



CALIFORNIA CONSTRUCTION AUTHORITY

NOTICE OF REGULAR TELECONFERENCE MEETING CALIFORNIA CONSTRUCTION AUTHORITY BOARD OF DIRECTORS

November 18, 2024

Notice is hereby given that a Regular Teleconference Meeting of the Board of Directors of the California Fairs Financing Authority d/b/a California Construction Authority (“CCA”) will convene at **10:00 a.m. on Friday November 22, 2024**. This regular teleconference meeting will be held at the California Construction Authority Conference Room, 1776 Tribute Road, Suite 200, Sacramento, California 95815 and 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
- El Dorado County Fair
100 Placerville Drive
Placerville, CA 95667
- 675 Texas Street
Conference Room 6002
Fairfield, CA 94533

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. Resolution No. 24-20 Approving Minutes of September 18, 2024, Regular Board Meeting.
2. Resolution No. 24-21 Approving FY25 Operating Budget
3. Resolution No. 24-22 Approving Pay Scale Adjustment to reflect 2025 COLA
4. Resolution No. 24-23 Approving Travel Policy and Per Diem Updates for FY25
5. Resolution No. 24-24 Approving Credit Card Signatories

6. Resolution No. 24-25 Selecting CCA Board Officers and Alternates for FY25
7. Resolution No. 24-26 Establishing Board Meeting Dates for FY25
8. Evaluation of Accounting Software Alternatives
9. Review of Client Satisfaction Survey
10. Resolution No. 24-27 Honoring Outgoing Board Member Earl “Mick” McGuire

INFORMATIONAL ITEMS

- I. Financial & Local Agency Investment Fund (LAIF) Report
- II. Personnel Report
- III. Marketing & Communications Report
- IV. Construction Report
- V. Executive Officer’s Report
- VI. Director’s report

Adjournment

PUBLIC COMMENT

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 6254.22.

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AGENDA ITEM #1



RESOLUTION NO. 24-20

California Fairs Financing Authority
d/b/a
California Construction Authority
November 7, 2024

Resolution Approving Minutes of the September 18, 2024, Regular Teleconference Meeting

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

The Minutes of the September 18, 2024 Regular Teleconference Meeting are hereby approved.

CHAIR

ATTEST:

SECRETARY



CALIFORNIA CONSTRUCTION AUTHORITY

BOARD OF DIRECTORS SPECIAL TELECONFERENCE MEETING MINUTES September 18, 2024

ROLL CALL:

The regular teleconference meeting was called to order by Chair Moore at 10:14 a.m. on September 18, 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

Russ Vandenberg, Director
46th DAA

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

Michele Richards, Vice Chair

OC Fair & Event Center, 32nd DAA

Southern California Fair,

CCA Staff Members present via Teleconference:

Randy Crabtree, Executive Officer
California Construction Authority

Susan Hargett, Executive Assistant
California Construction Authority

Julie Fields, Fractional CFO
NOW CFO

Josh Brones, Chief Operating Officer
California Construction Authority

Marcus Lee, Office Administrator
California Construction Authority

Others present via Teleconference:

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

Ellen Fishel, Manager
CPSH

AGENDA ITEMS

1. Adoption of Resolution No. 24-18 Approving the Minutes of July 17, 2024, Regular Board Meeting.

DISCUSSION: There was no public comment on this item.

MOTION: Director Richards moved to approve Resolution 24-18. Director Vandenberg seconded the motion.

VOTE: Roll Called by Board Secretary Susan Hargett:

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

Motion Carried

Resolution No. 24-18 Approving the Minutes of July 17, 2024, Regular Board Meeting is approved.

2. Adoption of Resolution No. 24-19 Approving an Increase to the Executive Officer’s Salary.

DISCUSSION: COLA for 2024 was 3.9% for CCA Staff. The Board discussed a 3% increase in the Executive Officers Salary.

MOTION: Director Richards moved to approve Resolution 24-19 with a 3% increase to the Executive Officers Salary. Director Vandenberg seconded the motion.

VOTE: Roll Called by Board Secretary Susan Hargett:

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

Motion Carried

Resolution No. 24-19 Approving an Increase to the Executive Officer’s Salary by 3% is approved.

3. Staff Memo for CPSHR Salary Study Guidelines.

DISCUSSION: CPSHR wants to list some of the benefits CCA has to offer vs a public company.

MOTION: There was no public comment on this item.

VOTE: Roll Called by Board Secretary Susan Hargett:

Director Moore	Yes
Director Richards	Yes

Director Vandenberg Yes
Director Vasquez Absent
Director Dunkak Absent

Motion Carried

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

- 4. Tour of the OC Fair and Events Center current and completed constructions projects on the fairgrounds.**

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.

- Financial Report
- LAIF Report
- Personnel Report
- Construction Report
- Six Point Contracts and Futility Authorizations
- Executive Officer's Report

- 6. Directors Report**

Directors made comments.

REGULAR SESSION

The Board adjourned from closed session at 12:12 p.m. for lunch. The Board reconvened at 12:37 p.m. to tour the OC Fair and Events Center current and completed constructions projects on the fairgrounds.

ADJOURNMENT: Meeting was adjourned by Chair Moore at 2:15 p.m.



INFORMATION ITEM ONLY
FINANCE COMMITTEE SUPPORT MATERIALS

CCA Board Meeting Support Materials continue on page 31

The CCA Finance Committee Met October 18th 2024



California Construction Authority

NOTICE OF SPECIAL FINANCE COMMITTEE TELECONFERENCE MEETING

CALIFORNIA CONSTRUCTION AUTHORITY BOARD OF DIRECTORS

October 10, 2024

Notice is hereby given that a Finance Committee Teleconference Meeting of the Board of Directors of the California Fairs Financing Authority d/b/a California Construction Authority (“CCA”) will convene at **10:00 a.m. Friday October 18, 2024**. This special meeting will be held at the California Construction Authority Conference Room, 1776 Tribute Road, Suite 200, Sacramento, California 95815 and at the following teleconference locations:

- San Diego County
Fair, 22nd DAA 2260
Jimmy Durante Blvd.
Del Mar, CA 92014-2216
- Orange County Fair and Event
Center, 32nd DAA 88 Fair Drive
Costa Mesa, CA 92626

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FOR INFORMATION PURPOSES ONLY

**Call to Order
Roll Call &**

Introductions

Public Comment

AGENDA ITEMS

- 1. Discussion of Fiscal Performance - August and Year To Date**
- 2. Discussion of Proposed of FY25 Budget**
- 3. Update on the Evaluation Process for Accounting Software Alternatives**

Adjournment

PUBLIC COMMENT

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materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

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AGENDA ITEM #1

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CALIFORNIA CONSTRUCTION AUTHORITY



2024 Financial Summaries

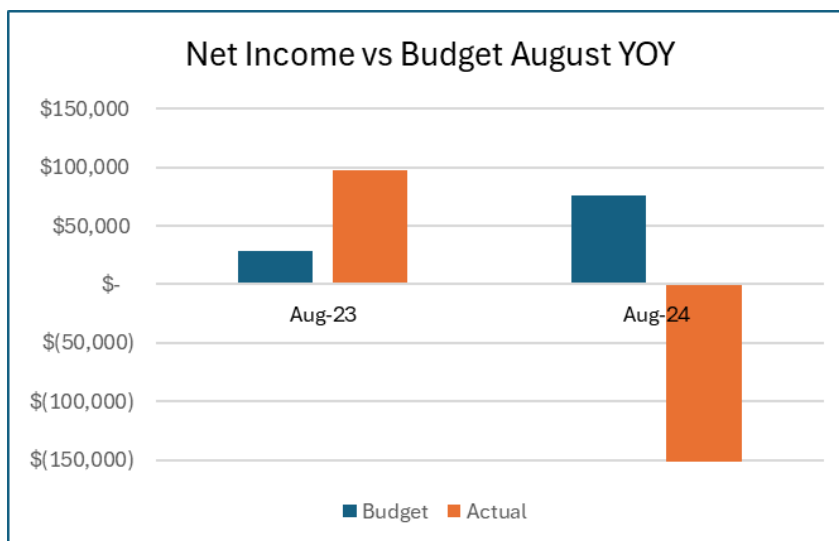
August 2024 Results Summary

For August, a net loss in the amount of \$152K was realized. In Revenue, Project Admin Fees were under budget and below the prior month, and IT Services and Consulting expenses were over budget, contributing to the net loss.

Condensed Income Statement For August 2024	Budget	Actual	Var (%)
Total Revenue:	\$ 439,333	\$ 249,966	-43%
Total Expenses and Other Uses:	\$ 364,056	\$ 401,762	10%
Net Income/(Loss):	\$ 75,277	\$ (151,796)	-302%

August Revenue:

Resiliency projects continue to contribute the largest share of revenue. After adjusting resiliency design fees, revenue underperformed by 67% for the month of August. A decrease in revenue-generating activities for most projects combined with some projects lacking project funds resulted in less revenue being recognized for the month.



FOR INFORMATION PURPOSES ONLY

Revenue Breakdown for August (Less Resiliency Design Fees)	Budget	Actual	Var (%)
Total Fair Funded Revenue	\$ 277,667	\$ 69,858	-75%
Total Grant / Resiliency Revenue	\$ 120,000	\$ 62,825	-48%
Grand Total	\$ 397,667	\$ 132,683	-67%

Revenue Breakdown (MOM)	7/31/2024	8/31/2024	Var (%)
Total Fair Funded Revenue	\$ 137,069	\$ 69,858	-49%
Total Grant / Resiliency Revenue	\$ 480,901	\$ 62,825	-87%
Grand Total	\$ 617,970	\$ 132,683	-79%

- See supplemental information for breakdown by project.

August 2024 Notable Expense Variances:

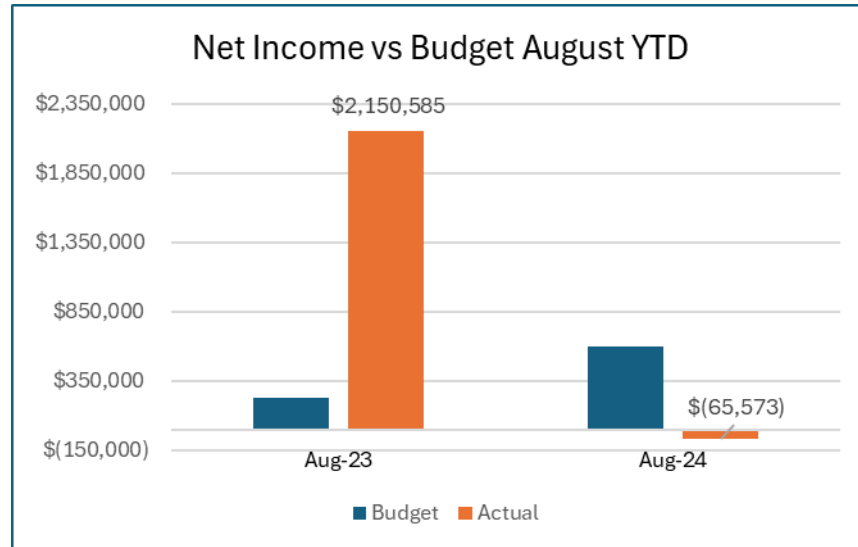
Expense Breakdown for August	Budget	Actual	Var (%)
Consulting Costs	\$ 41,803	\$ 57,176	37%
IT Services	\$ 7,667	\$ 22,464	193%
Travel	\$ 1,667	\$ 5,675	240%
Rental	\$ 4,167	\$ 9,716	133%
Other Expenses:	\$ 308,753	\$ 306,731	-1%
Grand Total	\$ 364,056	\$ 401,762	10%

- Consulting Expenses over budget due to processing resiliency expenses
- IT Services were over budget due to a true up from Procore, which is directly related to more projects and more value for those projects
- Travel costs are overbudget due to an increase in resiliency travel, however, travel costs are down 68% from July.

FOR INFORMATION PURPOSES ONLY

Year-to-Date Results Summary

Condensed Income Statement for August YTD	Budget	Actual	Var (%)
Total Revenues and Other Sources:	\$ 3,514,667	\$ 4,104,872	17%
Total Expenses and Other Uses:	\$ 2,912,449	\$ 4,170,445	43%
Net Income per Income Statement:	\$ 602,218	\$(65,573)	-111%



Note: August 2023 actuals included a credit of \$1.2M in Retiree Pension Expense

YTD Revenue

Revenue Breakdown for August	Budget	Actual	Var (%)
Total Fair Funded Revenue	\$ 2,221,333	\$ 1,061,810	-52%
Total Grant / Resiliency Revenue	\$ 1,293,333	\$ 3,040,403	135%
Misc. Revenue	\$ -	\$ 2,659	0%
Grand Total	\$ 3,514,667	\$ 4,104,872	17%

Grant-related revenue continued to overperform through 8/31/2024 and was able to carry the portfolio despite revenue from fair funded projects underperforming. Normalizing the revenue for design fees, revenue is underperforming by 26% year-to-date.

Revenue Breakdown as of August (Less Resiliency Fees)	Budget	Actual	Var (%)

FOR INFORMATION PURPOSES ONLY

Total Fair Funded Revenue	\$ 2,221,333	\$ 1,064,636	-52%
Total Grant / Resiliency Revenue	\$ 1,293,333	\$ 3,040,403	135%
Total:	\$ 3,514,666	\$ 4,105,039	17%
Less: Resiliency Design Fees	\$ (333,333)	\$ (1,736,435)	
Grand Total	\$ 3,181,333	\$ 2,368,603	-26%

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August 2024 Year-to-Date Notable Expense Variances:

Expense Breakdown for August	Budget	Actual	Var (%)
Consulting Costs	\$ 334,427	\$ 1,767,777	429%
IT Services	\$ 61,333	\$ 82,133	34%
Travel	\$ 13,333	\$ 73,668	453%
Rental	\$ 33,333	\$ 35,996	8%
Other Expenses:	\$ 2,470,021	\$ 2,210,871	-10%
Grand Total	\$ 2,912,448	\$ 4,170,445	43%

- Consulting Expenses over budget due to processing resiliency expenses
- IT Services were over budget due to a true up from Procore, which is directly related to more projects and more value for those projects.
- Travel costs are overbudget due to an increase in resiliency travel.
- All other expenses are 10% under budget for the year, primarily due to lower salaries, taxes and benefits.

August 2024 Year-End Projections:

2024 Year End Projections	Approved 2024 Budget	Actual as of 8/31/2024	Projected 9/1 - 12/31/2024	Projected Year End
Total Revenues	\$ 5,272,000	\$ 4,104,872	\$ 3,361,000	\$ 7,465,872
Total Expenses	\$ 4,368,673	\$ 4,170,445	\$ 2,695,563	\$ 6,866,008
Grand Total	\$ 903,327	\$ (65,573)	\$ 665,437	\$ 599,864

- Total revenue increased due to the addition of grant-related projects and on the current revenue remaining in the portfolio.
- Expenses increased by the same grant-related expenses projects

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Supplemental Information Revenue Breakdown by Project for August

Project#	PROJECT TITLE	Revenue
2-21090	WELL REPLACEMENT PROJECT	\$827
3-23075	RESILIENCY PROJECT	\$44,000
14-24-647293	PARKING LOT FEMA ASSISTANCE	\$1,584
14-23-082	BARN REPAIR RESILIENCY PROJECT	\$452
21-23-065	ARMORY BUILDING REPAIR	-\$2,814
21-24-620905	PAUL THEATER AND HERITAGE CENTER	\$1,500
22-24595634	GRANDSTAND FIRE PANEL REPLACEMENT	\$9,684
32-23001	ADMINISTRATION BUILDING	\$50,113
36-24603313	ELECTRICAL PEDESTAL REPAIR	\$805
36-24603447	ELECTRICAL PANEL REPLACEMENT	\$486
45-22126	EMERGENCY STORM DAMAGE REPAIR	\$4,037
50-21040	MARRC	\$11,113
24A-23-067	KINGS RESILIENCY PROJECT	\$3,400
CCA-AFN	RESILENCY DESIGN-BIDDING FEES- N	\$69,898
CCA-AFS	RESILENCY DESIGN-BIDDING FEES- S	\$37,729
CCA-AFC	RESILENCY DESIGN-BIDDING FEES- C	\$11,575
LAN-23023	FAIRPLEX PSPS MITIGATION	\$1,940
XPO-22029	LIVESTOCK PAVILION RESTROOMS	\$3,000
XPO-23512022	EXPO CENTER CONCRETE REPLACEMENT	\$636
		\$249,966

FOR INFORMATION PURPOSES ONLY

Monthly Summary – August 2024

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

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

	Budget	Actual	Variance	Budget	Actual	Variance	Difference
Revenues:							
Project Admin Fees	277,667	69,858	(207,808)	118,833	141,495	22,661	(71,636)
Project Inspection Fees	0	0	0	0	0	0	0
CDFA Grant Project Planning Fees	161,667	180,108	18,441	154,167	147,151	(7,016)	32,957
Prior Years Recovery (Loss)	0	0	0	0	0	0	0
Miscellaneous Revenue	0	0	0	20,833	0	(20,833)	0
Total Revenue:	439,333	249,966	(189,367)	293,833	288,646	(5,187)	(38,680)
Other Sources:							
OPEB-CERBT Reimbursement	0	0	0	0	0		
Total Revenues and Other Sources:	439,333	249,966	(189,367)	293,833	288,646	(5,187)	(38,680)
Expenses:							
CFFA Salaries, Taxes and Benefits	225,000	223,605	(1,395)	177,083	117,217	(59,867)	106,388
CFSAs Agreement Services	1,125	1,185	60	1,292	1,077	(215)	108
IT Services	7,667	22,464	14,797	5,667	1,459	(4,208)	21,005
Consulting/Professional Services	41,803	57,176	15,372	14,500	3,022	(11,478)	54,153
Legal Services	4,333	8,292	3,958	4,250	3,655	(595)	4,637
Education & Seminars	833	0	(833)	833	0	(833)	0
Professional Dues & Licensing	250	0	(250)	250	0	(250)	0
Board Expense	833	203	(631)	833	0	(833)	203
Rental & Storage	4,167	9,716	5,549	4,667	3,754	(912)	5,962
Supplies	1,250	3,225	1,975	833	603	(231)	2,622
Telephone	1,100	305	(795)	350	300	(50)	5
Postage/Delivery	83	115	32	83	84	1	31
Equipment Rental/Maintenance	1,250	0	(1,250)	292	530	238	(530)
Depreciation	2,583	6,468	3,884	2,083	0	(2,083)	6,468
Advertising	0	0	0	0	0	0	0
Marketing	2,167	0	(2,167)	1,333	0	(1,333)	0
Printing	833	326	(507)	833	0	(833)	326
Audit/Actuary	2,500	0	(2,500)	2,500	0	(2,500)	0
Insurance	6,000	7,563	1,563	4,583	5,066	483	2,497
Inspection Services	0	0	0	0	0	0	0
Travel	1,667	5,675	4,008	833	4,614	3,781	1,061
Total Expenses:	305,445	346,315	40,871	223,100	141,381	(81,719)	204,934
Other Uses:							
OPEB Premiums	13,333	11,882	(1,452)	12,500	11,709	(791)	173
Total Expenses and Other Uses:	318,778	358,197	39,419	235,600	153,090	(82,510)	205,107
Net Income from Operations	120,555	(108,231)	(228,786)	58,233	135,556	77,323	(243,787)
Other Items of Revenue & Expense							
Retiree Pension Expense	45,278	43,565	(1,713)	29,936	35,649	5,713	7,916
Retiree OPEB expense	0	0	0	0	0	0	0
Net Income per Income Statement	75,277	(151,796)	(227,073)	28,297	99,907	71,610	(251,703)

FOR INFORMATION PURPOSES ONLY

Year-to-Date Summary – August 2024

	CFFA Operating Fund Summary August 31, 2024			CFFA Operating Fund Summary August 31, 2023			
	Budget	Actual	Variance	Budget	Actual	Variance	Difference
Revenues:							
Project Admin Fees	2,221,333	1,061,810	(1,159,524)	950,667	1,567,373	616,706	(505,563)
Project Inspection Fees	0	0	0	0	0	0	0
CDFA Grant Project Planning Fees	1,293,333	3,040,403	1,747,070	1,233,333	668,842	(564,491)	2,371,561
Prior Years Recovery (Loss)	0	0	0	0	0	0	0
Miscellaneous Revenue	0	2,659	2,659	166,667	88,999	(77,668)	(86,340)
Total Revenue:	3,514,667	4,104,872	590,205	2,350,667	2,325,214	(25,453)	1,779,658
Other Sources:							
OPEB-CERBT Reimbursement	0	0	0	0	0	0	0
Total Revenues and Other Sources:	3,514,667	4,104,872	590,205	2,350,667	2,325,214	(25,453)	1,779,658
Expenses:							
CFFA Salaries, Taxes and Benefits	1,800,000	1,589,659	(210,341)	1,416,667	997,472	(419,194)	592,187
CFSA Agreement Services	9,000	11,391	2,391	10,333	8,759	(1,575)	2,633
IT Services	61,333	82,133	20,800	45,333	28,574	(16,759)	53,559
Consulting/Professional Services	334,427	1,767,777	1,433,350	116,000	52,088	(63,912)	1,715,689
Legal Services	34,667	40,731	6,064	34,000	26,947	(7,053)	13,784
Education & Seminars	6,667	910	(5,757)	6,667	0	(6,667)	910
Professional Dues & Licensing	2,000	0	(2,000)	2,000	0	(2,000)	0
Board Expense	6,667	1,669	(4,998)	6,667	909	(5,758)	760
Rental & Storage	33,333	35,996	2,663	37,333	32,626	(4,707)	3,370
Supplies	10,000	30,784	20,784	6,667	8,579	1,912	22,205
Telephone	8,800	2,429	(6,371)	2,800	2,417	(383)	12
Postage/Delivery	667	436	(230)	667	434	(233)	3
Equipment Rental/Maintenance	10,000	3,667	(6,333)	2,333	2,557	224	1,111
Depreciation	20,667	29,095	8,429	16,667	2,665	(14,002)	26,430
Advertising	0	0	0	0	269	269	(269)
Marketing	17,333	5,909	(11,425)	10,667	4,007	(6,660)	1,902
Printing	6,667	2,611	(4,055)	6,667	1,072	(5,595)	1,539
Audit/Actuary	20,000	5,835	(14,165)	20,000	2,400	(17,600)	3,435
Insurance	48,000	56,536	8,536	36,667	51,885	15,218	4,652
Inspection Services	0	0	0	0	0	0	0
Travel	13,333	73,668	60,335	6,667	14,981	8,314	58,688
Total Expenses:	2,443,560	3,741,237	1,297,677	1,784,800	1,238,640	(546,160)	2,502,597
Other Uses:							
OPEB Premiums	106,667	95,620	(11,046)	100,000	93,675	(6,325)	1,945
Total Expenses and Other Uses:	2,550,227	3,836,857	1,286,631	1,884,800	1,332,315	(552,485)	2,504,542
Net Income from Operations	964,440	268,015	(696,425)	465,867	992,899	527,032	(724,884)
Other Items of Revenue & Expense							
Retiree Pension Expense	362,222	333,588	(28,634)	239,491	(1,157,687)	(1,397,178)	1,491,274
Retiree OPEB expense	0	0	0	0	0	0	0
Net Income per Income Statement	602,218	(65,573)	(667,791)	226,375	2,150,585	1,924,210	(2,216,158)

FOR INFORMATION PURPOSES ONLY



AGENDA ITEM #2

FOR INFORMATION PURPOSES ONLY

CALIFORNIA CONSTRUCTION AUTHORITY

FOR INFORMATION PURPOSES ONLY
California Construction Authority - Annual Budget

	Total 2025 Budget	Total 2024 Budget	8+4 Forecast 2024	Variance Better / (Worse) vs 2024 Bdgt	Notes
Revenues:					
Project Admin Fees	5,545,859	3,332,000	2,045,810	2,213,859	
Project Inspection Fees	-3,523,886	-1,940,000	-5,419,323	-1,583,886	
CDFA Grant Project Planning Fees					
Misc Revenue	-	-	2,659	-	
Technology Fee (0.5%)	187,871	-	-	187,871	
Total Revenue:	9,257,616	5,272,000	7,467,791	3,985,616	
Other Sources:					
OPEB-CERBT Reimbursement	-	-	-	-	
Total Revenues and Other Sources:	9,257,616	5,272,000	7,467,791	3,985,616	
Expenses:					
CFFA Salaries, Taxes and Benefits	3,537,481	2,700,000	2,843,659	(837,481)	New headcount added
CFSA Agreement Services	7,200	13,500	16,230	6,300	Assumes 6 months only
IT Services	276,870	92,000	92,000	(184,870)	New acct software, Procore increase - offset by tech fee in rev
Consulting/Professional Services	437,400	501,640	2,758,437	64,240	Resilience Design Consulting moved to Balance Sheet
Legal Services	66,000	52,000	52,000	(14,000)	
Education & Seminars	25,000	10,000	5,910	(15,000)	
Professional Dues & Licensing	3,000	3,000	3,000	-	
Board Expense	10,000	10,000	8,637	-	
Rental & Storage	80,822	50,000	72,996	(30,822)	Additional office space rented
Supplies	21,800	15,000	36,784	(6,800)	
Telephone	22,380	13,200	13,200	(9,180)	Potential move to cellular phones vs voip
Postage/Delivery	1,000	1,000	836	-	
Equipment Rental/Maintenance	14,460	15,000	7,267	540	
Depreciation	50,905	31,000	48,288	(19,905)	New office space improvements
Marketing	53,750	26,000	26,000	(27,750)	New Marketing plan
Printing	5,000	10,000	5,011	5,000	
Audit/Actuary	30,000	30,000	30,000	-	
Insurance	92,200	72,000	84,536	(20,200)	Estimated rate adj from CFSA
Travel	40,000	20,000	93,668	(20,000)	
Total Expenses:	4,775,267	3,665,340	6,198,460	(1,109,927)	
Other Uses:					
OPEB Premiums	134,792	160,000	143,620	25,208	
Total Expenses and Other Uses:	4,910,059	3,825,340	6,342,080	(1,084,719)	
Net Income from Operations	4,347,557	1,446,660	1,125,711	2,900,897	
Other Items of Revenue & Expense					
Retiree Pension Expense	588,340	543,333	521,588	(45,007)	
Net Income per Income Statement	3,759,217	903,327	604,123	2,855,890	

FOR INFORMATION PURPOSES ONLY
California Construction Authority - Annual Budget

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Revenues:													
Project Admin Fees	579,422	579,422	579,422	483,461	483,461	483,461	408,833	408,833	408,833	376,903	376,903	376,903	5,545,859
Project Inspection Fees													-
CDFA Grant Project Planning Fees	363,513	363,513	363,513	449,907	449,907	449,907	166,302	166,302	166,302	194,907	194,907	194,907	3,523,886
Misc Revenue													-187,871
Technology Fee (0.5%)	10,982	10,982	10,982	19,216	19,216	19,216	17,066	17,066	17,066	15,361	15,361	15,361	
Total Revenue:	953,916	953,916	953,916	952,584	952,584	952,584	592,201	592,201	592,201	587,170	587,170	587,170	9,257,616
Other Sources:													
OPEB-CERBT Reimbursement													-
Total Revenues and Other Sources:	953,916	953,916	953,916	952,584	952,584	952,584	592,201	592,201	592,201	587,170	587,170	587,170	9,257,616
Expenses:													
CFFA Salaries, Taxes and Benefits	309,896	293,762	311,573	293,039	293,505	286,446	293,505	293,505	286,446	294,296	287,212	294,296	3,537,481
CFSA Agreement Services	1,200	1,200	1,200	1,200	1,200	1,200	-	-	-	-	-	-	7,200
IT Services	18,281	18,281	17,081	32,248	32,248	32,248	21,081	21,081	21,081	21,081	21,081	21,081	276,870
Consulting/Professional Services	46,450	46,450	46,450	33,117	33,117	33,117	33,117	33,117	33,117	33,117	33,117	33,117	437,400
Legal Services	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	66,000
Education & Seminars	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
Professional Dues & Licensing	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Board Expense	833	833	833	833	833	833	833	833	833	833	833	833	10,000
Rental & Storage	6,735	6,735	6,735	6,735	6,735	6,735	6,735	6,735	6,735	6,735	6,735	6,735	80,822
Supplies	983	5,983	5,983	983	983	983	983	983	983	983	983	983	21,800
Telephone	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	22,380
Postage/Delivery	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Equipment Rental/Maintenance	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205	14,460
Depreciation	3,291	2,486	2,486	2,794	2,793	5,289	5,294	5,294	5,294	5,294	5,294	5,294	50,905
Marketing	3,229	3,229	3,229	3,229	3,229	3,229	3,229	3,229	3,229	13,229	3,229	8,229	53,750
Printing	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Audit/Actuary	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Insurance	7,683	7,683	7,683	7,683	7,683	7,683	7,683	7,683	7,683	7,683	7,683	7,683	92,200
Travel	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	40,000
Total Expenses:	415,819	403,880	420,492	399,097	399,563	395,001	389,697	389,697	382,639	400,488	383,405	395,488	4,775,267
Other Uses:													
OPEB Premiums	11,233	11,233	11,233	11,233	11,233	11,233	11,233	11,233	11,233	11,233	11,233	11,233	134,792
Total Expenses and Other Uses:	427,051	415,113	431,724	410,330	410,796	406,233	400,930	400,930	393,872	411,721	394,637	406,721	4,910,059
Net Income from Operations	526,865	538,803	522,192	542,254	541,788	546,351	191,271	191,271	198,330	175,449	192,533	180,449	4,347,557
Other Items of Revenue & Expense													
Retiree Pension Expense	44,981	43,780	45,973	47,210	48,857	48,332	54,446	51,127	50,602	51,186	50,659	51,186	588,340
Net Income per Income Statement	481,884	495,023	476,219	495,044	492,931	498,019	136,825	140,144	147,727	124,263	141,874	129,263	3,759,217

FOR INFORMATION PURPOSES ONLY



AGENDA ITEM #3



MEMORANDUM

DATE: October 11, 2024

TO: CCA FINANCE COMMITTEE

FROM: Julie Stephenson, CFO

Consultant SUBJECT: **CCA Banking**

Update

CCA is currently collaborating with California Bank of Commerce as its new banking partner, with the original goal of being operational by October 1, 2024. While there have been some delays preventing the accounts from being opened on schedule, we anticipate that they will be available the week of October 21, 2024. At that time, funds will be transferred, and check-writing will commence from these new accounts.

In addition to establishing checking accounts, CCA has successfully applied for a credit card program with a limit of \$100,000, which has been approved by California Bank of Commerce. To proceed with opening this account, a Board Resolution is required to authorize the credit limit. The resolution will be on the agenda at the next board meeting in November.

In the interim, we are finalizing the list of authorized cardholders, with a target date for account opening set for mid-November.

FOR INFORMATION PURPOSES ONLY



AGENDA ITEM #4



FOR INFORMATION PURPOSES ONLY

MEMORANDUM

DATE: October 11, 2024

TO: CCA FINANCE COMMITTEE

FROM: Julie Stephenson, CFO Consultant

SUBJECT: **CCA Accounting Platform Change**

The existing accounting system, Activity HD, is no longer meeting the functional requirements necessary for effectively measuring and reporting on CCA's financial activities. Consequently, we have initiated the process of selecting a new platform. To ensure that the Finance Committee is actively involved in the decision-making process for the procurement and implementation of a new accounting package, CCA is taking the following steps:

CCA has done the following:

- Assessed the needs
- Limitations in the current system have been listed and required functionality has been collected
- Identified core features needed
- Integration with Procore project management software, advanced reporting capabilities, project tracking, payroll integration (with new payroll provider)
- Ensured that the software can grow with the business
- Researched various software options
- Created a Shortlist of solutions
 - Sage Intacct
 - Microsoft Business Central
 - NetSuite

CCA is currently working on the following:

- Creating a table to compare features, pricing, and customer support of the shortlisted options.
- Ensuring the software integrates easily with CCA's existing systems (Procore, and new payroll system).
- Requesting Demos
- Evaluating the user experience
- Assessing how intuitive the software is (how user-friendly)
- Checking Support and Training
- Analyzing support options (chat, email, phone) and response times.
- Evaluating the training materials and onboarding support provided by the vendor.
- Analyzing Security Features:
 - Ensuring the software has robust security measures to protect sensitive financial

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CALIFORNIA CONSTRUCTION AUTHORITY

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- data.
 - Looking for features that provide data backup and recovery options.
- Evaluating initial costs and ongoing fees
- Getting Feedback from Stakeholders (Finance Committee)

Next Steps:

- Request a short demo for the Finance Committee from the top two providers.
- Ensure approval from all key stakeholders (Board Approval).

This is a top priority for CCA, and we would like to move forward as quickly as possible, while following the steps above and including those who should be part of the process. The goal is to present the top two contenders to the Board on November 7, 2024, so that a Q1 2025 implementation kick-off is possible.



AGENDA ITEM #2



RESOLUTION NO. 24-21

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

November 7, 2024

Resolution Approving the 2025 CFFA Operating Budget

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

The 2025 CFFA Operating Budget, attached hereto as Exhibit "A", is hereby approved and adopted.

CHAIR

ATTEST:

SECRETARY

2025 BUDGET

2025 Budget Assumptions:

- 2025 Budget includes the purchase of new accounting software to enhance benefits of the project management software (Procore) purchased in 2024.
 - IT services increases are related to both an increase in the Procore fees due to the increased value of projects in the system and an estimate for the first year of a new accounting platform.
- A technology fee of 0.5% of total construction contract values is included in budget, which will offset the costs of both Procore and a new accounting software
- Consulting services related to resiliency projects will be moved to the balance sheet in 2025 and not recorded on the P&L, thus lowering consulting expenses significantly compared to the 2024 forecast
 - Confirming with the auditors before making this change
- Capital expenditures of \$150K are included in the budget for the Sacramento office expansion and remodel
- Increased rent expense is included for the additional space of the expansion
- 2025 Budgeted net income is \$2.855M higher than that the 2024 budget
- Revenue is \$3.986M higher than in the 2024 budget
 - Revenue included in budget is comprised of currently known projects and does not include an estimate of projects not yet in the pipeline
 - There is likely an upside to this revenue because of projects not yet known that will come in during the year
- Salaries are 38% of total revenue in 2025 vs 51% of total revenue in the 2024 budget
 - Salary values in the budget are the mid-point of each position to account for personnel changes that might take place during the year
- Total expenses are 59% of total revenue in the 2025 budget vs 83% in the 2024 budget

2025 BUDGET

	Total 2025 Budget		Total 2024 Budget		8+4 Forecast 2024		Variance Better / (Worse) vs 2024 Bdgt
Revenues:							
Project Admin Fees	5,545,859		3,332,000		2,045,810		2,213,859
Project Inspection Fees	-		-		-		-
CDFA Grant Project Planning Fees	3,523,886		1,940,000		5,419,323		1,583,886
Misc Revenue	-		-		2,659		-
Technology Fee (0.5%)	187,871		-		-		187,871
Total Revenue:	9,257,616		5,272,000		7,467,791		3,985,616
Other Sources:							
OPEB-CERBT Reimbursement	-		-		-		-
Total Revenues and Other Sources:	9,257,616		5,272,000		7,467,791		3,985,616
Expenses:							
CFFA Salaries, Taxes and Benefits	3,537,481	38%	2,700,000	51%	2,843,659	38%	(837,481)
CFSA Agreement Services	7,200	0%	13,500	0%	16,230	0%	6,300
IT Services	276,870	3%	92,000	2%	92,000	1%	(184,870)
Consulting/Professional Services	437,400	5%	501,640	10%	2,758,437	37%	64,240
Legal Services	66,000	1%	52,000	1%	52,000	1%	(14,000)
Education & Seminars	25,000	0%	10,000	0%	5,910	0%	(15,000)
Professional Dues & Licensing	3,000	0%	3,000	0%	3,000	0%	-
Board Expense	10,000	0%	10,000	0%	8,637	0%	-
Rental & Storage	80,822	1%	50,000	1%	72,996	1%	(30,822)
Supplies	21,800	0%	15,000	0%	36,784	0%	(6,800)
Telephone	22,380	0%	13,200	0%	13,200	0%	(9,180)
Postage/Delivery	1,000	0%	1,000	0%	836	0%	-
Equipment Rental/Maintenance	14,460	0%	15,000	0%	7,267	0%	540
Depreciation	50,905	1%	31,000	1%	48,288	1%	(19,905)
Marketing	53,750	1%	26,000	0%	26,000	0%	(27,750)
Printing	5,000	0%	10,000	0%	5,011	0%	5,000
Audit/Actuary	30,000	0%	30,000	1%	30,000	0%	-
Insurance	92,200	1%	72,000	1%	84,536	1%	(20,200)
Travel	40,000	0%	20,000	0%	93,668	1%	(20,000)
Total Expenses:	4,775,267	52%	3,665,340	70%	6,198,460	83%	(1,109,927)
Other Uses:							
OPEB Premiums	134,792		160,000		143,620		25,208
Total Expenses and Other Uses:	4,910,059	53%	3,825,340	73%	6,342,080	85%	(1,084,719)
Net Income from Operations	4,347,557		1,446,660		1,125,711		2,900,897
Other Items of Revenue & Expense							
Retiree Pension Expense	588,340		543,333		521,588		(45,007)
Net Income per Income Statement	3,759,217		903,327		604,123		2,855,890



AGENDA ITEM #3



MEMORANDUM

DATE: November 9, 2023
TO: CCA BOARD OF DIRECTORS
FROM: Randy Crabtree, Jr., Executive Officer
SUBJECT: **Increase to CCA Pay Scales**

Background

CCA Policy No. 120, Wage and Salary Administration, provides for an annual evaluation of Cost of Living and Pay Structure. Section IV (E) requires that salary ranges of the entire pay structure be reviewed by the HR Administrator each year to determine the adequacy for current business conditions, taking into consideration the availability of funds, the cost of living as indicated by the CPI, and structure adjustment trends at related organizations. The HR Administrator shall submit recommended structure adjustments to the Board for consideration.

In accordance with CCA policy staff have reviewed the CCA pay structure to determine their adequacy for current business and cost of living conditions. Staff review of the current pay structure focused on the cost of living as indicated by the Consumer Price Index (CPI).

- **CPI:** The Consumer Price Indexes issued by the Bureau of Labor Statistics for the past year reflect a growth of 3.0% for west urban consumers.
- The increase associated with the CPI should be sufficient to meet the needs of the workforce.

The following charts show the proposed increases to the pay scale by 3.0%:

Annual Salary Range - Non-Exempt Employees							
SG	Job Title	Min	(Proposed Min)	Mid	(Proposed Mid)	Max	(Proposed Max)
1	Office Assistant I Account Clerk Trainee/Intern	\$32,839	\$33,824	\$39,514	\$34,839	\$43,116.95	\$44,410
2	Account Clerk I Accounting Technician I Administrative Technician	\$39,457	\$40,640	\$42,219	\$43,485	\$44,979.15	\$46,329
3	Office Assistant II Accounting Technician II	\$36,731	\$37,833	\$42,081	\$43,343	\$47,428.76	\$48,852
4	Account Clerk II	\$44,215	\$45,542	\$46,847	\$48,253	\$49,477.40	\$50,962
5	Office Assistant III	\$40,403	\$41,616	\$46,288	\$47,677	\$52,170.74	\$53,736
6	Senior Account Clerk Office Assistant IV	\$46,464	\$47,858	\$51,531	\$53,077	\$57,387.81	\$59,109
7	Construction Inspector I	\$60,517	\$62,332	\$79,729	\$82,121	\$98,940.20	\$101,908
8	Construction Inspector II	\$72,860	\$75,046	\$90,848	\$93,574	\$100,679.10	\$103,699
9	Construction Inspector III	\$78,420	\$80,773	\$99,070	\$102,042	\$108,834.11	\$112,099

Annual Salary Range – Exempt Employees							
SG	Job Title	Min	(Proposed Min)	Mid	(Proposed Mid)	Max	(Proposed Max)
1	Accountant I Construction Office Administrator I	\$66,560	\$68,557	\$78,974	\$70,614	\$98,511.15	\$72,732
2	Accountant II Construction Project Coordinator I	\$66,560	\$68,557	\$75,930	\$70,614	\$102,146.82	\$72,732
3	Accounting Department Supervisor Construction Office Administrator II	\$78,421	\$80,773	\$93,392	\$83,196	\$108,362.38	\$85,692
4	Construction Project Coordinator II	\$71,748	\$73,901	\$86,439	\$76,118	\$112,361.95	\$78,401
5	Construction Project Manager I Program Manager I	\$66,560	\$68,557	\$97,322	\$70,614	\$129,216.07	\$72,732
6	Construction Project Manager II Construction Superintendent Program Manager II	\$72,861	\$75,047	\$107,500	\$77,298	\$141,014.86	\$79,617
7	Construction Project Manager III Construction Project Architect I Construction Project Engineer I	\$86,262	\$88,850	\$114,160	\$91,515	\$156,351.59	\$94,261

Management Exempt Employees							
SG	Job Title	Min	(Proposed Min)	Mid	(Proposed Mid)	Max	(Proposed Max)
M-1	Chief Financial Officer Deputy Executive Director	\$109,168	\$112,443	\$139,988	\$144,187	\$170,806	\$175,930
M-2	Construction Manager Chief Operations Manager	\$102,026	\$105,086	\$146,126	\$150,510	\$190,227	\$195,934
M-3	Managing Project Architect Managing Project Engineer	\$102,026	\$105,086	\$153,532	\$158,138	\$205,039	\$211,191
M-4	Executive Director	\$129,481	\$133,366	\$158,644	\$163,403	\$226,644	\$233,444

Recommendation

It is recommended that the board approve a 3.0% general wage increase to all levels of non-exempt, exempt, and management-exempt employee salary ranges within CCA's current pay scale structure.



RESOLUTION NO. 24-22

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

November 7, 2024

Resolution approving adjustment to CCA Pay Scales

BE IT RESOLVED BY THE CALIFORNIA CONSTRUCTION AUTHORITY:

Effective January 1, 2025, the California Construction Authority non-exempt, exempt and management-exempt employee salary pay scale ranges are hereby adjusted by 3.0% as reflected in Exhibit A attached hereto.

CHAIR

ATTEST:

SECRETARY



2025 Non-Exempt Pay Scale California Construction Authority

Effective January 1, 2025

Annual Salary Range - Non-Exempt Employees				
SG	Job Title	Min	Mid	Max
1	Office Assistant I Account Clerk Trainee Intern	\$33,824	\$34,839	\$44,410
2	Account Clerk I Accounting Technician I Administrative Technician	\$40,640	\$43,485	\$46,329
3	Office Assistant II Accounting Technician II	\$37,833	\$43,343	\$48,852
4	Account Clerk II	\$45,542	\$48,253	\$50,962
5	Office Assistant III	\$41,616	\$47,677	\$53,736
6	Senior Account Clerk Office Assistant IV	\$47,858	\$53,077	\$59,109
7	Construction Inspector I	\$62,332	\$82,121	\$101,908
8	Construction Inspector II	\$75,046	\$93,574	\$103,699
9	Construction Inspector III	\$80,773	\$102,042	\$112,099

2025 Exempt Pay Scale California Construction Authority

Effective January 1, 2025

Exempt Employees				
SG	Job Title	Min	Mid	Max
1	Accountant I Construction Office Administrator I	\$68,557	\$70,614	\$72,732
2	Accountant II Construction Project Coordinator I	\$68,557	\$70,614	\$72,732
3	Accounting Department Supervisor Construction Office Administrator II	\$80,773	\$83,196	\$85,692
4	Construction Project Coordinator II	\$73,901	\$76,118	\$78,401
5	Construction Project Manager I Program Manager I	\$68,557	\$70,614	\$72,732
6	Construction Project Manager II Construction Superintendent Program Manager II	\$75,047	\$77,298	\$79,617
7	Construction Project Manager III Construction Project Architect I Construction Project Engineer I	\$88,850	\$91,515	\$94,261

Management Exempt Employees				
SG	Job Title	Min	Mid	Max
M-1	Chief Financial Officer Deputy Executive Director	\$112,443	\$144,187	\$175,930
M-2	Construction Manager Chief Operations Manager	\$105,086	\$150,510	\$195,934
M-3	Managing Project Architect Managing Project Engineer	\$105,086	\$158,138	\$211,191
M-4	Executive Director	\$133,366	\$163,403	\$233,444



AGENDA ITEM #4



MEMORANDUM

DATE: November 7, 2024
TO: CCA BOARD OF DIRECTORS
FROM: Randy Crabtree, Jr., Executive Officer
SUBJECT: Revision to CCA Travel Policy

Background

The current CCA policy travel was revised and adopted in May 2021. In order to ensure CCA's per diem, rates remain in line with state/federal standards they were compared against the per diem rates adopted by the State of California as well as those adopted by the U.S. General Services Administrations (GSA). The comparison of rates are outlined below:

CCA's Current rates:

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	F&L Travel
\$66	\$12	\$17	\$32	\$5	\$46

State of CA Rates: (The state adopted the GSA standard rate as of 10/1/2024)

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	F&L Travel
\$68	\$16	\$19	\$28	\$5	\$51

GSA rates are included on the next page

GSA Rates:

County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	F&L Travel
Applies for all locations without specified rates / State is not location based	\$68	\$16	\$19	\$28	\$5	\$51.00
Contra Costa	\$86	\$22	\$23	\$36	\$5	\$64.50
Kern	\$74	\$18	\$20	\$31	\$5	\$55.50
San Bernardino	\$86	\$22	\$23	\$36	\$5	\$64.50
Inyo / NAWS China Lake	\$80	\$20	\$22	\$33	\$5	\$60.00
Humboldt	\$86	\$22	\$23	\$36	\$5	\$64.50
Fresno	\$86	\$22	\$23	\$36	\$5	\$64.50
Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$86	\$22	\$23	\$36	\$5	\$64.50
Mono	\$86	\$22	\$23	\$36	\$5	\$64.50
Marin	\$92	\$23	\$26	\$38	\$5	\$69.00
Monterey	\$92	\$23	\$26	\$38	\$5	\$69.00
Napa	\$92	\$23	\$26	\$38	\$5	\$69.00
Madera	\$80	\$20	\$22	\$33	\$5	\$60.00
Alameda	\$92	\$23	\$26	\$38	\$5	\$69.00
Riverside	\$86	\$22	\$23	\$36	\$5	\$64.50
Mendocino	\$86	\$22	\$23	\$36	\$5	\$64.50
Sacramento	\$86	\$22	\$23	\$36	\$5	\$64.50
San Diego	\$86	\$22	\$23	\$36	\$5	\$64.50
San Francisco	\$92	\$23	\$26	\$38	\$5	\$69.00
San Luis Obispo	\$86	\$22	\$23	\$36	\$5	\$64.50
San Mateo	\$86	\$22	\$23	\$36	\$5	\$64.50
Santa Barbara	\$92	\$23	\$26	\$38	\$5	\$69.00
Santa Cruz	\$86	\$22	\$23	\$36	\$5	\$64.50
City limits of Santa Monica	\$92	\$23	\$26	\$38	\$5	\$69.00
Sonoma	\$86	\$22	\$23	\$36	\$5	\$64.50
El Dorado	\$86	\$22	\$23	\$36	\$5	\$64.50
San Joaquin	\$74	\$18	\$20	\$31	\$5	\$55.50
Santa Clara	\$92	\$23	\$26	\$38	\$5	\$69.00
Placer	\$86	\$22	\$23	\$36	\$5	\$64.50
Nevada	\$86	\$22	\$23	\$36	\$5	\$64.50
Tulare	\$80	\$20	\$22	\$33	\$5	\$60.00
Yolo	\$80	\$20	\$22	\$33	\$5	\$60.00
Mariposa	\$86	\$22	\$23	\$36	\$5	\$64.50

Condensed Summary of Rates:

M&IE	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	F&L Travel
CCA	\$66	\$12	\$17	\$32	\$5	\$46
GSA (Average)	\$85	\$22	\$23	\$36	\$5	\$64
STATE OF CA	\$68	\$16	\$19	\$28	\$5	\$51

The average rates adopted by the State of California and those adopted by GSA were averaged to arrive at the following new rates:

M&IE	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	F&L Travel
CCA (new)	\$72	\$19	\$21	\$32	\$5	\$57.75
CCA (old)	\$66	\$12	\$17	\$32	\$5	\$49.50
Difference	+\$11	+\$7	+\$4	+\$0	+\$0	+\$8

Recommendation

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

SUBJECT:	Est: November 21, 2014
EMPLOYEE TRAVEL	Rev: November 7, 2024

I. PURPOSE

To establish the framework for CFFA employee travel policies and procedures for travel expense payment and reimbursement. This policy will be updated as travel expense rates change which may be annually.

II. POLICY

A. Mileage Reimbursement. Employees using personal vehicles for CFFA business will be reimbursed at the rate used by the Internal Revenue Service at the time the expense is incurred. For additional requirements for the use of personal vehicles on CFFA business, see Administrative Policy 011, Use of Vehicles. Mileage shall be computed using the Sacramento office **or other designated office location** as the point of departure and/or return. See HR Administrator for the current rate.

B. Per Diem Allowances. Employees or contract personnel will be reimbursed for per diem expenses based on the following per diem rate:

1. Meals. Employees will be reimbursed for meal expenses.

a. Meal reimbursement:

Breakfast: **\$19**

Lunch: **\$21**

Dinner: **\$32**

b. Employees will not be reimbursed for any alcohol purchases.

C. Travel Timeframes:

When travel is		Your allowance is
More than 4 hours, but less than 24 hours		75 percent of the applicable M&IE rate for each calendar day you are in a travel status
24 hours or more, on	The day of departure	75 percent of the applicable M&IE rate
	Full days of travel	100 percent of the applicable M&IE rate
	The last day of travel	75 percent of the applicable M&IE rate

D. Incidentals: A \$5 incidental amount will be allotted for each 24-hour period of travel. Incidental costs include, but are not limited to, toll charges, tips, phone calls, etc.

E. Lodging. Lodging costs shall be at the government rate where available. If the government rate for lodging is unavailable an employee must get permission from their supervisor prior to booking the lodging.

I. PROCEDURE

Employees are encouraged to use the agency credit card for all business-related travel expenses. All charges are matched to travel claims. Any charges made on the agency credit card should be accompanied by a travel expense form (gas, meals, hotel, car rental, etc.), or a material requisition (purchases other than travel expenses) along with receipts for the purchase. If receipts are lost, indicate on the travel expense form that the receipt is not available, however, all employees and contract personnel are strongly encouraged to keep careful track of all receipts related to purchases with the CFFA credit card.

No personal expenses may be charged to the agency card at any time including alcohol, personal expenses charged to a room during a business stay, etc.

If an employee does not have a CFFA credit card and needs to cover travel expenses, please meet with the HR Administrator to determine how and when travel costs will be paid.

Use of personal vehicles should only occur when there are no agency vehicles available or you have prior approval for special circumstances from your supervisor. We can also arrange for a rental car.



RESOLUTION NO. 24-23

California Fairs Financing Authority
Db
California Construction Authority

November 7, 2024

Resolution Approving Adoption of Revised
CCA Administrative Policy AD-010 Employee Travel Policy

BE IT RESOLVED BY THE CALIFORNIA CONSTRUCTION AUTHORITY:

That the following Administrative Policy for California CONSTRUCTION Authority, attached in Exhibit "A", are hereby adopted:

Administrative Policy	Number
Employee Travel	010

CHAIR

ATTEST:

SECRETARY

SUBJECT:

Est: November 21, 2014

EMPLOYEE TRAVEL

Rev: November 7, 2024

I. PURPOSE

To establish the framework for CFFA employee travel policies and procedures for travel expense payment and reimbursement. This policy will be updated as travel expense rates change which may be annually.

II. POLICY

A. Mileage Reimbursement. Employees using personal vehicles for CFFA business will be reimbursed at the rate used by the Internal Revenue Service at the time the expense is incurred. For additional requirements for the use of personal vehicles on CFFA business, see Administrative Policy 011, Use of Vehicles. Mileage shall be computed using the Sacramento office or other designated office location as the point of departure and/or return. See the HR Administrator for the current rate.

B. Per Diem Allowances. Employees or contract personnel will be reimbursed for per diem expenses based on the following per diem rate:

1. Meals. Employees will be reimbursed for meal expenses.

a. Meal Reimbursement:

Breakfast: \$19

Lunch: \$21

Dinner: \$32

b. Employees will not be reimbursed for any alcohol purchases.

C. Travel Timeframes:

When travel is		Your allowance is
More than 4 hours, but less than 24 hours		75 percent of the applicable M&IE rate for each calendar day you are in a travel status
24 hours or more, on	The day of departure	75 percent of the applicable M&IE rate
	Full days of travel	100 percent of the applicable M&IE rate
	The last day of travel	75 percent of the applicable M&IE rate

D. Incidentals: A \$5 incidental amount will be allotted for each 24-hour period of travel. Incidental costs include, but are not limited to, toll charges, tips, phone calls, etc.

E. Lodging. Lodging costs shall be at the government rate where available. If the government rate for lodging is unavailable an employee must get permission from their supervisor prior to booking the lodging.

III. PROCEDURE

Employees are encouraged to use the agency credit card for all business-related travel expenses. All charges are matched to travel claims. Any charges made on the agency credit card should be accompanied by a travel expense form (gas, meals, hotel, car rental, etc.), or a material requisition (purchases other than travel expenses) along with receipts for the purchase. If receipts are lost, indicate on the travel expense form that the receipt is not available, however, all employees and contract personnel are strongly encouraged to keep careful track of all receipts related to purchases with the CFFA credit card.

No personal expenses may be charged to the agency card at any time including alcohol, personal expenses charged to a room during a business stay, etc.

If an employee does not have a CFFA credit card and needs to cover travel expenses, please meet with the HR Administrator to determine how and when travel costs will be paid.

Use of personal vehicles should only occur when there are no agency vehicles available, or you have prior approval for special circumstances from your supervisor. We can also arrange for a rental car.



AGENDA ITEM #5



MEMORANDUM

DATE: November 7, 2024
TO: CCA BOARD OF DIRECTORS
FROM: Julie Stephenson, CFO
SUBJECT: **Commercial Card Program**

Background

CCA is in the process of moving all banking to California Bank of Commerce (CBC), and as part of that move, CCA applied for and was approved for a commercial credit card account with CBC with an account limit of \$100K. The previous credit card account (currently still in use) has a credit limit of \$55K, which has not been sufficient for CCA. This account will be closed once all users have moved to the new CBC card program.

After the new program is established, new credit cards will be disbursed to the employees that need them. Credit card limits are set based on job classification and they are detailed below:

Classification	Limit
Management	\$15,000
Project Manager	\$5,000
Office Administration	\$5,000

The current credit card use policy has also been attached for reference.

Recommendation

It is recommended that the proposed resolution be adopted and that the Board approve CCA to establish a Commercial Credit Card program with the California Bank of Commerce

SUBJECT:

Est: November 07, 2024

CREDIT CARD USE**I. PURPOSE**

To allow the use of CFFA credit cards for certain business expenses by CFFA employees and/or contract personnel.

II. POLICY

It is the policy of CFFA to allow the use of CFFA credit cards for certain business expenses, as outlined below. Personal use or any other unauthorized use of CFFA credit cards is prohibited and will be subject to disciplinary action, including termination of employment, as explained below.

Approved uses for CFFA credit cards:

- To reserve rooms for conferences and/or meetings.
- To pay for lodging incurred during authorized travel.
- To rent vehicles or purchase tickets on domestic carriers for authorized travel.
- To purchase gasoline for pool or rental vehicles used for authorized travel.
- To pay for vehicle maintenance and/or repairs.
- To purchase supplies and/or materials when purchase by credit card is more time and cost efficient than payment by check.
- To purchase meals for CFFA business, such as business lunches.

Expenditure Limits:

- Authorized travel expenses for lodging cannot exceed the amounts set forth in the CFFA Travel Policy (Policy AD010) without written permission from the Executive Director or his/her designee.

CFFA credit cards shall NOT be used for purchasing:

- Personal purchases. Absolutely no personal use of the card is allowed.
- Cash advances or money orders.
- Gasoline for any personal vehicle.
- Any extra meal purchased when that meal is otherwise included in the cost of a conference, meeting, or training session.
- Alcoholic beverages.
- Any purchase not in compliance with CFFA's Travel Policy.
- Any purchase not in compliance with the CFFA's Contract and Purchasing Procedures.

III. PROCEDURE

The CFFA Executive Director, or his/her designee authorized by the Board of Directors, shall maintain a current list of all CFFA credit cards issued, along with the name of the employee or contract employee to whom the card was issued, a photocopy of the card, the credit limit established, the date issued, and the date returned. Upon receipt of a credit card, the employee or contract employee shall initial this list to acknowledge receipt of the credit card and to indicate agreement that the credit card will be used only for authorized expenditures, as outlined herein, and will be safeguarded and kept in a secure location.

Following the use of a CFFA credit card, employees shall fill out a CFFA Remittance Form and attach all related receipts, and submit it to the appropriate staff member in the CFFA Finance Department for processing.

The Executive Director, or his/her designee, shall review each credit card statement and supporting documentation as soon as possible to ensure that transactions comply with this policy. Any undocumented transactions appearing on a statement shall be immediately investigated. The employee or contract employee responsible for the transaction is also responsible to resolve any issue relating to erroneous charges, returns, or adjustments to ensure proper credit is giving on subsequent statements.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within 60 days of the initial statement date. Officers, employees, and contract employees who use a CFFA-issued credit card in a manner contrary to this policy shall promptly reimburse CFFA for the unauthorized purchases and shall also be subject to disciplinary action, up to and including termination of employment with CFFA.



RESOLUTION NO. 24-24

California Fairs Financing Authority
Db
California Construction Authority

November 7, 2024

Resolution approving the new commercial credit card program to be established with California Bank of Commerce.

BE IT RESOLVED BY THE CALIFORNIA CONSTRUCTION AUTHORITY:

1. WHEREAS, on November 7th, 2024 the California Construction Authority Board of Directors wished to establish a commercial credit card program with California Bank of Commerce.

CHAIR

ATTEST:

SECRETARY



AGENDA ITEM #6



MEMORANDUM

DATE: November 7, 2024
TO: CCA BOARD OF DIRECTORS
FROM: Randy Crabtree, Jr., Executive Officer
SUBJECT: Election and Appointment of Board Officers

Background and Discussion

Per the procedures established, The Vice-Chair of the CCA Board is to transition to Board Chair and assume the position for the next Calendar year. Regarding the position of Vice-Chair, each year the CCA board is to solicit interest and/or nominations, if any, for consideration for election to serve. When nominations are received for the Vice Chair, the Board shall vote on the nominations and, if elected, the new officer shall assume their position as of January 1st the following year.

Current Board Officers:

Board Officers	Board / Staff Member Appointed	Appointment Date
Board Chair	Carlene Moore	11/09/23
Board Vice-Chair	Michele Richards	11/09/23
Secretary	Randy Crabtree / Susan Hargett	11/09/23
Treasurer	Randy Crabtree / Marcus Lee	11/09/23
Controller	Randy Crabtree	11/09/23



AGENDA ITEM #7



MEMORANDUM

DATE: November 7, 2024
TO: CCA BOARD OF DIRECTORS
FROM: Randy Crabtree Jr., Executive Officer
SUBJECT: **Adoption of Schedule of Regular Board Meetings for 2025**

Background

Annually, the board adopts a schedule of regular board meetings for the year. It is the tradition of CCA to conduct at least four regular board meetings a year, with the addition of special board meetings as the need arises.

CCA board meetings may be scheduled at the board’s discretion. The following is a proposed meeting schedule for 2025.

PROPOSED REGULAR CCA BOARD MEETINGS FOR 2025

Date	Time
January 15, 2025	10:00-12:00
March 19, 2025	10:00-12:00
May 21, 2025	10:00-12:00
July 16, 2025	10:00-12:00
September 17, 2025	10:00-12:00
November 6, 2025 (TBD based on WFA event)	2:30-4:30



RESOLUTION NO. 24-26

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

November 7, 2024

Resolution Approving Schedule of 2024 Regular Meetings of CFFA Board of Directors

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

The schedule of Regular Meetings of the CFFA Board of Directors for 2025 is hereby approved as follows:

Date
January 15, 2025
March 19, 2025
May 21, 2025
July 16, 2025
September 17, 2025
November 6, 2025

CHAIR

ATTEST:

SECRETARY



AGENDA ITEM #8



MEMORANDUM

DATE: November 7, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Julie Stephenson, CFO

SUBJECT: **Evaluation of new CCA Accounting Platform**

The existing accounting system at CCA, Activity HD, is no longer meeting the functional requirements necessary for effectively measuring and reporting on CCA's financial activities. Consequently, CCA has initiated the process of selecting a new platform. The team has reported on this to the Finance Committee to ensure that they are involved in the decision-making process for the procurement and implementation of a new accounting package. To date CCA has taken and is taking the following steps:

CCA has done the following:

- Assessed the needs
 - Limitations in the current system have been listed and required functionality has been collected
- Identified core features needed
 - Integration with Procore project management software, advanced reporting capabilities, project tracking, payroll integration (with new payroll provider)
- Ensured that the software can grow with the business
- Researched various software options
- Created a Shortlist of solutions
 - Sage Intacct
 - Microsoft Business Central
 - NetSuite

CCA is currently working on the following:

- Creating a table to compare features, pricing, and customer support of the shortlisted options.
- Ensuring the software integrates easily with CCA's existing systems (Procore, and new payroll system).
- Requesting Demos
- Evaluating the user experience
- Assessing how intuitive the software is (how user-friendly)
- Checking Support and Training

- Analyzing support options (chat, email, phone) and response times.
- Evaluating the training materials and onboarding support provided by the vendor.
- Analyzing Security Features:
 - Ensuring the software has robust security measures to protect sensitive financial data.
 - Looking for features that provide data backup and recovery options.
- Evaluating initial costs and ongoing fees
- Getting Feedback from Stakeholders (Finance Committee)

Next Steps:

- Coordinate a demo for the Finance Committee from the top two vendors, if requested
- Present at the next Board Meeting the Finance Committee recommendation



AGENDA ITEM #9



MEMORANDUM

DATE: November 7, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Randy Crabtree Jr., Executive Officer

SUBJECT: CCA Fair Satisfaction Survey

Background

The firm IntelliSurvey, Inc. was engaged to conduct a customer satisfaction survey throughout the fair network. On our behalf, IntelliSurvey has performed all the necessary work and have compiled the results of the survey for the board to review and discuss.

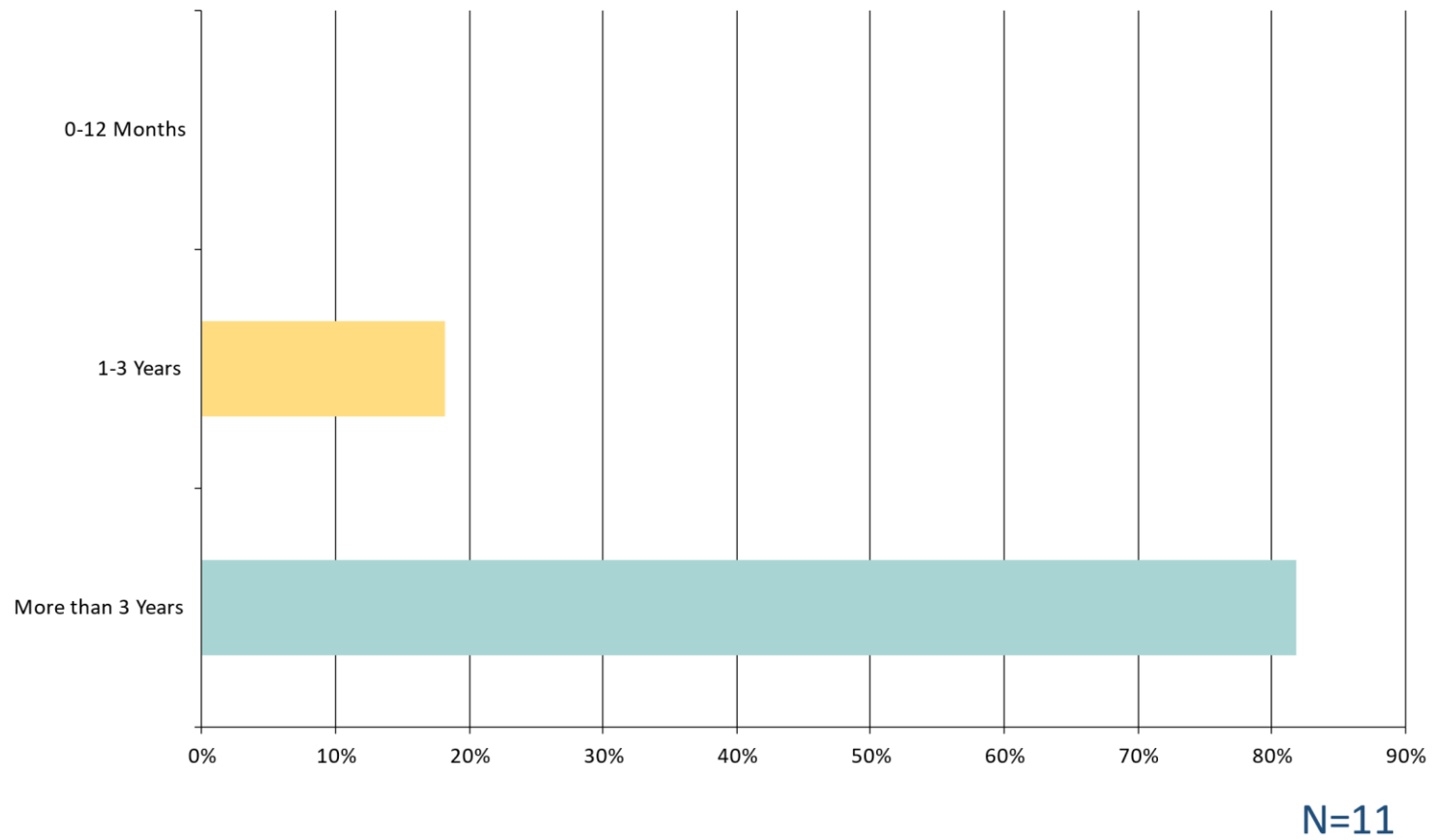
California Construction Authority

Annual Fair Ground Survey 2024

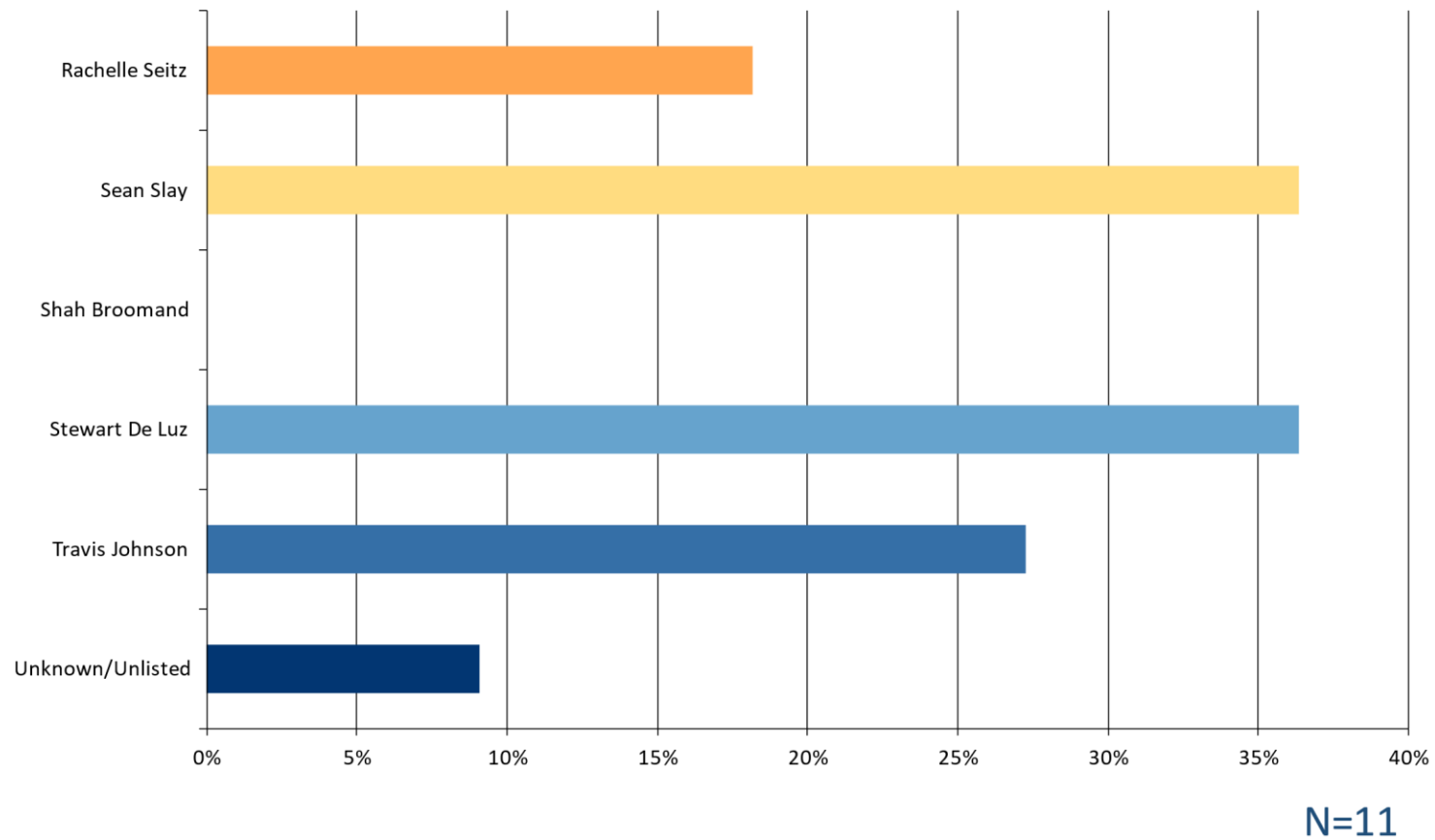
October 25th, 2024



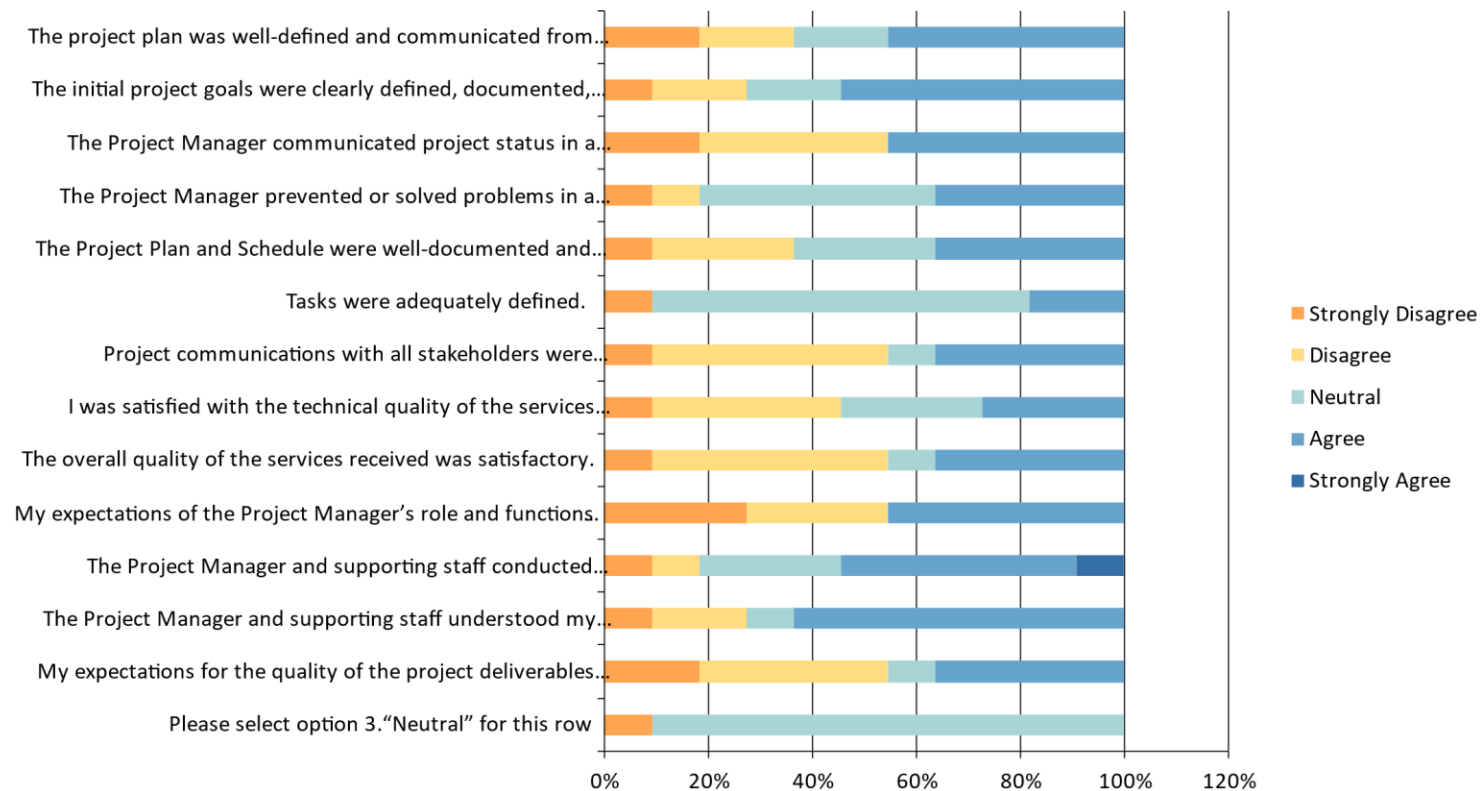
How long have you used CCA's services?



Please identify the project manager(s) assigned to your current or most recent Capital Improvement service(s.)



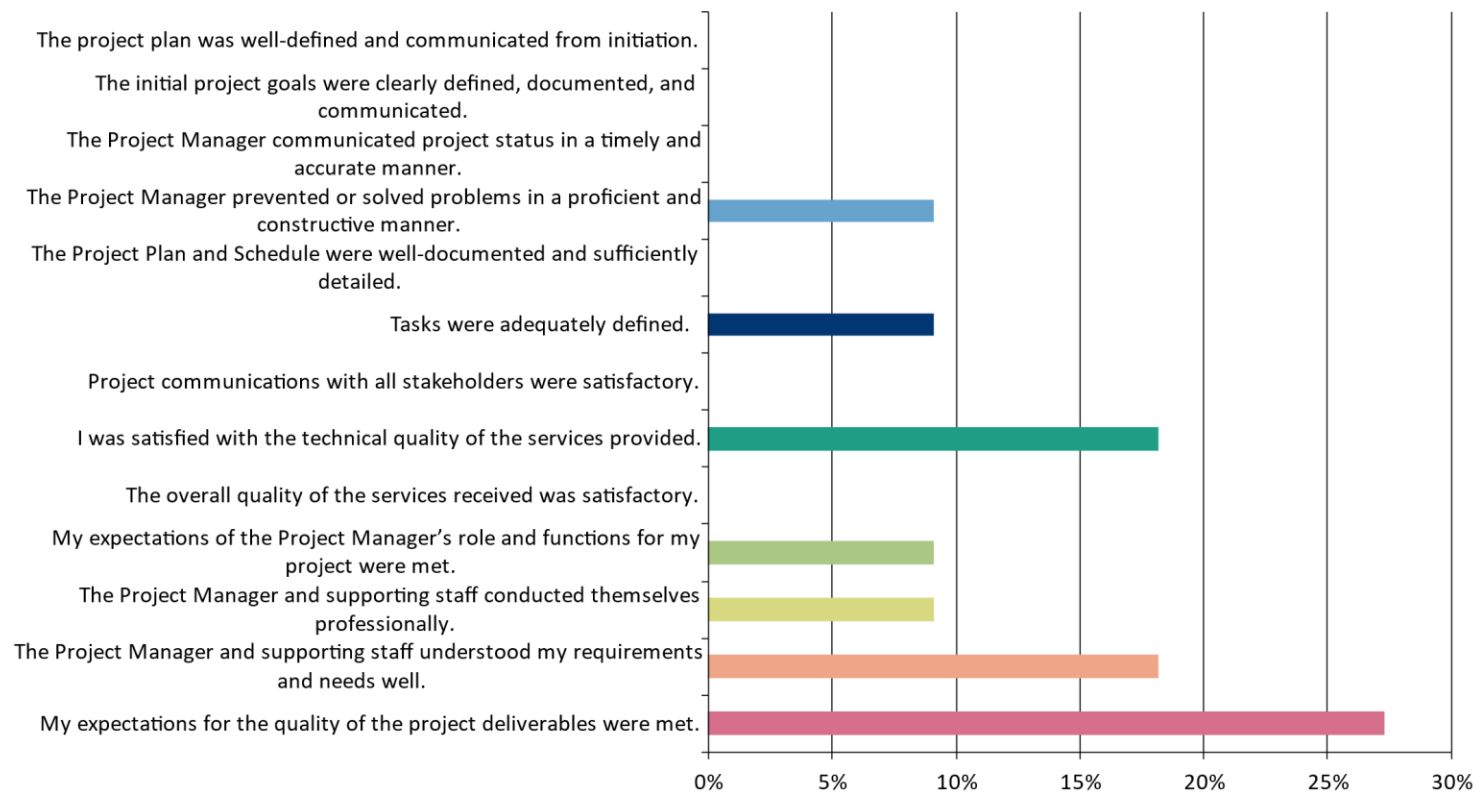
Please rate how much you agree with the following statements regarding your current or most recent Capital Improvement service(s.)



N=11

Please rank the top three most important aspects of Capital Improvement service(s) for your fairground, with 1 being the most important.

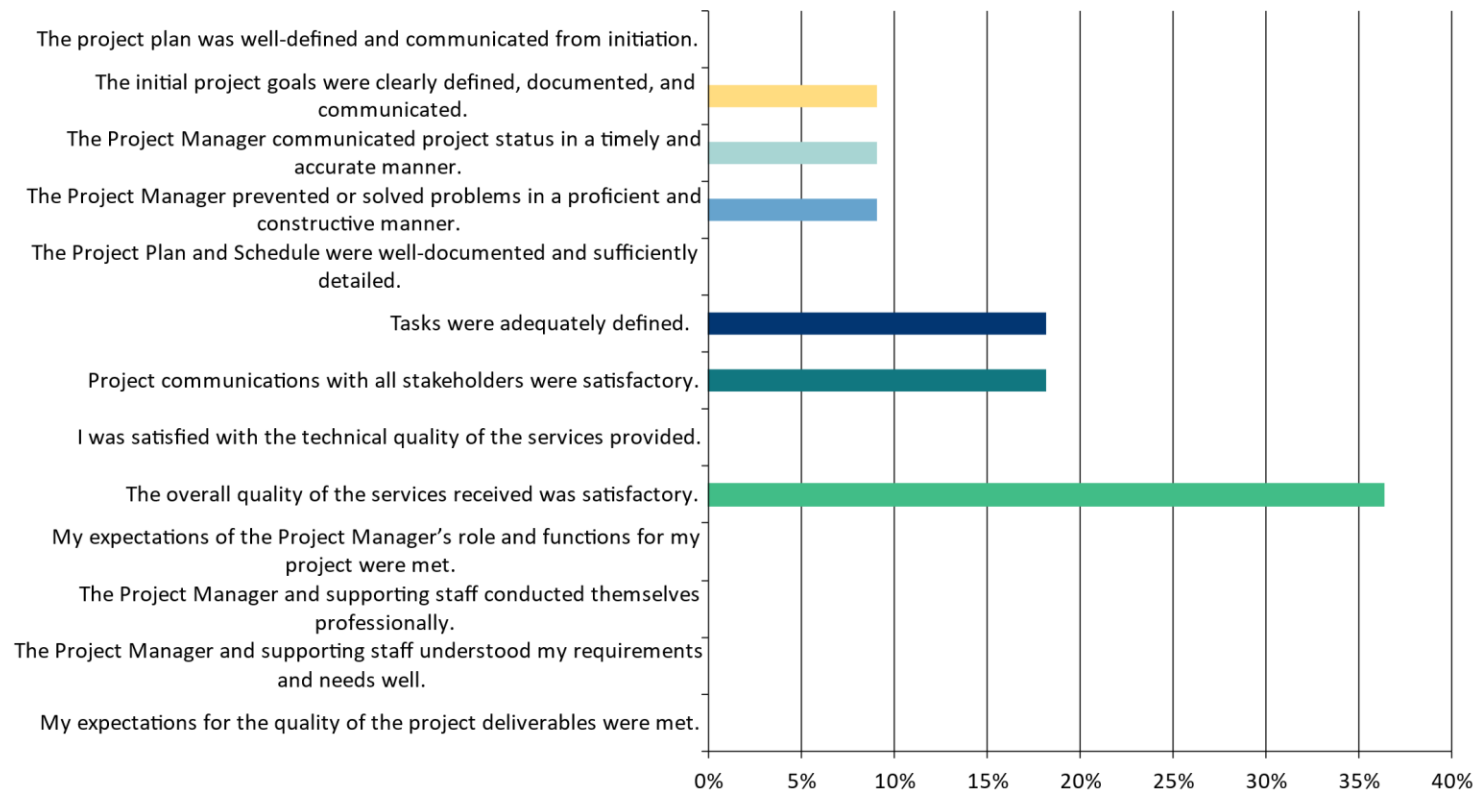
Rank #1



N=11

Please rank the top three most important aspects of Capital Improvement service(s) for your fairground, with 1 being the most important.

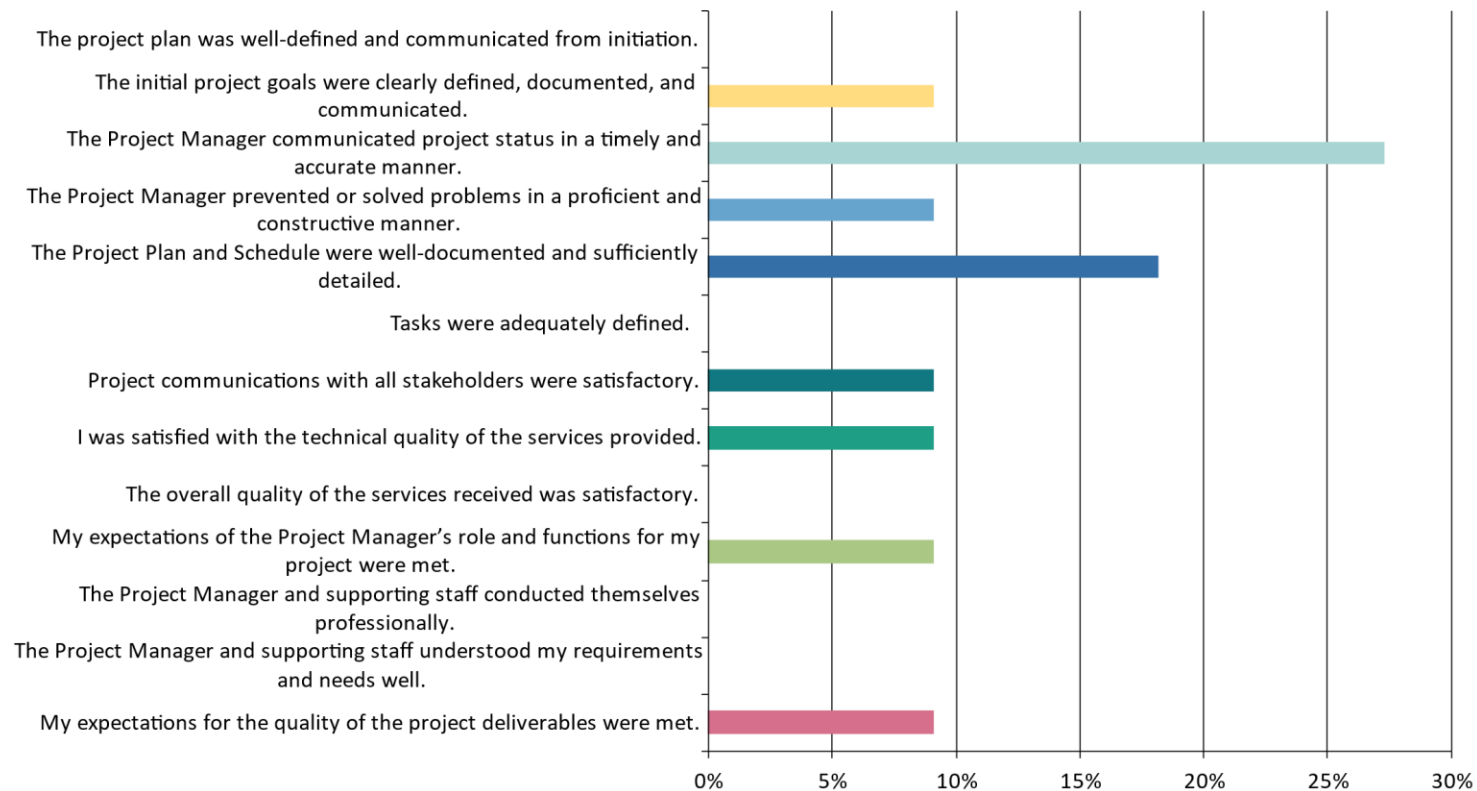
Rank #2



N=11

Please rank the top three most important aspects of Capital Improvement service(s) for your fairground, with 1 being the most important.

Rank #3



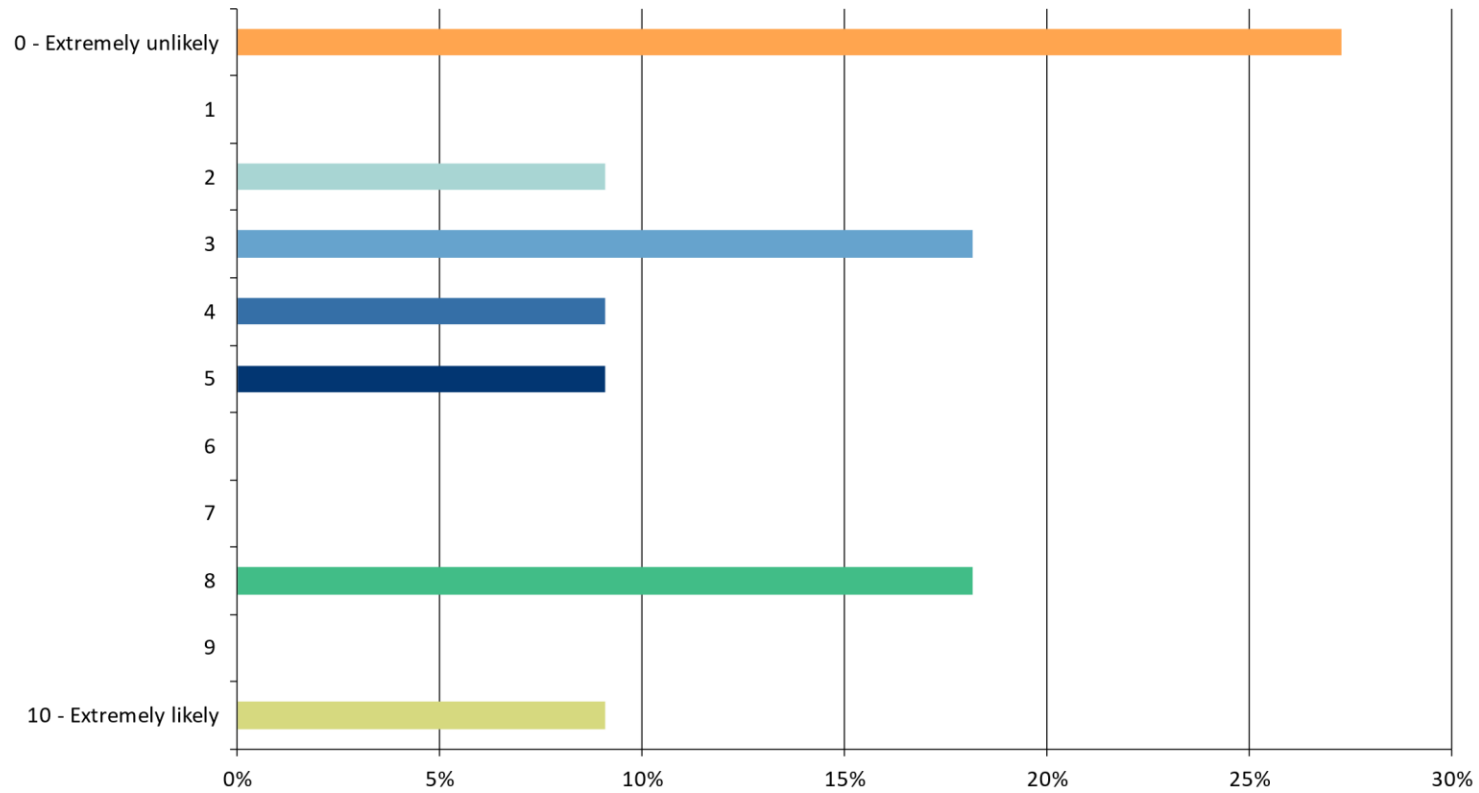
N=11

How likely are you to recommend CCA to a colleague or neighboring fairgrounds?

0-6: Detractors

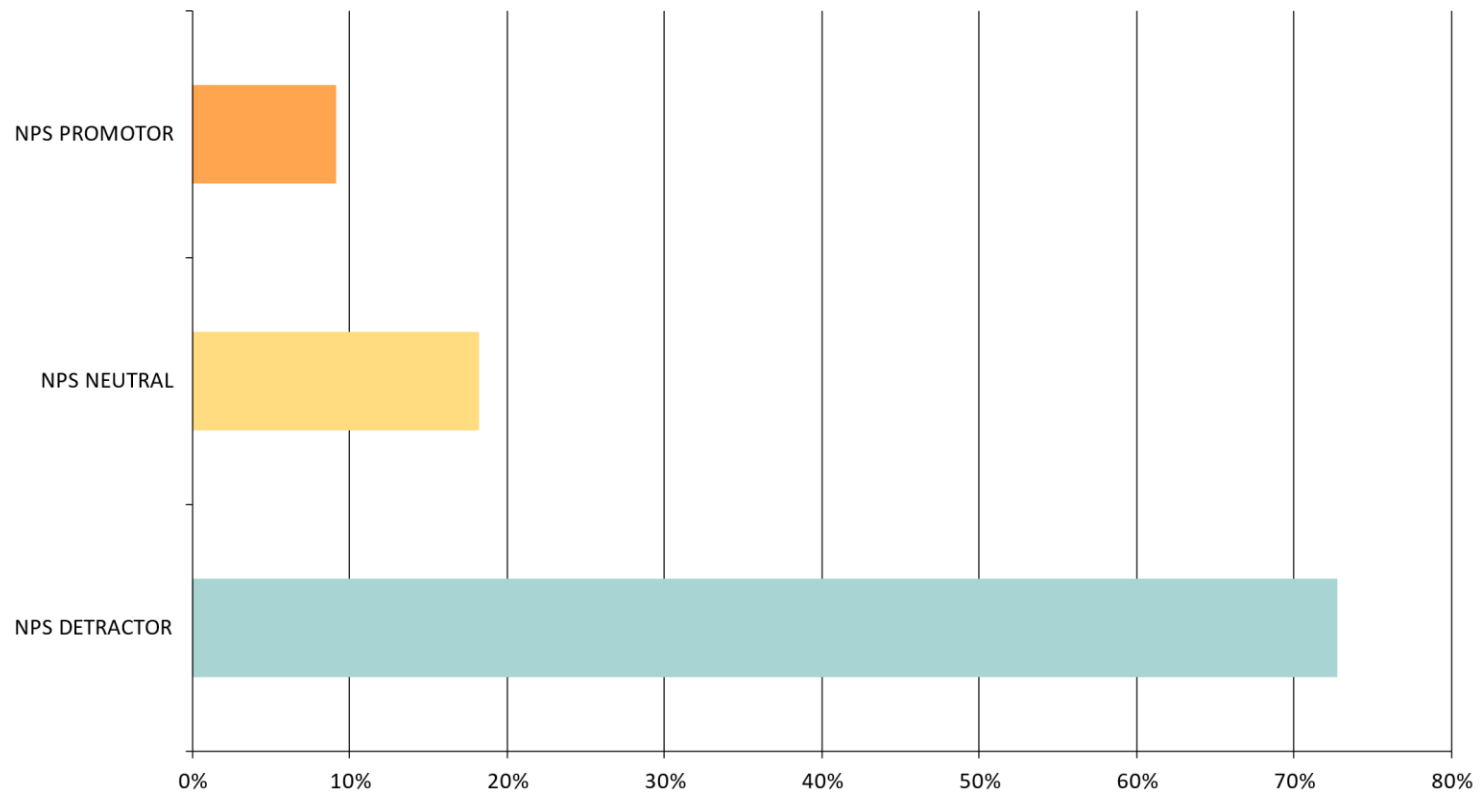
7-8: Passives

9-10: Promoters



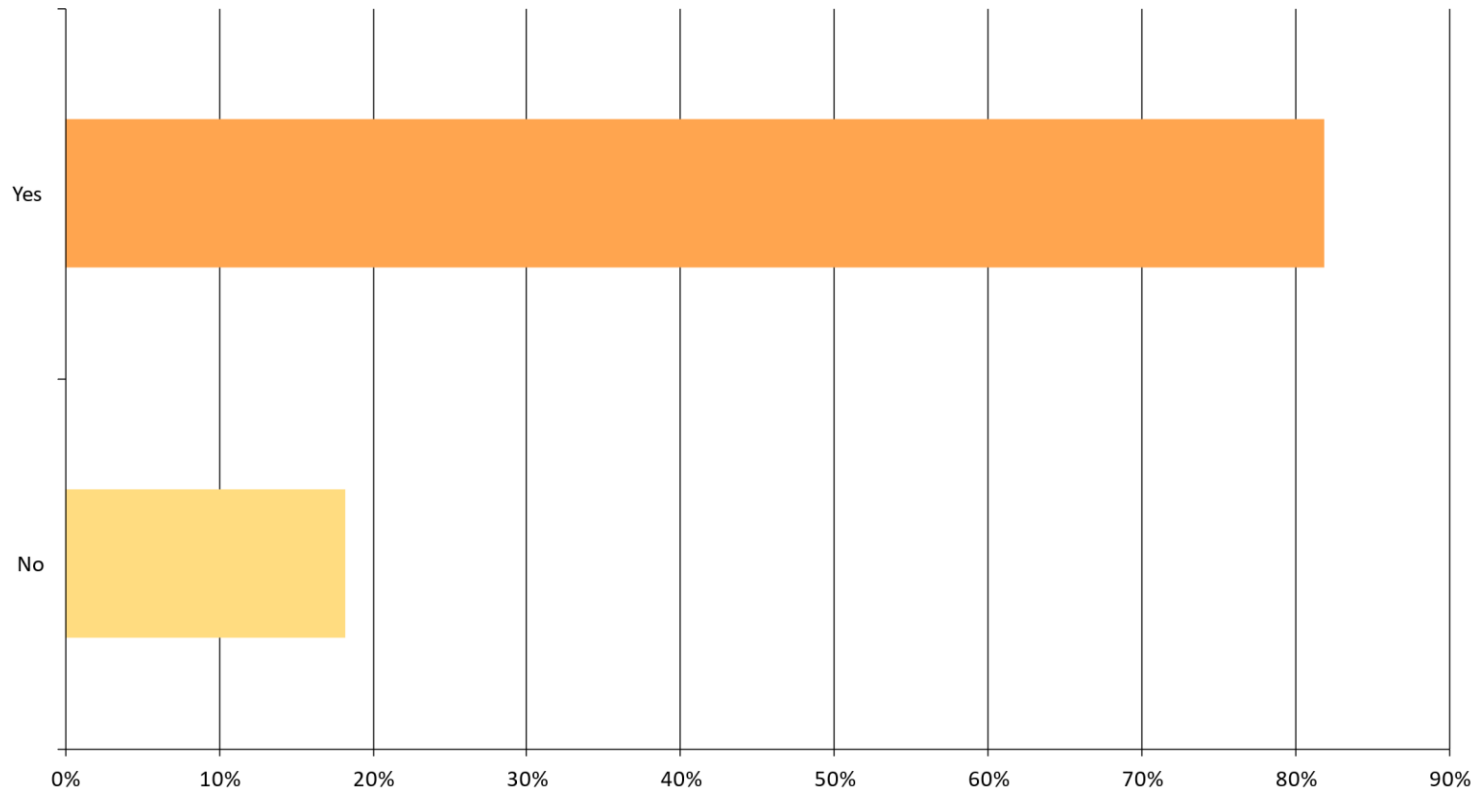
N=11

NPS Score (100 to 100) = 64
% Promoters - % Detractors



N=11

Are you currently considering Capital Improvement projects within the next year?

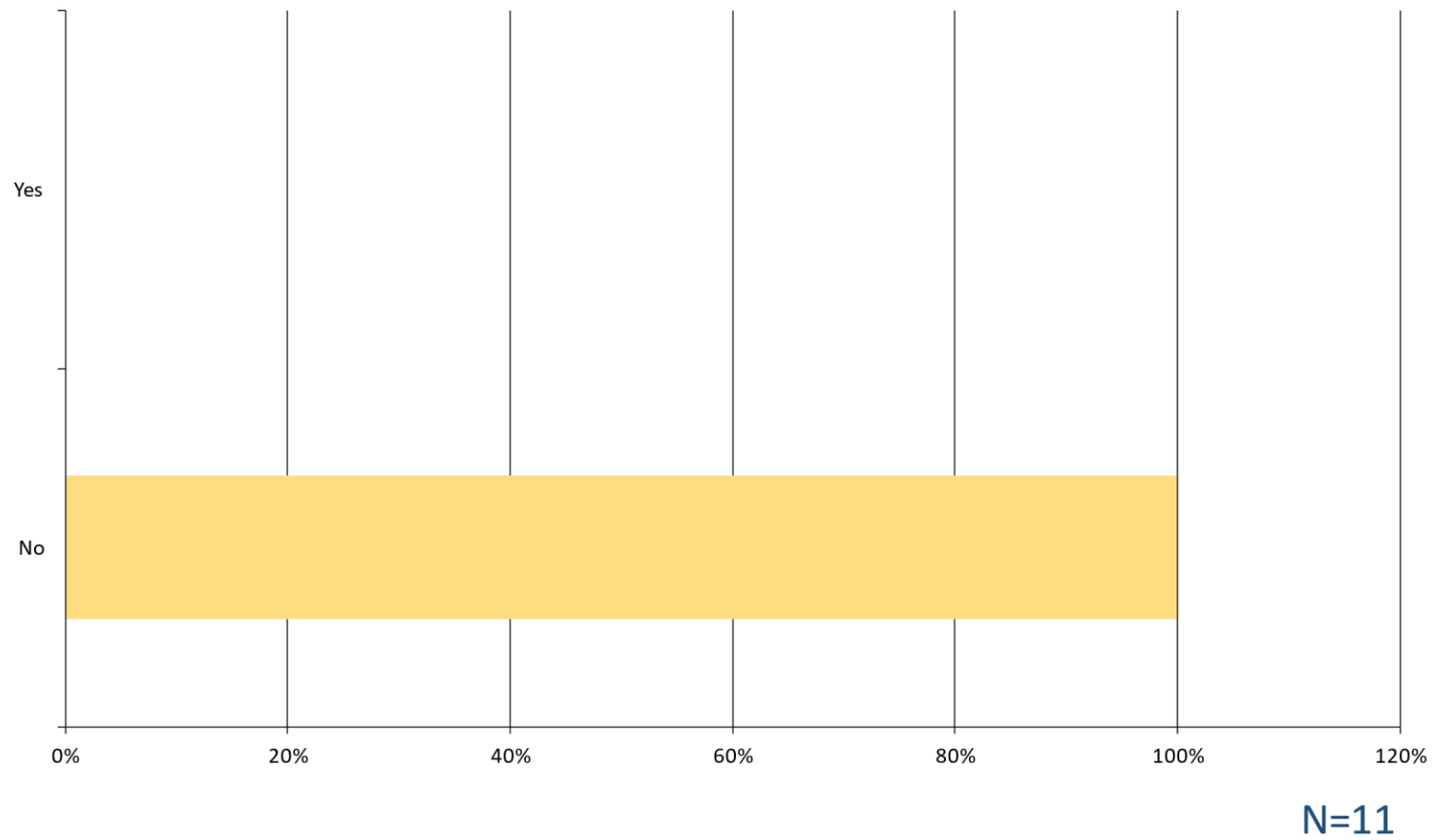


N=11

Please provide suggestions on how we can improve our services to you.

- “I will not use CCA ever again, and terminated their services. I am fortunate that as a County Fair, we are not required. Their lack of consistent and accurate information, transparency, and professional oversight is appalling and I do not use those terms lightly. So many Fairs are frustrated and at their wit's end. The way CCA behaves is unfair to our industry and structural change is needed from the top.”
- “None at this time”
- “Faster services, and more prompt communication, provide better communication about how we can get something done rather than why we CAN'T get something done. Be our advocates, not our roadblocks.”
- “Respond and give timely reports. Better overall communication and follow through. Process takes too long, gaps in communication too long. Most communication is initiated by me.”
- N/A
- “Communication and guidance on projects”
- n/a
- "Advocate for the fairs with local agencies. Provide timely services. “Provide accurate direction.”
- “A full-time on-site Project Manager would greatly improve results given the amount of capital work we have. Much of the negative feedback has to do with CCA processes and resources, and not necessarily a reflection of the work or approach to the job by our assigned representative. CCA staff seems to lack the expertise and bandwidth to meet our needs.”
- “Focus on tasks and deliverables for the fair. Pay more attention to details. Pay more attention to the projects and do not leave it to the fair to manage the project.”

Would you like a member of CCA's leadership team to contact you?





AGENDA ITEM #10



RESOLUTION NO. 24-27

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

November 7, 2024

Resolution Honoring Outgoing Board Member Earl “Mick” McGuire

1. **WHEREAS**, Earl McGuire has served as Member of the CCA Board of Directors, representing the El Dorado County Fair for over 11 years
2. **WHEREAS**, throughout his time on the Board, Earl McGuire has provided perceptive insight into the operation of California Fairs and valuable counsel.

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

The Board of Directors wishes to recognize and honor Earl McGuire for his years of service, endurance, and oversight as a Board Member of the California Construction Authority

CHAIR

ATTEST:

SECRETARY



FINANCIAL REPORT

**California Fairs Financing Authority
Statement of Operations
For the Month Ending
September 30, 2024**

Revenues:	Actual
Operating Revenue	
CDFA Grant Project Planning Fees	326,097
Project Fees	406,038
Inspection Fees	0
Interest Revenue	0
Prior Years Recovery (Loss)	0
Total Revenue:	\$ 732,135
Other Sources:	
OPEB-CERBT Reimbursement	0
Total Revenues and Other Sources	\$ 732,135
Expenses:	
Operating Expenses	
Salaries & Wages	165,741
Taxes & Benefits	42,719
General Expense	159,703
Pension Expense, Accrued Liability	42,685
OPEB Expense, Accrued Liability	0
Total Expenses:	\$ 410,847
Other Uses:	
OPEB Premiums	15,252
Total Expenses and Other Uses:	\$426,100
Net Income	\$ 306,035

**California Fairs Financing Authority
Statement of Operations (YTD)
September 30, 2024**

Revenues:	Actual
Operating Revenue	
CDFA Grant Project Planning Fees	3,366,501
Project Fees	1,470,506
Inspection Fees	0
Interest Revenue	0
Prior Years Recovery (Loss)	0
Total Revenue:	\$ 4,837,007
Other Sources:	
OPEB-CERBT Reimbursement	0
Total Revenues and Other Sources:	\$ 4,837,007
Expenses:	
Operating Expenses	
Salaries & Wages	1,497,732
Taxes & Benefits	300,387
General Expense	2,307,368
Pension Expense, Accrued Liability	376,273
OPEB Expense, Accrued Liability	0
Total Expenses:	\$ 4,481,759
Other Uses:	
OPEB Premiums	110,873
Total Expenses and Other Uses:	\$4,592,632
Net Income	\$ 244,375

CALIFORNIA FAIRS FINANCING AUTHORITY
STATEMENT OF NET POSITION
30-Sep-24

	<u>2024</u>	<u>2023</u>
Assets		
Cash Operating	\$616,493	\$923,124
Restricted Cash - Projects	21,845,970	33,264,386
Cash LAIF Local Agency Investment Fund	22,018,366	0
Restricted Cash Grants	1,923,036	1,716,919
Restricted Cash PV1	1,050,566	740,994
Restricted Cash PV2	6,000	6,000
Accounts Receivable Operating	829,053	0
Accounts Receivable Projects	14,526	0
Accounts Receivable Grants	37,860	0
Accounts Receivable PV1	0	0
Prepaid Expenses	98,088	47,853
Fixed Assets-Net	54,970	14,357
Pension Contribution F&E	0	309,572
OPEB/CERBT Account at PERS	767,237	767,237
Total Assets	<u>\$49,262,165</u>	<u>\$37,790,442</u>
Deferred outflows of resources Pensions	1,406,580	1,406,580
Deferred outflows of resources OPEB	301,971	204,957
Total Assets & pension deferrals	<u>50,970,716</u>	<u>39,401,979</u>
Liabilities		
Accounts Payable Operating	\$213,182	63,631
Accounts Payable Projects	2,638,987	3,652,614
Accounts Payable Grants	72,346	1,713,565
Project Funds Held	38,748,455	29,021,542
Grant Funds Held Deferred Maintenance	1,560,614	-234,447
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	1,965,749	2,016,343
Pension Liability Accrued Expense	0	0
Pension Liability Net projection	3,732,664	3,726,962
Pension Liability F&E Contribution	0	309,572
Total Liabilities	<u>\$52,693,191</u>	<u>\$42,154,379</u>
Deferred inflows of resources Pensions	893,218	893,218
Deferred inflows of resources OPEB	453,222	463,393
Total Liabilities & pension deferrals	<u>54,039,631</u>	<u>43,510,990</u>
Net Position		
Net Position, beginning of year	(\$4,798,168)	(\$6,164,143)
Increase (Decrease) in Net Position	1,762,784	2,088,663
Net Position, end of year	<u>(\$3,035,383)</u>	<u>(\$4,075,479)</u>
Total Liabilities and Retained Earnings	<u>\$51,004,248</u>	<u>\$39,435,511</u>

Month-to-Date

CFFA Operating Fund Summary 30-Sep-24

CFFA Operating Fund Summary 30-Sep-23

Revenues:	Budget	Actual	Variance	Budget	Actual	Variance	Difference
Project Admin Fees	277,667	406,038	128,371	118,833	282,600	163,767	123,437
Project Inspection Fees	0	0	0	0	0	0	0
CDFA Grant Project Planning Fees	161,667	326,097	164,431	154,167	13,520	-140,646	312,577
Prior Years Recovery (Loss)	0	0	0	0	0	0	0
Miscellaneous Revenue	0	0	0	20,833	0	-20,833	0
Total Revenue:	439,333	732,135	292,802	293,833	296,121	2,288	436,014
Other Sources:							
OPEB-CERBT Reimbursement	0	0	0	0	0		
Total Revenues and Other Sources:	439,333	732,135	292,802	293,833	296,121	2,288	436,014
Expenses:							
CFFA Salaries, Taxes and Benefits	225,000	208,460	-16,540	177,083	125,262	-51,821	83,198
CFSA Agreement Services	1,125	1,185	60	1,292	1,116	-176	69
IT Services	7,667	4,002	-3,665	5,667	15,006	9,339	-11,004
Consulting/Professional Services	41,803	117,105	75,302	14,500	134,375	119,875	-17,270
Legal Services	4,333	3,373	-960	4,250	2,521	-1,729	852
Education & Seminars	833	0	-833	833	0	-833	0
Professional Dues & Licensing	250	0	-250	250	0	-250	0
Board Expense	833	3,226	2,392	833	0	-833	3,226
Rental & Storage	4,167	6,735	2,568	4,667	3,754	-912	2,981
Supplies	1,250	4,779	3,529	833	49	-784	4,730
Telephone	1,100	305	-795	350	300	-50	5
Postage/Delivery	83	108	24	83	46	-38	62
Equipment Rental/Maintenance	1,250	555	-695	292	245	-47	310
Depreciation	2,583	2,114	-470	2,083	1,421	-662	692
Advertising	0	0	0	0	0	0	0
Marketing	2,167	0	-2,167	1,333	0	-1,333	0
Printing	833	968	135	833	0	-833	968
Audit/Actuary	2,500	0	-2,500	2,500	0	-2,500	0
Insurance	6,000	7,241	1,241	4,583	5,855	1,272	1,386
Inspection Services	0	0	0	0	0	0	0
Travel	1,667	8,008	6,342	833	3,606	2,772	4,403
Total Expenses:	305,445	368,162	62,717	223,100	293,555	70,455	74,607
Other Uses:							
OPEB Premiums	13,333	15,252	1,919	12,500	11,852	-648	3,400
Total Expenses and Other Uses:	318,778	383,415	64,637	235,600	305,407	69,807	78,007
Net Income from Operations	120,555	348,720	228,165	58,233	-9,287	-67,520	358,007
Other Items of Revenue & Expense							
Retiree Pension Expense	45,278	42,685	-2,593	29,936	35,870	5,933	6,815
Retiree OPEB expense	0	0	0	0	0	0	0
Net Income per Income Statement	75,277	306,035	230,758	28,297	-45,156	-73,453	351,191

Year-to-Date

CFFA Operating Fund Summary 30-Sep-24

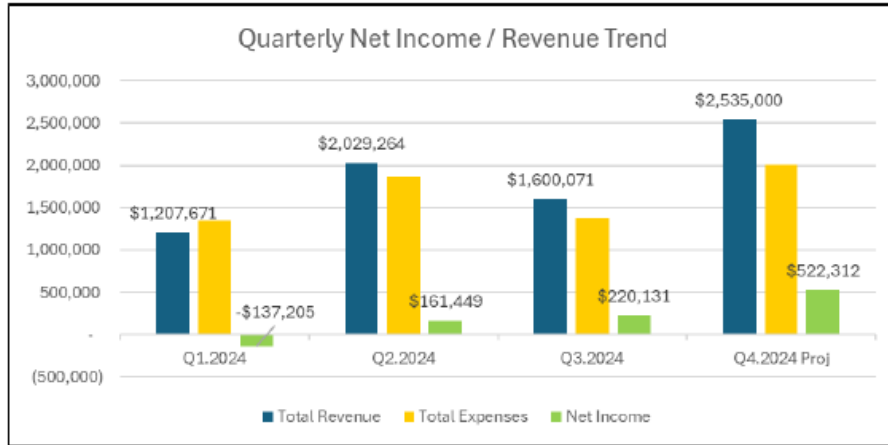
CFFA Operating Fund Summary 30-Sep-23

Revenues:	Budget	Actual	Variance	Budget	Actual	Variance	Difference
Project Admin Fees	2,499,000	1,467,848	-1,031,152	1,069,500	1,849,973	780,473	-382,125
Project Inspection Fees	0	0	0	0	0	0	0
CDFA Grant Project Planning Fees	1,455,000	3,366,501	1,911,501	1,387,500	682,363	-705,137	2,684,138
Prior Years Recovery (Loss)	0	0	0	0	0	0	0
Miscellaneous Revenue	0	2,659	2,659	187,500	88,999	-98,501	-86,340
Total Revenue:	3,954,000	4,837,007	883,007	2,644,500	2,621,334	-23,166	2,215,672
Other Sources:							
OPEB-CERBT Reimbursement	0	0	0	0	0	0	0
Total Revenues and Other Sources:	3,954,000	4,837,007	883,007	2,644,500	2,621,334	-23,166	2,215,672
Expenses:							
CFFA Salaries, Taxes and Benefits	2,025,000	1,798,119	-226,881	1,593,750	1,122,734	-471,016	675,384
CFSA Agreement Services	10,125	12,576	2,451	11,625	9,875	-1,750	2,701
IT Services	69,000	94,962	25,962	51,000	43,580	-7,420	51,382
Consulting/Professional Services	376,230	1,884,882	1,508,652	130,500	186,463	55,963	1,698,419
Legal Services	39,000	44,104	5,104	38,250	29,468	-8,782	14,636
Education & Seminars	7,500	910	-6,590	7,500	0	-7,500	910
Professional Dues & Licensing	2,250	0	-2,250	2,250	0	-2,250	0
Board Expense	7,500	4,894	-2,606	7,500	909	-6,591	3,985
Rental & Storage	37,500	42,731	5,231	42,000	36,381	-5,619	6,350
Supplies	11,250	35,563	24,313	7,500	8,628	1,128	26,935
Telephone	9,900	2,734	-7,166	3,150	2,717	-433	16
Postage/Delivery	750	544	-206	750	480	-270	65
Equipment Rental/Maintenance	11,250	4,222	-7,028	2,625	2,802	177	1,421
Depreciation	23,250	18,147	-5,103	18,750	4,086	-14,664	14,061
Advertising	0	0	0	0	269	269	-269
Marketing	19,500	5,909	-13,591	12,000	4,007	-7,993	1,902
Printing	7,500	3,579	-3,921	7,500	1,072	-6,428	2,507
Audit/Actuary	22,500	5,835	-16,665	22,500	2,400	-20,100	3,435
Insurance	54,000	64,099	10,099	41,250	57,740	16,490	6,359
Inspection Services	0	0	0	0	0	0	0
Travel	15,000	81,676	66,676	7,500	18,586	11,086	63,090
Total Expenses:	2,749,005	4,105,486	1,356,481	2,007,900	1,532,195	-475,705	2,573,291
Other Uses:							
OPEB Premiums	120,000	110,873	-9,127	112,500	105,528	-6,972	5,345
Total Expenses and Other Uses:	2,869,005	4,216,359	1,347,354	2,120,400	1,637,722	-482,678	2,578,636
Net Income from Operations	1,084,995	620,648	-464,347	524,100	983,612	459,512	-362,964
Other Items of Revenue & Expense							
Retiree Pension Expense	407,500	376,273	-31,227	269,428	-1,121,817	-1,391,245	1,498,090
Retiree OPEB expense	0	0	0	0	0	0	0
Net Income per Income Statement	677,495	244,376	-433,120	254,672	2,105,429	1,850,757	-1,861,053

2024 Financial Summaries

September 2024 Financial Summary

Through the first nine months of 2024, CCA has earned net income of \$244K and is projected to earn \$767K by the end of the year.



2024 Year End Projections	Approved 2024 Budget	Actual as of 9/30/2024	Projected 10/1 - 12/31/2024	Projected Year End	Var to Bdg Better/(Worse)
Total Revenues	\$ 5,272,000	\$ 4,837,007	\$ 2,535,000	\$ 7,372,007	\$ 2,100,007
Total Expenses	\$ 4,368,673	\$ 4,592,631	\$ 2,012,688	\$ 6,605,319	\$ (2,236,646)
Grand Total	\$ 903,327	\$ 244,376	\$ 522,312	\$ 766,688	\$ (136,639)

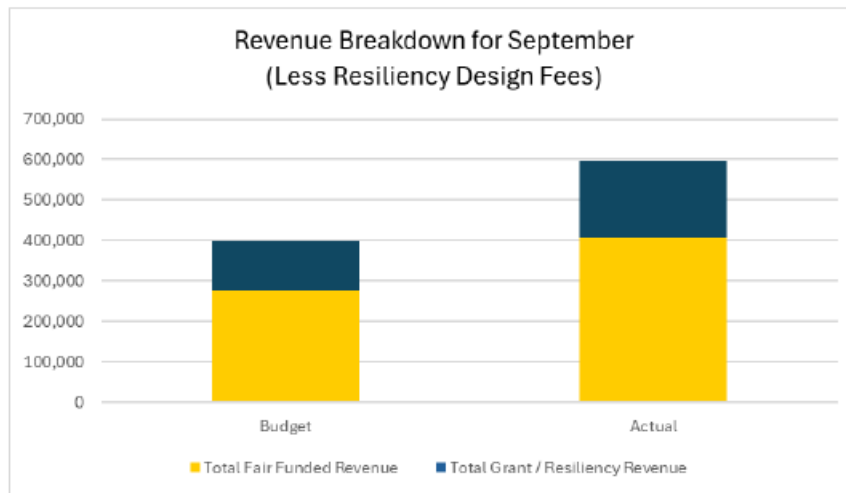
The third quarter was profitable due to a strong September. Total Revenue outperformed the budget by 67% for the month, and expenses were over budget by 17%, resulting in net income of \$306K.

Condensed Income Statement For September 2024	Budget	Actual	Var \$ Better/(Worse)	Var (%) Better/(Worse)
Total Revenue:	\$ 439,333	\$ 732,135	\$ 292,802	67%
Total Expenses and Other Uses:	\$ 364,056	\$ 426,100	\$ (62,044)	-17%
Net Income/(Loss):	\$ 75,277	\$ 306,035	\$ 230,758	307%

September 2024 - Revenue:

Resiliency projects continue to contribute the largest share of revenue. After adjusting for resilience design fees, revenue outperformed the budget by 50% for the month.

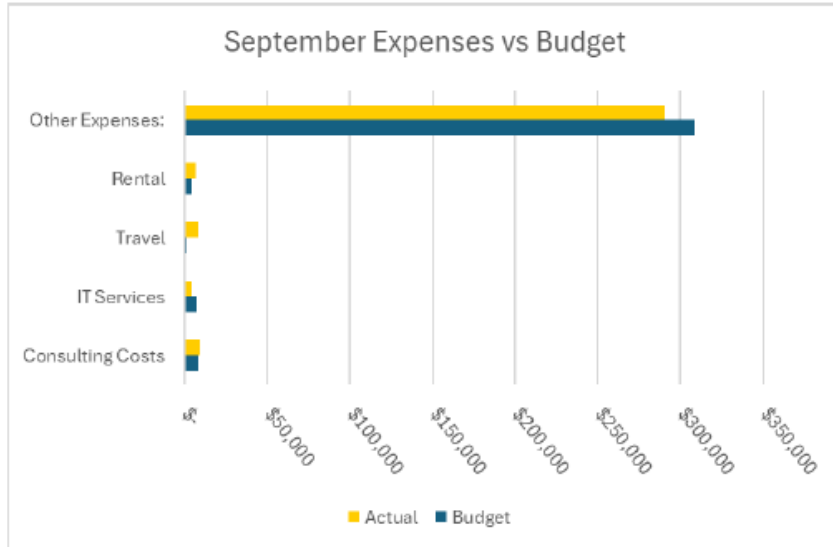
Revenue Breakdown for September (Less Resiliency Design Fees)	Budget	Actual	Var (%)
Total Fair Funded Revenue	\$ 277,667	\$ 406,038	46%
Total Grant / Resiliency Revenue	\$ 120,000	\$ 189,936	58%
Grand Total	\$ 397,667	\$ 595,974	50%



September 2024 - Notable Expense Variances:

Expense Breakdown for September (Less Resiliency Design Fees)	Budget	Actual	Var \$ Better/(Worse)	Var % Better/(Worse)
Consulting Costs	\$ 8,083	\$ 9,478	\$ (1,395)	17%
IT Services	\$ 7,667	\$ 4,002	\$ 3,665	-48%
Travel	\$ 1,667	\$ 8,008	\$ (6,342)	380%
Rental	\$ 4,167	\$ 6,735	\$ (2,568)	62%
Other Expenses:	\$ 308,753	\$ 290,249	\$ 18,503	-6%
Grand Total	\$ 330,336	\$ 318,473	\$ 11,863	-4%

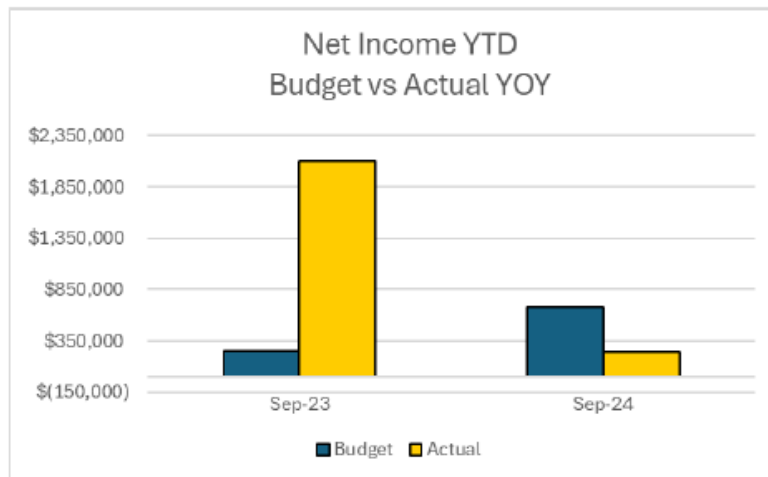
- Excluding \$108K in resiliency expense, consulting costs were slightly over budget.
- Rental Expense increased due to additional space rented.
- All expenses combined were under budget by \$12K, or 4%.



Year-to-Date Results Summary

Condensed Income Statement for September YTD	Budget	Actual	Var \$ Better/(Worse)	Var % Better/(Worse)
Total Revenues and Other Sources:	\$ 3,954,000	\$ 4,837,007	\$ 883,007	22%
Total Expenses and Other Uses:	\$ 3,276,505	\$ 4,592,631	\$ (1,316,126)	40%
Net Income per Income Statement:	\$ 677,495	\$ 244,376	\$ (433,119)	-64%

Year to date, net income is \$244K, a budget shortfall of \$433K, or 64%. Revenue outperformed the budget by 22%, and expenses were over budget by 40%.



Note: September 2023 revenue included a retiree pension expense credit of \$1.2M .

YTD - Revenue

Grant-related revenue continued to overperform through September. Normalizing the revenue for design fees, revenue is underperforming by 11% year-to-date.

Revenue Breakdown as of September (Less Resiliency Fees)	Budget	Actual	Var (%)
Total Fair Funded Revenue	\$ 2,499,000	\$ 1,467,848	-41%
Total Grant / Resiliency Revenue	\$ 1,455,000	\$ 3,366,501	131%
Misc Revenue	\$ -	\$ 2,659	0%
Total:	\$ 3,954,000	\$ 4,837,007	22%
Less: Resiliency Design Fees	\$ (611,000)	\$ (1,874,184)	
Grand Total	\$ 3,343,000	\$ 2,962,823	-11%

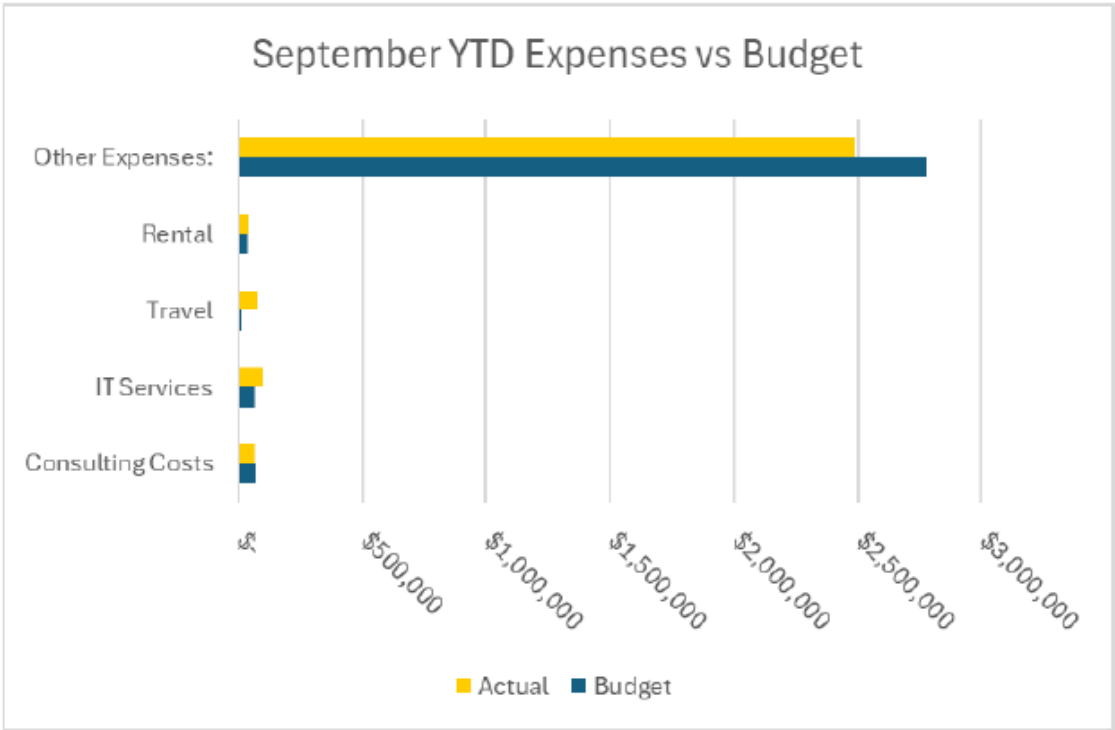
YTD – Revenue by Region

Revenue Breakdown by Region for September	Budget	Actual	Var (%)
Northern Region	\$1,190,385	\$1,539,033	29%
Central Region	\$634,483	\$767,775	21%
Southern Region	\$2,053,155	\$2,447,994	19%
Compliance	\$45,977	\$79,547	73%
Miscellaneous Revenue	\$30,000	\$2,659	-91%
Grand Total	\$3,954,000	\$4,837,007	22%

YTD - Notable Expense Variances

Expense Breakdown as of September (Less Resiliency Fees)	Budget	Actual	Var (%)
Consulting Costs	\$ 75,000	\$ 67,421	-10%
IT Services	\$ 69,000	\$ 94,962	38%
Travel	\$ 15,000	\$ 81,676	445%
Rental	\$ 37,500	\$ 42,731	14%
Other Expenses:	\$ 2,778,775	\$ 2,488,380	-10%
Grand Total	\$ 2,975,275	\$ 2,775,170	-7%

- Excluding \$1.8M in resiliency expense, consulting costs are under budget for the year.
- Total Expenses are under budget by 7% for the year.





MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

CALIF FAIRS FINANCING AUTH

As of 10/15/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2024.

Earnings Ratio		.00012912073474208
Interest Rate		4.71%
Dollar Day Total	\$	2,022,250,442.82
Quarter End Principal Balance	\$	22,018,366.18
Quarterly Interest Earned	\$	261,114.46



PERSONNEL REPORT



MARKETING REPORT



CONSTRUCTION REPORT



CA Construction Authority - Construction Report

This report supports our bi-monthly board meetings

Portfolio

Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
Program: 01A - Cow Palace						
	Cow Palace - North Hall Generators	CCA will provide project management, code compliance plan review, and inspection services for 1 permanent generator and 1 temporary generator.	5 - Execution	\$232,708.59	06/13/2023	12/31/2024
	Cow Palace AT&T Cellular Modification	CCA will perform plan review and inspection for upgrades to an existing cellular facility.	3 - Planning	\$14,000.00	10/23/2023	03/28/2025
	Cow Palace - Main Arena Hall Sides/Rib Cage Roof Coating	CCA will provide project management, code compliance plan review, and inspection services for the roof coating over the rib cage.	5 - Execution	\$1,800,000.00	09/25/2023	12/31/2025
	Cow Palace - Trash Compactor/ Construction Canceled	Installation of electrical systems for a Trash Compactor.	2 - Initiation	\$9,000.00	07/01/2024	04/30/2025
Program: 002 - San Joaquin County						
	San Joaquin Water Well Replacement	The Fair's current well is failing and needs to be replaced. Project will be divided into two parts: Drilling a new well, along with decommissioning the old tank, and building the new well infrastructure, along with installing the new tank. Each part will be bid separately.	5 - Execution	\$842,668.00	10/14/2021	07/31/2024
	San Joaquin Dish Cell Co-Location	CCA will provide code compliance plan review and inspection for the co-location of Dish cellular equipment onto an existing cellular platform.	3 - Planning	\$4,750.00	09/22/2023	01/31/2025
	San Joaquin - Bingo Hall HVAC	HVAC Replacement	6 - Close-Out	\$176,251.86	05/22/2024	10/24/2024
	San Joaquin EcoGreen	VFD/VSD installation: If the project includes a VFD/VSD, standard installation costs include - VFD, startup, card, programming, installation of any conduit, running power, concrete footing (if needed), VFD mounting and interconnect to SCADA panel. Installation costs that are not included and would be an additional cost - wiring diagrams, fencing, gates, enclosures, relay box, controls.	5 - Execution	\$20,000.00	07/29/2024	11/29/2024
Program: 003 - Silver Dollar Fair						
	Silver Dollar Resilience Upgrade	CCA will retain a qualified architect for the preparation of plans for the upgrade of the Fair's resiliency, prepare and coordinate the bid documents, manage the bid solicitation, RFC process, job walk, and bid openings, and provide project management and administration services associated with the project design and bidding process.	3 - Planning	\$30,000,000.00	01/11/2024	03/27/2026



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
Program: 007 - Monterey County						
	Monterey County Verizon Telecom Facility	CCA will perform plan review and inspection for a new Verizon telecommunication facility on the Grandstands.	3 - Planning	\$24,600.00	03/24/2023	04/25/2025
	Monterey County Heritage Foundation Barn	CCA will perform construction management and code compliance plan review and inspections for the installation of a new barn.	3 - Planning	\$4,750.00	08/08/2023	03/28/2025
Program: 009 - Redwood Acres						
	Redwood Acres Hambro Recycling Kiosk	From Randy Scott (randy.scott@ihfpcorp.com): We are looking at opening a CA CRV Buyback Center at Redwood Acres, at the location of the previous center a few years back. I have attached a rough drawing of what we would like to have, a stick built shed for our cash kiosk and a couple of stand-alone carports/awnings for equipment and recyclers weather protection. I would like to utilize the concrete slab that is there and would want to build around it. We would like to use a portable toilet for our employees only.	3 - Planning	\$7,725.00	01/02/2024	05/02/2025
Program: 10A - Tulelake Butte Valley						
	Tulelake Electrical Switches	Install electrical switches in Home Economics, Main Exhibit, and Commercial buildings	6 - Close-Out	\$16,896.00	02/19/2024	05/31/2024
	Tulelake Flooring	Finish concrete and refinish hardwoods in Home Economics,	1 - Pre-Initiation	\$100,000.00	03/18/2024	08/30/2024
	Tulelake Commercial and Main Exhibit Roofs	Install new metal roofing and insulation on Commercial and Main Exhibit Building roofs	1 - Pre-Initiation	\$350,000.00	03/18/2024	11/29/2024
	Tulelake Electrical Wire Replacement	Remove and replace electrical wire in existing conduit.	6 - Close-Out	\$16,032.50	07/18/2024	10/12/2024
Program: 012 - Redwood Empire						
	Redwood Empire Fair TOLCS Shelter	CCA will provide project management, code compliance plan review, and inspection services for the installation of a mobile classroom for the Tree of Life Charter School (TOLCS).	3 - Planning	\$128,650.00	05/05/2023	01/03/2025
	Redwood Empire Emergency Stormwater Repair (ON HOLD)	CCA will provide code compliance plan review and inspection for the repair of a stormwater runoff issue.	3 - Planning	\$3,000.00	10/15/2023	08/01/2025



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Redwood Empire Fine Arts Building Reroof	Tear off existing metal roof on the Fine Arts Building and install new metal roof and insulation	5 - Execution	\$210,000.00	10/23/2023	01/10/2025
	Redwood Empire Roadside Digital Marquee	Install new digital marquee along road to replace existing static sign.	3 - Planning	\$259,000.00	10/23/2023	05/17/2025
	Redwood Empire Transformer Testing	Perform testing on transformer.	5 - Execution	\$5,995.00	10/01/2024	11/30/2024
	Redwood Empire Concrete Walkway	New concrete walkways in front of the junior building.	2 - Initiation	\$100.00	10/25/2024	10/31/2024
Program: 014 - Santa Cruz County						
	Santa Cruz Co. - Livestock Barn Repairs - Resiliency	CCA will provide project management, code compliance plan review, and inspection services the Livestock Barn Repairs.	3 - Planning	\$150,000.00	09/19/2023	05/30/2025
	Santa Cruz Fiber Installation	Plan review and inspections (not OSFM) for a new fiber line. The Fair is funding and performing work themselves.	5 - Execution	\$3,135.00	04/30/2024	12/31/2024
	Santa Cruz Heritage Hall PRI	Plan review and inspections only for the Heritage Hall additions (kitchen and restrooms). This is an extension of closed project 014-19-043.	3 - Planning	\$4,750.00	04/05/2024	05/30/2025
	Santa Cruz - Parking Lot FEMA Assistance	CCA will provide FEMA Assistance.	3 - Planning	\$10,000.00	04/18/2024	12/31/2024
	Santa Cruz East Parking Lot	East Parking Lot Slide	2 - Initiation	\$300,000.00	09/11/2024	09/11/2025
Program: 015 - Kern County						
	Kern Co. - Interior Paving	CCA will provide project management, code compliance plan review, and inspection services for re-paving 4 areas.	5 - Execution	\$2,382,406.00	06/16/2023	10/31/2024
	Kern Temporary	Stephen to perform temporary structure assessment prior to 2024 fair.	6 - Close-Out	\$7,500.00	09/16/2024	10/04/2024



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Structure Assessment					
Program: 016 - California Mid-State						
	Cal Mid State Main Gate Fence	3/1/2024 From Mike Esser with 16th DAA: "Informing you that we are in the middle of a project that will enhance our main gate entrance to our fairgrounds. We have partnered with a local fabricator (multiple bids received for this project) who will be providing the wrought iron panels, gating, etc. We should begin seeing powder-coated materials this week. Installation labor will be provided by CMSF. Attached is the drawing completed by the fabricator and architect. Faith Jewel with Cal Fire is involved and has just reviewed this drawing. I have a request for a permit in GovMotus now. A USA dig ticket was submitted. all utility agencies have responded indicating a clear dig area. Saw cutting is complete and we should break ground at the end of this week. Once the new fence and gating is installed, we will begin demolition of the old wood fencing, etc. that is all rotting away."	6 - Close-Out	\$4,750.00	04/15/2024	08/02/2024
Program: 017 - Nevada County						
	Nevada Co. - Emergency Gate 4 & Roadway Repairs	Repair various safety concerns for pedestrians and vehicles, before start of Fair on August 7, 2024.	6 - Close-Out	\$216,098.92	06/05/2024	08/02/2024
Program: 019 - Santa Barbara County						
	Earl Warren Showgrounds - AT&T Telecom Facility Modification	Plan review and inspection services for upgrades to an existing cellular facility.	6 - Close-Out	\$4,750.00	10/11/2022	10/18/2024
Program: 020 - Gold Country						
	Gold Country Swine Barn	Gold Country Swine Barn Electrical Upgrade	3 - Planning	\$5,862.00	01/23/2023	01/03/2025
	Gold Country - HVAC Design & Construction Project (Resiliency)	CCA will provide bidding, construction oversight, and inspections to replace the Designing and constructing a new HVAC system.	3 - Planning	\$250,000.00	10/02/2023	06/30/2025
	Gold Country Emergency Modular Classroom HVAC	Emergency project to replace failed HVAC unit on a mobile classroom.	3 - Planning	\$4,750.00	12/18/2023	08/29/2025
Program: 21A - Madera District						
	Madera - Fair Entrance	CCA will provide bidding, construction oversight, and inspections to replace the entrance gates on the Fairgrounds. (Carry over from project #21A-21-087).	3 - Planning	\$11,322.00	02/15/2023	12/30/2024



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Gates (Phase I Review & Bidding)					
	Madera Temporary Structure Assessment	Temporary structure assessment (of main stage only) prior to 2024 fair.	6 - Close-Out	\$3,500.00	09/04/2024	09/10/2024
Program: 021 - Fresno						
	Fresno Fair - HVAC Replacement at Museum/ Admin/ Satellite Wagering Buildings	CCA will provide project management, code compliance plan review, and inspection services for HVAC Replacement.	3 - Planning	\$220,000.00	02/10/2023	12/31/2024
	Fresno - Paul Paul Theater Max Hayes Sign	CCA will provide construction oversight, and code compliance to repair the Paul Paul Theater Max Hayes Sign	5 - Execution	\$108,833.50	03/25/2024	03/22/2025
Program: 022 - Del Mar						
	Del Mar - The Sound Floor Infill	Concrete floor infill	4 - Bidding	\$150,000.00	12/13/2022	07/04/2024
	Del Mar - T-Mobile Grandstands Rooftop Expansion	Plan review and inspections for T-Mobile antenna upgrades in the Grandstands.	6 - Close-Out	\$18,500.00	06/18/2021	05/31/2024
	Del Mar - Verizon Fiber Project	Plan review and inspection services for a trenching project.	5 - Execution	\$5,767.00	08/18/2021	05/30/2025
	Del Mar The Sound HVAC Controls	HVAC replacement	5 - Execution	\$200,000.00	03/07/2023	02/15/2024
	Del Mar DMTC HVAC	Provide and install (1) Roof top Air Handling unit	3 - Planning	\$443,696.00	04/17/2023	02/15/2025
	Del Mar Wyland Skylights Replacement	2. CCA will retain a qualified roofer to investigate damaged skylights at Wyland. The contractors will: a. Investigate and remove the skylights on the roof. b. Patch the roof with similar material.	5 - Execution	\$298,672.50	04/14/2023	08/01/2024



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Del Mar O'Brien Roof	Roof Replacement	5 - Execution	\$269,390.40	04/06/2023	10/31/2024
	Del Mar Asphalt Repair	Asphalt and Concrete Repair	5 - Execution	\$1,100,000.00	04/14/2023	10/18/2024
	Del Mar Horse Park Renovation	PRI for Del Mar Horse Park: Concrete, SWPPP, Electrical, etc.	5 - Execution	\$21,250.00	05/15/2023	06/06/2025
	Del Mar Dish Wireless Palm	CCA will perform code compliance plan review and inspections for a new Dish Wireless cellular facility.	5 - Execution	\$16,000.00	08/01/2023	03/28/2025
	Del Mar Facilities Condition Assessment	Facility Condition Assessment Audit	3 - Planning	\$355,725.63	01/03/2022	10/31/2024
	Del Mar Connection Center	CCA will provide design, bidding, construction management, and code compliance to refurbish the existing office space in the old OTB area.	3 - Planning	\$2,200,000.00	10/01/2023	05/29/2025
	Del Mar Grandstands Fire Suppression System Repair	Fire Suppression system repair	5 - Execution	\$35,000.00	10/31/2023	01/09/2025
	Del Mar Surfside Exterior Deck Repair	Reconstructing the Exterior Deck	3 - Planning	\$200,000.00	11/01/2023	11/07/2025
	Del Mar San Dieguito Double Track	Plan review and inspection of SANDAG project to add railway to west side of fairgrounds: Stage 1.	2 - Initiation	\$6,593.30	11/14/2023	04/03/2026
	Del Mar Frontside Promenade	Reconstruct the front entrance of the fair	3 - Planning	\$500,000.00	04/01/2023	05/22/2025
	Del Mar Grandstand Fire Panel Replacement	Provide and install replacement fire alarm equipment.	5 - Execution	\$450,000.00	03/01/2024	01/18/2025
	Del Mar Golf Center Cover The Tee	Cover the tee.	6 - Close-Out	\$4,000.00	04/22/2024	10/04/2024
	Del Mar Exhibit Hall	Plan review and inspection only for Verizon (overseen by SmartLink) modifications on Exhibit Hall.	3 - Planning	\$4,750.00	06/21/2024	03/28/2025



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Verizon Mod Site #3					
	Del Mar El Camino Real PRI	Plan review and inspections for the portions of the widening of El Camino Real that deal with fair property.	1 - Pre-Initiation	\$10,000.00	10/01/2024	10/02/2026
	Del Mar Equine Hospital	Building an equestrian hospital at the Del Mar Fairgrounds	1 - Pre-Initiation	\$1,000,000.00	12/01/2024	03/01/2026
Program: 024 - Kings County						
	Kings Resiliency Center	CCA will provide bidding, construction oversight, and inspections to the Marketplace for a Resiliency Center.	3 - Planning	\$2,000,000.00	09/04/2023	03/10/2027
	Kings - RV Park - Resiliency	CCA will provide bidding, construction oversight, and inspections to build an RV Park	3 - Planning	\$1,500,000.00	09/04/2023	01/16/2026
Program: 024 - Tulare County						
	Tulare Building 3 Remodel	Phase 1: Design Development Phase 2: Construction Design Phase 3: Bidding Process Phase 4: Construction	5 - Execution	\$2,526,000.00	12/06/2022	12/31/2025
	Tulare - Resilience Project - Building 3 Kitchen	CCA will provide bidding, construction oversight, and inspections to the Kitchen Addition	3 - Planning	\$1,000,000.00	09/01/2022	08/09/2025
	Tulare - Resilience Project - Buildings 1-2	CCA will provide bidding, construction oversight, and inspections to demo and rebuilds buildings1 & 2	3 - Planning	\$10,000,000.00	09/01/2023	05/30/2025
Program: 025 - Napa Valley Expo						
	Napa Valley Expo AT&T Modification (ON HOLD)	CCA will perform code compliance plan review and inspections for upgrades to an existing cellular facility.	5 - Execution	\$7,000.00	07/01/2023	06/27/2025
	Napa Valley Road Repaving	Repave road	3 - Planning	\$250,000.00	10/16/2023	06/28/2024
	Napa Valley Chardonnay Hall Reroof	Reroof Chardonnay Hall with TPO	1 - Pre-Initiation	\$622,267.00	11/08/2023	03/29/2024



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Napa Valley Administration Building Repair	Emergency repairs to Administration Building	3 - Planning	\$300,000.00	05/06/2024	06/11/2025
	Napa Valley BAF	Install Big Ass Fans	2 - Initiation	\$96,702.50	05/20/2024	07/02/2025
Program: 026 - Amador County						
	Amador Resiliency Commercial Kitchen	CCA will provide bidding, construction oversight, and inspections to build a community kitchen.	3 - Planning	\$1,500,000.00	09/01/2023	01/01/2027
Program: 027 - Shasta District						
	Shasta District Fair Resiliency Upgrade	Design development, construction management, and code compliance to build a commercial kitchen and add HVAC to Trinity Building.	3 - Planning	\$4,000,000.00	09/01/2023	07/31/2026
Program: 028 - San Bernardino County						
	San Bernardino County Resiliency Upgrades	CCA will facilitate the bid process and oversee construction and inspections for upgrading buildings to include new roofs, fire sprinklers, fire alarms, etc.	3 - Planning	\$350,000.00	03/01/2023	04/22/2026
Program: 030 - Tehama County						
	Tehama T-Mobile Cellular Colocation	CCA will perform plan review and inspection for the colocation of a T-Mobile cell tower onto an existing plot.	5 - Execution	\$11,500.00	02/01/2023	03/28/2025
Program: 031 - Ventura County						
	Ventura County - T-Mobile Monopole Upgrade	Plan review and inspection services for upgrades to an existing cellular monopole.	5 - Execution	\$15,000.00	10/19/2022	01/31/2025
	Ventura Fairgrounds Grandstands Repair Oversight	CCA will organize and be onsite for a meeting between the Fair, CCA, the Racetrack Operator, and the Structural Engineer to discuss repairs to the Grandstands.	5 - Execution	\$5,534.60	04/14/2023	12/06/2024
	Ventura PSPS	Public Safety Power Shut Off.	6 - Close-Out	\$187,098.60	04/01/2022	02/15/2024



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Ventura Awnings Repair PRI	Plan review and inspections of awning repair of Anacapa and San Miguel Hall awnings.	5 - Execution	\$8,607.00	02/21/2024	12/06/2024
	Ventura Gas Line Repair	Inspection of a repair to a gas line.	6 - Close-Out	\$2,090.00	04/11/2024	10/29/2024
	Ventura Storm Water Mitigation	Storm Water Mitigation	1 - Pre-Initiation	\$1,000,000.00	12/01/2024	12/31/2025
Program: 032 - Orange County						
	OC Fair PSPS	OC Fair PSPS Program. Costa Mesa Bldg & Huntington Beach Bldg	5 - Execution	\$351,661.16	08/30/2022	03/14/2025
	OC Fair Administration Office Addition	admin office	5 - Execution	\$29,000,000.00	02/03/2023	08/31/2025
	OC Fair Huntington Beach HVAC	HVAC	6 - Close-Out	\$75,000.00	02/01/2023	12/25/2023
	OC Fair Building 15 Demolition	Buildings Demolition	6 - Close-Out	\$120,000.00	09/12/2023	04/01/2024
	OC Fair Pacific Amphitheater Dressing Rooms	Remove and replace existing dressing rooms backstage at the Pacific Amphitheater.	2 - Initiation	\$2,200,000.00	06/01/2023	12/31/2024
	OC Fair Pacific Amphitheater Kitchen Re-Roof	Replace current failing roofing system.	2 - Initiation	\$100,000.00	08/17/2023	12/25/2024
	OC Fair Midway Restroom & Shower Buildings	Build at least 2 strategically located restrooms complete with showers and janitorial storage. 1,895 sf	1 - Pre-Initiation	\$9,999,998.58	12/11/2023	03/21/2026
	OCFEC 2024 Storm Water Program Assistance	Oversight of the collection and sampling of storm water runoff for the 2024 year.	5 - Execution	\$59,810.00	01/01/2024	12/31/2024
	OC Fair Lot G Storage	Remove and Replace Wood Fence with a double white fence.	1 - Pre-Initiation	\$259,999.76	01/23/2024	03/01/2025



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	OC Fair Pac Amp Sound Walls	Replace 4 blue wood walls (2 walls on each side of the stage) and replacement of the Pooley system.	1 - Pre-Initiation	\$110,000.00	01/23/2024	04/01/2025
	OC Fair Baja Bar & Grill Roof	Roof Replacement	1 - Pre-Initiation	\$95,000.00	02/14/2024	02/12/2025
	OC Fair Costa Mesa Roof & Skylights	Roof and Restrooms skylights replacement.	1 - Pre-Initiation	\$49,998.80	01/23/2024	03/01/2025
Program: 035 - Merced County						
	Merced County Fairgrounds Shade Structure	CCA will provide code compliance plan review and inspections for a new shade structure.	3 - Planning	\$4,562.00	06/15/2023	04/04/2025
	Merced Pavilion Hall HVAC	Removal of existing roof-top coolers, curbs and repair/patch holes and penetrations. Removal of existing ceiling suspended gas heaters, install interior mounted HVAC units, install & connect new electrical supply lines to new HVAC units.	5 - Execution	\$798,950.00	05/31/2022	12/25/2024
	Merced Community Resiliency Center	CCA will provide bidding, construction oversight, and inspections for a Community Resiliency Center.	4 - Bidding	\$5,000,000.00	09/01/2023	05/31/2025
	Merced Lodge Building Restroom	CCA to perform code compliance plan review and inspections for the addition of a new restroom to the Lodge Building.	3 - Planning	\$16,500.00	11/27/2023	06/06/2025
Program: 036 - Dixon May						
	Dixon Electrical Pedestal Repairs	Repair damaged electrical pedestal and outlet boxes	6 - Close-Out	\$9,148.75	03/06/2024	05/31/2024
	Dixon Electrical Panel Replacement	Replace old electrical panel.	6 - Close-Out	\$5,518.75	03/06/2024	05/31/2024
	Dixon Emergency Admin Repair	Repair wind and water storm damage to Admin Building including interior of conference room and roof.	5 - Execution	\$112,470.34	03/13/2024	04/26/2024
	Dixon Roofing	Madden Hall: Remove foam roofing and replace with TPO Denverton Hall: Fix leaks on entry and apply coating on main roof Main Entry: Remove and replace comp shingles Maine Prairie and Silveyville: Remove and replace comp shingles	2 - Initiation	\$596,462.50	06/18/2024	07/23/2025



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
Program: 038 - Stanislaus County						
	Stanislaus Bathroom Remodel	Accessibility upgrades to existing restroom	5 - Execution	\$75,000.00	12/16/2022	07/18/2025
	Stanislaus Fire Remediation	Restoration of fire damaged building including new facade.	6 - Close-Out	\$800,000.00	09/05/2022	10/18/2024
	Stanislaus County AT&T Modification	CCA will perform plan review and inspection for the modification of an existing AT&T cell tower.	5 - Execution	\$8,500.00	06/30/2023	01/03/2025
	Stanislaus Building 1 & 2 HVAC Design	CCA will provide bidding, construction oversight, and inspections to the HVAC Design.	5 - Execution	\$8,000.00	10/13/2023	10/14/2024
Program: 039 - Calaveras County						
	Calaveras Storage Building (ON HOLD)	CCA will perform code compliance plan review and inspections for the addition of a new storage facility.	2 - Initiation	\$5,862.00	02/13/2023	01/03/2025
Program: 040 - Yolo County						
	Yolo County - T-Mobile Antenna Replacement	Plan review and inspection services for the modification of an existing T-Mobile cell tower.	5 - Execution	\$22,000.00	10/18/2022	10/25/2024
	Yolo Heritage Foundation Arena	CCA will perform code compliance plan review and inspections for the installation of a new arena.	3 - Planning	\$4,750.00	08/11/2023	03/28/2025
Program: 041 - Del Norte						
	Del Norte Grandstand ADA Upgrade	Bring grandstand access up to ADA compliance	4 - Bidding	\$64,548.00	12/04/2023	07/26/2024
	Del Norte Electronic Sign	Replace exiting signage with new digital electronic sign on existing stand.	2 - Initiation	\$103,367.19	03/05/2024	07/04/2025
	Del Norte Transformer Replacement	Replace failed transformer and service wire under emergency declaration.	5 - Execution	\$78,903.00	03/05/2024	11/07/2024
	Del Norte RCT Charging Stations &	Plan Review and Inspection only for the addition of EV charging stations and a diesel generator.	1 - Pre-Initiation	\$5,000.00	07/29/2024	07/04/2025



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Generator (ON HOLD)					
	Red Rover Roof Replacement	Remove and replace standing seam metal roof on the Red Rover Building.	2 - Initiation	\$39,950.00	08/19/2024	08/15/2025
Program: 042 - Glenn County						
	Glenn Grandstand Demolition	Grandstand demolition	6 - Close-Out	\$215,953.00	07/25/2023	04/30/2024
	Glenn Whitsett Cook Hall Solar PRI	Plan review and inspection for the addition of solar to Whitsett Cook Hall.	6 - Close-Out	\$3,900.00	05/03/2024	12/31/2024
	Glenn County Digital Sign PRI	Plan review and inspection for a digital sign.	3 - Planning	\$4,750.00	05/10/2024	11/29/2024
Program: 045 - Mid-Winter Imperial						
	Imperial Valley Emergency Storm Damage Repair	Emergency Storm Damage Repair	5 - Execution	\$921,256.61	05/10/2023	12/01/2024
Program: 046 - Southern California						
	So Cal Fair - Entry Sign Study	Demolition of old fairgrounds billboard and replace with new billboard.	3 - Planning	\$1,000,000.00	02/25/2022	09/02/2028
	SoCal DWR Land Aquisition Support	Land Aquisition Support	5 - Execution	\$7,100.00	01/01/2022	12/25/2027
Program: 049- Lake County						
	Lake County Sponsorship Deck	CCA will provide code compliance plan review and inspections for a new deck on the Sponsorship Building.	3 - Planning	\$4,750.00	07/17/2023	03/21/2025
Program: 050 - Antelope Valley						
	Antelope Valley - MARRC	Design, construction, and inspections for a new emergency response building.	3 - Planning	\$50,000,000.00	02/15/2022	04/12/2025



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Antelope Valley Fairgrounds T-Mobile Modification	CCA will perform plan review and inspection for the modification of an existing T-Mobile cell tower.	6 - Close-Out	\$227,369.96	03/24/2023	12/31/2024
	Antelope Valley Fair Public Safety Power Shutoff	Public Safety Power Shutoff (PSPS)	5 - Execution	\$228,369.96	05/10/2022	12/31/2024
	Antelope Valley - Parking Lot Lights	New lighting to be added to parking lot	3 - Planning	\$1,000,000.00	05/28/2024	05/31/2025
Program: LAN - LA County						
	LA County Fairplex PSPS	The project consists of installing transfer switches, docking stations, and other electrical upgrades for the Administration Buildings 1 and 2 and Expo Hall 4.	5 - Execution	\$275,558.00	03/04/2023	10/09/2024
Program: MAR - Marin County						
	Marin County PSPS	Public Safety Power Shutdown. Bidding, code compliance, and construction oversight for installing transfer switches, docking stations, and other electrical upgrades for Exhibit Hall, including Administration.	5 - Execution	\$190,304.00	03/01/2023	08/21/2024
Program: SCL - Santa Clara County						
	Santa Clara Arena Renovations	Costing for renovation of the Santa Clara Arena	3 - Planning	\$15,000.00	02/16/2024	03/08/2024
Program: SMA - San Mateo County						
	San Mateo Admin Addition	CCA will provide bidding, construction oversight, and inspections to addition to the Administration Building.	5 - Execution	\$700,000.00	12/07/2022	11/11/2024
Program: XPO - Cal Expo						
	Cal Expo - T-Mobile Monopole Replacement and Upgrade	Plan review and inspection services for the replacement and upgrade of an existing T-Mobile cell tower.	5 - Execution	\$26,484.00	01/16/2023	06/27/2025
	Cal Expo Wells 2 & 3 Rehab	Water production from Cal Expo's Well #2 has declined to a level that the well needs to be reconditioned to ensure adequate water production and improve efficiency on the well's pump.	5 - Execution	\$62,260.50	09/16/2022	03/15/2024
	Cal Expo Well 3 Assessment	Assess Well 3 to determine the causes of the air that is getting into the system.	2 - Initiation	\$4,214.00	08/25/2022	08/30/2024



Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Cal Expo PSPS	PSPS	3 - Planning	\$211,966.16	01/16/2023	08/27/2025
	Cal Expo Expo Center Rear Doors	Install new storefront doors and remove existing doors to be replaced with rollup doors in 6 buildings.	6 - Close-Out	\$908,825.04	04/02/2021	03/31/2024
	Cal Expo Livestock Pavilion Restroom	Design and construct new restroom.	5 - Execution	\$238,083.60	05/17/2022	05/16/2025
	Cal Expo Well Site Control System	o Replace 100HP well pump control panels for Cal Expo water wells #2, #3 & #4 with new equipment that is compactable to the control panel on Cal Expo well #1A. o Existing control panel equipment to be removed and dispose off-site appropriately. o Install pad mounted control systems at the three (3) well sites, per the approved engineered plans and specifications, using components specified to provide consistency across all four (4) Cal Expo well sites for system operators and maintenance. This includes existing well #1A, which already has the required well pump control panel. o Identify existing circuits to be reconnected and tested at each well site. The system status/alarm beacons are to be reused. o Setup soft-start controllers to be installed, as required, for reliable long-term operation at each site. In equipment documentation (O&M Manuals, etc.) to be provided to Cal Expo maintenance, and left in the enclosure data pouches with a set of the drawings at each well site. o No more than two (2) of the three (3) wells will be out of service at any time. o Conduct Cal Expo staff training regarding operation of system and supply all operation and maintenance manuals.	5 - Execution	\$196,604.80	04/22/2022	09/19/2024
	Cal Expo Expo Center HVAC	Install (16) new HVAC units on Expo Center.	5 - Execution	\$1,200,000.00	07/31/2023	12/10/2024
	Cal Expo Wine Garden and Main Gate Fabric Cover	CCA will facilitate the bid process and perform inspections for the project which will consist of removal and replacement of all existing fabric panels, with equal or improved fabric in two areas of the Fair.	5 - Execution	\$1,597,283.00	09/13/2021	11/03/2023
	Cal Expo AT&T Modification at Expo Center	CCA will perform plan review and inspection for the modification of existing AT&T equipment at Expo Center.	6 - Close-Out	\$4,750.00	10/16/2023	07/15/2024
	Cal Expo Raging Waters Demo Plan Review & Inspection (ON HOLD)	CCA will perform code compliance plan review and inspection services for the demolition of Raging Waters. Two subsequent projects to follow for the new California Dreaming wine garden and waterpark. OSFM GovMOTUS # 24-N-1616-C-DR	5 - Execution	\$4,750.00	12/15/2023	04/04/2025
	Cal Expo Tent D Cover	Remove and replace outer cover on Tent D.	5 - Execution	\$600,000.00	11/16/2023	11/30/2024
	Cal Expo Main Gate Concrete	Remove existing asphalt inside main entry gate and replace with concrete	5 - Execution	\$600,000.00	11/16/2023	12/21/2024
	Cal Expo Livestock Pavilion South Restroom	Remodel existing bathroom on the south side of the livestock pavilion.	3 - Planning	\$995,026.80	11/27/2023	04/18/2025



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Group	Project Name	Project Description	Stage	Project Total Value	Start Date	Projected Finish
	Cal Expo Fire Alarm System Design	Develop design to bring all Cal Expo buildings' fire alarm systems into OSFM compliance.	3 - Planning	\$35,560.40	01/15/2024	04/04/2025
	Cal Expo LED Sign Installation	Install (2) new LED signs at the front entry	5 - Execution	\$12,356.00	06/10/2024	07/10/2025



EXECUTIVE OFFICER'S REPORT



DIRECTORS' REPORTS