



California Construction Authority

NOTICE OF REGULAR TELECONFERENCE MEETING CALIFORNIA CONSTRUCTION AUTHORITY BOARD OF DIRECTORS

December 28, 2023

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 a.m. on Wednesday January 3, 2024**. This regular meeting will be held at the Anaheim Marriot Gold Key 2 Room, 700 W Convention Way, Anaheim, California 92802 and at the following teleconference locations.

- 2930 Mountain View Drive
Camino, CA 95709
- CDFA
2399 Gateway Oaks Sacramento
CA, 95814
- Southern California Fair, 46th DAA
18700 Lake Perris Dr.
Perris, CA 92571

California Construction Authority Mission Statement

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

California Construction Authority Vision Statement

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

**Call to Order
Roll Call & Introductions**

Public Comment

AGENDA ITEMS

1. Adoption of Resolution No. 24-.01 Approving Minutes of the November 9, 2023, Regular Board Meeting.
2. Adoption of Resolution No. 24-02 Authorizing the Executive Officer to execute contracts with the California Department of Food and Agriculture
3. Adoption of Resolution No. 24-03 Approving Adoption of Revised CCA Personnel Policies: Sections 000-200

INFORMATIONAL ITEMS

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

CLOSED SESSION

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

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://ccauthority.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.



AGENDA ITEM #1



RESOLUTION NO. 24-01

California Fairs Financing Authority
d/b/a
California Construction Authority
January 3, 2024

Resolution Approving Minutes of the November 9, 2023, Regular Teleconference Meeting

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

The Minutes of the November 9, 2023 Regular Teleconference Meeting are hereby approved.

CHAIR

ATTEST:

SECRETARY



California Construction Authority

BOARD OF DIRECTORS REGULAR TELECONFERENCE MEETING MINUTES November 9, 2023

ROLL CALL:

The regular teleconference meeting was called to order by Chair Moore at 3:07 p.m. on November 9, 2023, 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:

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

Mick McGuire, Director
El Dorado County Fair

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

Mike Francesconi, Director (Non-Voting)
CDFA Fairs and Exposition

Board Members present via Teleconference:

John Vasquez, Director
Solano County

CCA Staff present:

Randy Crabtree Jr., Executive Officer
California Construction Authority

Kristie Riddlesperger, Office Administrator
California Construction Authority

Marcus Lee, Construction Administrator
California Construction Authority

Others present:

Osman Mufti, Legal Counsel for CCA

AGENDA ITEMS

1. Adoption of Resolution No. 23-22 Approving Minutes of the September 20, 2023 Regular Teleconference Board Meeting.

DISCUSSION: There was no public comment on this item.

MOTION: Director Richards moved to approve Resolution 23-22. Director Vasquez seconded the motion.

VOTE: Roll Called by Board Secretary Kristie Riddlesperger:

Director Moore	Yes
Director Richards	Yes
Director Vasquez	Yes
Director McGuire	Yes

Motion Carried

Resolution No. 23-22 Approving Minutes of the September 20, 2023 Regular Teleconference Board Meeting is approved.

2. Adoption of Resolution No. 23-23 Approving 2024 CCA Operating Budget.

DISCUSSION: There was no public comment on this item.

MOTION: Director Richards moved to approve Resolution 23-23. Director McGuire seconded the motion.

VOTE: Roll Called by Board Secretary Kristie Riddlesperger:

Director Moore	Yes
Director Richards	Yes
Director Vasquez	Yes
Director McGuire	Yes

Motion Carried

Resolution No. 23-23 Approving 2024 CCA Operating Budget is approved.

3. Adoption of Resolution No. 23-24 Approving increase to CCA Pay Scales.

DISCUSSION: There was no public comment on this item.

MOTION: Director McGuire moved to approve Resolution 23-24. Director Richards seconded the motion.

VOTE: Roll Called by Board Secretary Kristie Riddlesperger:

Director Moore	Yes
Director Richards	Yes
Director Vasquez	Yes
Director McGuire	Yes

Motion Carried

Resolution No. 23-24 Approving increase to CCA Pay Scale is approved.

4. Election and Appointment of CCA Board Officers.

DISCUSSION: The Board discussed the current Officer Positions and decided that the Board Members will maintain their current Officer Status without modification.

MOTION: Director Vasquez moved to approve the Election and Appointment of CCA Board Officers. Director McGuire seconded the motion.

VOTE: Roll Called by Board Secretary Kristie Riddlesperger:

Director Moore	Yes
Director Richards	Yes
Director Vasquez	Yes
Director McGuire	Yes

Motion Carried

Election and Appointment of CCA Board Officers is approved.

5. Adoption of Resolution No. 23-25 Setting CCA Board Meeting Dates.

DISCUSSION: The January 2024 CCA Board Meeting was moved from Tuesday January 2, 2024 to Wednesday January 3, 2024.

MOTION: Director Richards moved to approve Resolution 23-25 as amended. Director McGuire seconded the motion as amended.

VOTE: Roll Called by Board Secretary Kristie Riddlesperger:

Director Moore	Yes
Director Richards	Yes
Director Vasquez	Yes
Director McGuire	Yes

Motion Carried

Resolution No. 23-25 Setting CCA Board Meeting Dates is Approved as Amended.

6. Review of Client Satisfaction Survey Results.

DISCUSSION: The Board discussed making a Client Satisfaction Survey an annual occurrence.

MOTION: No motion required.

INFORMATIONAL ITEMS

1. Financial Report

Executive Officer Randy Crabtree Jr. presented an update regarding the financial position of CCA.

2. Construction Report

Executive Officer Randy Crabtree Jr. presented the Construction Report.

3. Six Point Contracts and Futility Authorizations

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

4. Executive Officers' Report

Executive Officer Randy Crabtree Jr. presented the Executive Officer's report.
a. Office Relocation

5. Directors Report

Directors made comments.

CLOSED SESSION:

The Board adjourned from regular session and went into closed session at 4:43 p.m. pursuant to Government Code Section 54957 (b)(1) regarding the public employee Performance evaluation: Executive Officer and pursuant to Government Code 54957.6 (2) Conference with Labor Negotiators.

REGULAR SESSION

The Board adjourned from closed session at 5:43p.m. and regular session was reconvened at 5:43 p.m.

- A. Director Vasquez left the Meeting at 5:36 p.m.
- B. No other reportable action was taken.

PUBLIC COMMENT: There was no public comment.

ADJOURNMENT: Meeting was adjourned by Chair Moore. at 5:43 p.m.



AGENDA ITEM #2



MEMORANDUM

DATE: January 3, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Randy Crabtree, Jr., Executive Officer

SUBJECT: **Authorizing the Executive Officer to Execute Future Contracts with CDFA without Board approval beforehand**

Background:

Contracts with the California Department of Food and Agriculture currently require board resolutions before the executive officer can execute the contract. To streamline contract execution, we propose the board delegate to the Executive Officer the authority to execute all future CDFA contracts for CCA services. After a contract is fully executed, it will then be reported at the next regular board meeting.



RESOLUTION NO. 24-02

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

January 3, 2024

Delegating Authority to the Executive Officer of California Construction Authority (CCA)

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

CCA's Executive Officer is hereby authorized and directed to sign all future agreements for CCA services with the California Department of Food and Agriculture (CDFA) on behalf of CCA.

CHAIR

ATTEST:

SECRETARY



AGENDA ITEM #3



MEMORANDUM

DATE: January 3, 2024

TO: CCA BOARD OF DIRECTORS

FROM: Randy Crabtree, Jr., Executive Officer

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

Background

In accordance with CCA policy staff have continued the annual review of all CCA personnel policies to determine their adequacy for current business and compliance with current statutes and regulations. Legal Counsel has reviewed the next portion of the policies and determined that some needed to be updated.

The policies reviewed are outlined below:

Policy #	Description	Revisions
020	Definitions of Employment Status	Minor non-substantive changes
050	Employment of Relatives	Minor non-substantive changes
060	New Employee Orientation Period	Minor non substantive change for clarity and consistency
211	Overtime Non-Exempt employees	Minor non substantive change for consistency

Recommendation

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

SUBJECT:**Est: February 20, 2019****Rev: January 20, 2023**

DEFINITIONS OF EMPLOYMENT STATUS

I. PURPOSE

To help provide uniformity and equity in applying Human Resources (HR) policies and benefits.

II. POLICY

CFFA maintains standard definitions of employment status and classifies employees for purposes of HR administration, benefits eligibility, and related payroll transactions according to the following definitions:

- A. Exempt. Management, supervisory, professional and administrative employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA). These employees are ineligible to receive overtime pay. However, supervisory, professional and administrative employees may be eligible to earn compensatory time off. (See Policy No. 212, Compensatory Time Off for Exempt Employees.)
- B. Non-exempt. Employees whose positions do not meet FLSA exemption tests and who are eligible for overtime pay in accordance with the FLSA.
- C. Full-time. Employees regularly scheduled to work 40 hours per week. Full-time employees are eligible for all benefits offered by CFFA.
- D. Part-time. Employees regularly scheduled to work less than ~~40~~30 hours per week. Part-time employees regularly scheduled to work less than 30 hours per week are ineligible for most CFFA benefits.
- E. Orientation Period Employee. In most cases, a new employee with less than 90 days of service (See Policy No. 060, New Employee Orientation Period). Restrictions are placed on benefits of orientation period employees (See Policy No. 319, Insurance Programs), and they are subject to different disciplinary rules (See Policy No. 416, Corrective Action).
- F. Regular. Employees who have completed the 90-day orientation period.
- G. Temporary. Employees who are hired for a pre-established period.

CALIFORNIA FAIRS FINANCING AUTHORITY

POLICY NO. 020

SUBJECT:**Est: February 20, 2019****Rev: January 20, 2023****DEFINITIONS OF EMPLOYMENT STATUS**

They may work a full-time or part-time schedule. After a temporary employee has worked 1,000 hours in a calendar year, CFFA will enroll the employee into CalPERS.

- H. Limited Duration Contract Employee. Employees who provide contract services on a temporary basis for a specific project or projects for a pre-established period of time. Their employment is governed by a Limited Duration Employment Contract. (In some cases, limited duration contract employees may receive benefits, as specified in their employment contract.)
- I. CalPERS Retired Annuitant. CalPERS retirees who are hired in accordance with rules set forth in the *California PERS Procedures Manual*, Employment of a Retiree. These employees are hired for a specific project or projects, for a pre-established period of time. Their employment is governed by a Limited Duration CalPERS Retired Annuitant Employment Contract. CalPERS Retired Annuitants are not eligible for benefits. CalPERS Retired Annuitants are restricted to working no more than 960 hours per fiscal year for all CalPERS agencies.
- J. Independent Contractor. An independent contractor is engaged to perform a specific project for a pre-established period of time and at a specified recompense. The terms of CFFA's relationship with an independent contractor are governed by a written agreement. Independent contractors control the manner and means of performing the work contracted for and will generally establish their own hours, work out of their own workplace, and provide their own materials and supplies. Independent contractors are not "employees" of CFFA and this manual does not apply.

SUBJECT:**Est: February 20, 2019****EMPLOYMENT OF RELATIVES****I. PURPOSE**

To prevent problems of supervision, safety, security and morale.

II. POLICY

It is the policy of CFFA to prohibit nepotism. Employment decisions shall be based upon merit and fitness for the position and not on the basis of nepotism, favoritism, or other non-job related considerations. There may be exceptions for short-term temporary needs at the Executive Director's discretion.

III. DEFINITION

"Close Family Relatives" include spouse (past or present), children, step-children, parents, grandparents, brothers and sisters.

"Spouse" means those employees having a legal marital or domestic partner relationship, as well as employees involved in relationships which, in CFFA's judgment, are characterized by the permanence, duration and stability normally associated with marriage.

IV. PROCEDURE

- A. Close Family Relatives of current CFFA employees will not be hired by CFFA without the prior approval of the HR Administrator and the Executive Director.
- B. Close Family RelativesEmployees will not be hired into a department where they directly or indirectly supervise or are supervised by ~~another~~ a Close Family Relative, unless tasks are not sensitive in nature or the person is fulfilling a short-term temporary need as defined above.
- C. Close Family RelativesEmployees will not be placed in positions where they work with or have access to sensitive or confidential information regarding ~~other~~ their Close Family Relative(s), or, if such placement would cause a conflict of interest.

CALIFORNIA FAIRS FINANCING AUTHORITY**POLICY NO. 050**

SUBJECT:**Est: February 20, 2019****EMPLOYMENT OF RELATIVES**

- D. If employees become related after employment and a conflict of interest or management problem regarding supervision, safety, security or morale results, reasonable time may be provided to resolve the matter. If resolution is not possible, CFFA may require one or both of those employees to transfer or resign.

SUBJECT:
Est: February 20, 2019**NEW EMPLOYEE ORIENTATION PERIOD**

I. PURPOSE

To provide an orientation period of on-the-job work experience during which a new employee and CFFA may evaluate employment suitability in terms of knowledge, skill, ability, interest and compatibility.

II. POLICY

New employees will serve an orientation period of at least 90 days from the date of hire. This period is used to determine whether the employment relationship should continue.

During the orientation period, [the](#) employee's performance will be evaluated. If CFFA determines that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, the employee will be released immediately.

[Completion of the orientation period is not an assurance of continued employment, nor does it change the at-will nature of CFFA employment. \(See CFFA Policy No. 010 – At-Will Employment.\)](#)

III. PROCEDURE

- A. The HR Administrator and the Department Manager/Supervisor will be responsible for timely completion of the New Employee Orientation Program. (See Orientation Program Department Checklist and HR Checklist)
- B. Department Supervisors will be responsible for all training and evaluation during the employee orientation period.
- C. Performance appraisals will be conducted after 30, 60, and 90 days. (See New Employee Orientation Period Performance Evaluation Form). Informal coaching and feedback should be provided on a daily or as needed basis.
- D. Upon satisfactory completion of the orientation period, employees will move to regular status.

CALIFORNIA FAIRS FINANCING AUTHORITY**POLICY NO. 060**

SUBJECT:**Est: February 20, 2019****NEW EMPLOYEE ORIENTATION PERIOD**

- E. At the discretion of the Supervisor, an employee's orientation period may be extended up to an additional 90 days.
- F. If, during the orientation period, unsatisfactory performance does not improve sufficiently, the HR Administrator will be advised, and the employee will be Immediately released from CFFA.

CALIFORNIA FAIRS FINANCING AUTHORITY

POLICY NO. 211

SUBJECT:	Est: February 18, 2022
OVERTIME: NON-EXEMPT EMPLOYEES	Rev: January 20, 2023

I. PURPOSE

To provide guidelines for administering overtime pay to comply with applicable wage and hour statutes and regulations.

II. POLICY

CFFA's overtime pay policy complies with the overtime provisions of the Federal Fair Labor Standards Act (FLSA). Exemption from these provisions will be claimed for an employee only when it established that the employee's duties and responsibilities meet the requirements for such exemption. (See Policy 020, Definitions of Employment Status, and Policy 110, Exempt/Non-Exempt Employee Status.) As a local public agency subject to the limitations placed upon Solano County, CFFA is subject to the FLSA and is not subject to the overtime provisions of the California State Industrial Welfare Commission Wage Orders.

III. PROCEDURE

Only actual hours worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation, sick leave or any leave of absence will not be considered as hours worked.

Overtime pay policies for employees include the following principle elements:

- A. Non-exempt employees will be paid straight time for all hours worked up to forty (40) regular hours in one work week.
- B. For purposes of calculating weekly overtime, the work week begins at 12:01~~9~~ a.m. on Sunday and ends at ~~11:59~~12:00 a.m. the following Saturday.
- C. Overtime worked by non-exempt employees must be authorized in advance by the Department Manager or supervisor.
- D. Non-exempt employees will be paid one-and-one-half times the base pay rate ("time-and-a-half") for hours worked in excess of forty (40) regular hours in a work week. Only time physically worked during the work week is counted towards hours in excess

Commented [ML1]: Changed this to match the work week as stated in Policy 210.

CALIFORNIA FAIRS FINANCING AUTHORITY

POLICY NO. 211

SUBJECT:**Est: February 18, 2022****Rev: January 20, 2023****OVERTIME: NON-EXEMPT EMPLOYEES**

of the 40 hours and will be paid at the overtime rate.
For example, vacation time, sick leave or other
leave used during the work week do not count
toward overtime.

- E. Overtime pay will be paid with regular pay during the regular pay period.
- F. Department Managers and Supervisors are strictly prohibited from engaging in the following practices for non-exempt employees:
 - 1. Allowing employee to work without recording the exact time of work accurately on the employee's timesheet.
 - 2. Allowing an employee to make up time missed from work on one day, by working the time on another day, without accurate recording of time for each day on the employee's timesheet.
 - 3. Failing to pay at least time and one-half for any time worked over forty (40) hours in any one work week.



RESOLUTION NO. 24-03

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

January 3, 2024

Resolution approving adoption of CCA personnel policies

BE IT RESOLVED BY THE CALIFORNIA FAIRS FINANCING AUTHORITY:

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

Policy #	Description
020	Definitions of Employment Status
050	Employment of Relatives
060	New Employee Orientation Period
211	Overtime Non-Exempt employees

CHAIR

ATTEST:

SECRETARY

SUBJECT:**Est: February 20, 2019****Rev: January 3, 2024****DEFINITIONS OF EMPLOYMENT STATUS**

I. PURPOSE

To help provide uniformity and equity in applying Human Resources (HR) policies and benefits.

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- B. Non-exempt. Employees whose positions do not meet FLSA exemption tests and who are eligible for overtime pay in accordance with the FLSA.
- C. Full-time. Employees regularly scheduled to work 40 hours per week. Full-time employees are eligible for all benefits offered by CFFA.
- D. Part-time. Employees regularly scheduled to work less than 30 hours per week. Part-time employees regularly scheduled to work less than 30 hours per week are ineligible for most CFFA benefits.
- E. Orientation Period Employee. In most cases, a new employee with less than 90 days of service (See Policy No. 060, New Employee Orientation Period). Restrictions are placed on benefits of orientation period employees (See Policy No. 319, Insurance Programs), and they are subject to different disciplinary rules (See Policy No. 416, Corrective Action).
- F. Regular. Employees who have completed the 90-day orientation period.
- G. Temporary. Employees who are hired for a pre-established period.

CALIFORNIA FAIRS FINANCING AUTHORITY

POLICY NO. 020

SUBJECT:**Est: February 20, 2019****Rev: January 3, 2024****DEFINITIONS OF EMPLOYMENT STATUS**

They may work a full-time or part-time schedule. After a temporary employee has worked 1,000 hours in a calendar year, CFFA will enroll the employee into CalPERS.

- H. Limited Duration Contract Employee. Employees who provide contract services on a temporary basis for a specific project or projects for a pre-established period of time. Their employment is governed by a Limited Duration Employment Contract. (In some cases, limited duration contract employees may receive benefits, as specified in their employment contract.)
- I. CalPERS Retired Annuitant. CalPERS retirees who are hired in accordance with rules set forth in the *California PERS Procedures Manual*, Employment of a Retiree. These employees are hired for a specific project or projects, for a pre-established period of time. Their employment is governed by a Limited Duration CalPERS Retired Annuitant Employment Contract. CalPERS Retired Annuitants are not eligible for benefits. CalPERS Retired Annuitants are restricted to working no more than 960 hours per fiscal year for all CalPERS agencies.
- J. Independent Contractor. An independent contractor is engaged to perform a specific project for a pre-established period of time and at a specified recompense. The terms of CFFA's relationship with an independent contractor are governed by a written agreement. Independent contractors control the manner and means of performing the work contracted for and will generally establish their own hours, work out of their own workplace, and provide their own materials and supplies. Independent contractors are not "employees" of CFFA and this manual does not apply.

SUBJECT:**Est: February 20, 2019****Rev: January 3, 2024**

EMPLOYMENT OF RELATIVES**I. PURPOSE**

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II. POLICY

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III. DEFINITION

"Close Family Relatives" include spouse (past or present), children, step-children, parents, grandparents, brothers and sisters.

"Spouse" means those employees having a legal marital or domestic partner relationship, as well as employees involved in relationships which, in CFFA's judgment, are characterized by the permanence, duration and stability normally associated with marriage.

IV. PROCEDURE

- A. Close Family Relatives of current CFFA employees will not be hired by CFFA without the prior approval of the HR Administrator and the Executive Director.
- B. Employees will not be hired into a department where they directly or indirectly supervise or are supervised by a Close Family Relative, unless tasks are not sensitive in nature or the person is fulfilling a short-term temporary need as defined above.
- C. Employees will not be placed in positions where they work with or have access to sensitive or confidential information regarding their Close Family Relative(s), or, if such placement would cause a conflict of interest.

CALIFORNIA FAIRS FINANCING AUTHORITY**POLICY NO. 050**

SUBJECT:**Est: February 20, 2019****EMPLOYMENT OF RELATIVES****Rev: January 3, 2024**

- D. If employees become related after employment and a conflict of interest or management problem regarding supervision, safety, security or morale results, reasonable time may be provided to resolve the matter. If resolution is not possible, CFFA may require one or both of those employees to transfer or resign.

CALIFORNIA FAIRS FINANCING AUTHORITY**POLICY NO. 060****SUBJECT:****NEW EMPLOYEE ORIENTATION PERIOD****Est: February 20, 2019****Rev: January 3, 2024****I. PURPOSE**

To provide an orientation period of on-the-job work experience during which a new employee and CFFA may evaluate employment suitability in terms of knowledge, skill, ability, interest and compatibility.

II. POLICY

New employees will serve an orientation period of at least 90 days from the date of hire. This period is used to determine whether the employment relationship should continue.

During the orientation period, the employee's performance will be evaluated. If CFFA determines that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, the employee will be released immediately.

Completion of the orientation period is not an assurance of continued employment, nor does it change the at-will nature of CFFA employment. (See CFFA Policy No. 010 – At-Will Employment.)

III. PROCEDURE

- A. The HR Administrator and the Department Manager/Supervisor will be responsible for timely completion of the New Employee Orientation Program. (See Orientation Program Department Checklist and HR Checklist)
- B. Department Supervisors will be responsible for all training and evaluation during the employee orientation period.
- C. Performance appraisals will be conducted after 30, 60, and 90 days. (See New Employee Orientation Period Performance Evaluation Form). Informal coaching and feedback should be provided on a daily or as needed basis.
- D. Upon satisfactory completion of the orientation period, employees will move to regular status.

CALIFORNIA FAIRS FINANCING AUTHORITY**POLICY NO. 060**

SUBJECT:**Est: February 20, 2019****Rev: January 3, 2024**

NEW EMPLOYEE ORIENTATION PERIOD

- E. At the discretion of the Supervisor, an employee's orientation period may be extended up to an additional 90 days.
- F. If, during the orientation period, unsatisfactory performance does not improve sufficiently, the HR Administrator will be advised, and the employee will be Immediately released from CFFA.

CALIFORNIA FAIRS FINANCING AUTHORITY**POLICY NO. 211****SUBJECT:****Est: January 20, 2023****Rev: January 3, 2024****OVERTIME: NON-EXEMPT EMPLOYEES****I. PURPOSE**

To provide guidelines for administering overtime pay to comply with applicable wage and hour statutes and regulations.

II. POLICY

CFFA's overtime pay policy complies with the overtime provisions of the Federal Fair Labor Standards Act (FLSA). Exemption from these provisions will be claimed for an employee only when it established that the employee's duties and responsibilities meet the requirements for such exemption. (See Policy 020, Definitions of Employment Status, and Policy 110, Exempt/Non-Exempt Employee Status.) As a local public agency subject to the limitations placed upon Solano County, CFFA is subject to the FLSA and is not subject to the overtime provisions of the California State Industrial Welfare Commission Wage Orders.

III. PROCEDURE

Only actual hours worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation, sick leave or any leave of absence will not be considered as hours worked.

Overtime pay policies for employees include the following principle elements:

- A. Non-exempt employees will be paid straight time for all hours worked up to forty (40) regular hours in one work week.
- B. For purposes of calculating weekly overtime, the work week begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. the following Saturday.
- C. Overtime worked by non-exempt employees must be authorized in advance by the Department Manager or supervisor.
- D. Non-exempt employees will be paid one-and-one-half times the base pay rate ("time-and-a-half") for hours worked in excess of forty (40) regular hours in a work week. Only time physically worked during the work week is counted towards hours in excess

CALIFORNIA FAIRS FINANCING AUTHORITY**POLICY NO. 211****SUBJECT:****Est: January 20, 2023****Rev: January 3, 2024****OVERTIME: NON-EXEMPT EMPLOYEES**

of the 40 hours and will be paid at the overtime rate.
 For example, vacation time, sick leave or other
 leave used during the work week do not count
 toward overtime.

- E. Overtime pay will be paid with regular pay during the regular pay period.
- F. Department Managers and Supervisors are strictly prohibited from engaging in the following practices for non-exempt employees:
 - 1. Allowing employee to work without recording the exact time of work accurately on the employee's timesheet.
 - 2. Allowing an employee to make up time missed from work on one day, by working the time on another day, without accurate recording of time for each day on the employee's timesheet.
 - 3. Failing to pay at least time and one-half for any time worked over forty (40) hours in any one work week.



INFORMATIONAL ITEMS



INFORMATIONAL ITEM #1

CFFA Operating Fund Summary

For the Month of November 30, 2023

Revenues:	Budget	Actual	Variance
Project Admin Fees	118,833	800,644	681,810
Project Inspection Fees	0	0	0
CDFA Grant Project Planning Fees	154,167	29,398	(124,769)
Prior Years Recovery (Loss)	0	0	0
Miscellaneous Revenue	20,833	0	(20,833)
Total Revenue:	293,833	830,041	536,208
Other Sources:			
OPEB-CERBT Reimbursement	0	0	0
Total Revenues and Other Sources:	293,833	830,041	536,208
Expenses:			
CFFA Salaries, Taxes and Benefits	177,083	155,132	(21,951)
CFSA Agreement Services	1,292	1,077	(215)
IT Services	5,667	2,620	(3,046)
Consulting/Professional Services	14,500	8,006	(6,494)
Legal Services	4,250	4,751	501
Education & Seminars	833	0	(833)
Professional Dues & Licensing	250	0	(250)
Board Expense	833	0	(833)
Rental & Storage	4,667	3,754	(912)
Supplies	833	303	(531)
Telephone	350	303	(47)
Postage/Delivery	83	33	(50)
Equipment Rental/Maintenance	292	245	(47)
Depreciation	2,083	0	(2,083)
Advertising	0	0	0
Marketing	1,333	0	(1,333)
Printing	833	0	(833)
Audit/Actuary	2,500	0	(2,500)
Insurance	4,583	5,066	483
Inspection Services	0	0	0
Travel	833	308	(525)
Total Expenses:	223,100	181,598	(41,502)
Other Uses:			
OPEB Premiums	12,500	11,709	(791)
Total Expenses and Other Uses:	235,600	193,307	(42,293)
Net Income from Operations	58,233	636,734	578,501
Other Items of Revenue & Expense			
Retiree Pension Expense	29,936	6,569	(23,368)
Retiree OPEB expense	0	0	0
Net Income per Income Statement	28,297	630,166	601,869

CFFA Operating Fund Summary

November 30, 2023 (YTD)

Revenues:	Budget	Actual	Variance
Project Admin Fees	1,307,167	2,791,059	1,483,892
Project Inspection Fees	0	0	0
CDFA Grant Project Planning Fees	1,695,833	718,331	(977,503)
Prior Years Recovery (Loss)	0	0	0
Miscellaneous Revenue	229,167	88,999	(140,168)
Total Revenue:	3,232,167	3,598,389	366,222
Other Sources:			
OPEB-CERBT Reimbursement	0	0	0
Total Revenues and Other Sources:	3,232,167	3,598,389	366,222
Expenses:			
CFFA Salaries, Taxes and Benefits	1,947,917	1,408,163	(539,754)
CFSA Agreement Services	14,208	12,029	(2,180)
IT Services	62,333	46,010	(16,323)
Consulting/Professional Services	159,500	219,757	60,257
Legal Services	46,750	40,113	(6,637)
Education & Seminars	9,167	1,999	(7,168)
Professional Dues & Licensing	2,750	139	(2,611)
Board Expense	9,167	909	(8,258)
Rental & Storage	51,333	43,890	(7,443)
Supplies	9,167	11,024	1,857
Telephone	3,850	3,324	(526)
Postage/Delivery	917	570	(347)
Equipment Rental/Maintenance	3,208	3,576	368
Depreciation	22,917	4,426	(18,491)
Advertising	0	269	269
Marketing	14,667	5,332	(9,335)
Printing	9,167	1,180	(7,987)
Audit/Actuary	27,500	2,400	(25,100)
Insurance	50,417	67,871	17,455
Inspection Services	0	0	0
Travel	9,167	19,508	10,342
Total Expenses:	2,454,100	1,892,488	(561,612)
Other Uses:			
OPEB Premiums	137,500	128,945	(8,555)
Total Expenses and Other Uses:	2,591,600	2,021,433	(570,167)
Net Income from Operations	640,567	1,576,956	936,389
Other Items of Revenue & Expense			
Retiree Pension Expense	329,301	364,988	35,687
Retiree OPEB expense	0	0	0
Net Income per Income Statement	311,266	1,211,968	900,702

CALIFORNIA FAIRS FINANCING AUTHORITY
STATEMENT OF NET POSITION
November 30, 2023

	2023	2022
Assets		
Cash Operating	\$ 1,412,904	\$ 76,555
Restricted Cash - Projects	31,515,745	7,048,827
Cash LAIF Local Agency Investment Fund	0	439
Restricted Cash Grants	1,977,694	6,442,363
Restricted Cash PV1	740,994	740,994
Restricted Cash PV2	6,000	6,000
Accounts Receivable Operating	0	67,169
Accounts Receivable Projects	0	264,220
Accounts Receivable Grants	0	0
Accounts Receivable PV1	0	0
Prepaid Expenses	46,953	29,638
Fixed Assets-Net	15,895	16,065
Pension Contribution F&E	309,572	309,572
OPEB/CERBT Account at PERS	767,237	918,298
Total Assets	\$ 36,792,994	\$ 15,920,140
Deferred outflows of resources Pensions	587,956	587,956
Deferred outflows of resources OPEB	204,957	226,792
Total Assets & pension deferrals	37,585,907	16,734,888
Liabilities		
Accounts Payable Operating	\$ 33,243	336,996
Accounts Payable Projects	718,539	1,128,626
Accounts Payable Grants	971,041	725,881
Project Funds Held	30,206,976	5,673,059
Grant Funds Held Deferred Maintenance	457,078	5,204,305
Due to F&E PV1	1,050,566	1,050,566
Line of Credit - Other Note	0	122,667
Other Liability PV2	0	0
Other Liability PNC PV2	6,000	6,000
Unearned Revenue	1,139,806	759,758
OPEB/CERBT Liability	2,016,343	2,603,167
Pension Liability Accrued Expense	0	0
Pension Liability Net projection	2,610,362	2,645,746
Pension Liability F&E Contribution	309,572	309,572
Total Liabilities	\$ 39,519,525	\$ 20,566,342
Deferred inflows of resources Pensions	2,605,461	2,605,461
Deferred inflows of resources OPEB	463,393	198,153
Total Liabilities & pension deferrals	42,588,379	23,369,956
Net Position		
Net Position, beginning of year	\$ (6,214,439)	\$ (6,141,237)
Increase (Decrease) in Net Position	1,211,968	(493,831)
Net Position, end of year	\$ (5,002,471)	\$ (6,635,068)
Total Liabilities and Retained Earnings	\$ 37,585,907	\$ 16,734,888

California Fairs Financing Authority
Statement of Operations (YTD)
November 30, 2023

Revenues:	Actual
Operating Revenue	
CDFA Grant Project Planning Fees	718,331
Project Fees	2,880,058
Inspection Fees	0
Interest Revenue	0
Prior Years Recovery (Loss)	0
Total Revenue:	\$ 3,598,389
Other Sources:	
OPEB-CERBT Reimbursement	0
Total Revenues and Other Sources:	\$ 3,598,389
Expenses:	
Operating Expenses	
Salaries & Wages	1,190,255
Taxes & Benefits	217,909
General Expense	484,325
Pension Expense, Accrued Liability	364,988
OPEB Expense, Accrued Liability	0
Total Expenses:	\$ 2,257,476
Other Uses:	
OPEB Premiums	128,945
Total Expenses and Other Uses:	\$2,386,421
Net Income	\$ 1,211,968



INFORMATIONAL ITEM#2

Local Agency Investment Fund

Online Account Management

(916) 653-3001

Agency Name: CALIFORNIA FAIRS FINANCING AUTHORITY

LAIF Account #: 4034002

Account Inquiry

Available Balance: \$21,500,000.50

Total Pending Transactions: 0

Transaction Count for Month: 1

[Back to Home](#)



INFORMATIONAL ITEM#3



Construction Report

The Construction Report will be updated prior to the meeting



INFORMATIONAL ITEM#4

FUTILITY RESOLUTION STATUS REPORT

January 3, 2024

Using the Six Point Program

Contractor	Original Contract Amount	Change Orders	Project Number	Project	Fair
Unlimited Environmental, Inc.	\$308,500.00	\$188,568.79	032-22-114	Market Place & Banana Buildings Demolition	OC Fair & Event Center
Aventus NV, Inc.	\$1,394,990.00	\$222,736.40	016-20-028	Estrella Hall Upgrade	California Mid-State Fair

CONTRACT STATUS REPORT

January 3, 2024

Using the Six Point Program

Contractor	Contract Amount	CCA Project Admin Fees	Project Number	Project	Fair
Litzenberger Engineering, Inc.	\$20,850.00	\$8,038.20	XPO-23-020	Expo Center HVAC	California Exposition & State Fair
Arsenal Well Drilling, Inc.	\$310,000.00	\$73,285.00	002-21-090B	Water Well Replacement- Infrastructure	San Joaquin County Fair
Mission Paving and Sealing, Inc.	\$255,800.00	\$81,000.00	022-23-046	Asphalt Repair	San Diego County Fair
Nor-Cal Pump & Well Drilling, Inc.	\$93,800.00	\$14,538.00	XPO-22-069	Wells 2&3 Rehab	California Exposition & State Fair
JR Sharp Construction, Inc.	\$161,330.00	\$13,500.00	01A-23-062	North Hall Emergency Generator	Cow Palace Arena & Event Center
Code 4 Roofing Specialist	\$98,700.00	\$12,000.00	019-23-098	Warren Building Roof Replacement	Earl Warren Showgrounds



INFORMATIONAL ITEM#5




EXECUTIVE OFFICER'S REPORT


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



INFORMATIONAL ITEM#6



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





CLOSED SESSION