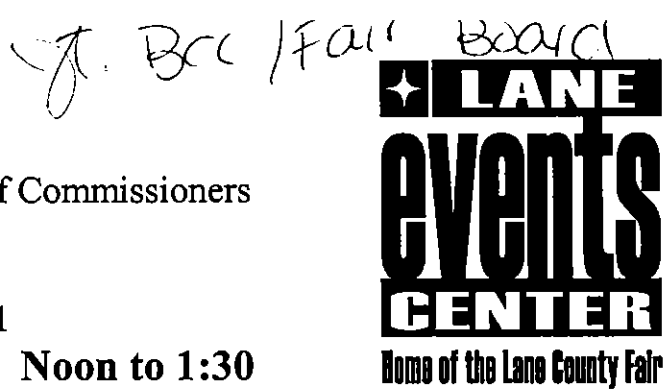


# AGENDA

Joint Meeting of Lane County Board of Commissioners  
and Fair Board

Commissioners Conference Room  
125 E. 8th Avenue, Eugene, OR 97401

**Wednesday, November 2, 2005 Noon to 1:30**



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**FAIR BOARD MEMBERS:** Tom Hunton, Chair, Bob Zagorin, Angel Jones, Steve Ward, Mike Schwartz

1. Fair Board Vacancies
2. Response to September 13 Commission Direction of "Community Values and Needs" for Fairgrounds.
3. Review per Board Order #02-1-9-4 on Excess Transient Room Tax

**NEXT BOARD MEETING – November. 15, 2005 at 5:00 p.m.**

*All meetings are open to the public and wheelchair accessible. For individuals who are deaf or hard of hearing, an interpreter or FM assistive listening system can be provided with 48 hours notice prior to the meeting. Spanish language interpretation will also be provided given 48 hours notice. To arrange for these services or for more information about the Lane County Fair, contact fair staff at 682-4292.*

*El lugar de la reunión es accesible para personas con discapacidad. A las personas sordas o con dificultades auditivas les ofrecemos intérpretes o sistemas FM de asistencia auditiva con 48 horas de anticipación. También se ofrecen intérpretes de español con 48 horas de anticipación. Para disponer de estos servicios o para mayor información sobre la Feria comuníquese con el personal de la comisión al 682-4292. Los materiales en formatos alternativos están disponibles sobre pedido.*

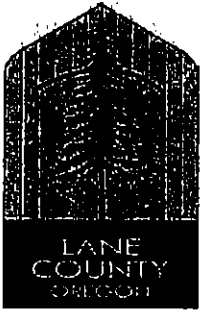
DATE: October 26, 2005  
TO: Board of County Commissioners  
FROM: Fair Board  
SUBJECT: Board Vacancies

The terms of Fair Board members Angel Jones and Bob Zagorin expire at the end of this year; both are eligible for reappointment to a second term. A vacancy recruitment process was initiated and applications were received from:

- ❖ Angel Jones
- ❖ Rachel Kidd
- ❖ Kenton Sturdevant
- ❖ Bob Zagorin

The Board unanimously recommends the Commission reappoint Angel Jones and Bob Zagorin to second terms, 2006-08.

Attachments - 4



Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION

Form with fields: APPLICANT'S NAME AND CITY: BOB ZAGORIN; DATE: 9/27/05; NAME OF ADVISORY COMMITTEE: LANE CO. FAIR BOARD; PLEASE CHECK ONE: [X] Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (if you wish, you may attach a resume or other pertinent material.)

3 YRS Fair Board

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

MAINTAIN FAIRGROUNDS AS VITAL PART OF TOURISM
INFRASTRUCTURE EITHER ON THIS SITE OR ANOTHER.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

3 YRS FAIR BOARD 15 YRS CVALCO BOARD
CHAIR, LANE CO TOURISM INFRASTRUCTURE TASK FORCE

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

CVALCO

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

[X] Yes Specify: ADVERTISING CONTRACT WITH FAIR BOARD SINCE 1996

8. How did you learn about this vacancy? [X] Word of mouth

9. In which County Commissioner District do you reside? please check one:

[X] South Eugene

\*The Board of Commissioners has adopted the following policy on reappointments:
a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.
b. The deadline for incumbent applications will be the same as the deadline for new applications.
\* Unless waived by the Board.



Lane County  
**CITIZEN ADVISORY COMMITTEE**  
**APPLICATION**

<b>APPLICANT'S NAME AND CITY:</b> <i>Angel Jones Eugene</i>	<b>DATE:</b> <i>Oct. 13, 2005</i>
<b>NAME OF ADVISORY COMMITTEE:</b> <i>Lane County Fair Board</i>	<b>PLEASE CHECK ONE:</b> <input type="checkbox"/> New Applicant <input checked="" type="checkbox"/> Application for Reappointment

- Give a brief description of the experience or training that qualifies you for membership on this advisory committee (if you wish, you may attach a resume or other pertinent material.) *I have extensive board and committee experience, am very familiar with pertinent Lane County issues and have a track record of getting things accomplished.*
- Why do you want to become a member of this committee, and what specific contributions do you hope to make? *My expertise lies in financial problem-solving. I have experience as a senior auditor with Cooper Lybrand and as a financial manager with the City of*
- List the community concerns related to this committee that you would like to see addressed if you are appointed. *Richman*  
*I want to maximize tourism in Lane County and provide accessible services. My desire to maximize tourism is demonstrated by my participation in the bid for Eugene as the 2008 Olympic Trials site.*
- Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)  
*Fair Board, CVALCO Board, Lane Co. Budget Committee*  
*2008 Olympic Track & Field Trials group*
- Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort? *I am an African-American woman. I will continue to support Lane County's philosophy, because it mirrors my own. I ensure that LRC's staff is representative and that our programs & services are accessible to*
- Are you currently serving on any Advisory Boards or Committees? If so, which ones? *Fair Board*  
*CVALCO, Commission on Children & Families, Jordan Schnitzer Museum of Art, NAACP, Homelessness Action Planning Team, NRPEMS (North Eugene Ethnic Minority Society)*
- Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)  
 No  Yes Specify: *If I become aware of any conflict of interest, I will immediately extricate myself.*
- How did you learn about this vacancy?  Newspaper  Word of mouth  Other:
- In which County Commissioner District do you reside? please check one:  
 Unsure  West Lane County  Springfield  South Eugene  North Eugene  East Lane County

*\*The Board of Commissioners has adopted the following policy on reappointments:*

*a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.*

*b. The deadline for incumbent applications will be the same as the deadline for new applications.*

*\* Unless waived by the Board.*



Lane County  
**CITIZEN ADVISORY COMMITTEE**  
**APPLICATION**

APPLICANT'S NAME AND CITY: <b>RACHEL KIDD</b>	DATE: <b>10-21-05</b>
NAME OF ADVISORY COMMITTEE: <b>FAIR BOARD</b>	PLEASE CHECK ONE: <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

**PLEASE SEE ATTACHED MATERIALS**

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

**PLEASE SEE ATTACHED MATERIALS**

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

**PLEASE SEE ATTACHED MATERIALS**

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

**PLEASE SEE ATTACHED MATERIALS**

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

**PLEASE SEE ATTACHED MATERIALS**

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

**NO**

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

No  Yes Specify:

8. How did you learn about this vacancy?  Newspaper  Word of mouth  Other:

9. In which County Commissioner District do you reside? please check one:

Unsure  West Lane County  Springfield  South Eugene  North Eugene  East Lane County

*\*The Board of Commissioners has adopted the following policy on reappointments:*  
 a. *Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.*  
 b. *The deadline for incumbent applications will be the same as the deadline for new applications.*  
 \* *Unless waived by the Board.*

**Fair Board Application, 10/21/05**  
**Rachel Kidd**

**1. MY QUALIFICATIONS FOR MEMBERSHIP:**

I was born one hot day in August, under the sizzling sun during the Lane County Fair. I've hardly missed one since.

I have served on committees and used parliamentary procedure as a college student senator. I have two degrees from the University of Oregon, '88, '91 and am a Fulbright Scholar, '88. I am a teacher and have taught college students, middle-schoolers and little kids. I read the newspaper. I sing and write songs and musicals as well as producing shows. I lead hymns in church and am active on church committees. I participate in neighborhood meetings and I know my neighbors. We are homeowners and live within walking distance of the fairgrounds. But all of that is trivial compared to this: **I love the fair.**

Which building or structure defines the hometown of your childhood? My own children will look back to the new library, or the improved Amazon pool, but for me it's the Wheeler Pavillion. It was a merry-go-round. It was a cupcake. It was a folly of grand proportions which inspired music in our minds. "Something wonderful must be happening there," we thought, and we longed for the fair.

Now my husband and I buy passes and make the most of fair week with our kids. County fairs are more than just events. They help create and define our community identity. We study our neighbors' entries and we find out who we are: We are artistic. We are constructive and creative. We are industrious and productive. (Who knew we could stitch quilts like that!) We honor our history, and we face the future with great ideas. We are thoughtful and serious as well as funloving and thrillseeking. We care about the animals and the land. We are great gardeners!

My love for the fair and the fairgrounds qualifies me to help make both a success.

**2. WHY FAIR BOARD MEMBERSHIP AND MY CONTRIBUTION:**

I can bring fresh energy and objectivity to the Fair Board team in this season of fiscal and infrastructural pressure. As a Lane County native and parent who has volunteered on behalf of the community, I can help protect and promote one of the most positive gifts that the county provides to its 335,000 citizens. The events center is used by over one million people each year. The fair itself draws 150,000. This popularity demonstrates the importance of the services provided. On the other hand, the future success of the fairgrounds depends upon solving the complex fiscal and infrastructural problems of deferred maintenance and an aging facility. Finding solutions will not be easy, but our county's cultural and economic health depends upon it.

I have shown my willingness to serve by educating myself on the basics of the fairgrounds and events center budget. Also, on all my visits to the Lane County Fair in August, I interviewed many exhibitors and vendors about their experience at the fair this year. Was it worth all the work of bringing 22 sheep to town for a week? Animal exhibitors were overwhelmingly positive about fulfilling their responsibility to bring animals to the city kids. I have observed each year which venues seem successful or not, especially those for children. I've been paying attention.

The idea of being able to rent fairgrounds facilities during the week throughout the year is one of the focuses for improving the fairgrounds financial standing. I'm sure that with enthusiasm and commitment, bit by bit, this can be done.

### **3. COMMUNITY CONCERNS TO BE ADDRESSED:**

Fairgrounds funding is the biggest problem to be resolved just now -- funding for operating costs, for deferred maintenance and for capital improvements. I will work to solve problems creatively and collaboratively -- talking with lots of people until the best ideas come to the fore. Below are two possibilities:

It is appropriate to use the fairgrounds to support local agriculture. The current farmer's market is not broadly attended and could be improved and widely promoted. Creating storage and sales space for local farmers at the fairgrounds helps fulfill the historical mission of the fairgrounds space. It is an ideal location for the agricultural community and the urbanites to meet and do business. This could become commonplace in our community and would build urban support for local agriculture. This is only one idea for bringing more people to the fairgrounds on a daily basis while, at the same time, creating stable rental income. Ross Penhallegon of the Extension Office has already outlined one plan for such a market.

There is ongoing demand for the return of livestock to the fairgrounds. Horse events would be especially profitable. Old-timers miss the days when town-kids could board their horses on the grounds. It is time to revisit the topic of creatively handling animal waste so that the Amazon stream is not adversely affected. Newer bio-technologies may provide for less expensive treatment. I would investigate what the OSU scientific community might suggest. I am eager to review past studies on this topic and brainstorm and collaborate until we reach a workable solution.

Over fifty percent of this year's 4-H Youth Fair participants were city kids. That makes the Youth Fair one event where urban and rural people are mixing together in even numbers. This creates sympathy and understanding for local people of different backgrounds, which in turn, will carry over into future agricultural support. Providing constructive, creative and entrepreneurial opportunities for young people is an excellent investment in the future of Lane County -- and will more than pay for itself as these kids become responsible citizens.

It is important that we continue to provide affordable space for local user groups, from the logging convention to the cat show, as we search for new ways to make fairgrounds events more profitable.

#### **4. INVOLVEMENT IN RELEVANT COMMUNITY GROUPS:**

Our family has been active in the Far West Neighborhood Association for a number of years. I regularly attend meetings and go door-to-door to my neighbors to alert them to pertinent issues (such as possible zoning changes) and encourage their involvement in civic processes. I volunteer as a room coordinator for neighbors wishing to use our public meeting space in the Lane ESD facility at the old Westmoreland School. Please contact Amy Murschall, recent past Far West Neighbors president, at 345-4958 or current president Shane D. Kavanaugh at 345-8867.

In 2003 and 2004 I represented families with young children as a member of the steering committee for Amazon Pool. We worked hard to achieve a fair system of scheduling and pricing to accommodate the many user groups. A roadside reader-board was installed, at my suggestion, to better communicate about class availability, etc. Please contact Doug Smith, Amazon Pool at 682-6336.

#### **5. MY CONTRIBUTION TO DIVERSITY:**

I do not represent any particular fairgrounds user-group. I am not a part of the business community that might profit from decisions made by the fair board. I do represent the hundreds of thousands of Lane County residents who attend fairgrounds events. As a mother of young children, I am sensitive to the needs of families attending these events. I have paid close attention to the Fair Board's efforts to make the Lane County Fair safer through the handwashing campaign, as well as less liable to criticism and litigation. I want to see fairgrounds events safe and accessible to all. Lane County residents with diverse backgrounds and beliefs should feel not only welcome, but also attracted through events aimed at their own particular interests.

I was happy to see that local Native American storytelling made its debut at the Lane County Fair this year as part of the living history village. Part of my heritage is that of the Lower Columbia Chinook, the tribe that greeted Lewis and Clark at the mouth of the Columbia. The fairgrounds plays an important role in reminding Lane County residents of their pioneer and agricultural roots, and it's great to see the inclusion of the native perspective.



Lane County Commissioners  
Court House  
125 East 8th Street  
Eugene. OR 97401

October 14, 2005

Re. Application for Lane County Fair Board.

Please consider this as my application for the Lane County Fair Board. Your staff assured me that the enclosed application form is the proper one to use and although it addresses items specific to the Planning Commission Advisory Committee, I was to respond to the rest of the questions to the best of my ability.

Please find attached a supplemental response page providing my answers to questions one through six.

I have always volunteered in some fashion or another and am currently at a point where I am looking for a new opportunity. My business and personal background have prepared me with a good understanding of organizational practices, governmental regulations and a strong set of ethics. I do not believe in rushing to hasty conclusions, preferring instead to investigate all facets of an issue.

Your appointing me to the Lane County Fair Board will be an action that will benefit the goals of the County.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Kenton E. Sturdevant". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kenton E. Sturdevant  
814 Sundance Street  
Eugene, Oregon 97405



Lane County  
**PLANNING COMMISSION ADVISORY COMMITTEE**  
**APPLICATION**

<b>APPLICANT'S NAME AND CITY:</b> Kenton E. Sturdevant	<b>DATE:</b> October 14, 2005
<b>NAME OF ADVISORY COMMITTEE:</b> Lane County Fair Board	<b>PLEASE CHECK ONE:</b> <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

PLEASE SEE ATTACHMENT

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

PLEASE SEE ATTACHMENT

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

PLEASE SEE ATTACHMENT

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

PLEASE SEE ATTACHMENT

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

PLEASE SEE ATTACHMENT

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

PLEASE SEE ATTACHMENT

7. Are you presently, or have you within the last five years, engaged in the buying, selling or development of real estate for profit?  Yes  No

8. Are, or were you within the last five years, a member of any partnerships that engage in the buying, selling or development of real estate for profit?  Yes  No

9. Are you, or have you been within the last five years, an officer or employee of any corporation that buys, sells or develops real estate for profit?  Yes  No

10. How did you learn about this vacancy?  Newspaper  Word of mouth  Other:

11. In which County Commissioner District do you reside? please check one:

Unsure  West Lane County  Springfield  South Eugene  North Eugene  East Lane County

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*\*Unless waived by the Board.*

Supplemental Attachment  
Kenton E. Sturdevant

1) Experience and Training

Forest Industries Telecommunications (FIT) of Eugene has employed me for the past 24 years. FIT is a National user based non-profit association that represents licensees of two-way communications systems before the FCC and Congress. I served the first 18 years as Assistant Vice President and the past 6 years as Executive Vice President. I answer to a Board of Directors that are from business and academia spread throughout the US.

I have dealt with the full range of small business (and non-profit association) related issues ranging from employee relations to budgets, to planning and compliance with a variety of local, state and federal rules and regulations. I have had to analyze and react with promotional, marketing and business plans to the rise and fall of the national economy, political trends and the rapidly changing telecommunications marketplace.

In addition, I was a partner in a small broadcast production company, Audioplex Networks of Oregon, which for several years produced and distributed the various University of Oregon Sports Network programs (football and basketball games) throughout the Northwest.

I believe my background in business as a manager and owner affords me the many disciplines that would be used to formulate and direct business plans and policies of the Lane County Fair.

2) Why do I seek appointment?

I have always had a strong sense of my community and an interest in community service. As you will see in other responses below I have a background of volunteerism. I am just coming off a thirteen-year posting as a community volunteer and I am interested in expanding into something new.

3) What are my concerns?

I have no specific agenda. I have been following some of the latest public concerns such as; best use of the land, should it stay or should it go, Commissioners commitment to 10 more years, need for additional revenue, desire for a farmers market, returning livestock to the grounds and the political relationship with the city.

It does seem to me that there is a significant underutilization of the facilities. The Board should not micro-manage the facility, but work with the staff on defining new programs and opportunities that would lead to better use of the facilities and a more secure financial footing.

It looks to me like, more than ever, there are going to be some defining moments coming up and the chance to set a course for the Fairgrounds and Events Center that will impact the facility and the community for several decades. I find the thought of this to be quite stimulating.

Supplemental Attachment  
Kenton E. Sturdevant

4) Relevant community involvement

I have almost 20 years as a volunteer with the Lane County Sheriffs Department. I helped to reorganize a rather lackluster group of amateur radio operators into what are now over 100 volunteers countywide. I was Chairman of the group through the mid to late '80's and drafted by-laws, training and organizational manuals and procedures and membership recruitment goals that continue to be followed to date. The "Ham" radio volunteers serve the S.O. with backup communications in the event of an emergency or disaster. Several of us, myself included, also specialize in Aircraft search and rescue, utilizing unique radio direction finding equipment to seek out Emergency Locator Beacons of downed aircraft.

For the Past 13 years I have volunteered on the FEMA Emergency Food and Shelter Board for Lane County. This entity is made up of social service agencies and community volunteers to allocate federal Emergency Food and Shelter funds. Funded agencies include Food for Lane County, Catholic Community Services, Whitebird, Sponsors, Womenspace and others. Throughout this time I either a member or the Chairperson of the allocations committee, which heard testimony from agencies requesting funding. The Committee then recommending how best to budget the funds sent down from the National office. I served four, three-year terms, with a mandated year off after the first six years of service. I was Chairman this past year and just recently "retired" from my second six-year term of service.

I have also been involved with Jaycee's, Lions International, was a volunteer fireman and served on an uncountable number of ad hoc school and church committees.

5) Diversity, non-discrimination

The Board needs to be aware of the unique nature of the diverse mix of our community and ensure that any and all activities or events comply with federal, state and local non-discrimination law. Furthermore I feel there should be an outreach to the various ethnic, population or cultural groups to explore the development of events at the fairgrounds that display or highlight their contributions to our society.

6) Other current Advisory Boards or Committees.

None

DATE: October 26, 2005  
TO: Board of County Commissioners  
FROM: Fair Board  
SUBJECT: Response to September 13 Commission Motion

At the September 13 Joint Meeting, you adopted the following motion:

To direct the Fair Board and staff to utilize up to \$50,000 of its budget to conduct a study to determine community values and needs regarding the Fairgrounds and how to address them.

The Fair Board discussed this motion at its September 27 and October 25 meetings and adopted the project scope discussed below. It is a four step process that can be accomplished by next summer and within Board Budget authority. The result will be a macro-level conceptual plan of what the Fairgrounds should consist of in a 10-30 year planning horizon. Staff has prepared Attachment A which outlines the interested-party input process. The cost-outs of site and facility requirements would take place during the April-June time period as would a valuation of the current Fairgrounds site.

In addition to the interested-party input and site and facility cost-outs that emanate directly from your motion, two additional elements consisting of an economic impact study and asset valuation have been added. The suggested process modification emanates from two sources.

- ❖ First, from the discussion that took place between the Commission and Ms. Westlund from CVALCO at the September 21 Commission meeting, it became apparent that there is a need to quantify the impact of the Lane Events Center on the Lane County economy and, specifically, the impact on the hospitality industry.
- ❖ Second, after a review of prior Board discussions and further reflection of the logical sequence of steps in the process, it became apparent that the Board would be initiating the process in the "middle" rather than the appropriate starting point. The Board believes there are several questions that need to be addressed in a sequential order as follows:
  - ✓ First, what is the economic and non-economic value of the Lane Events Center to the Lane County economy and quality of life? We can address the latter through previously generated material and survey work taken at the County Fair and other events at the Lane Events Center. The former can be generated through an Economic

Impact Study.

- ✓ Second, if there is economic value, what is required in the form of facilities and site improvements to be of added-value to the interested-parties and community either at the present site or an alternative site?
- ✓ Third, for the site and facility requirements, what are the costs?
- ✓ Finally, what is the asset value of the current Lane Events Center and site?

The following is a budget range for the above process:

PROCESS	\$\$\$	
Economic Impact Study	\$15,000	\$20,000
Interested party Involvement	1,000	2,000
Site and Facility Costs-outs	20,000	30,000
Asset Valuation	<u>5,000</u>	<u>15,000</u>
	\$41,000	\$67,000

The Economic Impact Study and Interested-party process can take place simultaneously and the two following processes can take place sequentially, with the Board making a go/no-go decision after each process. The entire process should be completed by next summer.

ATTACHMENT - 1

**COMMUNITY OUTREACH TIMELINE**

**January through March 2006**

**Purpose**

To obtain input on the future of the fairgrounds, its facilities and funding options.

**Outcome**

Obtain information to prepare a conceptual master plan to guide future funding decisions.

**Methodology: Focus Groups**

Meetings with **key stakeholders/user groups** will be held during the first quarter of 2006.

**Who:**

- ◆ Clients/User Groups/Event Promoters
- ◆ Animal groups (small and large animals groups)
- ◆ Sports user groups
- ◆ Museum/Extension Service & Agriculture groups
- ◆ CVALCO & Chamber members  
February
- ◆ Fair staff
- ◆ Fair Board
- ◆ General Public & Neighbors

**When:**

January (2)  
January  
January  
February  
  
March  
March  
March

**Where:**

- ◆ Lane Events Center
- ◆ Staff will ask Board of Commissioners representing rural communities if they would like to host a public forum to collect input from their constituencies

**Additional Needs:**

Support documents, materials, drawings

**Cost:**

**Less than \$2,000** (includes facilitator fee, materials & supplies, refreshments)

DATE: October 26, 2005  
TO: Board of County Commissioners  
FROM: Fair Board  
SUBJECT: Review of Excess Transient Room Tax, Board Order #02-1-9-4

Board Order #02-1-9-4 (Attachment A) requires a "review" by the Board of County Commissioners in FY06. The Fair Board hereby presents this report in compliance with that provision of the Board Order.

### **BACKGROUND**

The Commission approved Board Order #02-1-9-4 which provided for Excess Transient Room Tax to the Fair Board for capital improvements and other annually authorized uses for a **five and one-half** year term. This Board Order was approved as part of the process to refinance Revenue Bonds used to facilitate capital improvements at the Fairgrounds. It recognizes the need for an on-going revenue stream to support capital projects and equipment replacement to maintain the Fairgrounds. The Fair Board's Operating Budget could not generate the resources to address the capital and equipment requirements.

There is a long history of financial support by the Commission to the Fair Board in support of the Fairgrounds infrastructure. Over the past ten years, the Commission has enacted the following:

- ❖ 1996, Board Order #96-9-11-4 – Commission authorized \$775,000 in FY96 and \$275,000 each year thereafter; **three and three-fourths** year commitment.
- ❖ 1998, Board Order #98-4-8-4 – Commission authorized and established the "Excess" TRT sweep procedure and rescinded Board Order #96-9-11-4; **seven** year commitment.
- ❖ 1998, Board Order #98-12-2-3 – Commission amended Board order #98-4-8-4 to extend the term; **ten and one-half** year commitment.
- ❖ 2002, Board Order #02-1-9-4 – Commission, as part of the 2002 Revenue Bond issue, authorized \$890,500 from the 1998 Municipal Loan Agreement refinancing, the Excess TRT and rescinded Board Orders #98-4-8-4 and #98-12-2-3; **five and one-half** year commitment.

Subsequent Board Orders have expanded the use of the Excess TRT annually as part of the budget process as follows:



- 2003, Board Order #03-06-18-1 – Authorized the establishment of a Fair Rainy Day Reserve of \$125,000 and a \$50,000 payment on the Planetarium loan.
- 2004, Board Order #04-5-12-16 – Authorized \$67,065 from Fair Rainy Day Account to Operating Budget.
- 2004, Board Order #04-6-16-7 – Authorized up to \$250,000 to be transferred to the Operating Budget as an operating subsidy, of which \$125,000 was directed to establish a Cash Reserve; \$50,000 or more for payment on the Planetarium loan; and, the balance of Fair Rainy Day Reserves (\$57,935) to Operating Budget.
- 2005, Board Order #05-06-22-9 – Authorizes up to \$450,000 of the Excess TRT to be transferred to the Operating Budget as a subsidy; and, for payment of \$60,000 on the Planetarium loan. As of this date, the Board will attempt to restrict the Operating transfer to \$250,000 to ensure that the maximum amount of the Excess TRT goes toward capital projects and equipment replacement.

As evidenced by the Board Orders over the past ten years, the commitment by the Commission to the Fairgrounds has been generous and consistent to maintain the investment in this County and community asset. Given the financial environment in which the Fair Board operates, the use of the Excess TRT has been expanded beyond capital projects and equipment replacement to debt service and an operating subsidy. This expanded authorization reflects the financial environment the Board is confronted with wherein the operating revenue is insufficient to support all operating expenses and a subsidy is required.

### **USE OF EXCESS TRT**

Board Order #02-1-9-4 provided for a review by the Commission in the fourth year, FY06, of this authorization. Attachment B is a schedule depicting the Excess TRT received and the major expenditures by fiscal year; FY02-05 are actuals, FY06 is budgeted and FY07 is projected. The schedule below summarizes by major expenditure category and percentage the use of Excess TRT:

Over the past four years, the significant capital projects that have been funded partially or wholly by Excess Transient Room Tax include the following:

- Summer Stormwater Collector System
- Reroof of Events Center
- Reroof of Expo Buildings

**APPLICATION BY MAJOR CATEGORY AND PERCENT OF EXPENDITURES:**

	FY02-05A	FY06B	FY07P	FY02-07
Capital Projects	59	39	16	52
Equipment	10	15	21	12
Debt Service	19	15	12	18
Operating	12	31	51	18
	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>

The preponderance of the Excess TRT goes toward asset-related expenditures.

In FY07, the amount of Excess TRT available is reduced by \$245,000 as the principle on the 2002 Revenue bonds becomes effective. Thus, the base is reduced causing the percentage available for asset related expenditures (capital and equipment) to be lowered and the percentage for operating is higher due to the commitment to build a Cash Reserve and subsidize the Operating Budget. Over time, the percentage available for capital and equipment will increase as debt service is eliminated, the Cash Reserve is fully established and there is normal growth in the available Excess TRT.

**RENEWAL**

Board Order #02-1-9-4 expires on June 30, 2007. As indicated in previous correspondence and discussions at Joint Meetings, the Excess TRT is critical to the viability of the Fair Board and the continued operation of the Lane Events Center as a public sector service delivery entity.

The Fair Board requests that the Commission extend the Excess TRT authorization beyond FY07. It is important that the Board be able to provide certainty to its clients and users and to develop appropriate operating and capital work plans. The reauthorization of the Excess TRT commitment is critical to the accomplishment of the aforementioned.

As evidenced by the above cited Board Orders, the commitment term has varied between approximately four and eleven years. Using the Commission motion approved at the September 13 Joint Meeting:

To not sell the Lane County Fairgrounds within the next ten years

the Fair Board suggests an eight-year reauthorization term. The logic is that the current Board Order will expire in two years and eight years is the remaining time within the above motion. Thus, the effective time period of the above motion will

be coterminous with the proposed reauthorization term for the excess TRT, specifically FY15. The Board recognizes that the Commission may rescind this authorization at any point should the Commission have an alternative use for the TRT or a change in direction for the Fair Board.

### **EXTERNAL ENTITY COMMENT**

Representatives of CVALCO were present at the October 25 Board meeting and presented their position on the renewal of the Excess TRT authorization. Attachment C is the written statement CVALCO submitted to the Board.

### **RECOMMENDATION**

The Fair Board unanimously recommends the County Commission reauthorize the Excess TRT commitment to the Fair Board for an additional eight year-term beyond FY07; that is, FY08-FY15.

Suggested motion:

Move to extend the term of the Excess Transient Room Tax commitment to the Fair Board for an additional eight years beyond the current term, specifically to FY15; and, direct County Counsel to prepare a Board Order for Commission enactment therein.

ATTACHMENTS – 3

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO. 02-1-9-4 ) IN THE MATTER OF DEDICATING \$890,500 IN  
) PROCEEDS FROM THE REFINANCING OF THE 1998  
) FAIRGROUNDS MUNICIPAL LOAN AGREEMENT TO  
) THE DRY WEATHER FLOW TO CITY SANITARY  
) SEWER/INTERCEPT PROJECT AND OTHER CAPITAL  
) IMPROVEMENTS AT THE LANE COUNTY  
) FAIRGROUNDS AND APPROVING THE USE OF  
) UNDEDICATED TRANSIENT ROOM TAX FUNDS FOR  
) CAPITAL IMPROVEMENTS AT THE LANE COUNTY  
) FAIRGROUNDS

WHEREAS, the Lane County Fair Board and the Board of County Commissioners have a long term business partnership that does not require an operating subsidy of Fairground operations and is evidenced by the Fairgrounds Business Plan, Master Plan and Capital Improvements Plan, and

WHEREAS, the Board of County Commissioners authorized the refinancing of the 1998 Municipal Loan Agreement for improvements to the Lane County Fairgrounds under the authority of ORS 271.390 and ORS 287.053, in Board Order 02-01-09-03, and

WHEREAS, the Lane County Fair Board has demonstrated the need to construct the Lane County Fairgrounds Dry Weather Flow to City Sanitary Sewer/Intercept Project prior to the 2002 Lane County Fair, and

WHEREAS, the Board of County Commissioners and Lane County Fair Board have concluded that the use of proceeds from the refinancing of the 1998 Municipal Loan Agreement in an amount equal to the reserves for the 1998 Municipal Loan Agreement, i.e., \$890,500, is necessary to construct the Lane County Dry Weather Flow to City Sanitary Sewer/Intercept Project prior to the 2002 Lane County Fair, and

WHEREAS, the Board of County Commissioners has approved the use of undedicated transient room tax funds for capital improvements at the Lane County Fairgrounds on April 8, 1998, in Board Order 98-4-8-4 and again on December 2, 1998, in Board Order 98-12-2-3, and

WHEREAS, the Board of County Commissioners finds that dedicating \$890,500 of the proceeds from the refinancing of the 1998 Fairgrounds Municipal Loan Agreement to the Lane County Fairgrounds Dry Weather Flow to City Sanitary Sewer/Intercept Project and approving the use of undedicated transient room tax funds for capital improvements at the Lane County Fairgrounds would be in the best interests of the citizens of Lane County, and

WHEREAS, according to Lane Code 4.175(5), any amounts derived from the Transient Room Tax imposed by LC 4.110(1) for capital debt retirements that are in excess of annual debt service shall be used for future capital projects or as directed by the Board of County Commissioners through the annual budget process,

NOW THEREFORE, IT IS HEREBY ORDERED, that the Board of County Commissioners dedicates \$890,500 of the new proceeds from the refinancing of the 1998 Fairgrounds Municipal Loan Agreement exclusively to the Lane County Fairgrounds Dry

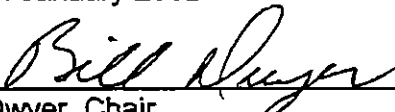
Weather Flow to City Sanitary Sewer/Intercept Project as described in Exhibit A to this Order and other capital improvements at the Lane County Fairgrounds; and it is

FURTHER ORDERED that it is the Board of County Commissioners' intent that any excess transient room tax revenues, as provided by Lane Code 4.175(5) and as determined by the Department of Management Services, be made available for transfer to the Fair Board for capital improvements for a period not to exceed five fiscal years, i.e., beginning at the time of refinancing the 1998 debt (approximately February, 2002) and ending June 30, 2007, to be used for capital projects pursuant to the Fairgrounds Capital Improvements Plan; and it is

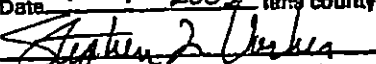
FURTHER ORDERED that the Board of County Commissioners intends to conduct a review of any excess Transient Room Tax revenues in the fourth year (FY 05-06) following the refinancing of the 1998 Debt; and it is

FURTHER ORDERED that Board Order 98-4-8-4 and Board Order 98-12-2-3 are hereby rescinded.

Dated this 9th day of January 2002.

  
\_\_\_\_\_  
Bill Dwyer, Chair  
BOARD OF COUNTY COMMISSIONERS

APPROVED AS TO FORM

Date 1 - 9 - 2002 Lane County  
  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

**Lane County Fair Board  
Excess Transient Room Tax  
FY 02-07**

Attachment B

	Actuals 2001-02	Actuals 2002-03	Actuals 2003-04	Actuals 2004-05	Budget 2005-06	Projected Budget 2006-07	CIP FY 08-11
<b>SOURCES</b>							
<i>Carryover</i>	(54,317)	232,606	(354,728)	(284,728)	(214,728)	(104,728)	(50,000)
Beginning Balance				57,935	92,860	50,000	100,000
Transient Room Tax	424,950	611,895	800,000	915,423	900,000	655,000	
2002 Bond Proceeds	890,500						
City of Eugene	50,000						
EWEB Loan/Grant (Ice Arena)	304,228						
RIB Grant Reclassified to Capital	81,607						
PCB - Floor Scrubber		36,838	-	-			
Capital Line of Credit		191,820					
Interest Eamed	4,993	1,986	1693	3,018	3,000	3,000	
<b>Total Sources</b>	<b>1,701,961</b>	<b>1,075,145</b>	<b>446,965</b>	<b>691,648</b>	<b>781,132</b>	<b>603,272</b>	<b>50,000</b>
<b>REQUIREMENTS</b>							
<b>Land &amp; Improvements</b>							
<i>Stormwater Project</i>							
Base Bld - Eugene Sand & Gr	410,272	220,728					
Alt. #1- N.Livestock Pavilion		247,036					
Alt. #2 - N. Expo Buildings		168,236					
Engineering - CMG/URS	110,656	21,198					
Electrical, Walls, Panels/FB	15,954	84,046					
Contingency							
<i>Community Green</i>	4,294	7,568	4,939	4,323	5,000		
<i>Parking Lot Electrical Upgrades</i>		42,217	18,532				
<i>Parking Lot Repave/Striping</i>							
<i>Other Land Improvements</i>	88,499	9,954	47,361	29,532	5,000		
<b>Total Land/Improvements</b>	<b>629,675</b>	<b>800,983</b>	<b>70,832</b>	<b>33,855</b>	<b>5,000</b>	<b>-</b>	<b>1,215,000</b>
<b>Buildings &amp; Improvements</b>							
<i>Convention Center (Re-roof)</i>		199,726					
<i>Convention Center</i>	221,310			29,354	26,000	11,150	
<i>Ice Arena (Energy Retrofit)</i>	289,915						
<i>Ice Arena</i>		1,371	29,735	131,656	141,604		
<i>Expo Buildings (Re-roof)</i>		15,672	193,453				
<i>Expos Buildings</i>	24,659				21,500		
<i>Other Bldgs. Improvments</i>	56,396	58,949	20,149		10,000	20,000	
<b>Total Bldgs./Improvements</b>	<b>370,970</b>	<b>275,718</b>	<b>243,337</b>	<b>161,010</b>	<b>199,104</b>	<b>31,150</b>	<b>2,592,945</b>
<b>Machinery &amp; Equipment</b>	<b>172,665</b>	<b>53,107</b>	<b>20,707</b>	<b>166,088</b>	<b>153,231</b>	<b>151,873</b>	<b>326,477</b>
<b>Debt Service</b>							
<i>Conv. Ctr. Energy Loan</i>	56,947	56,948	56,253	56,951	56,948	56,948	
<i>Ice Energy Loan</i>	17,788	21,797	21,911	21,220	21,217	21,217	
<i>Capital Line of Credit</i>		197,204					
<i>Backflow Preventor Loan</i>		8,038					
<i>Equipment Loan</i>		16,078	16,796	16,796	16,796	4,056	
<i>TRT Special Projects Loan</i>			150,000	95,423	44,577		
<i>SDC Note Service</i>			9,043	3,014	6,028	6,028	
<b>Total Debt Service</b>	<b>74,735</b>	<b>300,065</b>	<b>254,003</b>	<b>193,404</b>	<b>145,566</b>	<b>88,249</b>	<b>303,300</b>
Contingency					22,959	25,000	100,000
Deficit Carryforward from PreviousFY			70,000	70,000	110,000	54,728	50,000
Operating Cash Reserves				182,935	125,000	125,000	125,000
Capital Reserves					50,000	100,000	200,000
Administration					60,000	7,000	19,000
Operating Subsidy			192,065	125,000	125,000	125,000	1,000,000
<b>Total Requirements</b>	<b>1,469,355</b>	<b>1,429,873</b>	<b>853,944</b>	<b>932,293</b>	<b>995,860</b>	<b>708,000</b>	<b>5,931,722</b>
<b>Carryover</b>	<b>232,606</b>	<b>(354,728)</b>	<b>(406,979)</b>	<b>(240,644)</b>	<b>(214,728)</b>	<b>(104,728)</b>	<b>(5,881,722)</b>

## ATTACHMENT C

CVALCO  
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PO Box 10286  
Eugene OR 97440



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info@cvalco.org  
VisitLaneCounty.org

October 25, 2005

Tom Hunton, Chair  
Lane County Fair Board  
796 W 13<sup>th</sup> Ave  
Eugene, OR 97402

Dear Chairman Hunton and Members of the Fair Board:

At its recent retreat, the CVALCO Board of Directors discussed the upcoming request by the Fair Board to extend its authorization for a sweep of TRT for eight years.

The CVALCO Board members in attendance came to the following conclusions:

1. The Fair Board's decision to undertake an economic analysis study is strongly endorsed by the CVALCO Board.
  - a. We recommend that the analysis not rely on a user survey, and that it be awarded to a reputable firm with experience in economic analysis.
  - b. We recommend that the analysis summarize current economic impacts as well as potential opportunities not currently realized in the current location and/or under the current operational plan. A firm with extensive experience will be able to accomplish both. That analysis may draw conclusions that lead the Fair Board to adopt policies that will enhance future revenues.
2. A preliminary decision to sweep all available "capital" TRT to the fairgrounds for eight years is felt to be premature until the results of the economic analysis are received.
  - a. Just as CVALCO was uncomfortable with a relocation decision pending economic analysis and a clearer understanding of the role the fairgrounds plays in the local economy, we are also uncomfortable endorsing a long-term sweep of TRT until decision-makers have a better sense of what the return on that investment is.
  - b. CVALCO understands fully that the Fair Board has a broader mission than just tourism/economic development. But from our perspective, if TRT is to be the sole public subsidy that the Fair Board receives, then generating a return on TRT investment seems to be a reasonable expectation of the Fair Board for it to ensure long term financial viability.
  - c. The CVALCO Board is not making a statement that TRT investment in the fairgrounds is a poor decision. We are saying that the economic analysis that the Fair Board is undertaking is an important first step before long term funding commitments are made.
3. A sweep of capital TRT to the fairgrounds precludes the BCC from supporting any other capital projects, even if they might generate a strong economic return. Committing to a defined amount of TRT rather than a sweep would allow the BCC more flexibility in supporting tourism infrastructure development, which we have all agreed is of paramount importance.

The CVALCO Board recognizes the complexity of the issues faced by the Fair Board. We believe the economic analysis study is a great first step that should provide the Fair Board clarity around some of the myriad variables it must ponder in making recommendations to the BCC and in implementing operating policies.

Sincerely,

Kari Westlund  
President & CEO

cc: Lane County BCC  
CVALCO Board of Directors