



## Budget Change Request

### Change request information

Title Fair Classification Change - Reinstate Fair and Event Coordinator Position  
Number B-27-05 Department 27 - Community  
Requester Summer Miller  
Published by Jennifer Smith Publish Date 2023-08-26  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision

Board Changes

### Funds affected

Fund 0010 - General Fund  
General Fund Affected? Yes More Than One Fund Affected? Yes

### Policy request priority and connection to the strategic plan

Priority # 0 Strategic Plan Thriving Individuals,

### Does this request include federal, state, or private grants?

Grant Funded? None

Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)

Current position numbers affected

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

Currently, there is no full-time Fair or Event Coordinator overseeing the fairgrounds or the annual fair event. Reinstating this position will change the current part-time (approximately 10 hours/week) operations coordinator to a full-time manager. This FTE will be responsible for increasing rental and storage revenue, increasing fair event attendance and fairground occupancy rates. Further, this position will provide daily administrative oversight and support in alignment with the internal audit report (July 2023).

### How will this change the performance of your office or department?

Statement of Need

The Fair and Event Coordinator position would provide daily oversight of staff, manage maintenance, demo, and construction projects. Further, it will increase operational oversight which will allow the fairgrounds and fair event the opportunity to increase fairgrounds rental and occupancy rates. In the event of a county-wide emergency, this operational oversight would be critical, as the grounds and structures would be needed for emergency management and mass care.

In regards to the fair event, the Fair and Event Coordinator would be able to better prepare and administer the annual Thurston County Fair, in partnership with the Thurston County Fair Board. This would include annual operation and safety plans, contracts for exhibits and services, post-Fair evaluation, and coordination. The Fair Manager would identify and implement improvements for future fair events to increase overall attendance.

**Expenditure, FTE and revenue assumptions plus current budget level**

Assumptions

FTE - Fair and Event Manager fully loaded \$120,000 (approximate)  
 salary - \$80,000  
 benefits - \$39,000

Current Budget Level

\$0

**What happens if this isn't funded? Are there other options?**

Impacts and Alternatives

If this position is not funded then the fairgrounds and event will remain status quo with not increases or improvements to the facilities, grounds, or annual event.

**How does this request affect other offices and departments?**

Impact to Other Departments

Which Other Departments are Affected?

Operating Transfer Needed? No

Operating Transfer Coding and Amount

**Personnel Information**

FTE	Number	Name	Start Date	End Date
1.00	@ Fair Manager	FAIR MANAGER	2024-01-01	
1.00	< Total			

**Operating Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Capital Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Operating Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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0127C300	510000	SALARIES		79,260	81,638.00
0127C300	521000	SOCIAL SECURITY		6,063	6,246.00
0127C300	522000	RETIREMENT		7,443	7,666.00
0127C300	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0127C300	524000	WORKERS COMPENSATION-L&I		360	360.00
0127C300	525000	UNEMPLOYMENT COMPENSATION		238	245.00
0127C300	526000	PAID FAMILY MEDICAL LEAVE		173	178.00
0127C300	527000	LONG TERM DISABILITY		452	465.00
			<b>Total:</b>	<b>120,005.00</b>	<b>124,074.00</b>

**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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