



CLATSOP COUNTY

FAIR BOARD AGENDA WORK SESSION & REGULAR MEETING

CLATSOP COUNTY FAIR AND EXPO

Tuesday, February 06, 2024

FAIR BOARD MEMBERS:

Kallie Linder – Chair
Brittany Israel – Vice Chair
Matt Bellingham
Mallory Litehiser
Sarah Finn

fair@clatsopcounty.gov

CONTACT:

92937 Walluski Loop
Astoria, OR 97103
Phone (503) 325-4600

www.clatsopcounty.gov

Join the meeting from your computer, tablet or smartphone

https://co-clatsop-or-us.zoom.us/j/83604268751?pwd=OgThpn81IrhQsr5ilt_76RKvYwotVA.3jtzY8f3rmOEhoNW

You can also dial in using your phone.

+1 253 205 0468

Webinar ID: 836 0426 8751

Passcode: 908300

WORK SESSION: 5:00 PM

Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled meetings.

TOPICS:

- [1.](#) Fairboard Roles (5 min)
 - [2.](#) 2024 F&E budget development (30min)
 - [3.](#) 2024 Exhibitor Camping (10 min)
 - [4.](#) Auction time input (10 min)
 - [5.](#) Lower Columbia Radio Control Society (5 min)
-

REGULAR MEETING: 6:00 PM

CALL TO ORDER

ROLL CALL

- [6.](#) Designation of Chair and Vice Chair

AGENDA APPROVAL

PUBLIC COMMENT - At this time anyone wishing to address the Fair Board concerning items of interest on or off the Agenda may do so. The person addressing the Fair Board will, when recognized, give their name and address for the record. All remarks will be addressed to the whole Board and limited to 3 minutes per person. Fair Board members reserve the right to delay any action, if required, until such time when they are fully informed and the matter is scheduled as an agenda item.

CONSENT CALENDAR

[7.](#) January 2, 2024 board minutes

BOARD MEMBER REPORTS

MANAGERS' REPORT

BUSINESS AGENDA

[8.](#) Use of General Entertainment Funds

FINANCE REPORT

[9.](#) January Reports

GOOD OF THE ORDER

ADJOURNMENT



Clatsop County

Fair and Expo



92937 Walluski Loop
Astoria, OR 97103
(503) 325-4600 phone
www.clatsopcofair.com

To: F&E Fairboard Members

From: Kyle Sharpsteen- Fairgrounds Manager

Date: February 6, 2024

Subject: Board Roles

The MOU with the CC BOC states that each year the Fairboard shall elect a chair and vice chair. The Fairboard bylaws do not define the roles of the Chair or Vice Chair, the language below is taken from the Clatsop County Committee handbook.

Chair

- Suggests committee direction and options for setting goals.
- Provides a supportive environment for process, content, and committee members.
- Coordinates activities of subcommittees.
- Sets agendas.
- Sets the tone and pace for the committee.
- May share role of meeting preparation with a staff person.
- Represents the committee in the community.
- If there is no appointed facilitator, the chair serves as facilitator and while in that role, remains neutral on content and focuses on process.

Committee Member

- Arranges adequate time to carry out responsibility as a committee member.
- Comes to meetings prepared.
- Listens to other members of the committee.
- Participates in committee discussion and decision making.
- Serves on appropriate sub-committees.

Facilitator

- Guides committee through agenda.
- Remains neutral in regard to content of the meeting.
- Encourages each member to participate fully.
- Keeps committee energy positive and focused.
- Suggests methods to enable the committee to clearly solve the problem so that everyone agrees with the outcome.
- Works with the chair and staff in meeting logistics

Suggestions:

To review and update bylaws to better define the roles of the board, see examples:

Clatsop County Fairboard Bylaws

<https://www.clatsopcounty.gov/ccfb/page/clatsop-county-fair-board-bylaws>

Clatsop County Board of Commissioner Rules

<https://www.clatsopcounty.gov/county/page/clatsop-county-board-commissioners-rules>

Clatsop County Planning Commission Bylaws

<https://www.clatsopcounty.gov/pc/page/planning-commission-bylaws>

Washington County Fairboard Bylaws

<https://www.washingtoncountyor.gov/fair/documents/fair-board-bylaws/download?inline>



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To: F&E Fairboard Members

From: Kyle Sharpsteen- Fairgrounds Manager

Date: February 6, 2024

Subject: 2024 F&E Budget process

The 2024 Budget process has kicked off. Staff has received the 2024 budget training and policy from the budget and finance department.

So far, we have reviewed the personnel cost sheet and received the indirect cost plan from the County. The budgeting module goes live on February 2nd and the first step is making projections on how much of our 2023 budget will be used at the end of June. This is due Feb 16th. It is a calculation and estimates on expense between now and the end of the year. This is used to estimate the ending fund balance for 2023 and the beginning fund balance for 2024.

The Submission deadline for the budget request is March 1st. My appointment with county management and finance to review the request has been assigned to March 5th. The Fairboard may need to hold a special budget meeting to review the budget before the March 5th Fairboard meeting.

The deadline for final budget revision is March 18th.

In order to develop the budget by the deadline, we will be reviewing 2023 YTD and receiving input from the board on the 2024 budget.

As the Module is just opening, additional material will be presented at the meeting, however, the current financial report is included in the regular meeting portion of the packet.

Budget Calendar

January	4	Cost Sheets Distributed to Departments
	10	Board of Commissioners review Budget Policies/Calendar at work session Review of Long-range Financial Forecast
	22	Indirect Costs and Base Budgets distributed to departments
	23 - 24	Budget Training for Department Staff (Jan. 23 rd at 2pm and Jan. 24 th at 9am)
	24	Board of Commissioners adopt Budget Policies/Calendar
	25	Budget Policies & Calendar distributed to budget committee members and staff
	29	Due Date for submission of any cost sheet revisions
	29 - 31	If applicable – Department meeting to discuss 2024 – 2025 budget requests
February	2	Budget Module opens to department staff
	16	Departments submit current budget year (23-24) expenditure and revenue projections to the Finance office
	16	General Fund capital outlay proposals and future capital outlay proposals due to Finance office
March	1	Submission Deadline for requested line item budget proposals (budget summary) and supporting schedules (personnel/program changes, education/ travel/ membership, contractual services and non-GF departments capital outlay/future capital outlay). Information must be submitted in hard copy form.
	5 - 12	County Manager and Finance review requested budgets with departments
	14 - 15	Additional meetings with departments as needed
	18	Deadline for submission of approved requested budget revisions; final decisions by County Manager
April	15	Proposed Budget document to printers
	24	Budget Document distributed to Commissioners and Committee members for review
May	1	1st Budget Committee Meeting 10 – 12 PM - Presenting the Budget Message Only (County-wide & Special Districts)
	8	2nd Special Districts Budget Committee Meeting 4 – 5 PM - Receive Public Comment
	8	2nd County-wide Budget Committee Meeting 5 – 6 PM - Receive Public Comment
	15	3rd County-wide Budget Committee Meeting 10:15 – 12 PM (if necessary)
	15	3 rd Special Districts Budget Committee Meeting 12 – 1 PM (if necessary)
	22	4th County-wide Budget Committee Meeting 4 – 6 PM (if necessary) Deadline for Committee to offer recommendation to BOCC.
June	12	Public Hearing on approved budget and 24-25 adoption by Board of Commissioners

Current Year Revenue Projections

Account Name	Account #	2021-2022	2022-2023	2023-2024	As of 2/3/2024	Projected
Beginning Balance						
Beginning Balance	81-0050	635,943	679,435	725,330	0	0
Beginning Balance - Restricted	81-0051	1,293	796	0	0	0
Beginning Balance Totals:		637,236	680,231	725,330	0	0
Taxes						
Property Taxes Current Yr	81-0100	462,917	486,095	495,160	489,862	0
Property Taxes Prior Year	81-0101	6,675	11,570	10,000	7,334	0
GP Reserve Revenue	81-0102	617	0	0	0	0
Land Sales	81-0191	0	0	0	0	0
HERT - Heavy Equip Rental Tax	81-0200	0	124	100	88	0
Refuge Revenue Sharing	81-0220	0	69	0	0	0
Taxes Totals:		470,209	497,858	505,260	497,285	0
Use of Money/Property						
Interest On Investments	81-3100	3,933	24,330	16,000	25,331	0
Property Rents	81-3400	0	0	0	0	0
Land Sales/County Share	81-3420	0	0	0	0	0
Use of Money/Property Totals:		3,933	24,330	16,000	25,331	0
Intergov State Revenue						
Timber Sales	81-4100	88,518	117,118	75,380	60,723	0
Business OR-State Lottery Fund	81-4270	0	0	277,770	55,555	0
PPE Grant	81-4430	94	0	0	0	0
OR State Fair Dist.	81-8906	53,167	53,167	53,170	53,167	0
Intergov State Revenue Totals:		141,779	170,284	406,320	169,445	0
Intergov Federal Revenue						
CARES Act Reimbursement	81-5230	0	0	0	0	0
Intergov Federal Revenue Totals:		0	0	0	0	0
Other Revenue						
Disc Golf Donations from Trust	81-8640	5	2	0	0	0
Rev. Refunds & Reim.	81-8778	228	0	0	138	0
Tourism Funding	81-8790	0	0	0	0	0
ATM Fee Revenue	81-8902	1,095	3,256	2,500	1,249	0
4-H Revenue	81-8903	0	6,560	1,500	0	0
Donations	81-8905	0	0	0	54	0
Catering/Kitchen Fees	81-8908	0	1,170	8,000	0	0
NSF Check Fee	81-8911	0	0	0	25	0
Vending Machine Revenue	81-8912	201	829	800	391	0
Ticket/Gate Fees	81-8913	43,565	35,994	40,000	41,042	0
Carnival Revenue	81-8914	15,581	0	0	0	0
Fair Booth Rental Fees	81-8915	1,625	3,300	3,000	5,900	0

Current Year Revenue Projections

Fair Booster Buttons	81-8916	1,945	1,695	1,500	4,870	0
Concert Ticket Revenue	81-8917	94,702	94,528	95,000	35,301	0
Parking Fees	81-8918	570	4,109	0	1,655	0
Camping Fees	81-8919	11,050	10,154	10,000	18,898	0
Fair Sponsors	81-8920	250	2,700	2,700	3,108	0
Concert Sponsors	81-8921	66,370	48,150	60,000	66,200	0
Food Vendor %	81-8922	22,554	15,994	20,000	25,031	0
Fair Facility Rental	81-8923	58,457	93,798	60,000	29,580	0
Fair Arena Signs	81-8924	6,000	6,200	5,000	1,250	0
Camping Transient Room Tax	81-8925	0	0	0	373	0
Merchandise	81-8930	0	3,816	3,800	200	0
Donations for Specific Purpose	81-8980	100	4,000	0	2,500	0
Miscellaneous Revenue	81-8990	0	0	0	0	0
Equip. Auction-Sales-Rental	81-8991	40	1,225	0	890	0
Insurance Loss Proceeds	81-8992	0	0	0	0	0
Other Revenue Totals:		324,339	337,479	313,800	238,655	0
Transfer Revenue						
Transfer from County Tourism	81-9008	2,500	2,500	5,000	3,750	0
Transfer Revenue Totals:		2,500	2,500	5,000	3,750	0
Total Revenues:		1,579,996	1,712,683	1,971,710	934,465	0

Current Year Expenditure Projections

Account Name	Account #	2021-2022	2022-2023	2023-2024	As of 2/3/2024	Projected
Personnel Services						
Admin Assistant III	82-1181	0	6,195	63,110	34,772	0
Maintenance Assistant II	82-1725	0	21,144	66,810	38,336	0
Fair Maintenance Tech	82-1768	43,629	40,731	0	0	0
Admin Coordinator - Fair & Exp	82-1769	41,908	6,133	0	0	0
Maintenance Supervisor - Fair	82-1770	0	0	0	0	0
Fairgrounds Manager	82-1771	112,422	83,697	100,280	57,301	0
Temporary Help	82-1941	4,348	9,334	10,000	7,686	0
Overtime	82-1945	9,485	3,890	6,000	3,560	0
F.I.C.A.	82-1950	15,543	12,557	18,830	10,381	0
FMLA	82-1952	0	344	980	543	0
Retirement	82-1955	29,008	16,830	48,940	21,875	0
Medical Waiver	82-1963	0	0	0	0	0
Medical Insurance	82-1964	51,089	32,118	58,000	25,263	0
Dental Insurance	82-1965	5,311	2,522	5,200	2,198	0
HSA/HRA Contribution	82-1966	7,100	3,075	4,900	3,800	0
Benefits Admin Fees	82-1967	63	90	100	51	0
Life/AD&D Insurance	82-1970	290	210	320	192	0
Salary Continuation Insur	82-1972	434	373	620	315	0
S.A.I.F.	82-1975	3,268	2,355	4,820	2,133	0
Unemployment	82-1980	150	231	250	56	0
Personnel Services	82-1985	1,008	0	0	0	0
Personnel Services Totals:		325,054	241,830	389,160	208,460	0
Materials & Services						
Clothing And Uniform Exp.	82-2040	977	1,480	1,500	105	0
Telephones	82-2070	768	1,063	1,500	289	0
ATM Annual Fees	82-2120	0	30	100	0	0
Custodial Supplies	82-2160	9,995	8,973	7,000	477	0
Transient Room Tax	82-2167	1,010	802	1,500	2,227	0
Insurance	82-2200	22,535	25,740	29,400	32,149	0
License And Permit Fees	82-2240	550	1,082	1,200	788	0
Maintenance Supplies	82-2259	0	1,519	0	0	0
Maintenance - Equipment	82-2260	13,482	4,475	20,000	1,986	0
Software Maintenance	82-2265	120	19	0	2,380	0
General Equipment	82-2268	22,621	3,107	35,000	6,115	0
Maintenance S.I.G.	82-2300	55,628	23,349	50,000	10,544	0
Membership Fees And Dues	82-2370	2,819	2,791	3,000	2,510	0
Office Supplies	82-2410	1,495	1,571	1,500	844	0
Postage And Freight	82-2419	0	25	250	9	0
Printing And Reproduction	82-2425	595	559	1,000	732	0

Current Year Expenditure Projections

Prof and Spec Services	82-2450	0	251	0	0	0
PC Equipment	82-2455	793	1,500	3,000	1,500	0
Tents and Frames	82-2458	0	0	0	0	0
Catering Services	82-2459	8,000	0	0	0	0
Auditing And Accounting	82-2462	0	0	0	0	0
Contractual Services	82-2471	51,943	45,231	90,000	6,008	0
Fair Judges	82-2472	663	375	1,000	675	0
Concession Sales	82-2481	0	0	0	0	0
Contractual Services-Temp Help	82-2492	0	1,212	0	5,921	0
Publi. And Legal Notices	82-2600	0	399	500	0	0
Advertising - Fair & Concerts	82-2604	7,197	14,316	15,000	12,696	0
Advertising	82-2605	9,883	4,074	10,000	0	0
Disc Golf Course	82-2610	0	0	0	0	0
Rents And Leases - Equip.	82-2630	3,644	11,140	5,000	0	0
Meetings/ Hosting	82-2750	21	129	500	0	0
Fuel - Equipment	82-2851	20	171	3,000	0	0
Fuel - Vehicles	82-2852	2,311	4,998	2,000	1,868	0
Signs	82-2856	0	2,860	1,000	0	0
Replacement Tools	82-2859	0	0	0	0	0
Garden Supplies	82-2860	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	393	0	1,000	0	0
Education And Training	82-2928	0	515	2,500	2,070	0
Miscellaneous Expense	82-2929	0	0	0	0	0
Travel Expenses	82-2930	519	688	3,000	1,725	0
Reimbursed Mileage	82-2932	0	0	0	996	0
Towing	82-2940	0	0	0	0	0
Utilities	82-2960	71,900	72,620	70,000	40,781	0
Expenditure of Donations & Tru	82-3141	602	0	0	0	0
Fair Awards & Ribbons	82-3182	0	0	0	4,000	0
Fair Premiums	82-3183	2,398	3,000	3,000	0	0
General Entertainment	82-3185	181	0	30,000	0	0
Fair Entertainment	82-3186	149,423	191,568	220,000	189,017	0
Refunds and Returns	82-3204	0	0	0	0	0
County Fair Expense	82-3205	39,445	61,673	75,000	61,400	0
Indirect Cost Allocation	82-3210	57,700	49,600	53,700	40,275	0
Materials & Services Totals:		539,630	542,905	742,150	430,087	0
Capital Outlay						
Structures & Improvements	82-4100	28,825	0	30,000	0	0
Buildings	82-4108	0	0	300,000	0	0
Miscellaneous Equipment	82-4900	6,256	28,358	95,000	71,431	0

Current Year Expenditure Projections

Capital Outlay Totals:		35,081	28,358	425,000	71,431	0
Contingencies						
Appropriation for Contin.	82-9900	0	0	415,400	0	0
Contingencies Totals:		0	0	415,400	0	0
Total Expenditures:		899,765	813,094	1,971,710	709,978	0



Clatsop County

Fair and Expo



92937 Walluski Loop
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(503) 325-4600 phone
www.clatsopcofair.com

To: F&E Fairboard Members

From: Kyle Sharpsteen- Fairgrounds Manager

Date: February 6, 2024

Subject: Review of 2024 Exhibitor Camping rules

Review of the proposed rules for the 2024 Exhibitor Camping.
We plan to administer the camping reservations with Eventeny, and need to finalize the rules to publish the applications.

2024 Clatsop County Fair Exhibitor Camping Information & Rules

1. **Exhibitor Camping Reservation Forms are due to the Clatsop County Fair & Expo no later than: July 12, 2024.**
Camping packets containing permits, parking passes, and wristbands will be available for pick-up at the Fair & Expo Office starting July 22, 2024. Fairground Staff will not have time to manage camping registration while setting up and running the fair. No additional applications will be processed after July 12th!
2. Only exhibitors with projects entered in the Fair are allowed to camp at the Fairgrounds. Only registered campers with camping bracelets will be allowed into the campground area. Security will be monitoring access at the entrance. Guests are not permitted in the campground.
3. The camping fee at Clatsop County Fair & Expo is \$15 per night + 10.5% transient room tax. (Saturday, July 27 through Sunday, August 4, 2024). Fees will not be pro-rated and may not be paid on a daily basis.
4. **NO DOGS or OTHER PETS** shall be permitted in the campground.
5. Personal ATVs/side-by-sides are not permitted in the campground.
6. Campsite space is limited. RVs are not to exceed 38' in length.
7. Dry camping only. Water and electric hook-ups are not available in the campground.
8. Limited to no more than 3 vehicles per site. The first vehicle is at no charge and any additional vehicle permits may be purchased for \$15 each. Access to the campground will be limited to the listed vehicles. You must display your parking pass. LICENSE NUMBER of the vehicle(s) per campsite on the reservation is required to receive a parking pass.
9. Campsites are reserved using the reservation form only. You must list the names of ALL campers.
10. Campers who prepare food at their campsites must catch their wastewater in containers and dispose of it through approved drains. No gray water or bilge shall be disposed of on the Fair & Expo grounds.
11. Zero tolerance: Underage use of alcohol/smoking/vaping is prohibited in the campground. All drugs are prohibited.
12. No radios, stereo boxes or other amplified sound shall be permitted after 10 p.m. No sound interference of Fair entertainment will be tolerated. Campers shall not create disturbances or unnecessary noises in the campground.
13. Fire season rules apply. Please be mindful of current restrictions. Water must be accessible.
14. Fire lanes must be kept clear at all times. Any vehicles parked in a fire lane will be towed at the owner's expense.
14. To rent a campsite you must be 21 years or older, otherwise an adult must be present at the campsite.
16. Campsites remaining 48 hours after close of Fair will be removed at the owner's expense.
17. The Camp Host has full authority to enforce all rules and has the authority to eject campers from the campground without refund. Failure to comply with these rules will result in the removal from the campground.

Clatsop County, its officers, elected officials, agents, and employees are not responsible for theft or damage occurring to personal property left unattended in the camping area. Please make sure your property is stored in a secure location.



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To: F&E Fairboard Members

From: Kyle Sharpsteen- Fairgrounds Manager

Date: February 6, 2024

Subject: Letter about auction time

We have received notification from the OSU 4-H Coordinator that there are conversations regarding the scheduling of the auction time at the fair.

The attached email included the notification sent out to the 4-H leaders.

If the Fairboard wishes to provide input in this process, I will need your comments to draft a letter on your behalf.

Suggestion:

Consider assigning a liaison from the Fairboard to the Junior Market Association to attend their meetings. Consider asking the Junior Market Association to assign a liaison to the Fairboard.

Begin process of formalizing the agreement with the auction committee for coordination with the Fairboard regarding matters associated with the market auction and their needs for the fairground facilities. Establish roles and responsibilities of each organization and establish communication procedures.

Establish which part of the sale are under OSU purview and which parts are under the Junior Market Association

Kyle Sharpsteen

From: Carlson, Sandra <sandra.carlson@oregonstate.edu>
Sent: Tuesday, January 16, 2024 11:52 AM
To: Kyle Sharpsteen
Subject: Letter about auction time

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is what we are sending out to our leaders about writing the letter to the auction committee.

4-H Livestock Families,

In the past year, there has been much conversation among 4-H families and leaders about the current time of the auction. We were recently informed by the Auction Committee President that the best way to make a change, is to write a letter to the Auction Committee.

If you so wish to voice your opinion, you can send an email in favor of change or in support of the current time. You can send this to:

Jackedwards@charter.net

Cassie.rae.russell@gmail.com

Please respond by Feb. 9th. This will give them a complete overview of the concern or the support for the auction time.

Sandra Carlson, 4-H Coordinator
Oregon State University
OSU Extension Service - Clatsop County
2001 Marine Drive, Room 210 Astoria OR 97103
Tel.: 503-325-8573 | Cell: 360-942-9763
sandra.carlson@oregonstate.edu



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To: F&E Fairboard Members

From: Kyle Sharpsteen- Fairgrounds Manager

Date: February 6, 2024

Subject: LOCO Agreement

The Lower Columbia Radio Control Society has submitted it fee for renewal of the agreement to use the lower field.

The agreement was signed by the former Fair Manager, but needs to be reviewed by County Council and signed by the County Manager.

To start the process of updating the agreement. We will review the current agreement and discuss steps to move forward.

Letter of Agreement

December 9, 2022

Lower Columbia Radio Control Society

Clatsop County Fair Grounds

This is a letter of agreement between the Lower Columbia Radio Control Society and the Clatsop County Fairgrounds. Represented by Jason Brim for the Fairgrounds and Allen Sprague for LOCO and Auto renews every year.

LOCO RC agrees to pay the Clatsop County Fairgrounds \$500 per year for the continued excellent maintenance of the gravel road from Hwy 202 leading to and including the gravel parking lot. This will include keeping the road graded and trimmed and adding gravel when needed. Occasionally (2 or 3 times a year) mowing of the approach and departure ends of the runway with the brush hog. It is also agreed there will be no further use of Club members for County fair parking.

LOCO RC will continue to mow and care for the Radio Control airfield including the pilot and spectator safety fence, aircraft work tables, pit area and port-a-potty.

This agreement is yearly and renews each January. It can be canceled or renegotiated at that time with 30 day notice. Fee would be pro-rated if canceled.


Allen Sprague


Jason Brim



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To: F&E Fairboard Members

From: Kyle Sharpsteen- Fairgrounds Manager

Date: February 6, 2024

Subject: Designation of Board Chair and Vice Chair for 2024

Issue before the Board:

Designate Board Chair and Vice Chair for 2024.

Informational Summary:

The MOU with the Clatsop County commission provides for the designation of the Fairboard Chair and Vice Chair in January meeting of each year.

As two of the current members were appointed after the January meeting. This issue is being presented at this February Meeting.

Requested Action:

Nomination and Designation of Board Chair and Vice Chair.



FAIR BOARD MEETING MINUTES

Tuesday, January 2, 2024

Clatsop County Fair & Expo (Exhibit Hall), 92937 Walluski Loop, Astoria, OR 97103

FAIR BOARD MEMBERS

Kallie Linder, Chair

Brittany Israel, Vice Chair

Matt Bellingham

Sarah Finn

Mallory Litehiser – via Zoom

WORK SESSION 5:00 PM

Fairgrounds Manager, Kyle Sharpsteen:

- Committee Meetings: Received three Fair Committee Interest Forms from the public. S. Finn was added to the Non-Music Entertainment Committee. M. Litehiser was added to the Volunteer Committee.
The following committee meetings were scheduled with the Fair Board:
 - Tuesday, Jan. 9, 2024 from 3-4 pm: S. Finn & K. Linder
 - Tuesday, Jan. 9, 2024 from 4-5 pm: S. Finn & M. Litehiser
 - Tuesday, Jan. 16, 2024 from 4:30 – 5:30 pm: M. Bellingham & B. Israel
- Fair theme revised to: *“The Forest to the Farm: A Timber and Agriculture Showcase. Exploring interconnectedness of forestry and agriculture in Clatsop County.”* Discussion over bringing large equipment to have on display at the Fair. K. Linder reached out to Knappa School District’s Forestry Team a couple of times. S. Finn will find out who is in charge of the Forestry Team.
- MOU: K. Sharpsteen reviewing history. The Association wants to move their BINGO night to the Exhibit Hall.

Work Session Adjournment at 5:25 pm

FAIR BOARD MEETING 5:30 PM

Call to Order

Meeting called to order at @ 5:30 pm by Chair, Kallie Linder.

Roll Call

All board members in present.

Agenda Approval

Motion (S. Finn) to approve January 2, 2024 agenda. Second (B. Israel). Motion carried.

Agenda approved.

Public Comment

No public comment.

Consideration of Past Minutes

Motion (B. Israel) to approve November 13, 2023 OFA Debrief & Fair Planning Kick Off Work Session minutes and the December 5, 2023 Fair Board meeting minutes. Second (M. Bellingham).

Motion carried. Minutes approved.

Board Member Reports

K. Linder – Nothing to report

B. Israel – Nothing to report

M. Bellingham – Nothing to report

S. Finn – Nothing to report.

M. Litehiser – Nothing to report.

Manager's Report

- Events:
 - Wishing Tree: Estimated 415 children and their families and about 25 adult food baskets were distributed.
 - New Year's Party in the Exhibit Hall – no complaints received.
 - Jaripeo tentatively scheduled for the end of March (Indoor Arena)
 - S. Finn asked if New Life has reached out yet. No rental request has been received at this time.
- Fair Managers Area Meeting in Lincoln County (Newport) with Fair Managers on January 22.
- Reaching out to Wedding Expo taking place at Seaside Convention Center in a couple of weeks.
- County Commission will appoint new term Fair Board members at their the next meeting. Fair Board to determine Fair Board Chair and Vice Chair during February's Fair Board meeting.
- Minor repair on the roof over the Exhibit Hall and concessions.
- Located three (3) tents (covers & poles) upstairs in the Dairy Barn and none of them have the connection pieces. The big tent cover is not in good condition.
- Rates analysis: Looking at other venues in the area for comparables. Will bring price comparisons/examples to Fair Board to establish new rental rates.
- Indoor Arena Signs: Motion (S. Finn) to increase the annual Indoor Arena Sign fee up by \$50 per board for 2024 with notice of another possible fee increase for next year.
Second (B. Israel). Motion carried.
- Fair & Expo staff received First Aid & CPR training and have current certifications.

Business Agenda

- Loran Mathews, Scandinavian Midsummer Festival
 - What is the rate for 2024?
 - What does the festival get for the rate?
 - What is expected for teardown?

Gate fee is \$10 for the whole weekend per person. Under 16 is \$3 for the whole weekend (L. Mathews unsure if the gate fee(s) will remain these prices for 2024). Philosophy of the festival is to promote heritage, which is why the gate fees are so low to encourage attendance. Booth fee is \$10 per foot + electrical fee. Indoor Arena floor will remain in place after Crab, Seafood & Wine Festival (April) for this event in June.

K. Linder proposed to leave everything "as is" for 2024 until the rates and man hours can be captured.

Financial Statement

- Budget planning is underway. F&E needs to build a budget within the next several weeks. The February Board Meeting will likely be heavily focused on budget discussion. This will also be a topic of conversation for Fair planning – to determine the Fair budget. Discussion over "telling

our story” and showing the community what the Clatsop County Fair & Expo/Fair Board is doing – keeping this in mind for the future levy.

Round Table Discussion

- Rolling Agenda: K. Linder noted to move the Fair Board meeting back one week after Fair to Tuesday, August 13. K. Sharpsteen invited Fair Board members to add to the rolling agenda.
- K. Sharpsteen confirmed that Fair Board is to sign the “Clatsop County Committee Advisory Committee Handbook’s Statement of Roles and Responsibilities”.
- Commissioner, Courtney Bangs: January 3 & 4 is the Board of Forestry Meeting (opens the meeting at 9:00 am on YouTube).

Good of the Order

- B. Israel: Publicize when Fair & Expo is supporting other events. Post on Facebook and have a Fair Board member onsite to take photos. Put on one or two concerts in the Indoor Arena while the floor is down in-between festivals. Try having a cover band on a Friday night and a Hispanic night on a Saturday night. This would be a good indicator to see what people want.
- M. Bellingham: Look into other events we can hold in the Indoor Arena while the floor is down.
- S. Finn: Market what is going on at the Fair & Expo. Willing to come out during events to take photos and market what we do for the community.
- K. Linder: Stated the importance for the Fair Board to attend the Natural Resources Dinner & Auction and also attend the Astoria-Warrenton Area Chamber of Commerce Annual Banquet. K. Sharpsteen to reach out to Fair Board for headcounts. Fair staff to reach out to the event organizers to get tickets to these events for the Fair Board.
- K. Linder: Asked for a status update re: horse stalls. Discussion over wanting to get horse groups together (Friends of the Fair, OET, FFA, and 4-H) to help determine what’s best and safest. To be added to the next work session.
- K. Linder: Asked for a status update re: permanent tent. K. Sharpsteen replied that tent planning is part of the strategic plan conversation.
- K. Linder: Social Media. Post content, use hashtags, etc. to keep in the feed. Suggested to post content every day. K. Sharpsteen still unable to access Instagram account. Fair Board suggested to start a new Instagram account.
- Commissioner, C. Bangs: Suggested to add in the Facility Use Agreement (for organizations that receive the venue for free or discounted rate) a requirement for organizations to mention the Clatsop County Fair & Expo in their marketing and acknowledge “sponsorship”.
- Commissioner, C. Bangs.: Suggested that if something in the Short Session applies to the Fairgrounds, someone from Fair Board should show-up and speak publicly.
- Commissioner, C. Bangs: Suggested Fair Board host a candidate Q&A session/townhall event (end of March).
- K. Sharpsteen: Reminder to Fair Board that the County scheduled an ethics class on Feb. 28. K. Sharpsteen will send a calendar invite.

Adjournment at 6:44 pm

Approved By: _____



Clatsop County

Fair and Expo



92937 Walluski Loop
Astoria, OR 97103
(503) 325-4600 phone
www.clatsopcofair.com

To: F&E Fairboard Members

From: Kyle Sharpsteen- Fairgrounds Manager

Date: February 6, 2024

Subject: Use of General Entertainment funds.

Issue before the Board:

Consider Fairgrounds General Entertainment for remainder of 2023-24 fiscal year.

Informational Summary:

The fairgrounds budget has \$30,000.00 allocated for general entertainment. Staff has been preliminary researching some activities to host before the end of the fiscal year. The hope would be that we generate revenue in excess of expenses.

Arena Concerts: Host one or two concerts in the arena while the floor is down between Crab fest and Scan fest. Hire a tribute band to perform one night and work with a group to host a Hispanic band another. IT may be ideal to purchase a few more sections for our stage if this is something we want to do regular to have a bigger footprint for the band. 3 sections of the stage would allow us to make the stage either 8' wider or 4' deeper. Cost plus freight is \$4,874.58

Tribute bands under consideration: See www.j-fell.com/directory/ for details

Foreigner

Foo Fighters

Other possibilities:

Ozzy Osbourne / Black Sabbath, Nirvana, Pearl Jam, Metallica, Alabama, Kiss, Lynyrd Skynyrd, Talking Heads, Depeche Mode

Mud bogs: Host mud bogs provide budget to local group to help produce the event. Will need to sort out insurance requirements and costs for trucking or supplies. Local partners would likely provide the labor. Expenses like trucking and fuel would be paid by Fairground.

Requested Action:

Approval to expend the \$30,000 budget for fairgrounds hosted general entertainment and to purchase 3 sections of stage.

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3309482

Stagetek Staging w/ 32" Fixed Legs and Leg
Connectors/Leg Straps

QUOTE

Date: 02/01/2024
Page: 1 of 2
Cust #: 70012360

Quote To:

Clatsop County
92937 Walluski Loop
Astoria OR 97103-8521
United States

Phone:
Fax:
E-Mail:

Date: 2/1/2024
Expires: 3/2/2024
Reference:
Terms: Net 30 Days
Created By: Christy Mullerleile

Salesperson: Cris Gore
Phone: +1 (507) 774-8412
E-Mail: Cris.Gore@wengercorp.com

Quote Comments:

The supply chain has been experiencing disruption across many industries globally. At Wenger Corporation, our purchasing team is working with our suppliers to mitigate the impact of the disruptions. Freight quoted is for a one-time shipment. As a result, once orders are placed, delivery dates may change. Customer-requested split shipments will result in an additional freight charge.

We apologize for any inconvenience this may cause. We value your business and thank you for your patience during these unusual circumstances.

Wenger Corporation expressly incorporates by reference all of the terms and conditions as specified at: (www.wengercorp.com/terms-and-conditions.php) and makes them part of this quotation.

Customer to confirm all items are correct before placing order.

Lead time is around 2-3 weeks from an official order date and is subject to change.

For CREDIT CARD purchases: It is our top priority to securely gather and protect your credit card information. If you wish to purchase using your credit card, please contact your sales representative, who will directly enter the card type, card number, expiration date, security code and card holder's name.

You can connect with Christy Mullerleile to pay by Credit Card at 507-774-8664 Monday-Friday 8AM-5PM CST.

For purchase by CHECK, please note the quote number and remit to:

*Wenger Corporation NW 7896
PO Box 1450
Minneapolis, MN 55485-7896*

USD

Line	PartNum/Description	Qty	Net Price	Ext. Price
1.00	280A200.162 StageTek Rectangular Deck Quadriipple 4'x8',Center Brace & Center Leg Pocket	3 EA	\$1,176.00	\$3,528.00

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3309482

Stagetek Staging w/ 32" Fixed Legs and Leg
Connectors/Leg Straps

QUOTE

Date: 02/01/2024
Page: 2 of 2
Cust #: 70012360

2.00	280B101.113 StageTek Fixed Leg 32" Elevation 5-Pack	3 EA	\$125.00	\$375.00
3.00	281A340 STAGETEK,CONNECT,2 LEG,RECT	6 EA	\$38.00	\$228.00
4.00	281A304 LEG STRAP,45",2 PK	3 EA	\$0.00	\$0.00
5.00	Freight Freight Services	1 EA	\$743.58	\$743.58

TAILGATE DELIVERY with STAGING:

Freight reflected in this quotation is for common carrier shipment with tailgate delivery. Tailgate delivery will require your staff to unload the truck, move the product into the building and complete any assembly or installation.

LIFTGATE DELIVERY NOT AVAILABLE FOR STAGING, See unloading recommendations.

DO YOU REQUIRE INSIDE DELIVERY OR INSTALLATION SERVICES?

If you do not have a loading dock or staff available to unload the products from the common carrier trailer, then contact your Wenger sales representative to discuss these delivery methods and to find out the additional charges.

If you are a tax-exempt organization and quote includes tax, please send a copy of your tax-exempt certificate and we will remove the sales tax. Thank you.

Lines Total	\$4,874.58
Total Taxes	\$0.00

Quote Total	\$4,874.58
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MUSIC EDUCATION AND PERFORMING ARTS

Agenda Item #8.

Phone 800.4WENGER (493-6437) Worldwide +1.507.455.4100 | Parts & Service 800.887.7145 | wengercorp.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-4948
Phone 800.836.1885 Worldwide +1.315.451.3440 | jrclancy.com | 7041 Interstate Island Road | Syracuse | NY 13209-9713

ATHLETICS

Phone 800.493.6437 | email gearboss@wengercorp.com | gearboss.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-0448

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FY23-24 Forecast

Fund: Fair & Expo (150)

As of January 31st, 2024

	Total Year Budget FY23-24	Percent of Budget Used	Jul Actual FY23-24	Aug Actual FY23-24	Sep Actual FY23-24	Oct Actual FY23-24	Nov Actual FY23-24	Dec Actual FY23-24	Jan Actual FY23-24	FY23-24 YTD Actuals	FY22-23 YTD Actuals	Feb Forecast FY23-24	Mar Forecast FY23-24	Apr Forecast FY23-24	May Forecast FY23-24	Jun Forecast FY23-24	- Projected	- Projected Variance
Revenues																		
Property Taxes	505,280	98%	4	3,498	1,422	25,589	451,273	6,234	9,487	497,506	495,503	2,952	7,379	3,179	1,951	13,219	526,186	20,926
Concert Revenue	95,000	96%	45,150	22,274	23,877	0	0	0	0	91,301	82,768	0	0	0	0	0	91,301	(3,699)
Fair Tickets/Fees	40,000	103%	0	41,042	0	0	0	0	0	41,042	57,983	0	0	0	0	0	41,042	1,042
Other Revenue	236,370	69%	11,150	31,744	33,720	20,125	57,022	700	8,544	163,006	252,587	2,413	4,156	17,350	24,265	19,569	230,758	(5,612)
Interest Income	16,000	158%	3,125	2,767	2,838	2,999	3,588	5,179	4,836	25,331	24,330	0	1,000	1,000	0	1,000	28,331	12,331
Timber Sales	75,380	81%	0	20,834	0	0	39,890	0	0	60,723	117,118	10,454	0	0	10,745	0	81,922	6,542
Intergovernmental Federal Revenue	277,770	20%	0	0	55,555	0	0	0	0	55,555	0	0	111,105	0	0	111,105	277,765	(5)
Total Resources	1,245,780	75%	59,429	122,158	117,412	48,713	551,772	12,113	22,867	934,465	1,030,289	15,819	123,640	21,529	36,961	144,893	1,277,306	31,526
Expenses																		
Personnel	380,180	38%	0	31,072	35,667	27,176	27,175	27,173	32,004	148,264	242,204	37,000	37,000	37,000	37,000	37,000	333,264	(55,896)
Materials & Services	742,150	64%	195,100	93,974	42,803	124,703	8,385	11,709	24,844	476,674	571,263	45,000	45,000	30,000	45,000	45,000	686,674	(55,476)
Clothing And Uniform Exp.			0	105	0	0	0	0	0	105	1,480						105	105
Telephones			41	41	41	41	41	41	41	288	1,063						288	288
Custodial Supplies			0	117	0	0	305	54	0	477	30						477	477
Transient Room Tax			0	0	342	1,843	0	0	42	2,227	8,973						2,227	2,227
Insurance			31,052	779	0	318	0	0	0	32,149	802						32,149	32,149
License And Permit Fees			0	0	0	0	788	0	0	788	25,740						0	0
Maintenance Supplies			0	0	0	0	0	0	0	0	1,082						0	0
Maintenance - Equipment			456	400	133	263	143	334	257	1,986	1,519						1,986	1,986
Software Maintenance			0	0	0	0	0	0	2,380	2,380	0						2,380	2,380
General Equipment			0	1,436	171	1,757	393	1,204	1,154	6,114	4,475						6,114	6,114
Maintenance S.I.G.			(322)	946	1,301	5,914	240	1,565	900	10,544	19						10,544	10,544
Membership Fees And Dues			2,160	0	0	0	350	0	0	2,510	3,107						2,510	2,510
Office Supplies			397	0	0	301	24	56	66	844	23,349						844	844
Postage And Freight			0	1	0	0	9	0	0	10	2,791						10	10
Printing And Reproduction			0	211	324	42	72	35	48	732	1,571						732	732
Prof And Spec Services			0	0	0	0	0	0	0	0	25						0	0
PC Equipment			1,500	0	0	0	0	0	0	1,500	559						1,500	1,500
Catering Services			0	0	0	0	0	0	0	0	251						0	0
Contractual Services			0	4,700	0	222	962	124	1	6,008	1,500						6,008	6,008
Fair Judges			0	675	0	0	0	0	0	675	0						675	675
Contractual Services-Temp Help			0	5,921	0	0	0	0	0	5,921	45,231						5,921	5,921
Publi. And Legal Notices			0	0	0	0	0	0	0	0	375						0	0
Advertising - Fair & Concerts			0	10,161	2,533	2	0	0	0	12,696	1,212						12,696	12,696
Advertising			0	0	0	0	0	0	0	0	399						0	0
Rents And Leases - Equip.			0	0	0	0	0	0	0	0	14,316						0	0
Meetings/ Hosting			0	0	0	0	0	0	0	0	4,074						0	0
Fuel - Equipment			0	0	0	0	0	0	0	0	11,140						0	0
Fuel - Vehicles			417	1,161	151	139	0	0	0	1,868	129						1,868	1,868
Signs			0	0	0	0	0	0	0	0	171						0	0
Education And Training			325	0	0	975	0	0	770	2,070	4,998						2,070	2,070
Travel Expenses			0	0	100	621	1,004	0	0	1,725	2,860						1,725	1,725
Reimbursed Mileage			0	0	0	646	0	350	0	996	515						996	996
Utilities			3,483	5,221	6,071	8,395	4,054	7,797	5,760	40,781	688						40,781	40,781
Fair Awards & Ribbons			4,000	0	0	0	0	0	0	4,000	72,620						4,000	4,000
Fair Premiums			0	0	0	0	0	0	0	0	0						0	0
Fair Entertainment			138,166	30,355	6,228	14,267	0	0	0	189,017	3,000						189,017	189,017
County Fair Expense			0	29,244	25,407	6,601	0	148	0	61,400	191,568						61,400	61,400
Indirect Cost Allocation			13,425	0	0	13,425	0	0	13,425	40,275	61,673						40,275	40,275
Miscellaneous Equipment			0	2,500	0	68,931	0	0	0	71,431	49,600						71,431	71,431
Special Payments	425,000	0%	0	0	0	0	0	0	0	0	28,358	200,000	0	0	225,000	0	425,000	0
Total Expenses	1,556,310	44%	195,100	125,046	78,470	151,879	35,580	38,882	56,848	681,785	813,467	282,000	82,000	67,000	307,000	82,000	1,501,785	(54,525)
Resource net of Expenses	(310,530)		(135,671)	(2,889)	38,942	(103,166)	516,212	(26,769)	(33,980)	252,679	216,822	(266,181)	41,640	(45,471)	(270,039)	62,893	(224,479)	86,051
Beginning Balance (Fund 150)	894,791																	

Clatsop County
Fiscal Year 2023-2024 on 02/02/2024
Revenue Realization

Fund Name: Fair & Expo
Fund ID: 150
Org. Unit ID: 9300
Org. Name: Fair & Expo

Account Name	Account #	Estimated Revenue	Realized Revenue	Unrealized Balance	Percent Realized
Beginning Balance	81-0050	725,330.00	0.00	725,330.00	0.0%
Beginning Balance - Restricted	81-0051	0.00	0.00	0.00	0.0%
Beginning Balance Totals		725,330.00	0.00	725,330.00	0.0%
CARES Act Reimbursement	81-5230	0.00	0.00	0.00	0.0%
Intergov Federal Revenue Totals		0.00	0.00	0.00	0.0%
Timber Sales	81-4100	75,380.00	60,723.49	14,656.51	80.6%
Business OR-State Lottery Funds Grant	81-4270	277,770.00	55,555.00	222,215.00	20.0%
PPE Grant	81-4430	0.00	0.00	0.00	0.0%
OR State Fair Dist.	81-8906	53,170.00	53,166.66	3.34	100.0%
Intergov State Revenue Totals		406,320.00	169,445.15	236,874.85	41.7%
Disc Golf Donations from Trust Acct	81-8640	0.00	0.00	0.00	0.0%
Rev. Refunds & Reim.	81-8778	0.00	138.45	(138.45)	0.0%
Tourism Funding	81-8790	0.00	0.00	0.00	0.0%
ATM Fee Revenue	81-8902	2,500.00	1,248.95	1,251.05	50.0%
4-H Revenue	81-8903	1,500.00	0.00	1,500.00	0.0%
Donations	81-8905	0.00	53.91	(53.91)	0.0%
Catering/Kitchen Fees	81-8908	8,000.00	0.00	8,000.00	0.0%
NSF Check Fee	81-8911	0.00	25.00	(25.00)	0.0%
Vending Machine Revenue	81-8912	800.00	391.14	408.86	48.9%
Ticket/Gate Fees	81-8913	40,000.00	41,041.50	(1,041.50)	102.6%
Carnival Revenue	81-8914	0.00	0.00	0.00	0.0%
Fair Booth Rental Fees	81-8915	3,000.00	5,900.00	(2,900.00)	196.7%
Fair Booster Buttons	81-8916	1,500.00	4,870.00	(3,370.00)	324.7%
Concert Ticket Revenue	81-8917	95,000.00	35,301.21	59,698.79	37.2%
Parking Fees	81-8918	0.00	1,655.00	(1,655.00)	0.0%
Booth Fees	81-8919	10,000.00	18,898.02	(8,898.02)	189.0%
Sponsors	81-8920	2,700.00	3,107.57	(407.57)	115.1%

Clatsop County
Fiscal Year 2023-2024 on 02/02/2024
Revenue Realization

Agenda Item #9.

Fund Name: Fair & Expo
Fund ID: 150
Org. Unit ID: 9300
Org. Name: Fair & Expo

Account Name	Account #	Estimated Revenue	Realized Revenue	Unrealized Balance	Percent Realized
Concert Sponsors	81-8921	60,000.00	66,200.00	(6,200.00)	110.3%
Food Vendor %	81-8922	20,000.00	25,030.88	(5,030.88)	125.2%
Fair Facility Rental	81-8923	60,000.00	29,580.00	30,420.00	49.3%
Fair Arena Signs	81-8924	5,000.00	1,250.00	3,750.00	25.0%
Camping Transient Room Tax	81-8925	0.00	373.09	(373.09)	0.0%
Merchandise	81-8930	3,800.00	200.00	3,600.00	5.3%
Donations for Specific Purpose	81-8980	0.00	2,500.00	(2,500.00)	0.0%
Miscellaneous Revenue	81-8990	0.00	0.00	0.00	0.0%
Equip. Auction-Sales-Rental	81-8991	0.00	890.00	(890.00)	0.0%
Insurance Loss Proceeds	81-8992	0.00	0.00	0.00	0.0%
Other Revenue Totals		313,800.00	238,654.72	75,145.28	76.1%
Property Taxes Current Yr	81-0100	495,160.00	489,862.40	5,297.60	98.9%
Property Taxes Prior Year	81-0101	10,000.00	7,334.06	2,665.94	73.3%
GP Reserve Revenue	81-0102	0.00	0.00	0.00	0.0%
Land Sales	81-0191	0.00	0.00	0.00	0.0%
HERT - Heavy Equip Rental Tax	81-0200	100.00	88.07	11.93	88.1%
Refuge Revenue Sharing	81-0220	0.00	0.00	0.00	0.0%
Taxes Totals		505,260.00	497,284.53	7,975.47	98.4%
Transfer from County Tourism	81-9008	5,000.00	3,750.00	1,250.00	75.0%
Transfer Revenue Totals		5,000.00	3,750.00	1,250.00	75.0%
Interest On Investments	81-3100	16,000.00	25,331.08	(9,331.08)	158.3%
Land Sales/County Share	81-3420	0.00	0.00	0.00	0.0%
Use of Money/Property Totals		16,000.00	25,331.08	(9,331.08)	158.3%
Fair & Expo Totals		1,971,710.00	934,465.48	1,037,244.52	47.4%
Grand Total		1,971,710.00	934,465.48	1,037,244.52	47.4%

d_rev_realiz_rpt_detail

Clatsop County
Fiscal Year 2023-2024 on 02/02/2024
Appropriations Status Report

Fund Name: Fair & Expo
Fund ID: 150
Org. Unit ID: 9300
Org. Name: Fair & Expo

Description	Fund ID	Account #	Appropriated	Adjusted Appropriated	Encumbered Balance	Expenditure	Unencumbered Balance	Percent Expended
Admin Assistant III	150	82-1181	63,110.00	63,110.00	0.00	34,771.52	28,338.48	55.1%
Maintenance Assistant II	150	82-1725	66,810.00	66,810.00	0.00	38,335.57	28,474.43	57.4%
Fair Maintenance Tech	150	82-1768	0.00	0.00	0.00	0.00	0.00	0.0%
Admin Coordinator - Fair & Expo	150	82-1769	0.00	0.00	0.00	0.00	0.00	0.0%
Maintenance Supervisor - Fair & Expo	150	82-1770	0.00	0.00	0.00	0.00	0.00	0.0%
Fairgrounds Manager	150	82-1771	100,280.00	100,280.00	0.00	57,300.81	42,979.19	57.1%
Temporary Help	150	82-1941	10,000.00	10,000.00	0.00	7,685.65	2,314.35	76.9%
Overtime	150	82-1945	6,000.00	6,000.00	0.00	3,560.40	2,439.60	59.3%
F.I.C.A.	150	82-1950	18,830.00	18,830.00	0.00	10,380.65	8,449.35	55.1%
FMLA	150	82-1952	980.00	980.00	0.00	542.80	437.20	55.4%
Retirement	150	82-1955	48,940.00	48,940.00	0.00	21,874.52	27,065.48	44.7%
Medical Waiver	150	82-1963	0.00	0.00	0.00	0.00	0.00	0.0%
Medical Insurance	150	82-1964	58,000.00	58,000.00	0.00	25,263.29	32,736.71	43.6%
Dental Insurance	150	82-1965	5,200.00	5,200.00	0.00	2,198.14	3,001.86	42.3%
HSA/HRA Contribution	150	82-1966	4,900.00	4,900.00	0.00	3,800.00	1,100.00	77.6%
Benefits Admin Fees	150	82-1967	100.00	100.00	0.00	50.83	49.17	50.8%
Life/AD&D Insurance	150	82-1970	320.00	320.00	0.00	192.03	127.97	60.0%
Salary Continuation Insur	150	82-1972	620.00	620.00	0.00	315.10	304.90	50.8%
S.A.I.F.	150	82-1975	4,820.00	4,820.00	0.00	2,132.73	2,687.27	44.2%
Unemployment	150	82-1980	250.00	250.00	0.00	56.23	193.77	22.5%
Personnel Services	150	82-1985	0.00	0.00	0.00	0.00	0.00	0.0%
Personnel Services Totals			389,160.00	389,160.00	0.00	208,460.27	180,699.73	53.6%
Clothing And Uniform Exp.	150	82-2040	1,500.00	1,500.00	0.00	104.99	1,395.01	7.0%
Telephones	150	82-2070	1,500.00	1,500.00	0.00	288.59	1,211.41	19.2%
ATM Annual Fees	150	82-2120	100.00	100.00	0.00	0.00	100.00	0.0%
Custodial Supplies	150	82-2160	7,000.00	7,000.00	0.00	476.82	6,523.18	6.8%
Transient Room Tax	150	82-2167	1,500.00	1,500.00	0.00	2,227.22	(727.22)	148.5%
Insurance	150	82-2200	29,400.00	29,400.00	0.00	32,149.45	(2,749.45)	109.4%
License And Permit Fees	150	82-2240	1,200.00	1,200.00	0.00	788.00	412.00	65.7%
Mileage	150	82-2259	0.00	0.00	0.00	0.00	0.00	
Mileage Payment	150	82-2260	20,000.00	20,000.00	0.00	1,986.35	18,013.65	

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Clatsop County
Fiscal Year 2023-2024 on 02/02/2024
Appropriations Status Report

Fund Name: Fair & Expo
Fund ID: 150
Org. Unit ID: 9300
Org. Name: Fair & Expo

Description	Fund ID	Account #	Appropriated	Adjusted Appropriated	Encumbered Balance	Expenditure	Unencumbered Balance	Percent Expended
Software Maintenance	150	82-2265	0.00	0.00	0.00	2,380.00	(2,380.00)	0.0%
General Equipment	150	82-2268	35,000.00	35,000.00	0.00	6,114.75	28,885.25	17.5%
Maintenance S.I.G.	150	82-2300	50,000.00	50,000.00	321.67	10,543.96	39,134.37	21.1%
Membership Fees And Dues	150	82-2370	3,000.00	3,000.00	0.00	2,510.00	490.00	83.7%
Office Supplies	150	82-2410	1,500.00	1,500.00	0.00	843.88	656.12	56.3%
Postage And Freight	150	82-2419	250.00	250.00	0.00	9.45	240.55	3.8%
Printing And Reproduction	150	82-2425	1,000.00	1,000.00	51.55	732.04	216.41	73.2%
Prof and Spec Services	150	82-2450	0.00	0.00	0.00	0.00	0.00	0.0%
PC Equipment	150	82-2455	3,000.00	3,000.00	0.00	1,500.00	1,500.00	50.0%
Tents and Frames	150	82-2458	0.00	0.00	0.00	0.00	0.00	0.0%
Catering Services	150	82-2459	0.00	0.00	0.00	0.00	0.00	0.0%
Contractual Services	150	82-2471	90,000.00	90,000.00	0.00	6,008.28	83,991.72	6.7%
Fair Judges	150	82-2472	1,000.00	1,000.00	0.00	675.00	325.00	67.5%
Concession Sales	150	82-2481	0.00	0.00	0.00	0.00	0.00	0.0%
Contractual Services-Temp Help	150	82-2492	0.00	0.00	0.00	5,921.11	(5,921.11)	0.0%
Publi. And Legal Notices	150	82-2600	500.00	500.00	0.00	0.00	500.00	0.0%
Advertising - Fair & Concerts	150	82-2604	15,000.00	15,000.00	0.00	12,696.11	2,303.89	84.6%
Advertising	150	82-2605	10,000.00	10,000.00	0.00	0.00	10,000.00	0.0%
Disc Golf Course	150	82-2610	0.00	0.00	0.00	0.00	0.00	0.0%
Rents And Leases - Equip.	150	82-2630	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0%
Meetings/ Hosting	150	82-2750	500.00	500.00	0.00	0.00	500.00	0.0%
Fuel - Equipment	150	82-2851	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0%
Fuel - Vehicles	150	82-2852	2,000.00	2,000.00	0.00	1,867.71	132.29	93.4%
Signs	150	82-2856	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0%
Replacement Tools	150	82-2859	0.00	0.00	0.00	0.00	0.00	0.0%
Garden Supplies	150	82-2860	0.00	0.00	0.00	0.00	0.00	0.0%
Vehicle Maintenance & Use	150	82-2923	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0%
Education And Training	150	82-2928	2,500.00	2,500.00	0.00	2,070.00	430.00	82.8%
Miscellaneous Expense	150	82-2929	0.00	0.00	0.00	0.00	0.00	0.0%
Travel Expenses	150	82-2930	3,000.00	3,000.00	0.00	1,724.69	1,275.31	57.5%
Re	150	82-2932	0.00	0.00	0.00	996.26	(996.26)	
Td	150	82-2940	0.00	0.00	0.00	0.00	0.00	

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Clatsop County
Fiscal Year 2023-2024 on 02/02/2024
Appropriations Status Report

Fund Name: Fair & Expo
Fund ID: 150
Org. Unit ID: 9300
Org. Name: Fair & Expo

Description	Fund ID	Account #	Appropriated	Adjusted Appropriated	Encumbered Balance	Expenditure	Unencumbered Balance	Percent Expended
Utilities	150	82-2960	70,000.00	70,000.00	1,482.61	40,780.94	27,736.45	58.3%
Expenditure of Donations & Trusts	150	82-3141	0.00	0.00	0.00	0.00	0.00	0.0%
Fair Awards & Ribbons	150	82-3182	0.00	0.00	0.00	4,000.00	(4,000.00)	0.0%
Fair Premiums	150	82-3183	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0%
General Entertainment	150	82-3185	30,000.00	30,000.00	0.00	0.00	30,000.00	0.0%
Fair Entertainment	150	82-3186	220,000.00	220,000.00	126.37	189,016.57	30,857.06	85.9%
Refunds and Returns	150	82-3204	0.00	0.00	0.00	0.00	0.00	0.0%
County Fair Expense	150	82-3205	75,000.00	75,000.00	0.00	61,399.90	13,600.10	81.9%
Indirect Cost Allocation	150	82-3210	53,700.00	53,700.00	0.00	40,275.00	13,425.00	75.0%
Materials & Services Totals			742,150.00	742,150.00	1,982.20	430,087.07	310,080.73	58.0%
Structures & Improvements	150	82-4100	30,000.00	30,000.00	0.00	0.00	30,000.00	0.0%
Buildings	150	82-4108	300,000.00	300,000.00	0.00	0.00	300,000.00	0.0%
Miscellaneous Equipment	150	82-4900	95,000.00	95,000.00	0.00	71,430.81	23,569.19	75.2%
Capital Outlay Totals			425,000.00	425,000.00	0.00	71,430.81	353,569.19	16.8%
Appropriation for Contin.	150	82-9900	415,400.00	415,400.00	0.00	0.00	415,400.00	0.0%
Contingencies Totals			415,400.00	415,400.00	0.00	0.00	415,400.00	0.0%
Fair & Expo Totals			1,971,710.00	1,971,710.00	1,982.20	709,978.15	1,259,749.65	36.0%
Grand Total			1,971,710.00	1,971,710.00	1,982.20	709,978.15	1,259,749.65	36.0%