

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro, OR 97124
Wednesday, March 5, 2014
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday March 5th, 2014 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building. 873 NE 34th Ave, Hillsboro, OR 97124

Meetings are recorded.

Agenda & Meeting Procedures are attached

In compliance with the Americans with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting.

FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors 873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Scott Nelson, President
Erin Wakefield, Vice President
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Betty Atteberry, Board Member
Andy Duyck, County Commissioner

The Washington County Fair Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

In compliance with the American with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting

All meetings are recorded.

Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. in the Floral Building at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

Regular Business Meetings

Regular business meetings are the time during which the Fair Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

Once the Regular Business Meeting Begins

The Fair Board's formal meetings typically include the following elements:

1. **Call to Order:** At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.
2. **Oral Communications 1:** This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
3. **Consent Agenda:** The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.
4. **Regular Agenda Items:** Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
5. **Oral Communications 2:** As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
6. **Adjournment:** At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

Meeting Protocol

The Fair Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.

4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, March 5, 2014

4:30 p.m. to 6:00 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Scott Nelson, President
Erin Wakefield, Vice-President
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Betty Atteberry, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval of Minutes

1. February 2014 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2014
2. Educational Fund Update

F. New Business

1. Proposed Budget FY 2014/15

G. Other Matters of Information

1. County Administrative Office Update, if any
2. Other, if any

H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

I. Adjourn

Minutes
Washington County Fair Complex Board
Wednesday, February 5, 2014

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Scott Nelson
Vice President Erin Wakefield
Board Member Don McCoun
Board Member Andy Duyck

Board Member Bill Ganger
Board Member Gary Seidel
Board Member Betty Atteberry

STAFF:

Leah Perkins-Hagele, Fairgrounds Manager
Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President Nelson called the meeting to order at 4:31 p.m. Nelson noted members Atteberry, Duyck, Ganger and Wakefield were present along with Staff.

B) Oral Communications 1- None

C) Approval of Minutes –

- 1) President Nelson called for a motion to accept the January minutes. Board Member Atteberry moved to approve the minutes as submitted, a second by Member Duyck. Nelson asked if there was any discussion, and called for the vote.

Motion by Board Member Atteberry to approve the January Minutes as submitted. 2nd by Board Member Duyck Motion carried 5-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were provided through December 31st in the packets. Perkins-Hagele stated that the county is projecting the TLT revenue coming in higher than estimated which should help offset loses caused by the Airshow. President Nelson stated, looking at the travel expense line item, he feels that the board's involvement at the recent conventions is important and would like to see the future budget include more for that. Perkins-Hagele stated that would be reviewed during the budgeting process. Nelson called for the motion to approve, Member Ganger made the motion.

Motion by Board Member Ganger to approve the Financials as submitted. 2nd by Vice President Wakefield Motion carried 5-0.

- 2) **4-H Update** –Pat Willis was not available for the meeting. Fairgrounds Manager Perkins-Hagele stated that she met with Mr. Willis that morning. Perkins-Hagele stated that they discussed expansion of the Maker Fair concept for this year. She stated that the program has expanded to kids doing presentations of their projects in a professional manner. Perkins-Hagele stated that board member Wakefield had mentioned Ted Talks in previous meeting and suggested a possible mentorship program for Intel

employees and some 4H members. Perkins-Hagele stated that they also discussed the current training needs for disease control and had asked all the 4H livestock superintendents to attend the training at OFA but only 4H staff Darsy Schaal and Kent Estes the FFA liaison attended. She stated that 4H agrees that the training is essential and will require their livestock superintendents attend. Board Member Ganger stated he had a letter from 4H regarding the Market Steer classes that is stating that for the auction only one grand champion, reserve and so on would be selected overall from FFA and 4H. He also stated weight limits had been added when animals have already been purchased for the season. Perkins-Hagele stated that she is unaware of any changes to the showing of the animals and it has not been authorized from the Livestock Committee. Perkins-Hagele stated that the letter or info may have come from the auction committee. Perkins-Hagele stated that she has just been made aware of the auction committee making changes and but they have not received authorization from the Fair Board. Perkins-Hagele asked Board Member Ganger to attend the auction committee meeting and suggest meeting with the staff to address these issues. Perkins-Hagele stated the ultimate goal is for the 4H and FFA programs to have a successful auction and these concerns need to be addressed. President Nelson stated that he would also attend the auction meeting tonight and hopefully start some dialogue. Board Member Duyck stated that it is important that things are done fairly for the children. Board Member Ganger added that weigh in for Beef is to be held this weekend but if the weather does turn bad it would rescheduled.

E) Old Business

- 1) **County Fair Update** – President Nelson thanked everyone for attending the Oregon Fairs Convention this past month and felt it was a valuable learning experience. Fairgrounds Manager Leah Perkins-Hagele stated she appreciated everyone attending and seeing what other fairs experience since they can do things differently. Perkins-Hagele stated that the majority of the current planning is focused on basic contracting for the next fair. President Nelson asked if the contract with Alpha Broadcasting has gotten to the point on knowing which acts would be chosen to perform. Perkins-Hagele stated that those tours are just now being set so it will be a few months before options are known. Perkins-Hagele stated that she and Lisa DuPre will be heading to a sponsorship conference for training in a few weeks. President Nelson stated that previously there were outside representatives selling our sponsorships but that is now changed. Perkins-Hagele stated that yes for many years it was Terry Amato who was very knowledgeable and passionate about the fair but he retired. She continued the latest rep was a good salesperson but without the inside knowledge of the fair had a difficult time. Perkins-Hagele stated that logistically it made more sense to bring the process in-house. Perkins-Hagele stated that Lisa has already begun redesign of the sponsor program, including breaking down the title sponsorship into more manageable daily sponsorships. She stated that Les Schwab should be returning as parking lot sponsor and the Portland Spirit has expressed interest. Perkins-Hagele stated that the Oregon State Fair has shown some interest in partnering with the fair in a promotion possibly on Sunday and would keep the board posted. Perkins-Hagele concluded that booths sales and contracts are going well.
- 2) **Educational Fund Update-** Fairgrounds Manager Perkins-Hagele stated that the IRS updated they are processing the paperwork for the fund and will keep them posted. She stated that most of the funds have been collected for the purchase of the sound system just a few donations left to pick up from Commissioner Terry and Intel. Board Member Duyck asked if a long term maintenance contract would be needed for the system. Perkins-Hagele stated she was not sure but according to the company the system will be fairly standard. Perkins-Hagele stated the company is Cascade Sound who has long term contracts with the county and does the other sound work for the fair.

F) New Business

- 1) **Animal/ Human Disease Contact Training-** President Nelson stated that there will be training on Animal /Human Disease Contact that is more in-depth to what was discussed at OFA. Fairgrounds Manager Perkins-Hagele stated the training would be Saturday April 5th and a 10 hour course. Perkins-Hagele stated that the livestock committee and 4H leaders have been invited to attend. She also stated that FFA instructors will be asked but they are not volunteers or employees of the fair. Board Member Ganger asked about training the exhibitors. Perkins-Hagele stated that it is not financially feasible to train that many people, but management, superintendents; leaders and so on should be passing on the knowledge to those showing. Perkins-Hagele stated that the training is very scientific in nature and logistics planning which is geared more toward the committee, board, vets and anyone involved with the management of the show. Board Member Nelson stated that a formal invite should be issued; Perkins-Hagele stated that a formal registration process is required. Perkins-Hagele stated that other fairs in our area have also asked if they can register so the list of those that must be trained is needed. Perkins-Hagele stated that this is going to cause the training budget to go over for this fiscal year but it is money well spent.

- 2) **Draft Budget FY 2014/15-** Fairgrounds Manager Perkins-Hagele stated that the draft budget was in front of the board but is still missing some information from the county. Perkins-Hagele stated the Transient Lodging Tax is projected to increase again the next fiscal year but the majority of the remaining revenue line items will remain at current levels. Perkins-Hagele stated that the major change will be with the Arena events, no paid gate events on Thursday and Friday, motorsports possibly on Saturday and a Mexican Rodeo on Sunday. Perkins-Hagele stated that she is researching the Latino event and will keep the board posted. President Nelson asked when the Department of Agriculture funds usually arrive. Perkins-Hagele stated they are usually cut from the state the last Friday in January and sent out. Perkins-Hagele stated that the line items for expenses typically are consistent from year to year. She stated that line 53010 is set to increase by 40% and will be forced to cut entertainment program budgets. Board Member Duyck asked if it was normal a 40% increase in charges. Perkins-Hagele stated yes, she has a spreadsheet showing the increases over the past few years. President Nelson stated the charges this year were 25,000 less, Perkins-Hagele stated that is 40% less then forecasted for the next fiscal year. Perkins-Hagele stated that all departments pay these charges for finance, human resources and so on and many face increases in various levels. Perkins-Hagele stated that the cuts will be made on programming for the customers because there isn't another area to make a cut. President Nelson stated there are still some unknowns on this budget to take into account. Perkins-Hagele stated that information is still needed on several line items and another budget will be presented next month. Nelson asked what sponsor amounts were like when Terry Amato was selling them. Perkins-Hagele stated that there were some years that were really great but the economy did go south for the last couple of years. Nelson suggested increasing the goal for sponsorships this budget cycle. Board Member Atteberry asked what the average sponsorship amount was. Perkins-Hagele stated that it varies depending on what they are sponsoring. Perkins-Hagele concluded that legal services continue to be a lower level than in previous years.

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated that the county is in the budget process also which means there is nothing new to report. She stated that she has had meetings regarding the development of the event center and the county will be hiring a project manager soon. Perkins-Hagele stated a meeting is forthcoming on the potential RV Park for the ball park area.

- 2) **Other-** President Nelson stated that the joint meeting with the Board of Commissioners went very well and thanked the members that attended.

H) Oral Communications 2

- 1) **Susan Ganger, Beef Superintendent-** Ms. Ganger stated the Auction Committee surprised the Livestock Association with a rule change at the last minute. She stated that the committee is limiting the size of the animals that can be auctioned even though the vote at the last association meeting was not in favor of the change. She had hoped to get help from 4H and the board on this matter. Perkins-Hagele stated that at the Livestock Committee meeting there was discussion of severe issues with the Auction Committee and is hopeful things can get worked out. Ganger added that she is grateful the Air Show will not be in conflict as there are exhibitors interested in showing that wouldn't if they were flying again.

I) Adjourn

- 1) With no further business before the Board, President Nelson adjourned the meeting at 5:48 p.m.

Leah Perkins-Hagele
Recording Secretary

Scott Nelson
Board President

County of Washington

**Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
lperkins@faircomplex.com
www.faircomplex.com**

MEMORANDUM

Date: February 27, 2014

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: Financial Reports

The monthly financials for FY 13/14 through January 2014 are attached.



Monthly Financial Report

Washington County

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

Account	JUL-13	AUG-13	SEP-13	OCT-13	NOV-13	DEC-13	JAN-14	FEB-14	MAR-14	APR-14
Intergovernmental Rev										
41025 Transient Lodge Tax	\$ -	\$ (6,967.22)	\$ (11,039.70)	\$ (84,775.99)	\$ (13,953.40)	\$ (9,734.60)	\$ (47,844.90)			
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL	0.00	(6,967.22)	(11,039.70)	(84,775.99)	(13,953.40)	(9,734.60)	(47,844.90)	0.00	0.00	0.00
Charges for Seivces										
44511 Camping Fees	\$ (4,090.00)	\$ -	\$ (60.00)	\$ -	\$ -	\$ -	\$ -			
44512 Friday Arena Event	\$ (14,247.00)	\$ 225.00	\$ (205.13)	\$ -	\$ -	\$ -	\$ -			
44513 Sunday Arena Event	\$ (22,541.00)	\$ 225.00	\$ (205.13)	\$ -	\$ -	\$ -	\$ -			
44514 Comm Booth Rent	\$ (82,140.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44515 Parking Fees	\$ (75,120.82)	\$ -	\$ 140.00	\$ -	\$ -	\$ -	\$ -			
44516 Concert Admissions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44517 Sponsorship Fees	\$ (37,095.00)	\$ (2,474.00)	\$ -	\$ -	\$ -	\$ -	\$ -			
44518 Carnival Fees	\$ (182,450.20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44522 Entry Fees	\$ (2,148.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44526 Sat. Arena Event	\$ (20,354.00)	\$ 225.00	\$ (205.13)	\$ -	\$ -	\$ -	\$ -			
44527 Thurs. Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL	(440,186.02)	(1,799.00)	(535.39)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues										
48195 Reimburse of Exp	\$ (3,520.00)	\$ -	\$ -	\$ (330.00)	\$ -	\$ -	\$ -			
48205 Concessions	\$ (125,869.28)	\$ (5,464.02)	\$ (20,979.00)	\$ -	\$ -	\$ -	\$ -			
48225 Other Misc Rev	\$ (2,533.00)	\$ (1,257.57)	\$ -	\$ -	\$ -	\$ -	\$ -			
49270 PERS Stability Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total	(131,922.28)	(6,721.59)	(20,979.00)	(330.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	(572,108.30)	(15,487.81)	(32,554.09)	(85,105.99)	(13,953.40)	(9,734.60)	(47,844.90)	0.00	0.00	0.00
Personal Services										
51105 Wages & Salaries	\$ 9,484.68	\$ 12,764.74	\$ 12,749.30	\$ 12,764.66	\$ 19,270.20	\$ 12,887.80	\$ 12,887.82			
51110 Temporary Salaries	\$ 4,989.18	\$ 9,580.97	\$ 3,173.04	\$ 1,545.84	\$ -	\$ -	\$ -			
51115 Overtime/Other Pay	\$ 294.26	\$ 3,604.02	\$ 156.66	\$ -	\$ 64.95	\$ -	\$ 151.30			
51125 FICA	\$ 1,122.94	\$ 1,975.93	\$ 1,221.12	\$ 1,085.83	\$ 1,471.08	\$ 976.85	\$ 980.74			
51130 Workers Comp	\$ 101.07	\$ 156.48	\$ 82.57	\$ 66.20	\$ 74.51	\$ 49.76	\$ 49.69			
51135 Employer Paid Workday T	\$ 14.98	\$ 26.96	\$ 11.09	\$ 9.63	\$ 10.45	\$ 6.02	\$ 5.40			
51140 Pers Contribution	\$ 1,451.20	\$ 2,252.40	\$ 1,911.55	\$ 1,889.11	\$ 2,857.06	\$ 1,904.18	\$ 1,926.60			
51150 Health Insurance	\$ 3,824.32	\$ 3,824.63	\$ 3,824.40	\$ 3,824.31	\$ 3,824.34	\$ 3,824.33	\$ 4,093.42			
51155 Life, Long Term Disability	\$ 48.27	\$ 48.81	\$ 48.69	\$ 48.70	\$ 48.85	\$ 48.93	\$ 49.00			
51160 Unemployment Insurance	\$ 82.41	\$ 120.57	\$ 63.53	\$ 50.88	\$ 57.29	\$ 38.20	\$ 38.21			
51165 Tri-Met Tax	\$ 98.07	\$ 174.46	\$ 105.18	\$ 92.56	\$ 124.00	\$ 82.29	\$ 83.69			
51180 Other Employee Allow	\$ 26.25	\$ 35.00	\$ 35.00	\$ 35.00	\$ 52.50	\$ 35.00	\$ 35.00			
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL	21,537.63	34,564.97	23,382.13	21,412.72	27,855.23	19,853.36	20,300.87	0.00	0.00	0.00

<i>Account</i>	<i>JUL-13</i>	<i>AUG-13</i>	<i>SEP-13</i>	<i>OCT-13</i>	<i>NOV-13</i>	<i>DEC-13</i>	<i>JAN-14</i>	<i>FEB-14</i>	<i>MAR-14</i>	<i>APR-14</i>
Materials and Supplies										
51205 Supplies - Office	\$ 87.60	\$ 296.18	\$ -	\$ -	\$ -	\$ -	\$ 3.72			
51210 Supplies- General	\$ 16,987.04	\$ 2,559.94	\$ 1,025.67	\$ -	\$ -	\$ -	\$ 30.50			
51285 Services -Professional	\$ 66,282.63	\$ 41,727.49	\$ 1,684.70	\$ -	\$ -	\$ -	\$ -			
51295 Advertising & Public Notic	\$ 64,596.83	\$ 50,447.23	\$ -	\$ -	\$ 625.00	\$ -	\$ 800.00			
51305 Communications - Service	\$ 35.34	\$ 840.00	\$ (90.00)	\$ -	\$ -	\$ 71.25	\$ 180.49			
51310 Utilities	\$ 6,616.90	\$ 2,083.10	\$ -	\$ -	\$ -	\$ -	\$ -			
51320 Repair & Maint	\$ -	\$ 24.63	\$ 338.00	\$ -	\$ -	\$ -	\$ -			
51340 Lease & Rentals - Space	\$ 2,350.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00			
51345 Lease & Rentals - Equipm	\$ 16,400.85	\$ 33,558.25	\$ -	\$ -	\$ -	\$ -	\$ -			
51350 Dues & Membership	\$ 68.75	\$ -	\$ -	\$ -	\$ -	\$ 368.75	\$ -			
51355 Training & Education	\$ -	\$ -	\$ 159.50	\$ -	\$ 551.50	\$ -	\$ -			
51360 Travel Expense	\$ -	\$ 6.00	\$ 6.00	\$ -	\$ 681.12	\$ 330.00	\$ 631.65			
51365 Private Mileage	\$ -	\$ 129.45	\$ 80.11	\$ -	\$ 98.00	\$ 515.87	\$ 92.40			
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ 861.50	\$ -	\$ -	\$ -	\$ -			
51465 - Postage & Freight	\$ -	\$ -	\$ 57.91	\$ 35.64	\$ -	\$ 14.33	\$ -			
51475 Printing- Internal	\$ 1,979.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51495 Telephone Monthly	\$ 599.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51550 Other Materials & Service	\$ -	\$ 1,340.00	\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL	176,005.17	133,437.27	4,548.39	460.64	2,380.62	1,725.20	2,163.76	0.00	0.00	0.00
Other Expenditures										
52005 Bank Service Fees	\$ 163.65	\$ 3,376.42	\$ -	\$ -	\$ -	\$ -	\$ -			
52130 Other Special Exp	\$ 29,340.35	\$ 3,212.90	\$ 18.95	\$ -	\$ -	\$ -	\$ -			
52139 Concert Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52146 Entertainment Exp	\$ 143,918.51	\$ 59,007.24	\$ 130.90	\$ 132.00	\$ -	\$ -	\$ -			
52147 Open Class Exp	\$ 25,357.73	\$ 9,912.21	\$ -	\$ (56.00)	\$ -	\$ -	\$ -			
52148 4-H Expenses	\$ 17,125.52	\$ 10,211.25	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00			
52149 FFA Expenses	\$ 4,261.52	\$ 10,735.77	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00			
52150 Friday Arena Exp	\$ 17,607.29	\$ 5,635.94	\$ -	\$ -	\$ -	\$ -	\$ -			
52151 Sunday Arena Exp	\$ 16,305.96	\$ 5,753.69	\$ -	\$ -	\$ -	\$ -	\$ -			
52152 Saturday Arena Exp	\$ 17,139.29	\$ 5,850.47	\$ -	\$ -	\$ -	\$ -	\$ -			
52153 Thursday Arena Exp	\$ 833.34	\$ 559.24	\$ -	\$ -	\$ -	\$ -	\$ -			
53010 Interdpt Chg - Indirect Ch	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79			
53015 Interdpt Chg - Legal Servi	\$ 1,435.00	\$ 533.00	\$ 82.00	\$ 41.00	\$ 205.00	\$ 41.09	\$ 246.00			
Total	278,558.95	119,858.92	6,302.64	5,187.79	5,275.79	5,111.88	7,316.79	0.00	0.00	0.00
Total Expenditures	476,101.75	287,861.16	34,233.16	27,061.15	35,511.64	26,690.44	29,781.42	0.00	0.00	0.00
TOTAL REVENUES	(572,108.30)	(15,487.81)	(32,554.09)	(85,105.99)	(13,953.40)	(9,734.60)	(47,844.90)	0.00	0.00	0.00
TOTAL EXPENDITURES	476,101.75	287,861.16	34,233.16	27,061.15	35,511.64	26,690.44	29,781.42	0.00	0.00	0.00

Use

53%
0%
46%

83%
89%
66%
97%
125%

53%
95%
67%
81%

89%

86%
82%
126%
0%
82%

73%

45%
107%
569%
53%
59%
51%
42%
50%
50%
48%
48%

0%
50%

%
Use

39%
92%
88%
90%
69%
36%
18%
60%
111%
44%
36%
55%
122%
86%
43%
99%
15%
268%
86%

47%
93%

110%
101%
122%
133%
141%
134%
139%
139%
58%
86%
104%
82%

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
lperkins@faircomplex.com
www.faircomplex.com

MEMORANDUM

Date: February 27, 2014

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: FY 14/15 Proposed Budget

Attached is the FY 2014-15 Proposed Budget for the Annual County Fair.

FY 14/15 Fair Board Budget Timeline

February 5, 2014 – Fair Board review & discuss Proposed Draft Budget

March 5, 2014 – Fair Board reviews and approves Proposed Budget at March Fair Board Meeting

March 7, 2014 – Budget Packet due to Finance

May 13, 2014 – Budget Committee Meeting

May 22, 2014 – Public Hearing on County Budget

June 24, 2014 – BOCC Adopt Budget

County Fair 2014-15 Budget Summary - Proposed

				2014-15 Draft	
Fund	Program	Account	Account Name	Budget	Justification's
981010 Fair Revenue					
200	981010	41025	Transient lodgings tax	(417,400.00)	Based upon a 10% increase over 2013-14 levels
200	981010	43156	Dept of Agriculture Lottery Funds	(50,000.00)	Based upon 2013-14 levels
200	981010	44511	Camping Fees	(4,000.00)	Exhibitor & Vendor Campers
200	981010	44512	Friday Arena Event	-	No Friday Night Paid Arena Event
200	981010	44513	Sunday Arena Event	(38,000.00)	Mexican Rodeo - Admission (3300@\$10) and Sponsorships (\$5000)
200	981010	44514	Commercial Booth Rentals	(82,000.00)	
200	981010	44515	Parking Fees	(60,000.00)	Based upon 2012-13 levels
200	981010	44516	Concert Admissions	-	No Fair Produced Concerts
200	981010	44517	Sponsorship Fees	(50,000.00)	Cash Sponsorship (non-arena)
200	981010	44518	Carnival Fees	(182,500.00)	Based upon 2013-14 levels
200	981010	44522	Entry Fees	(3,000.00)	Livestock Exhibitor entry fees
200	981010	44526	Saturday Arena Event	(27,500.00)	Motorsports Show - Admission (2000@\$10) & Sponsorship (\$7500)
200	981010	44527	Thursday Arena Event	-	No Thursday Night Paid Arena Event
200	981010	48195	Reimbursement of expenses (operating)	(4,000.00)	Electrical & prizes paid by others
200	981010	48205	Concessions	(170,000.00)	Food & Beverage based upon 2012-13 levels
200	981010	48225	Other miscellaneous revenue-operating	(4,000.00)	-
Total 981010 Fair Revenues				(1,092,400.00)	
981010 Fair Expenditures					
200	981010	51105	Wages and salaries	172,236.00	Includes COLA Adjust for permanent employees
200	981010	51110	Temporary salaries	12,186.00	
200	981010	51115	Overtime and other pay	5,081.00	
200	981010	51125	FICA	13,925.00	
200	981010	51130	Workers compensation	689.00	
200	981010	51135	Employer paid work day tax	128.00	
200	981010	51140	Pers contribution	25,134.00	
200	981010	51150	Health insurance	45,885.00	
200	981010	51155	Life and long term disability insurance	634.00	
200	981010	51160	Unemployment insurance	397.00	
200	981010	51165	Tri-Met tax	1,301.00	
200	981010	51180	Other Allowances	455.00	
200	981010	51199	Misc Personal Services	\$ 1,192.00	Temp COLA, COLA Burden, OT Burden, Other Allowances Burden
Total Personal Services				279,243.00	
200	981010	51205	Supplies-office, general	1,000.00	General office supplies.
200	981010	51210	Supplies- general	22,500.00	Janitorial supplies, ticket stock, signs & banners, table covers, etc.
200	981010	51285	Services -professional services	110,000.00	Electrician, Security, Service Groups, Sponsorship, temps, etc.
200	981010	51295	Advertising and public notice	130,000.00	-
200	981010	51305	Communications-services	1,500.00	Radios, Extra Phone Lines, Website Hosting & Registration, Cell Serv
200	981010	51310	Utilities	10,000.00	Garbage & Recycling, PGE, NW Natural, Water/Sewer, Propane
200	981010	51320	Repair & maint services-general	2,000.00	Misc repairs to Fair related items
200	981010	51340	Lease and rentals - space	6,600.00	Office Lease & Port Property Lease
200	981010	51345	Lease and rentals - equipment	50,000.00	Generators, Tents, Tables, Chairs, Fencing, Tractors, Copier, etc.
200	981010	51350	Dues and membership	800.00	OFA, WFA, IAFE, Chamber. Split between programs.
200	981010	51355	Training and education	3,000.00	Staff & board professional development.
200	981010	51360	Travel expense	5,000.00	Travel for staff & board development and training
200	981010	51365	Private mileage	1,500.00	Private mileage to conduct Fair business

200	981010	51390	Permits, licenses and fees	1,000.00	ASCAP/BMI, Scales, Water Meter, etc
200	981010	51465	Postage and freight- Internal	250.00	-
200	981010	51475	Printing- Internal	2,000.00	Daily Sheets, Hang Tags, Letterhead, Envelopes
200	981010	51495	Telephone monthly- internal	600.00	-
200	981010	51550	Other materials and services	3,700.00	-
Total Materials and Supplies				351,450.00	
200	981010	52005	Bank Service Charge	4,000.00	ATM, Credit Card & Merchant Fees
200	981010	52130	Other Special Expenditures	32,500.00	Beverage purchase & other special expenditures.
200	981010	52139	Concert Expenses	5,000.00	2 Radio Station Produced Concerts. We are contracted for some exp
200	981010	52146	Entertainment Expenses	200,000.00	Stages, Grounds Acts, Draft Horse Show, Exhibits & assoc costs (\$5
200	981010	52147	Open Class Expenses	35,000.00	Premiums, Judges, Ribbons, Clerks.
200	981010	52148	4-H Expenses	25,000.00	\$15,000 directly to 4-H. The rest retained for support services & share
200	981010	52149	FFA Expenses	15,000.00	Premiums, Judges, Ribbons, Clerks.
200	981010	52150	Friday Arena Event Expenses	-	No Friday Night Paid Arena Event
200	981010	52151	Sunday Arena Event Expenses	30,000.00	Mexican Rodeo - Promotor fees, equipment, advertising & other asso
200	981010	52152	Saturday Arena Event Expenses	25,000.00	Motorsports- Promotor fees, equipment, advertising & other associate
200	981010	52153	Thursday Arena Event Expenses	-	No Thursday Night Paid Arena Event
200	981010	53010	Interdpt chg-indirect charges	85,207.00	40% increase for county service charges for BOC, Admin Office, Auditor, SS
200	981010	53015	Interdpt chg-legal services	5,000.00	Finance, HR, ITS, Purchasing, Insurance, Facilities. County Counsel for Fair Board & Fair related items
Total Other Expenditures				461,707.00	
Total 981010 Fair Expenditures				1,092,400.00	

Total Revenue	(1,092,400)
Total Expenses	1,092,400
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