,556.00	198,580.02	198,580.02	330,975.98	0.00	330,975.98	62.50
	Fund 2180 Sub Totals:	0.00	-316,395.94	-316,395.94	316,395.94	0.00		
	Revenue Totals:	529,556.00	514,975.96	514,975.96	14,580.04	0.00	14,580.04	2.75
	Expense Totals:	529,556.00	198,580.02	198,580.02	330,975.98	0.00	330,975.98	62.50
	Report Totals:	0.00	-316,395.94	-316,395.94	316,395.94	0.00		

Fund Dept	2185 2185-6070	Finance Economic Development Grants Economic Development					
		2017-2018		2018-2019		2019-2020	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
2185-6070-0000-6000-44950	Investments - Interest On	0	1,424	0	3,945	0	
2185-6070-0000-6000-45080	Video Poker	280,000	302,633	285,000	313,412	310,000	
2185-6070-0000-6000-49950	Beginning Fund Balance	97,000	127,119	90,000	123,455	80,000	
	Revenue Sub Totals:	377,000	431,175	375,000	440,812	390,000	
2185-6070-0000-6000-62000	Contract Services	250,000	270,516	268,000	303,181	314,000	
2185-6070-0000-6000-63100	Dues - Ore-Cal Resource Conservation	20,000	1,200	20,000	750	1,500	
2185-6070-0000-6000-64000	Distribution to District	55,500	8,333	8,500	8,333	0	
2185-6070-0000-6000-67000	Travel & Training	25,000	11,728	25,000	2,753	10,000	
2185-6070-0000-6000-69980	Intrdepartmental Admin Chgs	4,000	4,000	4,000	4,000	4,000	
2185-6070-0000-6000-69990	Contract Services-Internal	0	624	0	0	1,000	
2185-6070-0000-6000-69994	Solid Waste Fees-Internal	0	1,320	0	0	1,000	
2185-6070-0000-6000-90150	Interfund Transfer-Commissioners	10,000	10,000	0	0	0	
2185-6070-0000-6000-98000	Operating Contingency	12,500	0	49,500	0	58,500	
2185-6070-0000-6000-99900	Unappropriated Fund Balance	0	123,455	0	121,795	0	
	Expense Totals:	377,000	431,175	375,000	440,812	390,000	
	Report Totals	0	0	0	0	0	

VIDEO LOTTERY RECEIPTS	
7/26/2019	100,954.00
10/xx/2019	100,038.00
1/xx/2020	97,082.00
4/xx/2020	
FY 2019-20	298,074.00
8/1/2018	74,575.93
10/26/2018	77,955.21
1/29/2019	81,467.56
4/29/2019	79,413.00
FY 2018-19	313,411.70
8/11/2017	81,776.00
11/3/2017	73,903.68
2/7/2018	73,394.35
5/4/2018	73,558.91
FY 2017-18	302,632.94
8/5/2016	70,920.00
10/31/2016	71,897.00
1/31/2017	70,589.00
5/4/2017	66,756.00
FY 2016-17	280,162.00

2019-20 Fiscal Year		
Obligations:		
KCEDA	\$200,000	Expires: 6/30/22, with 1 additional 3 year term available
Grant Program	\$50,000	
SCOEDD	\$20,000	
KCC- Badger Venture	\$2,500	
Klamath IDEA	\$12,500	
Catalyze Klamath	\$5,000	
Contractor Incentive	\$5,000	
Klamath Promise	\$5,000	
	<u>\$300,000</u>	
	<u>\$14,000</u>	unallocated Contract Services budget, 2019-20

Finance
Mtg



**SOUTH CENTRAL OREGON
ECONOMIC DEVELOPMENT DISTRICT**

PO Box 1529 • 803 Main Street, Suite 202 • Klamath Falls, Oregon 97601
Phone (541) 884-5593 • Fax (541) 884-6738

USDA Food Hub

SCOEDD Klamath County 2020 to 2021 Budget Funding Request Narrative

March 12, 2020

Presented to: The Klamath County Board of Commissioners

From: Betty Riley, Executive Director

Thank you for your consideration of our **\$25,000** budget request for Economic Development dollars for 2020 to 2021.

South Central Oregon Economic Development District (SCOEDD) was established in 1999 under the authority of ORS 190 by Klamath and Lake Counties to provide economic development assistance to all of the communities in the two counties. We are a U.S. Department of Commerce; Economic Development Administration (EDA) recognized and funded, "Economic Development District". With our "Planning Grant Funds" we assist our counties and local communities in applying for and administering state and federal grant programs including: Community Development Block Grant, Economic Development Administration, USDA Rural Development grants, and Department of Energy grant programs.

In May 2019 the new five-year Comprehensive Economic Development Strategy (CEDS) was adopted. One of the goals identified in SCOEDD's 2019-2024 CEDS is to **Develop strategies and resources to build on the region's education and training cluster** and we specifically identify support for the establishment of the KCC Apprenticeship Center to expand needed local employment in the construction and building trades. One of the regions challenges is a lack of capacity in the skilled trades. SCOEDD has conducted outreach and advocacy to the EDA staff in Seattle in support of a \$3 million grant for construction of the facility. It is our understanding that those funds should be announced shortly.

SCOEDD provides assistance to local jurisdictions and committees in researching funding resources, developing funding strategies, and providing grant assistance for economic development projects, infrastructure needs and essential community services. During the 2019/2020 grant year we:

- 1) Partnered with Klamath Lake Regional Housing Center on CDBG Housing Rehabilitation Grant for Low Income home owners – SCOEDD staff worked closely with county staff on submittal of a \$400,000 Community Development Block Grant application which was approved. We are currently in the process of putting the administration and implementation plan in place.
- 2) SCOEDD staff has also met with Energy Trust of Oregon (ETO) and have been approved as a community partner. Through this partnership we will be able to directly provide grants to low income homeowners for weatherization of homes.
- 3) Also in partnership with KLRHC we were able to fund raise \$45,500 in Urgent Need funding for home repairs to five homeowners that needed home repairs for health and safety reasons.

Through an MOU with the Umpqua CDC and the Oregon State IDA program, SCOEDD participates in the DreamSavers Individual Development Account Program. The program provides opportunities to individuals and families with low income to increase financial stability through asset building by providing matched savings accounts for qualified participants. During the last year we have worked with 28 SCOEDD clients plus accepted case management of another 29 of KLCAS clients. Our current client list includes 18 Home Repair Savers; 14 Small Business Savers; 12 clients saving for Education (mostly OIT students); 9 Saving for vehicle purchases and 3 Savings for the Dental program.

A Food Hub Feasibility Study was completed in September of 2019. The study was conducted by Ayreann Colombo of Competinomics, LLC with sub consultants including Addington Consulting. Upon completion of the study, Addington Consulting was retained by SCOEDD to use the balance of the study funds to complete a recommended second phase which focused on building relationships between small and larger producers and possibly distributors and potential regional markets. Addington Consulting facilitated a meeting between members of KFOM and owners of Cal-Ore Produce. The meeting was very productive and there appeared to be common interest in providing/improving a food hub option to the local community as well potentially developing a larger market and looking at regional branding opportunities. As a result, Cal-Ore Produce and KFOM have entered into an agreement whereby KFOM (<https://www.kfom.org>) will carry Cal-Ore organic potatoes and make them part of their weekly offering to customers. Cal-Ore will deliver appropriate amount of product to KFOM weekly. KFOM and Cal-Ore generally agree there is market opportunity regionally that could be tapped in the future. Both entities have interest in looking at additional opportunities, partnerships and the potential for regionally branding "local" products.

SCOEDD staff also worked with Klamath IDEA on implementation of a three-year Entrepreneur-based economic development strategy, including the launch of the SourceLink platform for matching entrepreneurs to resources within the region.

During the past year our loan programs assisted the following Klamath County businesses:

- **\$45,000** was approved for the purchase of Accounting Associates Inc. which would retain two FTE positions. The loan was not funded due to the applicant called deciding to wait a year before pursuing the purchase of the business.

Loans/applications pending

- **\$100,000** to Dave Goeres to restructure purchase industrial building for his Heavy Equipment Repair business. Mr. Goeres anticipates working with KCC on providing an apprenticeship opportunity for students.
- Funding to The Hubb in Chiloquin for finishing the back part of the building to open a fitness center with a room for classes, gym equipment and a few saunas.
- Working with local couple on opening a commercial kitchen to produce their own salsa from locally grown produce.

We value the County's past support to our organization and look forward to continuing the partnership which allows SCOEDD to be proactive in assisting business and promoting economic development throughout the region.

Projected Personnel Increases

(These figures are approximate)

	2020-21	Increased Cost
Proposed Budget Salaries	\$23,916,742.00	
Salaries - COLA Increase 1%*	\$24,155,909.42	\$239,167.42
Salaries - COLA Increase 2%*	\$24,395,076.84	\$478,334.84
Salaries - COLA Increase 1% without ONA & Non-union (ONA and Non-union would increase 2% as proposed)		\$148,172.00 <i>(This figure is on base wages only)</i>
Current Medical Costs	\$6,272,839.00	
All Caps increase to \$1,500.00 and Opt Out amounts increased to 75% of Cap	\$7,076,768.00	\$803,929.00

**From levels in proposed 2020-21 budget including 2% COLA for ONA and Non-union (Net 3% for those 2 classifications)*