



# California Construction Authority

## NOTICE OF REGULAR TELECONFERENCE BOARD MEETING CALIFORNIA CONSTRUCTION AUTHORITY

### BOARD OF DIRECTORS

July 12, 2024

Notice is hereby given that a Regular Meeting of the Board of Directors of the California Fairs Financing Authority d/b/a California Construction Authority ("CCA") will convene at **9:00am on July 17, 2024**. This regular meeting will be held at the following Teleconference Locations:

- San Diego County Fair, 22nd DAA  
2260 Jimmy Durante Blvd.  
Del Mar, CA 92014-2216
- Southern California Fair, 46th DAA  
18700 Lake Perris Dr.  
Perris, CA 92571
- Orange County Fair and Event  
Center, 32nd DAA  
88 Fair Drive  
Costa Mesa, CA 92626
- 675 Texas Street  
6th Floor Suite 650 Fairfield,  
CA 94533
- El Dorado County Fair  
100 Placerville Drive  
Placerville, CA 95667
- 10625 Birch Ranch Road  
Sacramento, CA 95830

#### California Construction Authority Mission Statement

CCA exists to facilitate in a timely manner and with cost effectiveness, construction of California fairgrounds, ensuring public health and safety and compliance with California codes.

#### California Construction Authority Vision Statement

In response to the ever-evolving needs on California fairgrounds, CCA will be the preeminent resource and facilitator for construction projects on California fairgrounds by delivering high standards of project management; timely and cost-effective service; superior quality control and compliance with California codes; and providing access to current, relevant information and education.

**Call to Order**  
**Roll Call & Introductions**

**Public Comment**

**AGENDA ITEMS**

1. Adoption of Resolution No. 24-13 Approving Minute of May 30, 2024, Regular Board Meeting and Minutes for the June 19, 2024, Special Board Meeting.
2. Adoption of Resolution No. 24-14 Authorizing Executive Officer to execute Construction Contract
3. Annual Review of CCA Personnel and Administrative Policies: Sections 800-900
4. Adoption of Resolution No. 24-15 Establishing CCA Personnel and Administrative Policy 720: Workplace Violence Prevention.
5. Adoption of Resolution No. 24-16 Establishing CCA Personnel and Administrative Policy 710: Internal Accident and Injuries Reporting.
6. Adoption of Resolution No. 24-17 Approving Revised CCA Pay Scales.
7. Discussion regarding Primary and Alternate CCA Board Members.
8. Discussion on Remaining Board Meeting Dates and Locations.

**INFORMATIONAL ITEMS**

1. Financial Report
2. LAIF Report
3. Construction Report
4. Six Point Contracts and Futility Authorizations
5. Executive Officer's Report
6. Director's report

**CLOSED SESSION**

- A. Public Employee Performance Evaluation (Government Code, § 54957(b)(1))**  
Employee: Executive Officer
- B. Conference with Labor Negotiators (Government Code, § 54957.6)**  
Agency Designated Representative: Board Chair  
Unrepresented Employee: Executive Officer

## Return to Open Session

### Adjournment

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#### **PUBLIC COMMENT**

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It is the policy of the Board of Directors of the California Construction Authority (CCA) to encourage public participation in the meetings of the Board of Directors. At each meeting, members of the public shall be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of CCA.

**NOTE:** The Board may take action on any matter, however listed on this Agenda, and whether or not listed on this Agenda, to the extent permitted by applicable law. Staff Reports are subject to change without prior notice. If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Board Secretary Assistant for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting, should telephone or otherwise contact the Board Secretary as soon as possible. The CCA Board Secretary may be reached at 1776 Tribute Road, Suite 220, Sacramento, California 95815, or by telephone at 916-263-6101.

**DISTRIBUTED PUBLIC RECORDS:** Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at the CCA office at 1776 Tribute Road, Suite 220, Sacramento, CA 95815 and will be made available to the public on the CCA website at <https://ccaauthority.org/>. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.



# AGENDA ITEM #1





# California Construction Authority

## BOARD OF DIRECTORS SPECIAL TELECONFERENCE MEETING MINUTES May 30, 2024

### **ROLL CALL:**

The regular teleconference meeting was called to order by Chair Moore at 9:03 a.m. on May 30, 2024, pursuant to the California Government Code Section 54950 et. seq., and Section IX of the Joint Exercise of Powers Agreement. Roll call was taken, and a quorum of the Board of Directors of California Fairs Financing Authority d/b/a California Construction Authority ("CCA") were present for all agenda items.

### **INTRODUCTIONS:**

#### **Board Members present via Teleconference:**

Carlene Moore, Chair  
San Diego County Fair, 22nd DAA

Michele Richards, Vice Chair  
OC Fair & Event Center, 32nd DAA

Russ Vandenberg, Director  
Southern California Fair, 46<sup>th</sup> DAA

John Vasquez, Director  
Solano County

Michael Flores, Director (Non-Voting)  
CDFA Fairs and Exposition

Kathy Dunkak, Director  
El Dorado County Fair

#### **CCA Staff Members present via Teleconference:**

Randy Crabtree, Executive Officer  
California Construction Authority

Josh Brones, Chief Operating Officer  
California Construction Authority

Marcus Lee, Office Administrator  
California Construction Authority

Susan Hargett, Executive Assistant  
California Construction Authority

Kari Hammond, Accounting Consultant  
California Construction Authority

Myriam Mascorro, Office Assistant  
California Construction Authority

#### **Others present via Teleconference:**

Osman Mufti, Legal Counsel for CCA  
Sloan Sakai Yeung & Wong LLP  
Melanie Silva, Shasta District Fair

Hayley Geiger, Managing Partner  
Pinnacle Accounting & Financial Services

## **AGENDA ITEMS**

### **1. Adoption of Resolution No. 24-07 Approving the Draft of the 2022 Financial Audit Report.**

DISCUSSION: The Board requested date we will have the Final 2022 Financial Audit Report.

MOTION: Director Vandenberg moved to approve Resolution 24-07. Director Richards seconded the motion noting Final 2022 Audit will be received by July 17, 2024.

VOTE: Roll Called by Board Secretary Susan Hargett:

Director Moore	Yes
Director Richards	Yes
Director Vandenberg	Yes
Director Vasquez	Yes
Director Dunkak	Yes

Motion Carried

Resolution No. 24-07 Approving the Draft of the 2022 Financial Audit Report is approved.

### **2. Adoption of Resolution No. 24-08 Approving Minutes of the March 14, 2024, Regular Board Meeting.**

DISCUSSION: There was no public comment on this item.

MOTION: Director Richards moved to approve Resolution 24-08. Director Vandenberg seconded the motion.

VOTE: Roll Called by Board Secretary Susan Hargett:

Director Moore	Yes
Director Richards	Yes
Director Vandenberg	Yes
Director Vasquez	Yes
Director Dunkak	Abstained

Motion Carried

Resolution No. 24-08 Approving Adoption of Minutes of the March 14, 2024, Regular Board Meeting.

### **3. Adoption of Resolution No. 24-09 Approving Adoption of Revised CCA Personnel and Administrative Policies Section 600-700.**

DISCUSSION: The Board questioned if this should have its own policy under section 700.

MOTION: Director Moore moved to approve Resolution 24-09. Director Richards seconded the motion.

VOTE: Roll Called by Board Secretary Susan Hargett:

Director Moore	Yes
Director Richards	Yes

Director Vandenberg	Yes
Director Vasquez	Yes
Director Dunkak	Yes

Motion Carried

Resolution No. 24-09 Approving Adoption of Revised CCA Personnel and Administrative Policies Section 600-700.

**4. Adoption of Resolution No. 24-10 Designating Signatories to CCA Bank Accounts and Removal of Past Signatories on CCA Bank Accounts.**

DISCUSSION: There was no public comment on this item.

MOTION: Director Vandenberg moved to approve Resolution 24-10. Director Richards seconded the motion.

VOTE: Roll Called by Board Secretary Susan Hargett:

Director Moore	Yes
Director Richards	Yes
Director Vandenberg	Yes
Director Vasquez	Yes
Director Dunkak	Yes

Motion Carried

Resolution No. 24-10 Approving Designating Signatories to CCA Bank Accounts and Removal of Past Signatories on CCA Bank Accounts.

**5. Adoption of Resolution No. 24-11 Establishing a New Banking Relationship with California Bank of Commerce.**

DISCUSSION: There was no public comment on this item.

MOTION: Director Vandenberg moved to approve Resolution 24-11. Director Richards seconded the motion.

VOTE: Roll Called by Board Secretary Susan Hargett:

Director Moore	Yes
Director Richards	Yes
Director Vandenberg	Yes
Director Vasquez	Yes
Director Dunkak	Yes

Motion Carried

Resolution No. 24-11 Establishing a New Banking Relationship with California Bank of Commerce.

### **INFORMATIONAL ITEMS**

**1. Financial Report**

Accounting Consultant Kari Hammond presented an update regarding the financial position of CCA.

**2. LAIF Report**

Executive Officer Randy Crabtree Jr. presented the LAIF Report.

**3. Construction Report**

Executive Officer Randy Crabtree Jr. presented the Construction Report.

**4. Six Point Contracts and Futility Authorizations**

Executive Officer Randy Crabtree Jr. presented the Six Point Contract and Futility Authorization Report.

**5. Executive Officers' Report**

Executive Officer Randy Crabtree Jr. presented the Executive Officer's report.

- a. Compliance Guideline Memo
- b. Office Renovation
- c. New Banking Relationship
- d. Pay Scale Study
- e. OSFM memo
- f. Remaining Board Meeting Dates

**6. Directors Report**

Directors made comments.

### **CLOSED SESSION:**

The Board adjourned from regular session and went into closed session at 10:55 a.m. pursuant to Government Code Section 54957 (b)(1) regarding the public employee Performance evaluation: Executive Officer and pursuant to Government Code 54957.6 (2) Conference with Labor Negotiators.

### **REGULAR SESSION**

The Board adjourned from closed session at 11:51 a.m. and regular session was concluded at 12:57p.m.

A. No reportable action was taken.

**PUBLIC COMMENT:** There was no public comment.

**ADJOURNMENT:** Meeting was adjourned by Chair Moore at 12:57 p.m.



# California Construction Authority

## BOARD OF DIRECTORS SPECIAL TELECONFERENCE CLOSED MEETING MINUTES June 19, 2024

### **ROLL CALL:**

The regular teleconference meeting was called to order by Chair Richards at 10:31 a.m. on June 19, 2024, pursuant to the California Government Code Section 54950 et. seq., and Section IX of the Joint Exercise of Powers Agreement. Roll call was taken, and a quorum of the Board of Directors of California Fairs Financing Authority d/b/a California Construction Authority ("CCA") were present for all agenda items.

### **INTRODUCTIONS:**

#### **Board Members present via Teleconference:**

Carlene Moore, Chair (JOINED AT 10:54 a.m.)  
Chair

San Diego County Fair, 22nd DAA

Michele Richards, Vice  
OC Fair & Event Center, 32nd DAA

Russ Vandenberg, Director  
Southern California Fair, 46<sup>th</sup> DAA

John Vasquez, Director  
Solano County

Kathy Dunkak, Director  
El Dorado County Fair, EDO

Michael Flores, Director (Non-Voting)  
CDFA Fairs and Exposition

#### **CCA Staff Members present:**

Susan Hargett, Executive Assistant  
California Construction Authority

#### **Others present via Teleconference:**

Osman Mufti, Legal Counsel for CCA  
Sloan Sakai Yeung & Wong LLP

Melinda Stephenson, Impact  
Impact

**CLOSED SESSION:**

The Board adjourned from regular session and went into closed session at 10:32 a.m. pursuant to Government Code Section 54957 (b)(1) regarding the public employee Performance evaluation: Executive Officer and pursuant to Government Code 54957.6 (2) Conference with Labor Negotiators.

**ADJOURNMENT:** Meeting was adjourned by Chair Moore at 11.59 a.m.



## RESOLUTION NO. 24-13

California Fairs Financing Authority  
d/b/a  
California Construction Authority  
July 17, 2024

Resolution Approving Minutes of the May 30<sup>th</sup>, Regular Board Meeting and  
Minutes of the June 19<sup>th</sup>, 2024 Special Board Meeting

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CALIFORNIA FAIRS FINANCING  
AUTHORITY THAT:

The Minutes of the May 30<sup>th</sup>, 2024 Regular Board Meeting and Minutes of the  
June 19<sup>th</sup>, 2024 Special Board Meeting are hereby approved.

\_\_\_\_\_  
CHAIR

ATTEST:

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SECRETARY



## AGENDA ITEM #2



Space holder for Memo explaining AV Fair  
and Event Center Bid Protest and resolution.



# RESOLUTION NO. 24-14

California Fairs Financing Authority  
d/b/a  
California Construction Authority  
July 17, 2024

Resolution authorizing and directing the Executive Officer to execute the construction contract with Bernard Bros., Inc. for the Multi-Agency Regional Resiliency Center at the Antelope Valley Fair and Event Center, Lancaster, CA

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CALIFORNIA FAIRS FINANCING AUTHORITY THAT:

1. The Executive officer is hereby authorized and directed to execute on behalf of the authority the contract for the construction of the Multi-Agency Regional Resiliency Center at the Antelope Valley Fair and Event Center, Lancaster, CA
2. The construction contract for the Multi-Agency Regional Resiliency Center at the AV Fair and Event Center is hereby awarded to Bernard Bros., Inc. of San Fernando, CA, in the amount of \$63,124,000.00.

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CHAIR

ATTEST:

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SECRETARY



## AGENDA ITEM #3



# MEMORANDUM

DATE: July 17, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Randy Crabtree, Jr., Executive Officer

SUBJECT: **Annual Review of Personnel Policies for CCA**

## **Background**

In accordance with CCA policy staff have continued the annual review of all CCA personnel policies to determine their adequacy for current business and compliance with current statutes and regulations. Legal Counsel has reviewed the next portion of the policies and determined that none of the policies needed to be updated at this time

The policies reviewed are outlined below:

Policy #	Description
810	Employee Separation
811	Reduction in Force and Recall
812	Exit Interviews
910	Telephone Use
911	Social Media Usage
912	Mail Voicemail and Computer Usage

## SUBJECT:

EMPLOYEE SEPARATION

Est: February 20, 2019

Rev: September 16, 2022

**I. PURPOSE**

The purpose of this policy is to aid in the timely and accurate processing of employees who are leaving CFFA and will no longer be on CFFA payroll.

**II. POLICY**

A. It is CFFA's policy to ensure that all employee rights are protected in an employee's separation from CFFA and that all procedures for separation are consistent with fair and equitable employee relations practices. The policy covers the following categories of separation as defined:

1. Resignation. A voluntary separation including:
  - a. Resignation with or without notice.
  - b. An absence of three or more consecutive working days without notice to the supervisor or the HR Administrator (See Policy No. 413, Attendance Policy).
  - c. Failure to return from a leave of absence as arranged with CFFA.
  - d. Failure to return from a temporary reduction in force upon recall.
2. Release. A separation in which the employee is not qualified or adapted for the type of work assigned and no other assignment is available.
3. Retirement. A voluntary separation which usually includes qualification for benefits under CFFA retirement plan (See PERS plan documents for details).
4. Reduction in Force. Includes:
  - a. Temporary reduction. Work is no longer available but recall is expected within 12 months.
  - b. Permanent reduction. Work is no longer available. Recall is not expected; position eliminated,

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SUBJECT:EMPLOYEE SEPARATION

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contract expired, department closed, etc. (See Policy 812, Reduction in Force and Recall).

5. Discharge. A separation in which the employee is removed from the payroll as an “at-will” employee, including but not limited to for violation of employee standards of conduct, safety regulations or unsatisfactory job performance

### III. PROCEDURE

- A. Notice to Employee. There are no requirements for advance notice to employees upon separation by CFFA with the narrow exceptions listed immediately below. (See Policy No. 010, At-Will Employment and Policy No. 410, Standards of Conduct.)
  1. Notice required by a written employment agreement between CFFA and a contract employee.
  2. Notice given of a reduction in force or work stoppage which is planned for a future date will be given as specified in Policy 812, Reduction in Force and Recall.
- B. Pay in Lieu of Notice. Where a future date is established for separation, immediate removal from duties may be desirable to minimize the adverse effect on other employees or to allow the separated employee to seek new employment. In such cases, up to two weeks pay may be provided in lieu of advance notice. (Additional payment may be provided as part of a severance package in a reduction in force. See Policy 812, Reduction in Force and Recall.) The prior approval of the Executive Director and the HR Administrator must be secured by the supervisor for pay in lieu of notice.
- C. Management Approvals. Written approvals will be required from the supervisor and/or manager and the HR Administrator before an employee is released, separated due to a reduction in force, or discharged.
- D. Resignation. An employee who resigns with or without notice will be asked immediately by the supervisor to put notice of voluntary resignation in writing. The notice will be forwarded to the HR Administrator for filing in

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the employee's personnel file. The HR Administrator must obtain all keys and other company property, credit card, materials and equipment from the separated employee prior to the last day of work.

- E. Exit Interview. Separated employees, whether voluntary or involuntary, will be referred to the HR Administrator for participation in a voluntary Exit Interview before their last day of work. (See Policy 812, Exit Interviews.)
- F. Employment References for Separated Employees. Refer to Policy No. 070, Personnel Records and Privacy.
- G. Records Update Form. The immediate supervisor of the separated employee is responsible for the completion of the CFFA Personnel Records Update Form.
- H. Benefit Eligibility.
  - 1. Employees are not paid for any accrued and unused sick leave time at the time of separation.
  - 2. Accrued and unused vacation allowance will be paid to employees upon separation.
  - 3. Benefits Coverage Upon Separation. Upon separation, the HR Administrator will notify the employee of their right to continue health insurance for the employee and covered dependents. According to the rights specified in State and Federal law, including the Consolidated Omnibus Budget Reconciliation Act (COBRA):
    - a. CFFA must provide for, at the separating employee's or qualified beneficiaries' sole expense, the continuation of identical coverage to CFFA health care coverage for the employee and/or their qualified beneficiaries in the event of:
      - 1) The employee's death;
      - 2) Voluntary or involuntary termination of employment (other than for gross misconduct) or reduction in hours;
      - 3) Divorce or legal separation;

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- 4) The employee becomes entitled to Medicare benefits (the continuation of coverage is only available for the covered spouse and dependent children);
  - 5) A dependent child is no longer considered a dependent as defined under the applicable plan provisions.
- b. The availability of such coverage must continue for up to 18 months when an employee is terminated or has their hours reduced. For all other events, the availability of such coverage must continue for up to 36 months.
- c. If one of the following events occurs before the expiration of the 18 or 36 month periods described in b. above, coverage will cease at that time:
- 1) Termination of all employer-provided group health plans;
  - 2) Failure of employee or beneficiary to pay required contributions;
  - 3) The individual becomes covered as an employee or dependent under another employer's plan, so long as the plan does not exclude or limit coverage for a qualified beneficiary's existing conditions;
  - 4) Entitlement of employee or beneficiary to Medicare benefits; or
  - 5) A qualified beneficiary becomes covered under another group health plan, subject to HIPAA's portability provisions (applies to former spouses of covered employees).
- d. The monthly premium for the group continuation plan will be 102% of the current plan rate.



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- e. CFFA is not required to make a contribution towards the cost of such group continuation.
  - f. CFFA must provide written notice of rights to group continuation coverage to the employee (and spouse, if applicable), following the qualifying event.
  - g. It is the responsibility of the employee or qualified beneficiary to notify the HR Administrator immediately of: a divorce or legal separation; or a dependent child ceasing to be a dependent. CFFA then has fourteen (14) days to notify the employee or qualified beneficiary of their right to elect group continuation. The notice is to be sent to the employee's or qualified beneficiary's last known address.
  - h. The employee or qualified beneficiary is entitled to a conversion policy with the insurer upon the expiration of the group continuation plan.
4. Life Insurance Benefits. Conversion privileges of the CFFA life insurance benefit plan are outlined in the master insurance policy. Consult plan documents for complete details.
  5. Vested Rights Under the Public Employees' Retirement System. General provisions of benefit credit are specified in the PERS plan document. Consult the PERS plan document for complete details.

**SUBJECT:**

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**REDUCTION IN FORCE AND RECALL****I. PURPOSE**

To provide guidelines and controls governing reduction in the work force and recall procedures.

**II. POLICY**

CFFA expects to maintain steady employment for each regular employee. However, other unforeseen circumstances may require adjustments in staff levels by means of a reduction-in-force (RIF) or position elimination or layoff. Before employees are separated due to lack of work, all reasonable possibilities for reassignment to open positions within the affected department (and CFFA as a whole) will be explored. Supervisors will work with the HR Administrator to accomplish any possible inter-departmental transfers of personnel.

It is also the policy of CFFA to provide severance pay for employees in circumstances necessitating RIF, position elimination or layoff. Severance pay will never be granted to those employees who voluntarily resign; are terminated by CFFA, or retire.

**III. DEFINITIONS**

"Reduction in Force" (RIF) includes two definitions:

- A. Temporary Reduction. Work is no longer available, but recall to work is expected within 12 months.
- B. Permanent Reduction. Work is no longer available. Recall to work is not expected (job eliminated, contract expired, department closed, etc.)

**IV. PROCEDURE FOR REDUCTION IN FORCE**

These procedures will guide decreases in the work force:

- A. When a number of employees must be reduced, employee performance and organizational need will govern the selection of employees for RIF.

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REDUCTION IN FORCE AND RECALL

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- B. When selecting employees for RIF, CFFA will comply with all laws and will consider factors in keeping with the Equal Employment Opportunity policy.
- C. When a position is eliminated, due to lack of work or organizational restructuring, every effort will be made to transfer the affected employee to an open position, provided the employee has the necessary skills and has received satisfactory performance evaluations.
- D. CFFA may retain a certain employee without regard to length of service because of the employee's special knowledge, skill, training or experience.
- E. Accrued vacation time will be paid to the employee at the time of a RIF. Accrued but unused sick leave will not be paid to the employee at the time of a RIF. However, an employee on a Temporary Reduction will retain sick leave amounts and vacation accrual seniority level if recalled within twelve (12) months.
- F. Written management approvals for RIF are required as provided in Policy 810, Employee Separations.
- G. Affected employees will be notified verbally and in writing of the approximate or actual date the RIF is scheduled to take effect.
- H. Provisions for the continuation of health care coverage for released employees under a RIF and their qualified dependents will be made according to State and Federal law, including COBRA (Consolidated Omnibus Budget Reconciliation Act). The monthly premium for the group health continuation plan will be 102% of the current plan rate. (See Policy 810, Employee Separation.)
- I. CFFA shall provide an election form and information on healthcare continuation to each employee or qualified beneficiary who qualifies for healthcare continuation. The completed election form will be

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retained in the employee's personnel file.

- J. Employees on Temporary Reduction are not eligible for severance pay.
- K. Employees who are separated due to Permanent Reduction may be eligible for severance pay. Severance pay will be made in accordance with the eligibility schedule stated below. Cumulative severance benefits shall not exceed the following schedule:

<b>Length of Service (years) as an Employee</b>	<b>Eligible For</b>
0 up to 2	2 weeks
2 up to 4	3 weeks
4 up to 5	4 weeks
5 up to 6	5 weeks
6 up to 7	6 weeks
7 up to 8	7 weeks
8 up to 12	8 weeks
12 up to 15	10 weeks
15 up to 18	12 weeks
18 up to 20	14 weeks
21 and above	16 weeks

**V. PROCEDURE FOR RECALL**

These guidelines will regulate increases in the work force due to recall:

- A. Before hiring new employees from outside CFFA, recall from RIF will be made of qualified former employees separated within the past 12 months. A former employee will be considered qualified if, in management's sole discretion:
  - 1. The employee has the necessary skills; and,
  - 2. A period of training not to exceed 90 days can be expected to lead to qualification for the open position.
- B. When considering recall of former employees with similar skills and

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abilities to positions for which they qualify, past performance and date of hire will be considered as primary selection criteria. Former employees recalled will be required to serve a new orientation period. (See Policy 060, New Employee Orientation.)

- C. A former employee to be recalled will be notified by certified letter sent by the HR Administrator to the former employee's most current address on file with the HR Administrator. Telephone contact may also be used by the HR Administrator as appropriate. If the former employee does not contact CFFA to make satisfactory arrangements for return to work within five working days of the mailing date of the certified letter, the former employee will be eligible for reinstatement to the recall list only if some exceptional circumstances prevented the former employee from responding.

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EXIT INTERVIEWS

**I. PURPOSE**

To determine and document the reasons employees leave CFFA, to provide an opportunity for the airing of concerns or grievances that had not been discussed or resolved through other appropriate procedures, to solicit constructive criticism helpful in improving CFFA, to explain separation procedures and insurance programs, to complete required paperwork, and to collect CFFA property.

**II. POLICY**

Upon separation of employment, and prior to leaving CFFA, employees will have an opportunity to participate in a voluntary exit interview with the HR Administrator or a designated representative in absence of the HR Administrator.

**III. PROCEDURE**

- A. Supervisors will refer separating employees to the HR Administrator for an exit interview as soon as possible after receiving or providing notice of the separation. The supervisor's completion of the CFFA Personnel Action Request **Form** will document separation date and reason.
- B. The CFFA Exit Interview Form is given to the employee by the HR Administrator prior to the exit interview, if advance notice of separation is given.
- C. The HR Administrator will review with the employee their comments from the Exit Interview Form, which addresses:
  - 1. Job duties and work load: match with interest and abilities, advancement opportunities.
  - 2. Quality of supervision: direction; feedback; consistency; enforcement of policies; fairness; support given.
  - 3. Company policies and practices; working environment.
  - 4. Salary and benefits: competitive; progressive.

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**EXIT INTERVIEWS**

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- D. The employee and the HR Administrator will sign the Exit Interview form. A copy of the Exit Interview form will be placed in the employee's personnel file.
- E. The employee will be asked to complete the CFFA Employee Authorization to Release Reference Information **Form**.
- F. The HR Administrator will collect any CFFA property, communicate benefits information, and complete necessary paperwork and the other requirements as specified on the CFFA Exit Interview Checklist.

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**SUBJECT:****Est: February 20, 2019****TELEPHONE USE****Rev: September 20, 2023**

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**I. PURPOSE**

To provide guidelines for using CFFA telephones, and clarification for the purchase and use of CFFA provided cell phones.

**II. POLICY**

Efficient telephone service is vital to CFFA business. It is the employee's responsibility to use this equipment effectively and safely. Employees must adhere to the following guidelines:

**A. Land lines**

1. Answer all business calls promptly and courteously.
2. Personal calls, both incoming and outgoing, should only be occurring in cases of emergencies or essential personal business and kept as brief as possible.
3. Use of company time or telephones for personal use that interferes with the employee's work or the work of others is not permitted and may be subject to disciplinary action up to and including termination.

**B. Cell phones**

1. CFFA provides agency-owned cell phones to specified employees as needed to perform their work duties. The determination of which phone and plan is appropriate for CFFA employees will be made by the Executive Officer or their designee.
2. CFFA employees using a CFFA cell phone shall use the device for CFFA business only and not personal use. CFFA will not cover any charges for applications ("apps") that an employee adds to a CFFA cell phone if such application is unrelated to CFFA business.
3. CFFA employees will manage the use of their agency cell phone wisely to keep cell phone use within budget.
4. CFFA employees will handle CFFA cell phones with the utmost care. If a CFFA cell phone is lost or damaged during personal use, the employee must immediately notify their supervisor and may be asked to reimburse CFFA the cost for a replacement phone.



**SUBJECT:****Est: February 20, 2019****TELEPHONE USE****Rev: September 20, 2023**

5. Text messaging and emailing is prohibited by state law while the employee is operating a motor vehicle. Speaking on the cell phone without using a hands-free device is also prohibited by law. If no hands-free device is available, the driver should pull to a safe location prior to answering or initiating cell calls. This rule also applies to use of privately owned cell phones during business hours. If possible, employees should decline incoming calls in favor of voice mail or caller identification to be returned when they reach their destination. An employee should disclose to their supervisor if they are issued a traffic citation for talking on a cell phone without a hands-free device, text messaging, or emailing while conducting official business. An employee charged with traffic violations involving the use of a cell phone or other wireless communications device while driving will be solely responsible for all resulting fines.
6. CFFA Employees should use discretion when making calls of a sensitive or confidential nature. All texts, emails, and voicemails on a CFFA cell phone are subject to the California Public Records Act (CPRA) and must be retained in accordance with appropriate retention periods as set forth by CFFA's records retention policy. Moreover, unless otherwise protected from disclosure under the CPRA or other applicable law, work related texts, emails, and voicemails on a personal cell phone are subject to disclosure.
7. CFFA reserves the right to review all usage of CFFA provided cell phones including all bills, incoming and outgoing calls and all text messages sent or received and the content thereof. Employees using CFFA provided cell phones have no right to privacy regarding usage.
8. CFFA Employees should Immediately return the cell phone to the H.R. Administrator if it is determined that the phone is no longer necessary, is defective, or upon leaving employment with CFFA.

### **III. PROCEDURES**

Failure to comply with these policies and procedures may result in disciplinary action, up to and including termination.

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 911****SUBJECT:****SOCIAL MEDIA USAGE****Est: February 20, 2019****Rev: September 16, 2022****I. PURPOSE**

Establishes terms, conditions and guidelines regarding the participation by CFFA employees in social media networks.

**II. POLICY**

CFFA encourages communication among its employees, the fair industry, fair associations and organizations, and the public. Social networks such as Facebook, agency blogs and message boards are an effective way to build relationships, and to encourage conversations and camaraderie. They are also a great way for CFFA staff to share information and to quickly answer questions about CFFA's programs, services, events and activities, as well as industry issues.

This policy serves as the terms, conditions and guidelines for CFFA employees using CFFA social networking sites as well as use of personal social networking sites as such use may involve CFFA.

Twitter, Facebook and video (e.g., YouTube, Vimeo) have been approved by CFFA executive management and standards have been developed for their use. The use of any other sites on behalf of CFFA must be approved in advance by CFFA executive management.

The CFFA social network use terms and conditions set forth in Section III below apply to:

- All CFFA hosted websites, blogs and social media networks. CFFA has only one official Website, Message Board, Facebook, Twitter, Blog, LinkedIn, YouTube, Pinterest and/or Google+ site. No other social media sites will be created on behalf of CFFA without the knowledge or permission of CFFA's Executive Director.
- All comments on personal social media sites and on personal blogs that contain postings about CFFA; CFFA's programs and services; CFFA staff; member fairs; related associations, agencies and organizations; and competitors.
- All CFFA employees, even if a CFFA employee's social media activities take place outside of work, can have an impact on CFFA's business interests. If in

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 911****SUBJECT:****SOCIAL MEDIA USAGE****Est: February 20, 2019****Rev: September 16, 2022**

doubt about the appropriateness of a post, please consult with CFFA's HR Administrator and/or CFFA's Executive Director.

- All postings on behalf of CFFA on any of the CFFA social media networks are to be done by the CFFA Executive Director only.

### **III. CFFA SOCIAL MEDIA NETWORK USE TERMS, CONDITIONS AND GUIDELINES**

- A. Employee contributions to CFFA's social media pages should be business related. Posting or blogging on personal topics or interests belongs on personal social media sites.
- B. Respect a colleagues' privacy. Make sure to have the consent of everyone featured in any video or photo posted, including CFFA staff and/or members' children, family, and friends. Do not post another employee's first or last name or any personal phone numbers or addresses.
- C. Commenting on CFFA member or fellow agency news is permissible only if your observations are accurate and based on publicly available information. Do not disparage CFFA members, fellow employees or associates, or disclose any confidential details about business – current or future – with existing or potential members.
- D. Do not use social media networks to conduct agency business. Social media networks use servers that are outside of CFFA's control and may pose a security risk.
- E. Do not post anything that is confidential on a social media site. This includes legal issues, or information or opinions about claims or claimants, whether the claim is in progress or already settled. If in doubt, discuss the post, *before* it is posted, with CFFA's Executive Director. If you post something you shouldn't have, correct it and inform the Executive Director immediately.
- F. Do not post anything that is false, misleading, obscene, defamatory, discriminatory, libelous/slanderous, threatening, or harassing to

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 911****SUBJECT:****SOCIAL MEDIA USAGE****Est: February 20, 2019****Rev: September 16, 2022**

another person or entity. Such comments are not in the spirit of CFFA or its social media sites and should be reported to CFFA's Human Resources or Executive Officer as soon as possible.

- G. Should an employee receive a message or view a posting from another CFFA employee that the employee finds obscene, defamatory, discriminatory, libelous/slandorous, threatening, or harassing, the employee should not respond to the message/posting, but instead notify CFFA's Executive Officer.
- H. Do not post anonymously about CFFA members, associates, or CFFA business.
- I. Respect copyrights and other peoples' intellectual property. Copyrighted material may not be placed on CFFA's sites without the written permission of the owner of the material.
- J. CFFA's social media sites are subject to the California Public Records Act. Any content maintained in a social media format that is related to CFFA business, including a list of subscribers and posted communication (with certain exceptions), is a public record. The staff maintaining the site, legal counsel and the CFFA custodian of records, are responsible for responding completely and accurately to any public records request for public records on social media using standard procedures. Content related to CFFA business shall be maintained so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting may be or are subject to public disclosure upon request. Users shall be notified that public disclosure requests must be directed to the relevant project manager or designee.
- K. Personal websites developed by employees for advertising on behalf of CFFA or conducting CFFA business must be pre-approved and reviewed by CFFA's Executive Officer.

**IV. Procedures**

- A. The CFFA Executive Officer will maintain a list of CFFA's social media sites, including login and password information.
- B. The CFFA Executive Officer will be able to immediately edit or remove content from social media sites.

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 912**

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**SUBJECT:****EMAIL, FACSIMILE, VOICEMAIL AND  
COMPUTER USAGE POLICY****Est: February 20, 2019****Rev: September 16, 2022**

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**I. PURPOSE**

CFFA provides email, facsimile, voicemail and computer usage, including Internet access, to help employees perform their job duties. CFFA encourages employees to use this technology to make communication more efficient and effective. Each employee is responsible to use this technology in a manner that increases productivity, enhances CFFA's public image, and is respectful of other employees and individuals.

**II. POLICY**

CFFA has established the following guidelines governing the use of email, voicemail, the computer and access to the Internet. CFFA respects the individual privacy of employees, but this privacy does not extend to work-related conduct and the use of CFFA's systems, equipment, or software. Employees should be aware that these guidelines may affect employee privacy in the workplace.

Violation of these guidelines is a serious matter and may result in disciplinary action, up to and including termination of employment.

**III. CFFA EMAIL, FACSIMILE, VOICEMAIL, AND COMPUTER USE  
GUIDELINES**

CFFA has installed email, facsimile, voicemail, and computer systems, including Internet access, to facilitate business communications. Employees have individual passwords to access these systems to prevent unauthorized access to information. Passwords do not confer any right of privacy, as these systems belong to CFFA. The content of communications and data transmitted over, or stored in, these systems is accessible at all times by CFFA management

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 912**

SUBJECT:

**EMAIL, FACSIMILE, VOICEMAIL AND  
COMPUTER USAGE POLICY****Est: February 20, 2019****Rev: September 16, 2022**

or other designated personnel. These systems may be subject to periodic unannounced inspections and should be treated like other shared filing systems.

Email and voicemail messages are CFFA records. The contents of these messages may be disclosed within CFFA without employee's permission. Messages should be regularly read and deleted within the normal course of business. Employees should not assume that messages are confidential or permanently deleted. Copies of email are maintained and referenced for legal and business reasons.

Email and voicemail messages, facsimile documents, and all forms of computer records fall within the definition of public records that are subject to public inspection and copying under the California Public Records Act and the federal Freedom of Information Act. Any public records requests will be reviewed in advance by legal counsel.

CFFA has the right, to monitor and review any and all aspects of our computer system including sites employees visit on the Internet, instant messages, chat rooms, newsgroups, material downloaded or uploaded by employees, and email messages sent and received by employees. We may monitor computers to determine compliance with our policies, to investigate possible misconduct, to locate information, or for any other purpose. By using CFFA computers, employees waive the right to privacy in anything created, uploaded, stored, sent, or received on the computer or the Internet.

***Personal Use***

Occasional and incidental personal use of the email and computer systems for the following purposes is allowed if it does not interfere with work, present a conflict of interest with our business and does not violate any other policy:

1. To send and receive occasional personal communications;

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 912**

SUBJECT:

**EMAIL, FACSIMILE, VOICEMAIL AND  
COMPUTER USAGE POLICY****Est: February 20, 2019****Rev: September 16, 2022**

2. To prepare and store incidental personal information in a reasonable manner.
3. To access the Internet for personal searches and inquiries during off-duty time provided that you observe all other usage guidelines.

All personal communications and stored data will be treated the same as other communications and data. CFFA may access and disclose, as necessary, all communications and data in the systems, without regard to content.

Employees should not use email to transmit messages you would not want disclosed to a third party. For example, you should not use email for disclosing personal information about yourself or others or for unprofessional responses to business correspondence or work situations. In addition, employees may not use email for messages that are defamatory, intimidating, or threatening in nature.

CFFA assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over, or stored on its computers or for the loss or non-delivery of any personal email communications or any personal data stored on any CFFA property.

***Harassment and Discrimination***

Employees may not use CFFA email, facsimile, voicemail, computer systems, or Internet access for storing, transmitting or receiving any information that may be seen by others as discriminatory or harassing in any way. As set forth more fully in our policies prohibiting discrimination and harassment (see Policy 412, Harassment-Free Workplace), CFFA does not tolerate discrimination or harassment (including any related retaliation) based on sex (including gender, pregnancy, childbirth, or related medical conditions), gender identity, gender expression, race, color, religion, national origin, ethnicity, ancestry, age (over 40), physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, military or veteran

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 912**

SUBJECT:

**EMAIL, FACSIMILE, VOICEMAIL AND  
COMPUTER USAGE POLICY****Est: February 20, 2019****Rev: September 16, 2022**

status, or any other characteristic protected by state and federal law or local ordinance.

Examples of forbidden transmissions include sexually-explicit computer images or other electronic displays, photographs, messages, cartoons, or jokes, unwelcome propositions or ethnic or racial slurs.

***Solicitation***

You may not use CFFA systems, including email or Internet access, to solicit or persuade others for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job related matters.

***Copyright Laws***

Copyright laws give the copyright holder the exclusive right to reproduce, distribute, modify, publicly perform, and publicly display the material. Employees may not use computer systems, including email or Internet access, to copy, retrieve, forward, or send copyrighted material unless you have the author's permission or you are accessing a single copy only for your own private purposes. The placement of material on the Internet does not waive copyrights in the material.

***Downloading Unauthorized Software***

All software used on CFFA computers is officially licensed software. No software may be loaded, installed, or used on CFFA computers, by any means of transmission that has not been duly paid for and licensed. Employees may not download or install software obtained from the Internet or from computers or networks that do not belong to CFFA.

Only authorized Information Technology personnel load software on to CFFA computers.



**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 912**

SUBJECT:	Est: February 20, 2019 Rev: September 16, 2022
EMAIL, FACSIMILE, VOICEMAIL AND COMPUTER USAGE POLICY	

***Voicemail***

Voicemail messages should be treated in the same manner as email messages. Employees should not assume that sent or received voicemail messages will be confidential. CFFA has access to voicemail at all times and may delete voicemail messages without advance notice.

CFFA's voicemail system has limited capacity. If employees wish to maintain a message, have the message transcribed. Do not use your voicemail box as an archive of messages since that causes problems with the system.

***Internet Usage***

We have installed Internet access that allows all employees to send and receive messages via the internet and to retrieve work related information. You may use this service occasionally for incidental personal uses, provided the use is responsible and meets these guidelines.

You may not use our Internet access to retrieve, download, or contribute to any of the following:

- Gross, indecent, or sexually-explicit photographs, pictures, or other similar materials.
- Jokes, games, or other information that may be seen as harassing, intimidating, or disparaging to people because of their race, age, sex, religion, national origin, ethnicity, ancestry, disability, medical condition, sexual orientation, or any other characteristic protected by law.
- Job-search sites.
- Gambling sites.
- .Illegal drug-oriented sites.
- Chain letters.
- Any other purpose that is illegal or in violation of our policies..

Do not sign "guest books" at any web sites or post messages to Internet groups

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 912**

SUBJECT:

**EMAIL, FACSIMILE, VOICEMAIL AND  
COMPUTER USAGE POLICY****Est: February 20, 2019****Rev: September 16, 2022**

or discussion groups at web sites of personal interest. These actions may generate junk email and may expose CFFA to liability or unwanted attention. Any messages or information that are sent via our Internet access could expose CFFA to adverse consequences, even if a personal “disclaimer” is included in the message.

CFFA’s web site is under the supervision of the CFFA Executive Director. No changes may be made and no hyperlinks may be added without the advance approval of the CFFA Executive Director.

Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, sexually explicit, obscene, intimidating, or defamatory is prohibited. Employees encountering such material should report it to CFFA management immediately.

All material downloaded from the Internet, or from computers or networks that do not belong to CFFA, must be scanned for viruses and other destructive programs before being placed onto our computer system.

CFFA is not responsible for any damages, direct or indirect, arising out of the use of our Internet resources.

***Security***

Employees use passwords to access our computer system. No encryption program may be used until it is approved by the CFFA Technology Specialist and your department manager. All encryption keys must be made available to management.

Employees may not use programs or software requiring additional passwords. Employees are expected to maintain computer password as confidential and to not share them with co-workers.

For network security purposes, all systems connecting our network resources to the Internet must be pre-approved, operated and managed by the CFFA

**CALIFORNIA FAIRS FINANCING AUTHORITY****POLICY NO. 912**

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**SUBJECT:****EMAIL, FACSIMILE, VOICEMAIL AND  
COMPUTER USAGE POLICY****Est: February 20, 2019****Rev: September 16, 2022**

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Technology Specialist.

***Deleting Information***

Deleting or erasing information or messages maintained on CFFA computers may be ineffective. Any information kept on computers may be electronically recalled or recreated, even if deleted or erased by an employee. Because we periodically back up all files and messages, and because of the way computers reuse file storage space, files and messages that a user may think are deleted or erased may continue to exist.

If you are informed by CFFA management or legal counsel that it reasonably expects litigation related to a certain subject matter, you may not delete or erase any material on any computer related to that subject matter. All such electronic material should be safely stored separately from other material so that it will not be inadvertently deleted or altered.



## AGENDA ITEM #4



# MEMORANDUM

DATE: July 17, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Randy Crabtree, Jr., Executive Officer

SUBJECT: **New Policy #720: Workplace Violence Prevention**

## **Background**

At the May 30<sup>th</sup>, 2024, board meeting. The CCA board moved to adopt the revised Policy 710: Internal Accidents and Reporting. This policy added language outlining the new Workplace Violence prevention program (WVPP). The board's approval of the revisions was contingent on the WVPP addition being a separate policy in the future. The new WVPP now has its own CCA policy and is presented for your review.

## **Recommendation**

It is recommended that the proposed resolution be adopted and that the Board approves the additional CCA Personnel Policy as presented.

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<b>SUBJECT: WORKPLACE VIOLENCE PREVENTION</b>	<b>Est: July, 17, 2024</b>
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**I. PURPOSE**

To protect the safety and well-being of all employees and to comply with applicable federal and state laws.

**II. POLICY**

Threats, threatening language, or any other acts of aggression or violence made toward or by any CFFA employee will not be tolerated. A “threat” includes attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, and/or destructive actions undertaken for the purpose of domination or intimidation. Employees must immediately report all potentially dangerous situations, including acts or threats of violence by co-workers or outside parties, to their supervisor or the CFFA safety coordinator. CFFA prohibits retaliation against anyone reporting in good faith an actual or suspected violation of this policy.

Please see the CFFA Workplace Violence Prevention Plan (attached), for all procedures and protocols. In addition, CFFA will provide employees with comprehensive annual training on Workplace Violence Prevention.



# RESOLUTION NO. 24-15

California Fairs Financing Authority  
d/b/a  
California Construction Authority

July 17, 2024

Resolution approving adoption of CCA personnel policies

BE IT RESOLVED BY THE CALIFORNIA FAIRS FINANCING AUTHORITY:

That the following Personnel Policies for California Fairs Financing Authority, attached in Exhibit "A", are adopted:

Policy #	Description
720	Workplace Violence Prevention

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

## **Exhibit A**

### **CALIFORNIA FAIRS FINANCING AUTHORITY**

**POLICY NO. 720**

**SUBJECT:  
WORKPLACE VIOLENCE  
PREVENTION**

**Est: July, 17, 2024**

#### **I. PURPOSE**

To protect the safety and well-being of all employees and to comply with applicable federal and state laws.

#### **II. POLICY**

Threats, threatening language, or any other acts of aggression or violence made toward or by any CFFA employee will not be tolerated. A “threat” includes attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, and/or destructive actions undertaken for the purpose of domination or intimidation. Employees must immediately report all potentially dangerous situations, including acts or threats of violence by co-workers or outside parties, to their supervisor or the CFFA safety coordinator. CFFA prohibits retaliation against anyone reporting in good faith an actual or suspected violation of this policy.

Please see the CFFA Workplace Violence Prevention Plan (attached), for all procedures and protocols. In addition, CFFA will provide employees with comprehensive annual training on Workplace Violence Prevention.





## AGENDA ITEM #5



# MEMORANDUM

DATE: July 19, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Randy Crabtree, Jr., Executive Officer

SUBJECT: **Revised Policy 710: Internal Accident and Injuries Reporting**

## **Background**

At the May 30<sup>th</sup>, 2024, board meeting. The CCA board moved to adopt the revised Policy 710. This policy added language outlining the new Workplace Violence prevention program. The board approval of the revisions was contingent on the WVPP addition being broken out into it's a separate policy in the future. The new WVVP now has its own policy, therefore the revisions made at the last board meeting need to be updated to remove details of the WVVP.

## **Recommendation**

It is recommended that the proposed resolution be adopted and that the Board approve the revised CCA Personnel Policy as presented.

**SUBJECT:**

~~WORKPLACE VIOLENCE  
PREVENTION AND  
ACCIDENTS/INJURIES REPORTING~~

Est: February 20, 2019

Rev. May 30, 2024

**I. PURPOSE**

To protect the safety and health of all employees and to comply with applicable federal and state laws.

**II. POLICY**

Safety is everyone's responsibility. Employees must immediately report any accidents or injuries occurring on CFFA premises or while working for CFFA to their supervisor or the CFFA safety coordinator.

Employees must also report any unsafe conditions or circumstances to their supervisor or the CFFA safety coordinator in order to prevent accidents.

~~Threats, threatening language, or any other acts of aggression or violence made toward or by any CFFA employee will not be tolerated. A "threat" includes attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, and/or destructive actions undertaken for the purpose of domination or intimidation. Employees must immediately report all potentially dangerous situations, including acts or threats of violence by co-workers or outside parties, to their supervisor or the CFFA safety coordinator.~~

Please see the CFFA Injury and Illness Prevention Program (attached), ~~and the CFFA Workplace Violence Prevention Plan (attached)~~, for all procedures and protocols. ~~In addition, CFFA will provide employees with comprehensive annual training on Workplace Violence Prevention.~~

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**SUBJECT:  
ACCIDENTS/INJURIES REPORTING**

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**Est: February 20,2019  
Rev. July 17<sup>th</sup>, 2024**

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**I. PURPOSE**

To protect the safety and health of all employees and to comply with applicable federal and state laws.

**II. POLICY**

Safety is everyone's responsibility. Employees must immediately report any accidents or injuries occurring on CFFA premises or while working for CFFA to their supervisor or the CFFA safety coordinator.

Employees must also report any unsafe conditions or circumstances to their supervisor or the CFFA safety coordinator in order to prevent accidents.

Please see the CFFA Injury and Illness Prevention Program (attached) for all procedures and protocols.



# RESOLUTION NO. 24-16

California Fairs Financing Authority  
d/b/a  
California Construction Authority

July 17, 2024

Resolution approving adoption of CCA personnel policies

BE IT RESOLVED BY THE CALIFORNIA FAIRS FINANCING AUTHORITY:

That the following Personnel Policies for California Fairs Financing Authority, attached in Exhibit "A", are adopted:

Policy #	Description
710	Internal Accident and Injuries Reporting

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

## Exhibit A

### CALIFORNIA FAIRS FINANCING AUTHORITY

POLICY NO. 710

**SUBJECT:  
ACCIDENTS/INJURIES REPORTING**

**Est: February 20,2019  
Rev. July 17<sup>th</sup>, 2024**

#### **I. PURPOSE**

To protect the safety and health of all employees and to comply with applicable federal and state laws.

#### **II. POLICY**

Safety is everyone's responsibility. Employees must immediately report any accidents or injuries occurring on CFFA premises or while working for CFFA to their supervisor or the CFFA safety coordinator.

Employees must also report any unsafe conditions or circumstances to their supervisor or the CFFA safety coordinator in order to prevent accidents.

Please see the CFFA Injury and Illness Prevention Program (attached) for all procedures and protocols.



## AGENDA ITEM #6



# MEMORANDUM

DATE: July 17, 2024  
TO: CCA BOARD  
FROM: Randy Crabtree Jr.  
SUBJECT: **CCA Salary Schedule Updates**

## **Background**

CPS HR Consulting was retained by the California Construction Authority to update their internal salary structure. As a result of the study there were two key areas staff wanted to address initially:

1. The California FLSA salary threshold for exempt positions increased to \$66,650 in 2024. The minimum of the exempt pay scale is now set at \$66,560. As a result of this increase any employees below the current threshold will have their wages adjusted accordingly.
2. FLSA analysis was conducted on the Construction Inspector series, Accounting Technician Series, and Administrative Technician. The Construction Inspector series does not meet the duty requirement for an exempt position and should remain as non-exempt. The Accounting Technician series and Administrative Technician position do not meet the California FLSA salary threshold and should move from exempt to non-exempt. These three positions have been moved from the exempt scale to non-exempt scale based on the California FLSA salary threshold.

CPS HR will be conducting a market study to determine if any additional adjustments are necessary for all positions. Afterwards staff will present a revised schedule that includes adjustments in salary ranges and bandwidths for the exempt, non-exempt and management pay scales.





### Annual Salary Range - Non-Exempt Employees

SG	Job Title	Min	Mid	Max
1	Office Assistant I Account Clerk Trainee Intern	\$32,839	\$39,514	\$43,116.95
2	Account Clerk I <b>Accounting Technician I</b> <b>Administrative Technician</b>	\$39,457	\$42,219	\$44,979.15
3	Office Assistant II <b>Accounting Technician II</b>	\$36,731	\$42,081	\$47,428.76
4	Account Clerk II	\$44,215	\$46,847	\$49,477.40
5	Office Assistant III	\$40,403	\$46,288	\$52,170.74
6	Senior Account Clerk Office Assistant IV	\$46,464	\$51,531	\$57,387.81
7	Construction Inspector I	\$60,517	\$79,729	\$98,940.20
8	Construction Inspector II	\$72,860	\$90,848	\$100,679.10
9	Construction Inspector III	\$78,420	\$99,070	\$108,834.11



Exempt Employees				
SG	Job Title	Min	Mid	Max
<del>1</del>	<del>Accounting Technician I Administrative Technician</del>	<del>\$39,218</del>	<del>\$43,141</del>	<del>\$47,062.61</del>
<del>2</del>	<del>Accounting Technician II</del>	<del>\$51,133</del>	<del>\$51,451</del>	<del>\$51,768.64</del>
3	Accountant I Construction Office Administrator I	<del>\$59,434</del> \$66,560	\$78,974	\$98,511.15
4	Accountant II Construction Project Coordinator I	<del>\$49,713.03</del> \$66,560	\$75,930	\$102,146.82
5	Accounting Department Supervisor Construction Office Administrator II	\$78,421	\$93,392	\$108,362.38
6	Construction Project Coordinator II	\$71,748	\$86,439	\$112,361.95
7	Construction Project Manager I Program Manager I	<del>\$65,425.83</del> \$66,560.00	\$97,322	\$129,216.07
8	Construction Project Manager II Construction Superintendent Program Manager II	\$72,861	\$107,500	\$141,014.86
9	Construction Project Manager III Construction Project Architect I Construction Project Engineer I	\$86,262	\$114,160	\$156,351.59

### Recommendation

CCA staff recommends adopting the changes and approving the revised salary schedule.

### Annual Salary Range - Non-Exempt Employees

SG	Job Title	Min	Mid	Max
1	Office Assistant I Account Clerk Trainee Intern	\$32,839	\$39,514	\$43,116.95
2	Account Clerk I Accounting Technician I Administrative Technician	\$39,457	\$42,219	\$44,979.15
3	Office Assistant II Accounting Technician II	\$36,731	\$42,081	\$47,428.76
4	Account Clerk II	\$44,215	\$46,847	\$49,477.40
5	Office Assistant III	\$40,403	\$46,288	\$52,170.74
6	Senior Account Clerk Office Assistant IV	\$46,464	\$51,531	\$57,387.81
7	Construction Inspector I	\$60,517	\$79,729	\$98,940.20
8	Construction Inspector II	\$72,860	\$90,848	\$100,679.10
9	Construction Inspector III	\$78,420	\$99,070	\$108,834.11

### Exempt Employees

SG	Job Title	Min	Mid	Max
1	Accountant I Construction Office Administrator I	\$66,560	\$78,974	\$98,511.15
2	Accountant II Construction Project Coordinator I	\$66,560	\$75,930	\$102,146.82
3	Accounting Department Supervisor Construction Office Administrator II	\$78,421	\$93,392	\$108,362.38
4	Construction Project Coordinator II	\$71,748	\$86,439	\$112,361.95
5	Construction Project Manager I Program Manager I	\$66,560	\$97,322	\$129,216.07
6	Construction Project Manager II Construction Superintendent Program Manager II	\$72,861	\$107,500	\$141,014.86
7	Construction Project Manager III Construction Project Architect I Construction Project Engineer I	\$86,262	\$114,160	\$156,351.59

### Management Exempt Employees

SG	Job Title	Min	Mid	Max
M-1	Chief Financial Officer Deputy Executive Director	\$109,168	\$139,988	\$170,805.53
M-2	Construction Manager Chief Operations Manager	\$102,026	\$146,126	\$190,227.20
M-3	Managing Project Architect Managing Project Engineer	\$102,026	\$153,532	\$205,039.42
M-4	Executive Director	\$129,481	\$158,644	\$226,644.50



# RESOLUTION NO. 24-17

California Fairs Financing Authority  
d/b/a  
California Construction Authority

July 17, 2024

Resolution Approving adjustment to CCA Pay Scales

BE IT RESOLVED BY THE CALIFORNIA FAIRS FINANCING AUTHORITY:

Effective July 17, 2024, the California Construction Authority non-exempt, exempt and management-exempt employee salary pay scale is hereby adjusted as reflected in Exhibit A attached hereto.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

Exhibit A

**Annual Salary Range - Non-Exempt Employees**

SG	Job Title	Min	Mid	Max
1	Office Assistant I Account Clerk Trainee Intern	\$32,839	\$39,514	\$43,116.95
2	Account Clerk I Accounting Technician I Administrative Technician	\$39,457	\$42,219	\$44,979.15
3	Office Assistant II Accounting Technician II	\$36,731	\$42,081	\$47,428.76
4	Account Clerk II	\$44,215	\$46,847	\$49,477.40
5	Office Assistant III	\$40,403	\$46,288	\$52,170.74
6	Senior Account Clerk Office Assistant IV	\$46,464	\$51,531	\$57,387.81
7	Construction Inspector I	\$60,517	\$79,729	\$98,940.20
8	Construction Inspector II	\$72,860	\$90,848	\$100,679.10
9	Construction Inspector III	\$78,420	\$99,070	\$108,834.11

**Exempt Employees**

SG	Job Title	Min	Mid	Max
1	Accountant I Construction Office Administrator I	\$66,560	\$78,974	\$98,511.15
2	Accountant II Construction Project Coordinator I	\$66,560	\$75,930	\$102,146.82
3	Accounting Department Supervisor Construction Office Administrator II	\$78,421	\$93,392	\$108,362.38
4	Construction Project Coordinator II	\$71,748	\$86,439	\$112,361.95
5	Construction Project Manager I Program Manager I	\$66,560	\$97,322	\$129,216.07
6	Construction Project Manager II Construction Superintendent Program Manager II	\$72,861	\$107,500	\$141,014.86
7	Construction Project Manager III Construction Project Architect I Construction Project Engineer I	\$86,262	\$114,160	\$156,351.59

# Exhibit A

Management Exempt Employees				
SG	Job Title	Min	Mid	Max
M-1	Chief Financial Officer Deputy Executive Director	\$109,168	\$139,988	\$170,805.53
M-2	Construction Manager Chief Operations Manager	\$102,026	\$146,126	\$190,227.20
M-3	Managing Project Architect Managing Project Engineer	\$102,026	\$153,532	\$205,039.42
M-4	Executive Director	\$129,481	\$158,644	\$226,644.50



## AGENDA ITEM #7





# CALIFORNIA CONSTRUCTION AUTHORITY BOARD OF DIRECTORS

	Solano County	22 <sup>nd</sup> DAA	32 <sup>nd</sup> DAA	El Dorado County	46 <sup>th</sup> DAA	DFA/DFE (non-voting)
Board	<b><u>John M Vasquez</u></b> Board of Supervisors Solano County 675 Texas Street Fairfield, CA 94533 WK (707) 784-6129 CELL (707) 448-2243 FX (707) 421-7975 <a href="mailto:jvasquez@solanocounty.com">jvasquez@solanocounty.com</a>  Jennifer's email: <a href="mailto:jlhamilton@solanocounty.com">jlhamilton@solanocounty.com</a>	<b><u>Carlene Moore</u></b> <b><u>President</u></b> Del Mar Fair, 22 <sup>nd</sup> DAA 2260 Jimmy Durante Blvd Del Mar CA 92014-2216 WK (858) 792-4202 FX (858) 794-1083 <a href="mailto:cmoore@sdfair.com">cmoore@sdfair.com</a>	<b><u>Michele Richards</u></b> <b><u>Vice Chair</u></b> Orange Co. Fair, 32 <sup>nd</sup> DAA 88 Fair Drive Costa Mesa, CA 92626 WK (714) 708-1716 CELL (949) 275-5477 FX (714) 708-1546 <a href="mailto:mrichards@ocfair.com">mrichards@ocfair.com</a>	<b><u>Kathy Dunkak</u></b> El Dorado County Fair PO Box 1537 100 Placerville Dr Placerville CA 95667 WK (530) 621-5863 FX (530) 295-2566 <a href="mailto:kathy@eldoradocountyfair.org">kathy@eldoradocountyfair.org</a>	<b><u>Russell Vandenberg</u></b> Southern CA Fair, 46 <sup>th</sup> DAA 18700 Lake Perris Dr Perris CA 92571 WK (951) 657-4221 FX (951) 657-5412 <a href="mailto:ceo@socalfair.com">ceo@socalfair.com</a>	<b><u>Michael Flores</u></b> CDFA Branch of Fairs & Expositions 10625 Birch Ranch Drive Sacramento, CA 95830 <a href="mailto:mike.francesconi@cdfa.ca.gov">mike.francesconi@cdfa.ca.gov</a> WK (916) 709-5038 79-5038
Alternate	<b><u>To be elected</u></b>	<b><u>To be elected</u></b>	<b><u>Ken Karns</u></b> Orange Co. Fair, 32 <sup>nd</sup> DAA 88 Fair Drive Costa Mesa, CA 92626 WK (714) 708-1552 CELL (714) 380-1218 FX (714) 708-1546 <a href="mailto:kkarns@ocfair.com">kkarns@ocfair.com</a>	<b><u>Jody Gray</u></b> El Dorado County Fair PO Box 1537 100 Placerville Dr Placerville CA 95667 WK (530) 621-5860 FX (530) 295-2566 <a href="mailto:jody@eldoradocountyfair.org">jody@eldoradocountyfair.org</a>	<b><u>To be elected</u></b>	<b><u>Mike Francesconi</u></b> CDFA Branch of Fairs & Expositions 2800 Gateway Oaks Dr. Suite 257 Sacramento, CA 95833 <a href="mailto:mike.francesconi@cdfa.ca.gov">mike.francesconi@cdfa.ca.gov</a> WK (916) 900-5365
Fair Manager	<b><u>Valerie Williams</u></b> Solano County Fair 900 Fairgrounds Dr Vallejo CA 94589 WK (707) 551-2000 FX (707) 642-7947 <a href="mailto:vwilliamssca@gmail.com">vwilliamssca@gmail.com</a>	<b><u>Carlene Moore</u></b> Del Mar Fair, 22 <sup>nd</sup> DAA 2260 Jimmy Durante Blvd Del Mar CA 92014-2216 WK (858) 792-4202 FX (858) 794-1083 <a href="mailto:cmoore@sdfair.com">cmoore@sdfair.com</a>	<b><u>Michele Richards</u></b> Orange Co. Fair, 32 <sup>nd</sup> DAA 88 Fair Drive Costa Mesa, CA 92626 (714) 708-1716 FX (714) 708-1546 <a href="mailto:mrichards@ocfair.com">mrichards@ocfair.com</a>	<b><u>Kathy Dunkak</u></b> El Dorado County Fair PO Box 1537 100 Placerville Dr Placerville CA 95667 WK (530) 621-5863 FX (530) 295-2566 <a href="mailto:kathy@eldoradocountyfair.org">kathy@eldoradocountyfair.org</a>	<b><u>Russell Vandenberg</u></b> Southern CA Fair, 46 <sup>th</sup> DAA 18700 Lake Perris Dr Perris CA 92571 WK (951) 657-4221 FX (951) 657-5412 <a href="mailto:ceo@socalfair.com">ceo@socalfair.com</a>	
Entity	<b><u>Michael D. Johnson</u></b> County of Solano 550 Texas Street Fairfield, CA 9453 WK (707) 421-6100 FX (707) 421-7975	<b><u>Same as Fair</u></b>	<b><u>Same as Fair</u></b>	<b><u>Thomas R. Parker</u></b> Office of the County Counsel 330 Fair Lane Placerville, CA 95667 WK (530) 621-5770 FX: (530) 621-2937	<b><u>Same as Fair</u></b>	<b><u>Karen Ross, Secretary</u></b> Dept of Food & Agriculture 1220 N Street, Rm A-400 Sacramento, CA 95814 WK (916) 654-0433 FX (916) 654-0403
			<b><u>Board Counsel</u></b> Osman Mufti Sloan Sakai Yeung & Wong LLP	555 Capitol Mall, St. 600 Sacramento, CA 95814	WK (916) 258-8812 FX (916) 258-8801 <a href="mailto:omufti@sloansakai.com">omufti@sloansakai.com</a>	<b><u>Interested Parties</u></b> Chris Korby, CARF Sarah Cummings, WFA



## AGENDA ITEM #8



# MEMORANDUM

DATE: July 12, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Randy Crabtree, Executive Officer

SUBJECT: Confirming Board Meeting Dates for 2024

## **Background**

In November 2023, the CCA Board of Directors selected Board Meeting Dates for 2024. With some Board Members not being able to attend meetings, concern was raised that there might not be enough Board Members attending meetings to have a quorum. The November 7<sup>th</sup> Board Meeting is scheduled to be held after the WFA Managers Conference as most Board Members are in town.

Current Board Meeting Dates for the remainder of 2024 are:

Date	Time
September 4th	10:00 a.m.
November 7th	3:00 p.m.

## **Recommendation**

It is recommended that the Board discuss and approve the regular meeting dates for the remainder of 2024.



# INFORMATIONAL ITEMS



# INFORMATIONAL ITEM #1

**CFFA Operating Fund Summary**  
**May 31, 2024**

**CFFA Operating Fund Summary**  
**May 31, 2023**

<b>Revenues:</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Difference</b>
Project Admin Fees	277,667	105,187	(172,479)	118,833	235,878	117,045	(130,691)
Project Inspection Fees	0	0	0	0	0	0	0
CDFA Grant Project Planning Fees	161,667	630,918	469,251	154,167	62,574	(91,592)	568,344
Prior Years Recovery (Loss)	0	0	0	0	0	0	0
Miscellaneous Revenue	0	0	0	20,833	35,685	14,851	(35,685)
<b>Total Revenue:</b>	<b>439,333</b>	<b>736,105</b>	<b>296,772</b>	<b>293,833</b>	<b>334,137</b>	<b>40,304</b>	<b>401,968</b>
<b>Other Sources:</b>							
OPEB-CERBT Reimbursement	0	0	0	0	0		
<b>Total Revenues and Other Sources:</b>	<b>439,333</b>	<b>736,105</b>	<b>296,772</b>	<b>293,833</b>	<b>334,137</b>	<b>40,304</b>	<b>401,968</b>
<b>Expenses:</b>							
CFFA Salaries, Taxes and Benefits	225,000	187,530	(37,470)	177,083	108,432	(68,651)	79,098
CFSA Agreement Services	1,125	1,185	60	1,292	1,077	(215)	108
IT Services	7,667	11,008	3,341	5,667	1,287	(4,380)	9,721
Consulting/Professional Services	41,803	364,989	323,186	14,500	4,862	(9,638)	360,127
Legal Services	4,333	4,959	626	4,250	6,928	2,678	(1,969)
Education & Seminars	833	0	(833)	833	0	(833)	0
Professional Dues & Licensing	250	0	(250)	250	0	(250)	0
Board Expense	833	0	(833)	833	0	(833)	0
Rental & Storage	4,167	3,754	(412)	4,667	3,754	(912)	0
Supplies	1,250	3,892	2,642	833	478	(355)	3,414
Telephone	1,100	303	(797)	350	299	(51)	4
Postage/Delivery	83	28	(55)	83	28	(55)	(0)
Equipment Rental/Maintenance	1,250	577	(673)	292	245	(47)	333
Depreciation	2,583	2,114	(470)	2,083	0	(2,083)	2,114
Advertising	0	0	0	0	0	0	0
Marketing	2,167	0	(2,167)	1,333	0	(1,333)	0
Printing	833	26	(807)	833	1,072	239	(1,046)
Audit/Actuary	2,500	3,000	500	2,500	0	(2,500)	3,000
Insurance	6,000	6,879	879	4,583	15,061	10,478	(8,182)
Inspection Services	0	0	0	0	0	0	0
Travel	1,667	6,508	4,842	833	874	41	5,634
<b>Total Expenses:</b>	<b>305,445</b>	<b>596,752</b>	<b>291,307</b>	<b>223,100</b>	<b>144,398</b>	<b>(78,702)</b>	<b>452,355</b>
<b>Other Uses:</b>							
OPEB Premiums	13,333	11,879	(1,454)	12,500	11,710	(790)	170
<b>Total Expenses and Other Uses:</b>	<b>318,778</b>	<b>608,632</b>	<b>289,853</b>	<b>235,600</b>	<b>156,107</b>	<b>(79,493)</b>	<b>452,525</b>
<b>Net Income from Operations</b>	<b>120,555</b>	<b>127,474</b>	<b>6,919</b>	<b>58,233</b>	<b>178,030</b>	<b>119,797</b>	<b>(50,557)</b>
<b>Other Items of Revenue &amp; Expense</b>							
Retiree Pension Expense	45,278	41,421	(3,857)	29,936	35,231	5,294	6,190
Retiree OPEB expense	0	0	0	0	0	0	0
<b>Net Income per Income Statement</b>	<b>75,277</b>	<b>86,053</b>	<b>10,775</b>	<b>28,297</b>	<b>142,799</b>	<b>114,503</b>	<b>(56,747)</b>

**CFFA Operating Fund Summary**  
**May 31, 2024**

**CFFA Operating Fund Summary**  
**May 31, 2023**

<b>Revenues:</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Difference</b>
Project Admin Fees	1,388,333	648,142	(740,191)	594,167	732,246	138,080	(84,104)
Project Inspection Fees	0	0	0	0	0	0	0
CDFA Grant Project Planning Fees	808,333	1,702,306	893,973	770,833	388,205	(382,628)	1,314,101
Prior Years Recovery (Loss)	0	0	0	0	0	0	0
Miscellaneous Revenue	0	2,659	2,659	104,167	101,497	(2,670)	(98,838)
<b>Total Revenue:</b>	<b>2,196,667</b>	<b>2,353,107</b>	<b>156,440</b>	<b>1,469,167</b>	<b>1,221,948</b>	<b>(247,219)</b>	<b>1,131,159</b>
<b>Other Sources:</b>							
OPEB-CERBT Reimbursement	0	0	0	0	0	0	0
<b>Total Revenues and Other Sources:</b>	<b>2,196,667</b>	<b>2,353,107</b>	<b>156,440</b>	<b>1,469,167</b>	<b>1,221,948</b>	<b>(247,219)</b>	<b>1,131,159</b>
<b>Expenses:</b>							
CFFA Salaries, Taxes and Benefits	1,125,000	887,567	(237,433)	885,417	601,188	(284,229)	286,379
CFSA Agreement Services	5,625	6,024	399	6,458	5,528	(931)	496
IT Services	38,333	41,554	3,221	28,333	14,503	(13,830)	27,051
Consulting/Professional Services	209,017	1,073,025	864,009	72,500	25,861	(46,639)	1,047,165
Legal Services	21,667	25,889	4,223	21,250	21,219	(31)	4,670
Education & Seminars	4,167	910	(3,257)	4,167	0	(4,167)	910
Professional Dues & Licensing	1,250	0	(1,250)	1,250	0	(1,250)	0
Board Expense	4,167	1,466	(2,701)	4,167	909	(3,258)	557
Rental & Storage	20,833	18,772	(2,062)	23,333	(28,933)	(52,267)	47,705
Supplies	6,250	20,985	14,735	4,167	4,421	255	16,564
Telephone	5,500	1,517	(3,983)	1,750	1,518	(232)	(1)
Postage/Delivery	417	296	(121)	417	250	(167)	46
Equipment Rental/Maintenance	6,250	2,813	(3,437)	1,458	1,223	(235)	1,589
Depreciation	12,917	9,693	(3,224)	10,417	1,583	(8,833)	8,109
Advertising	0	0	0	0	251	251	(251)
Marketing	10,833	5,855	(4,978)	6,667	3,615	(3,052)	2,240
Printing	4,167	1,071	(3,095)	4,167	1,072	(3,095)	(1)
Audit/Actuary	12,500	5,835	(6,665)	12,500	2,400	(10,100)	3,435
Insurance	30,000	34,397	4,397	22,917	35,999	13,082	(1,602)
Inspection Services	0	0	0	0	0	0	0
Travel	8,333	46,949	38,615	4,167	9,476	5,309	37,473
<b>Total Expenses:</b>	<b>1,527,225</b>	<b>2,184,617</b>	<b>657,392</b>	<b>1,115,500</b>	<b>702,083</b>	<b>(413,417)</b>	<b>1,482,534</b>
<b>Other Uses:</b>							
OPEB Premiums	66,667	59,074	(7,593)	62,500	58,548	(3,952)	526
<b>Total Expenses and Other Uses:</b>	<b>1,593,892</b>	<b>2,243,691</b>	<b>649,799</b>	<b>1,178,000</b>	<b>760,631</b>	<b>(417,369)</b>	<b>1,483,060</b>
<b>Net Income from Operations</b>	<b>602,775</b>	<b>109,416</b>	<b>(493,359)</b>	<b>291,167</b>	<b>461,317</b>	<b>170,150</b>	<b>(351,901)</b>
<b>Other Items of Revenue &amp; Expense</b>							
Retiree Pension Expense	226,389	199,865	(26,524)	149,682	(1,266,936)	(1,416,618)	1,466,801
Retiree OPEB expense	0	0	0	0	0	0	0
<b>Net Income per Income Statement</b>	<b>376,386</b>	<b>(90,449)</b>	<b>(466,835)</b>	<b>141,485</b>	<b>1,728,253</b>	<b>1,586,769</b>	<b>(1,818,702)</b>

**CALIFORNIA FAIRS FINANCING AUTHORITY**  
**STATEMENT OF NET POSITION**  
As of 5/31/2024

	<u>2024</u>	<u>2023</u>
<b>Assets</b>		
Cash Operating	\$ 613,371	\$ 286,867
Restricted Cash - Projects	20,828,899	12,404,094
Cash LAIF Local Agency Investment Fund	21,500,000	0
Restricted Cash Grants	1,034,569	3,879,453
Restricted Cash PV1	1,050,566	740,994
Restricted Cash PV2	6,000	6,000
Accounts Receivable Operating	924,425	60,191
Accounts Receivable Projects	0	101,574
Accounts Receivable Grants	0	28,392
Accounts Receivable PV1	0	0
Prepaid Expenses	18,221	22,773
Fixed Assets-Net	63,424	15,253
Pension Contribution F&E	0	309,572
OPEB/CERBT Account at PERS	767,237	767,237
<b>Total Assets</b>	<b><u>\$ 46,806,712</u></b>	<b><u>\$ 18,622,400</u></b>
Deferred outflows of resources Pensions	1,406,580	1,406,580
Deferred outflows of resources OPEB	301,971	204,957
<b>Total Assets &amp; pension deferrals</b>	<b><u>48,515,263</u></b>	<b><u>20,233,937</u></b>
<b>Liabilities</b>		
Accounts Payable Operating	\$ 516,328	19,914
Accounts Payable Projects	1,279,134	3,475,871
Accounts Payable Grants	530,395	1,546,121
Project Funds Held	38,572,872	8,331,906
Grant Funds Held Deferred Maintenance	214,099	2,101,617
Due to F&E PV1	1,050,566	1,050,566
Line of Credit - Other Note	0	0
Other Liability PV2	0	0
Other Liability PNC PV2	6,000	6,000
Unearned Revenue	2,704,628	828,032
OPEB/CERBT Liability	1,965,684	2,016,343
Pension Liability Accrued Expense	0	0
Pension Liability Net projection	3,732,857	3,727,868
Pension Liability F&E Contribution	0	309,572
<b>Total Liabilities</b>	<b><u>\$ 50,572,562</u></b>	<b><u>\$ 23,413,809</u></b>
Deferred inflows of resources Pensions	893,218	893,218
Deferred inflows of resources OPEB	453,222	463,393
<b>Total Liabilities &amp; pension deferrals</b>	<b><u>51,919,002</u></b>	<b><u>24,770,420</u></b>
<b>Net Position</b>		
Net Position, beginning of year	\$ (4,848,464)	\$ (6,214,439)
Increase (Decrease) in Net Position	<u>1,478,257</u>	<u>1,711,488</u>
Net Position, end of year	<u>\$ (3,370,207)</u>	<u>\$ (4,502,952)</u>
<b>Total Liabilities and Retained Earnings</b>	<b><u>\$ 48,548,794</u></b>	<b><u>\$ 20,267,469</u></b>



**California Fairs Financing Authority**  
**Statement of Operations**  
**For the Month Ending**  
**May 31, 2024**

<b>Revenues:</b>	<b>Actual</b>
<b>Operating Revenue</b>	
CDFA Grant Project Planning Fees	630,918
Project Fees	105,187
Inspection Fees	0
Interest Revenue	0
Prior Years Recovery (Loss)	0
<b>Total Revenue:</b>	<b>\$ 736,105</b>
<b>Other Sources:</b>	
OPEB-CERBT Reimbursement	0
<b>Total Revenues and Other Sources:</b>	<b>\$ 736,105</b>
<b>Expenses:</b>	
<b>Operating Expenses</b>	
Salaries & Wages	156,783
Taxes & Benefits	30,747
General Expense	409,222
Pension Expense, Accrued Liability	41,421
OPEB Expense, Accrued Liability	0
<b>Total Expenses:</b>	<b>\$ 638,174</b>
<b>Other Uses:</b>	
OPEB Premiums	11,879
<b>Total Expenses and Other Uses:</b>	<b>\$650,053</b>
<b>Net Income</b>	<b>\$ 86,053</b>

**California Fairs Financing Authority**  
**Statement of Operations**  
**For YTD**  
**May 31, 2024**

<b>Revenues:</b>	<b>Actual</b>
<b>Operating Revenue</b>	
CDFA Grant Project Planning Fees	1,702,306
Project Fees	650,801
Inspection Fees	0
Interest Revenue	0
Prior Years Recovery (Loss)	0
<b>Total Revenue:</b>	<b>\$ 2,353,107</b>
<b>Other Sources:</b>	
OPEB-CERBT Reimbursement	0
<b>Total Revenues and Other Sources:</b>	<b>\$ 2,353,107</b>
<b>Expenses:</b>	
<b>Operating Expenses</b>	
Salaries & Wages	751,728
Taxes & Benefits	135,838
General Expense	1,297,051
Pension Expense, Accrued Liability	199,865
OPEB Expense, Accrued Liability	0
<b>Total Expenses:</b>	<b>\$ 2,384,482</b>
<b>Other Uses:</b>	
OPEB Premiums	59,074
<b>Total Expenses and Other Uses:</b>	<b>\$2,443,556</b>
<b>Net Income</b>	<b>\$ (90,449)</b>



# INFORMATIONAL ITEM#2

Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA [94209-0001](#)  
[\(916\) 653-3001](#)

July 08, 2024

[LAIF Home](#)  
[PMIA Average Monthly](#)  
[Yields](#)

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CALIFORNIA FAIRS FINANCING AUTHORITY

CONTROLLER  
1776 TRIBUTE ROAD, SUITE 220  
SACRAMENTO, CA 95815-4410

[Tran Type Definitions](#)

June 2024 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	21,772,705.77
Total Withdrawal:	0.00	Ending Balance:	21,772,705.77



# INFORMATIONAL ITEM#3

Josh Brones to discuss Construction Report.



# INFORMATIONAL ITEM#4

**FUTILITY RESOLUTION STATUS REPORT**

July 17, 2024

Using the Six Point Program

Contractor	Original Contract Amount	Change Orders	Project Number	Project	Fair

There were no Futility Resolutions to report

## CONTRACT STATUS REPORT

July 17, 2024

Using the Six Point Program

Contractor	Contract Amount	CCA Project Admin Fees	Project Number	Project	Fair
Strategic Mechanical	\$171,300.00	\$26,760.50	021-23-097	HVAC Replacement at Museum/Admin/Satellite Wagering Buildings	Big Fresno Fair
Temp Power Systems	\$102,480.00	\$1,667,395.51	032-23-001	Administration Office Addition	OC Fair and Event Center
SVA Architects, Inc.	\$397,272.00	\$839,160.72	032-23-5231745	Midway Restroom & Shower Buildings	OC Fair & Event Center
Walls Construction	\$339,000.00	\$49,200.00	XPO-23-503812	Main Gate Concrete	California Exposition & State Fair
Accent Electronics DBA Standard Electronics	\$449,857.77	\$47,619.36	022-24-595634	Grandstand Fire Panel Replacement	Del Mar Fairgrounds
Bureau Veritas	\$150,000.00	\$1,667,395.51	032-23-001	Administration Office Addition	OC Fair & Event Center
Hansen Bros Enterprises	\$149,534.00	\$	017-24-689032	Emergency Gate 4 & Roadway Repairs	Nevada County Fair





# INFORMATIONAL ITEM#5



# EXECUTIVE OFFICER'S REPORT

The Executive Officer's Report will be provided at the meeting



# INFORMATIONAL ITEM#6



**Oral reports may be given by CCA board members at the board meeting.**

