

Agenda - Fair Board

Wednesday, November 6, 2024, 4:30 PM

Washington County Fair Board

Westside Commons

801 NE 34th Ave, Hillsboro, OR 97124



Hybrid Meeting (In-Person and Virtual)

To access the meeting by phone - Please dial +1-669-900-6833

Press *6 to unmute to provide comments.

Webinar ID:

Zoom Link

CALL TO ORDER AND ROLL CALL

PUBLIC COMMUNICATION (2-MINUTE OPPORTUNITY)

ACTION ITEMS

1. **Approval of Financial Report for Fiscal Year 2024-2025, through September 30, 2024**
Leah Perkins-Hagele, Fair Manager
[County Fair Financial Report YTD Fiscal year 24 25](#)

PRESENTATIONS OR REPORTS

1. **2025 Washington County Fair**
Leah Perkins-Hagele, Fair Manager
[2025 County Fair](#)
2. **2025 Budget Calendar**
Leah Perkins-Hagele, Fair Manager
[Budget Calendar 24 25](#)
3. **4-H Update**
Allen Taggart, Assistant Professor
Oregon State University, 4-H Youth Development

PUBLIC COMMUNICATIONS (5-MINUTE OPPORTUNITY)

COUNTY ADMINISTRATIVE OFFICE UPDATE

BOARD ANNOUNCEMENTS

1. **Fair Board Meeting Calendar**

ADJOURNMENT

Nov 06 2024



Monthly Financial Report

Washington County

Washington County

Fund=200 (Fair Complex), Program=981010 (Annual County Fair)														<i>Remaining</i>		
Account	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
4156 Oregon Lottery Funds	\$ -	\$ -	\$ -										\$ -	\$ (53,166)	\$ (53,166)	0%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (53,166)	\$ (53,166)	0%
Charges for Seivces																
41511 Livestock Camping	\$ (10,100)	\$ -	\$ 137										\$ (9,963)	\$ (8,200)	\$ 1,763	122%
41514 Comm Booth Rent	\$ (221,885)	\$ -	\$ -										\$ (221,885)	\$ (230,000)	\$ (8,115)	96%
41515 Parking Fees	\$ (228,771)	\$ 155	\$ -										\$ (228,616)	\$ (185,500)	\$ 43,116	123%
41517 Sponsorship Sales	\$ (15,500)	\$ -	\$ -										\$ (15,500)	\$ (75,000)	\$ (59,500)	21%
41518 Carnival Fees	\$ (663,217)	\$ -	\$ -										\$ (663,217)	\$ (580,000)	\$ 83,217	114%
41522 Livestock Entry Fees	\$ (9,940)	\$ -	\$ -										\$ (9,940)	\$ (4,500)	\$ 5,440	221%
41523 Vendor RV Fees	\$ (6,344)	\$ -	\$ -										\$ (6,344)	\$ -	\$ 6,344	
41595 Vendor Utility Fees	\$ (10,925)	\$ -	\$ -										\$ (10,925)	\$ -	\$ 10,925	
TOTAL	\$ (1,166,682)	\$ 155	\$ 137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,166,390)	\$ (1,083,200)	\$ 83,190	108%
Miscellaneous Revenues																
4195 Reimb. of Expenses	\$ (2,100)	\$ -	\$ -										\$ (2,100)	\$ -	\$ 2,100	
48205 Concessions	\$ (508,636)	\$ (142,585)	\$ -										\$ (651,221)	\$ (530,000)	\$ 121,221	123%
48225 Other Misc Revenue	\$ (95,065)	\$ (99)	\$ -										\$ (95,164)	\$ (4,500)	\$ 90,664	2115%
Total	\$ (605,801)	\$ (142,684)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (748,485)	\$ (534,500)	\$ 213,985	140%
Operating Transfers In																
49042 Transient Lodging Tax	\$ (73,164)	\$ (75,473)	\$ (60,179)										\$ (208,816)	\$ (707,435)	\$ (498,619)	30%
Total	\$ (73,164)	\$ (75,473)	\$ (60,179)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (208,816)	\$ (707,435)	\$ (498,619)	30%
Total Revenues	\$ (1,845,647)	\$ (218,002)	\$ (60,042)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,123,691)	\$ (2,378,301)	\$ (254,610)	89%
Personal Services	\$ 24,179	\$ 39,025	\$ 30,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,288	\$ 482,110	\$ 388,822	19%
Materials and Supplies																
51210 Supplies- General	\$ 16,917	\$ 12	\$ -										\$ 16,929	\$ 60,000	\$ 43,071	28%
51285 Professional Svs	\$ -	\$ 1,688	\$ -										\$ 1,688	\$ 600,000	\$ 598,312	0%
51295 Advertising	\$ 95,152	\$ -	\$ 6,020										\$ 101,172	\$ 100,000	\$ (1,172)	101%
51305 Communication	\$ -	\$ 2,647	\$ -										\$ 2,647	\$ 2,500	\$ (147)	106%
51310 Utilities	\$ -	\$ 10,929	\$ 7,052										\$ 17,981	\$ 35,000	\$ 17,019	51%
51340 Rentals - Space	\$ -	\$ -	\$ -										\$ -	\$ 7,500	\$ 7,500	0%
51345 Rentals - Equipment	\$ 10,539	\$ 37,602	\$ -										\$ 48,141	\$ 140,000	\$ 91,859	34%
51350 Dues & Membership	\$ -	\$ -	\$ 2,060										\$ 2,060	\$ 1,000	\$ (1,060)	206%
51355 Training & Edu	\$ -	\$ -	\$ 165										\$ 165	\$ 3,000	\$ 2,835	6%
51360 Travel Expense	\$ -	\$ 495	\$ -										\$ 495	\$ 10,000	\$ 9,505	5%
51365 Private Mileage	\$ -	\$ -	\$ -										\$ -	\$ 285	\$ 285	0%
51390 Permits, Licenses &	\$ -	\$ -	\$ -										\$ -	\$ 250	\$ 250	0%
54162 Computer Charges	\$ 39	\$ 39	\$ 39										\$ 117	\$ 472	\$ 355	25%
51465 - Postage & Freight	\$ -	\$ -	\$ -										\$ -	\$ 50	\$ 50	0%
51480 Photocopier	\$ 136	\$ 104	\$ 73										\$ 313	\$ 1,000	\$ 687	31%
51485 Board of Comm	\$ 174	\$ 174	\$ 174										\$ 522	\$ 2,087	\$ 1,565	25%
51490 County Admin Office	\$ 546	\$ 546	\$ 546										\$ 1,638	\$ 6,546	\$ 4,908	25%
51500 County Counsel	\$ 417	\$ 417	\$ 417										\$ 1,251	\$ 5,007	\$ 3,756	25%

Account	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	YTD-Actual	Budget	Rem. Budget	Use
505 County Auditor	\$ 10	\$ 10	\$ 10										\$ 30	\$ 115	\$ 85	26%
510 OEICE	\$ 107	\$ 107	\$ 107										\$ 321	\$ 1,282	\$ 961	25%
512 County Emergency	\$ 114	\$ 114	\$ 114										\$ 342	\$ 1,363	\$ 1,021	25%
517 ITS Operations	\$ 2,056	\$ 2,056	\$ 2,056										\$ 6,168	\$ 24,676	\$ 18,508	25%
520 Finance	\$ 1,362	\$ 1,362	\$ 1,362										\$ 4,086	\$ 16,348	\$ 12,262	25%
522 Facilities	\$ 87	\$ 87	\$ 87										\$ 261	\$ 1,047	\$ 786	25%
526 Human Resources	\$ 664	\$ 664	\$ 664										\$ 1,992	\$ 7,967	\$ 5,975	25%
527 Liability Insurance	\$ 414	\$ 414	\$ 414										\$ 1,242	\$ 4,971	\$ 3,729	25%
529 Building Deprec.	\$ 28	\$ 28	\$ 28										\$ 84	\$ 341	\$ 257	25%
575 Safety/Security Exp	\$ 177,503	\$ -	\$ 190,000										\$ 367,503	\$ -	\$ (367,503)	
585 Comm. Vend. Exp	\$ 12,454	\$ 37,590	\$ -										\$ 50,044	\$ -	\$ (50,044)	
590 Concession Exp	\$ 43,359	\$ 27,959	\$ -										\$ 71,318	\$ -	\$ (71,318)	
595 Janitorial/Sanitation	\$ 41,454	\$ 27,000	\$ 105,522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173,976	\$ -	\$ (173,976)	
TOTAL	\$ 403,532	\$ 152,044	\$ 316,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 872,486	\$ 1,032,807	\$ 160,321	84%
Other Expenditures																
605 Bank Service Fees	\$ -	\$ -	\$ -										\$ -	\$ 2,000	\$ 2,000	0%
6130 Other Special Exp	\$ 3,760	\$ -	\$ 6,425										\$ 10,185	\$ 3,500	\$ (6,685)	291%
7146 Entertainment Exp	\$ 390,223	\$ 96,193	\$ 8,625										\$ 495,041	\$ 512,884	\$ 17,843	97%
7147 Open Class Exp	\$ 39,834	\$ 22,444	\$ 13										\$ 62,291	\$ 50,000	\$ (12,291)	125%
7148 4-H Expenses	\$ 22,819	\$ 18,433	\$ -										\$ 41,252	\$ 65,000	\$ 23,748	63%
7149 FFA Expenses	\$ 3,281	\$ 12,174	\$ 13										\$ 15,468	\$ 40,000	\$ 24,532	39%
7156 Parking Expenses	\$ 58,551	\$ 18,881	\$ 35,963										\$ 113,395	\$ 190,000	\$ 76,605	0%
TOTAL	\$ 518,468	\$ 168,125	\$ 51,039	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737,632	\$ 863,384	\$ 125,752	85%
Total Expenditures	\$ 946,179	\$ 359,194	\$ 398,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,703,406	\$ 2,378,301	\$ 674,895	72%
TOTAL REVENUES	\$ (1,845,647)	\$ (218,002)	\$ (60,042)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,123,691)	\$ (2,378,301)	\$ (254,610)	89%
TOTAL EXPENDITURES	\$ 946,179	\$ 359,194	\$ 398,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,703,406	\$ 2,378,301	\$ 674,895	72%
													\$ (420,285)	\$ -		

County Fair 2025



Dates: July 18 through 27



Branding/Marketing Refresh



Sponsorships



Entertainment negotiation



Vendor & Concession Sales



Operations contracting

BUDGET 2025-2026



GOVERNANCE

Fair Board Role

- Oversight of Fair Budget
- Maintain the Fair's Strategic Plan
- Establish Policy for the Fair
- Awards Contracts for the Fair

Fair Manager Role

- Prepare Budget
- Ensure Alignment to Fair Board Policy and Strategic Plan
- Executes Fair Contracts

COUNTY BUDGET CALENDAR



December 4, 2024 – County Budget Kick-Off



February 10, 2025 – Department Requested Budget & Packets Due



April 28, 2025 – Proposed Budget Published on County Website



June 17, 2025 – Board of Commissioners Public Hearing to Adopt FY 24-25 Budget

Fair Board Budget Timeline



December 20, 2024 – Draft budget sent to Fair Board for review



January 6, 2025 – Deadline to submit budget questions to Fair Manager



January 8, 2025 – Fair Board Budget Review and Approval

UPCOMING MEETINGS

- 2025 FAIR BOARD MEETINGS:
 - January 6, 2025, 4:30 P.M. TO 6:00 P.M.
 - March 5, 2025, 4:30 P.M. TO 6:00 P.M.
 - May 7, 2025, 4:30 P.M. TO 6:00 P.M.
 - July 2, 2025, 4:30 P.M. TO 6:00 P.M.
 - September 3, 2025, 4:30 P.M. TO 6:00 P.M.
 - November 5, 2025, 4:30 P.M. TO 6:00 P.M.