



## **NOTICE OF MEETING**

Solano County Fair Association

### **Meeting of the Board of Directors**

To Be Held

**Wednesday, October 19, 2016 at 6:00 p.m.**

In the Directors Room  
Solano County Fairgrounds  
Vallejo, California

#### **Directors**

Lee Williams, President & Chair

Mike Coakley, Vice President

Dennis Yen, Treasurer

Denese Allen, Director

Rosie Enriquez, Director

Norma Lisenko, Director

William Luiz, Director

Carole Paterson, Director

Marilyn Royse, Director

Ray Bell, Director

Gary Falati, Director

Joe Lopez, Director

Patricia Moreira, Director

Norma Placido, Director

Raymond Simonds, Director

#### **Matters of Information**

*The Solano County Fair Association does not discriminate against persons with disabilities. If you wish to attend this meeting and you will require assistance in order to participate, please call the Fair Association's main office at 551-2000 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.*

*Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Fair Association main office, 900 Fairgrounds Drive, Vallejo, CA.*

#### **Our Mission:**

*To ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities to our diverse communities.*



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## **AGENDA**

### **1. CALL TO ORDER**

All matters noticed on this agenda, in any category, may be considered for action as listed. Any items not so noticed may not be considered. Items listed on this agenda may be considered in any order, at the discretion of the Chair.

### **2. ROLL CALL**

### **3. PLEDGE OF ALLEGIANCE**

### **4. APPROVAL OF MINUTES OF BOARD MEETINGS**

- a. Regular Meeting of September 21, 2016

### **5. CHANGES TO OR DELETIONS FROM THE AGENDA**

### **6. APPROVAL OF THE AGENDA**

### **7. PUBLIC COMMENT / PRESENTATIONS**

*(This is your opportunity to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. Comments are limited to 3 minutes per speaker.)*

### **8. COMMITTEE REPORTS**

- a. Finance Committee – Report on Committee meeting of October 19, 2016

**ACTION:** Discussion and action regarding the Committee's recommendation on the September 30, 2016 Financial Statements

### **9. GENERAL MANAGER'S REPORT**

- a. Update on Youth Ag Day (March 14, 2017)
- b. Update on Solano County Fair (Date TBD)
- c. Update on Horse Racing Matters
- d. Update on Division of Fairs & Expositions / California Fair Alliance / Legislative Issues
- e. Other Matters

### **10. PRESIDENT'S REPORT**



## 11. GENERAL CALENDAR

- a. Consider approving an agreement with the California Department of Food and Agriculture (CFDA) to receive up to \$32,487 in reimbursements for select operational and training expenses

**ACTION:** Discussion and possible approval of an agreement with the CDFA.

- b. Receive a report on the 2016 Year End Projections for the SCFA Budget

**ACTION:** Discussion and possible action to approve forwarding to the Board of Supervisors for final approval a revised 2016 SCFA Budget that increases appropriations by \$114,100 due to higher than anticipated business activity and unanticipated equipment and facility repairs.

- c. Receive a presentation on the proposed 2017 SCFA Budget

**ACTION:** Discussion and possible action to approve forwarding the proposed 2017 SCFA Budget to the Board of Supervisors for final approval.

## 12. CLOSED SESSION

- a. CONFER WITH OR RECEIVE ADVICE FROM LEGAL COUNSEL – POTENTIAL LITIGATION (California Government Code Section 54956.9(b)) – 1 case
- b. PERFORMANCE EVALUATION OF GENERAL MANAGER (California Government Code Section 54957(b))

## 13. DIRECTORS' COMMENTS

## 14. ADJOURN

Adjourn the meeting until the next regularly scheduled meeting of the Solano County Fair Association Board of Directors on November 16, 2016 at 6 p.m.

**Date of Notice: October 13, 2016**



**SOLANO COUNTY FAIR ASSOCIATION  
MINUTES FOR MEETING OF THE BOARD OF DIRECTORS  
SEPTEMBER 21, 2016**

1. Minutes of the monthly meeting of the Solano County Fair Association’s Board of Directors held on September 21, 2016 at 6:00 p.m. in the Directors’ Room with President Lee Williams presiding.

2. **DIRECTORS PRESENT:** Lee Williams, President & Chair

Denese Allen	Ray Bell	Mike Coakley
Gary Falati	Joe Lopez	Carole Paterson
Ray Simonds	Marilyn Royse	Dennis Yen

**DIRECTORS ABSENT:** Rosie Enriquez, Norma Lisenko (excused), Bill Luiz (excused), Patricia Moreira, and Norma Placido (excused).

**OTHERS PRESENT:** Stephen Pierce, General Manager; Michael Passey, Assistant General Manager for Finance; Kim Alexander Yarbor, Solano County Deputy County Counsel

3. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Director Allen.

4. **APPROVAL OF MINUTES OF THE BOARD MEETING OF AUGUST 24, 2016:** It was moved by Director Paterson and seconded by Director Simonds to approve the minutes of the August 24, 2016 Board meeting as presented. The motion carried unanimously.

5. **CHANGES TO OR DELETIONS FROM THE AGENDA:** None.

6. **APPROVAL OF THE AGENDA:** It was moved by Director Allen and seconded by Director Yen that the agenda be approved as presented. The motion carried unanimously.

7. **PUBLIC COMMENT / PRESENTATIONS:** President Lee Williams presented Director Marilyn Royse with a plaque for her outstanding service as Board President for the 2015/2016 term.

8. **FINANCE COMMITTEE: Report on Finance Committee meeting of September 21, 2016.**

Committee Chair Coakley reported that the Finance Committee met earlier in the day and recommends approval of August 31, 2016 financial statements as presented.

**Action:** It was moved by Director Lopez and seconded by Director Paterson to approve the August 2016 Financial Statements as presented. The motion carried unanimously.

9. **GENERAL MANAGER’S REPORT:**

- a. **Youth Ag Day.** Mr. Pierce reported that the date for Youth Ag Day has been set for Tuesday, March 14, 2017. The date is the same timeframe as last year and has been de-conflicted with the known school testing at that time of year. Information has been sent out, with six presenters and 10 schools signed up already. That translates to 30 classrooms and 842 students, which means the need for 15 buses. Mr. Pierce noted that translated to the need for sponsorships and shared the 2017 Youth Ag Day brochure. Ms. Yarbor noted that her daughter is now in third-grade and would be attending the event this year. Director Yen asked that a

electronic version of the brochure be shared with Directors. President Williams asked if a PowerPoint presentation could be made that Directors could use when speak at various social and civic groups. In response to a question from Director Simonds, Mr. Pierce noted that Dave Hamilton committed several months ago to doing the sheep trials again this year and staff would be reaching out to see if he is still available.

- b. Solano County Fair. Mr. Pierce reported that the dates for the 2017 Fair are still pending a decision for horse racing dates for Northern California.
- c. Update on Horse Racing Matters. Mr. Pierce reported that the California Horse Racing Board Race Dates Committee met earlier today to discuss setting the racing days for Northern California. The full CHRB is scheduled to consider the topic at its meeting on September 22, 2016.
- d. Update on Division of Fairs and Expositions / California Fair Alliance / Legislative Issues. Mr. Pierce reminded directors that the Western Fairs Association Convention 2017 will be held in Reno from January 15 to January 18 at the Grand Sierra Resort. There is a \$50 early registration discount if booked by September 30. Directors were asked to inform Mr. Passey if they are planning to attend. President Williams polled the directors and the following confirmed they plan to attend: Williams, Coakley, Yen, Falati, Simonds, and Royle.
- e. Update on Other Matters. Mr. Pierce congratulated Director Yen and Director Paterson on being reappointed to the Board. He reported that Solano County Auditor Controller's Office is almost done with CY2015 Audit and expects it will be presented at the October meeting. Mr. Pierce reminded Directors that the exclusive right to negotiate with the developer on the Solano360 project expires on October 25, 2016. Upcoming Board of Supervisor meetings of interest include a Joint California State Fair / Solano County Fair report on October 4, 2016 and the SCFA CY2017 Proposed Budget on November 1, 2017. Mr. Pierce reported that he and Livestock Superintendent Kelly Fletcher met with Pat Conklin, Dixon May Fair General Manager, on September 19, 2016 to discuss the concept of merging their respective annual horse shows. Dixon May Fair was receptive to the idea, pending input from various stakeholders. The topic is slated to be on the agenda of its competitors meeting on September 28, 2016.

10. **PRESIDENT'S REPORT:** President Williams shared the committee assignments for the upcoming year. He noted up to nine directors had signed up for some committees, so adjustments had to be made to keep the committee number at the maximum of seven. The Solano360 Committee did not change its membership to ensure continuity in the project. Director Allen noted that the ad hoc Policies and Procedures Committee should be removed from the list of standing committees.

11. **GENERAL CALENDAR:**

- a. Master Project Agreement. Mr. Pierce reported that SCFA has conducted business with the California Fairs Financing Authority under a Memorandum of Understanding and engaged on individual projects with a Letter of Understanding. These agreements are being replaced with updated agreements. The Master Project Agreement outlines how CFFA will provide services for the Fair. An Individual Project Agreement will outline specific project scope, responsibilities and limitations, project costs and budget. A requirement of the grant funds is to designate a Public Construction Management Entity and staff recommended that the SCFA select the California Fair Financing Authority as its PCME to ensure the project complies with all grant requirements and federal, state and local codes.

**Action:** It was moved by Director Falati and seconded by Director Paterson approve the Master Project Agreement between the California Fairs Financing Authority (CFFA) and to designate the

CFFA as the Public Construction Management Entity for the \$29,240 State-funded project to upgrade the doors on McCormack Hall.. The motion carried unanimously.

**12. CLOSED SESSION:**

After reconvening in open session, President Williams reported out that the Board had received information on potential litigation and no action was taken.

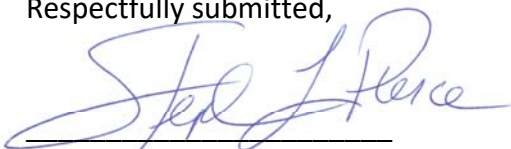
**13. DIRECTOR'S COMMENTS:**

Director Falati thanked President Williams for providing a delicious barbecue for the directors prior to the meeting. Director Falati inquired about the upcoming World of Dance event with a \$40 per person ticket. Mr. Pierce noted that it was a dancing competition and the promoter sets the ticket price for their events. Mr. Pierce added that due to the recent bombings in New York, in consultation with the Solano County Sheriff's Office, additional law enforcement will be on hand for the upcoming World of Dance and Muckfest events. The gesture is out of abundance of caution and to reassure participants. Director Lopez congratulated the incoming officers and expressed hope that they could do as well as the outgoing leadership who had a great Fair in 2016. Director Royle thanked the directors for their kind words about her tenure as president and reminded President Williams she was available for whatever he needed done in the coming year. Director Allen echoed praise for the outgoing and incoming leadership and thanked President Williams for the barbecue. Director Paterson echoed the praise and noted that all those years in 4-H helped President Williams for his role this year. Director Bell praised Director Royle for her contagious enthusiasm as president, and expressed how he was looking for a great year with President Williams at the helm. Director Yen noted the Director Royle had set a high standard as president for others to follow, which was evident by a great Fair. Director Coakley praised Director Royle for how she incorporated humor into the way she ran things. President Williams thanked the past presidents over his three years on the Board – Directors Bell, Allen and Royle – for their leadership. He wanted to start his tenure by thanking everyone for their service with a barbecue. He noted that he would be unable to attend the November meeting. Mr. Pierce reminded directors that there is no December meeting unless it necessary due to address budget-related actions from the Board of Supervisors. Director Allen noted that the General Manager's annual evaluation is due in December.

**15. ADJOURNMENT:**

It was moved by Director Allen and seconded by Director Paterson that the meeting be adjourned until the regular Board Meeting on October 19, 2016 at 6:00 p.m.

Respectfully submitted,



Stephen L. Pierce  
General Manager

**Item 11a. Consider approving an agreement with California Department of Food and Agriculture to receive up to \$32,487 in reimbursements for select operational and training expenses**

The California FY2016/17 Budget authorized funding through the California Department of Food and Agriculture Division of Fairs and Exposition to provide local assistance to Fairs. The amount of funding is based on the class of the fair. Solano County is a Class IV+, which is the largest size of fair and fairground operations eligible for the state funding.

It is anticipated that the Solano County Fair Association will receive up to \$32,487 in reimbursements for select operational and training expenses between July 1, 2016 and June 30, 2017. The allocation consists of \$30,552 for operational uses and \$1,935 for training uses.

This is the second year of this funding. The SCFA obtained all of its allocation in CY2016, totaling \$32,487.

A requirement to receive these funds is for the governing fair board to take specific action confirming their participation in the reimbursement program. The program is outlined in the attached Exhibit A, which is the scope of work section of the standard agreement 16-0176 with the CDFA.

Staff has reviewed the requirements and note compliance can be accomplished within the timeframes necessary to receive the reimbursable funds.

**RECOMMENDATION:** The staff recommendation is for the Directors to approve the following motion:

“The Board of Directors of the Solano County Fair Association authorizes the General Manager to sign the contract with the California Food and Agriculture in the anticipated amount of \$32,487 for select operations and training expenses on a reimbursement basis.”

**ACTION:** Discuss and possible action to approve the motion.



STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER <b>16-0176</b>
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME  
**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE**

CONTRACTOR'S NAME  
**SOLANO COUNTY FAIR**

2. The term of this Agreement is: **September 1, 2016 or upon final approval, whichever is later, through December 31, 2017**



3. The maximum **\$ 32,487.00**  
 of this Agreement **THIRTY-TWO THOUSAND FOUR HUNDRED EIGHTY-SEVEN DOLLARS AND NO CENTS**  
 is:

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page(s)
Attachment 1	3 page(s)
Exhibit B – Budget Detail and Payment Provisions	1 page(s)
Attachment 1	1 page(s)
Exhibit C* – General Terms and Conditions – GTC 610	
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this	1 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	3 page(s)

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>		<i>California Department of General Services Use Only</i>
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) <b>SOLANO COUNTY FAIR</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS <b>900 FAIRGROUNDS DRIVE, VALLEJO, CA 94589</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>JENNIFER CROW, ACQUISITIONS MANAGER</b>		
ADDRESS <b>1220 N STREET, ROOM 115, SACRAMENTO, CA 95814</b>		
		<input checked="" type="checkbox"/> Exempt per: DGS Ltr 28.8

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**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE**

CONTRACTOR'S NAME

**SOLANO COUNTY FAIR**

2. The term of this

Agreement is: September 1, 2106 or upon final approval, whichever is later, through December 31, 2017

3. The maximum \$ 32,487.00

of this Agreement is: THIRTY-TWO THOUSAND FOUR HUNDRED EIGHTY-SEVEN DOLLARS AND NO CENTS

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Exhibit C* – General Terms and Conditions – GTC 610	
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	1 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	3 page(s)

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**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.****CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

**SOLANO COUNTY FAIR**

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

900 FAIRGROUNDS DRIVE, VALLEJO, CA 94589

**STATE OF CALIFORNIA**

AGENCY NAME

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE**

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**JENNIFER CROW, ACQUISITIONS MANAGER**

ADDRESS

1220 N STREET, ROOM 115, SACRAMENTO, CA 95814

**California Department of General  
Services Use Only** Exempt per: DGS Ltr 28.8

**EXHIBIT A  
(Standard Agreement)**

**SCOPE OF WORK**

1. The California Department of Food and Agriculture (CDFA), Fairs and Expositions Office, shall provide the Contractor fund allocations for operational and training activities as described in Exhibit A, Attachment 1.
2. The services shall be provided during normal business hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, except on State holidays..
3. The project representatives during the term of this agreement will be:

<b>State Agency</b>	<b>Contractor:</b>
Name: Sarah Pelle	Name: Stephen Pierce
Unit: Fairs and Expositions	Unit: Solano County Fair
Address: 1220 N Street Sacramento, CA 95814	Address: 900 Fairgrounds Drive Vallejo, CA 94589
Phone: (916) 900-5368	Phone: (707) 551-2000
E-Mail: <a href="mailto:sarah.pelle@cdfa.ca.gov">sarah.pelle@cdfa.ca.gov</a>	E-Mail: <a href="mailto:spierce@scfair.org">spierce@scfair.org</a>

4. See Attachment 1 in Scope of Work for a detailed description of work to be performed and the duties of all parties.

**SCOPE OF WORK**

**A. Purpose/Authority**

The Budget Act of 2015-2016, Chapters 10 & 11 provides the California Department of Food and Agriculture (CDFA) with \$2,604,183.00 for local assistance to each Fair and County Agricultural activities and \$200,000.00 for professional development services to each Fair. These funds are continuous and will be appropriated each year.

The purpose of this contract is to provide funds for the Solano County Fair for various operational and training activities occurring during the timeframe of September 1, 2016 or upon final signature, whichever is later, through December 31, 2017 as specified in Business & Professions (B&P) Code §19620, which mandates CDFA allocate funding to and provide oversight of California Fairs.

**B. Responsibilities**

The Fair shall:

1. Submit the below documents to CDFA by June 1, 2017:
  - a. Letter requesting the allocation in conjunction with Board minutes approving the request for allocations.
  - b. Current approved Statement of Operations
  - c. Current Financial Review or Financial Audit
  - d. Current Operating Budget with supporting approved Board minutes.
  - e. Current on all loans/obligations to CDFA

Document timeline

Fiscal Year	STOP	Review/Audit	Budget
2016-2017	2015	2015	2017

2. Submit all operational allocation requests to CDFA postmarked or emailed **by June 1, 2017**.

Fiscal Year	Due Date
2016-2017	June 1, 2017

3. The operational allocations may be used for the following items related to the fair's operations:
  - a. Administration expenses (travel, audit, office supplies, training)
  - b. Maintenance and general operations expenses (payroll, training, utilities, supplies and equipment)
  - c. Fair event expenses (advertising, attendance supplies, exhibit supplies)
  - d. Premium expenses (awards, ribbons, trophies)
  - e. Horse racing expenses (supplies)
  - f. Satellite wagering facility expenses (supplies)
  - g. Capital improvements (building improvements, land improvements, new construction)
  - h. Large equipment (ex.: vehicles, forklifts, tractors)
  - i. Long-term debt (payoff/down loans)

*\*Operational allocations may not be used for personal services and subcontracting activities. Statement of Operations Form may be obtained at:*

[https://www.cdfa.ca.gov/Fairs\\_&\\_Expositions/Resources\\_and\\_Publications/STOP\\_Package.asp](https://www.cdfa.ca.gov/Fairs_&_Expositions/Resources_and_Publications/STOP_Package.asp)

4. Submit all training allocation reimbursements to CDFA by **June 1, 2017**.

<b>Fiscal Year</b>	<b>Due Date</b>
2016-2017	June 1, 2017

5. The training allocation is to focus on fair fiscal management, facility operations, animal disease transmission prevention, etiquette training for Board members, reducing liability/exposure, enhance program efficiencies and strengthen effective management. Recommended use of training allocation:
- State required trainings
  - Western Fairs Association annual convention
  - Fall Managers' Conference
  - Maintenance mania
  - Event Sale & Management Symposium
  - Strategic planning
  - Board of Directors training

All alternate training requires pre-approval to ensure training allocation guidelines. Training funds will be reimbursed once sufficient information has been provided to ensure training was taken (i.e. training certificate, training confirmation).

6. Contact F&E to ensure the Fair is current on all loans and obligations to CDFA. All requests shall be submitted to:

California Department of Food and Agriculture  
Fairs and Expositions  
1220 N Street  
Sacramento, CA 95814

CDFA shall:

- Review required documents submitted for operational allocations and submit requests for operational funds to be supplied to the Fair. Any reimbursement requests submitted to CDFA after June 1, 2017 will not be reimbursed and the allocated funds will be returned to the General Fund.
- Reimburse training expenses once invoiced and proof of attendance has been obtained. CDFA shall approve training expenses until June 1, 2017. Reimbursement requests submitted after June 1, 2017 year will not be reimbursed and the allocated funds will be returned to the General Fund.

<b>Fiscal Year</b>	<b>Due Date</b>
2016-2017	June 1, 2017

- CDFA shall be responsible for maintaining this contract.
- CDFA may perform an audit on any request.

5. CDFA may report to the Legislature on the performance of this contract.

C. Request and Documentation Submittals

All requests shall be submitted via United Postal Service to:

California Department of Food and Agriculture  
Fairs and Expositions  
1220 N Street  
Sacramento, CA 95814

or via email to:

[joji.kume@cdfa.ca.gov](mailto:joji.kume@cdfa.ca.gov).

Allocation monies are to be tracked and reported on the Statement of Operations. Reporting is required due to general fund monies requirements and restrictions.

**EXHIBIT B  
(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor, Grant, Sub-Grant or Agreement recipient for actual expenditures incurred in accordance with this Agreement and stated herein, which is attached hereto and made a part of this Agreement or Grant.

Original invoices shall include the agreement/contract number, dates of service, type of work performed, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment. Invoices shall be itemized to follow the allowed expenses outlined in the agreement/contract budget and Scope of Work documents.

- B. Unless mutually agreed, monthly invoices must be submitted within 30 days from the end of each month in which services were rendered. Invoices must include the Agreement number and submitted in triplicate to the Program Contract Manager listed in this contract.
- C. Any travel and subsistence payments authorized under this agreement shall be paid as needed to execute the work. The maximum travel rates allowable are those established by the California Department of Human Resources. <http://www.calhr.ca.gov/employees/pages/travel-meals.aspx>

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

**3. Prompt Payment Clause**

- A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**BUDGET DISPLAY**

1. The Allocations for the Fair are as follows:

<b>Fiscal Year</b>	<b>Operational Allocations</b>	<b>Training Allocations</b>	<b>Total</b>
2016-2017	\$30,552.00	\$1,935.00	\$32,487.00

2. All unclaimed allocations will revert back to the General Fund. Please refer to the following chart:

<b>Fiscal Year</b>	<b>Due Date</b>
2016-2017	June 1, 2017

- a. Training allocations must be requested to CDFA by **June 1, 2017**.
- b. Operational Allocations must be requested to CDF by **June 1, 2017**.



**EXHIBIT D**  
**(Standard Agreement)**  
**SPECIAL TERMS AND CONDITIONS**

1. **Excise Tax**

The State of California is exempt from federal excise taxes and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

2. **Settlement of Disputes**

In the event of a dispute, Contractor shall file a "Notice of Dispute" with the CDFA within ten (10) days of discovery of the problem. Such Notice of Dispute shall contain the Agreement number. Within ten (10) days of receipt of such Notice of Dispute, the Agency Secretary, or Designee, shall meet with the Contractor and the CDFA project manager for the purpose of resolving the dispute. The decision of the Agency Secretary or Designee shall be final. In the event of a dispute, the language contained within this Agreement shall prevail over any other language including that of the bid proposal.

3. **Evaluation of Contractor- Consultant Contracts Only**

Per the Department of General Services (DGS), all contracts for consultant services of \$5,000 or more must be evaluated. The Contract/Contraction Evaluation, Form Std. 4, must be prepared by the program within 60 days of the completion of the contract. These evaluations shall remain on file by the Department (in a separate location from the contract file) for a period of 36 months.

4. **Agency Liability**

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

5. **Potential Subcontractors**

If Contractor subcontracts out a portion of the work required by this Agreement, nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

6. **Right To Terminate**

The State reserves the right to terminate this agreement subject to 30 days written notice to the Contractor. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein. However, the agreement can be immediately terminated for cause.

**EXHIBIT E  
(Standard Agreement)**

**ADDITIONAL PROVISIONS**

**CONTRACT AND SUBCONTRACT COMPLIANCE REQUIREMENTS**

The Contractor shall ensure its officers, agents and employees will fully cooperate with any/all investigations conducted by the Department of Food and Agriculture's Equal Employment Opportunity and Human Resources Offices and will require the same of any subcontractors or consultants used pursuant to this agreement.

**UNFAIR PRACTICES ACT**

Contractor hereby certifies that he/she will comply with the requirements of Section 17200 of the Business and Professions Code.

**CONFLICT OF INTEREST**

Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest, and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.

Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business or other ties.

**LICENSE AND PERMIT REQUIREMENTS**

The Contractor shall be an individual or firm properly licensed to do business in California in accordance with the laws of the State of California, and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this agreement.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary; however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the CDFA a copy of your business license or incorporation papers for your respective state showing that your company is in good standing in that state.

In the event any license(s) and/or permit(s) expire at any time during the term of this contract, Contractor agrees to provide agency a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate this agreement upon occurrence of such event.

Licensed contractors must observe professional standards for quality work or the California Contractors State License Board will invoke disciplinary action.

Should the State of California determine that the work or materials provided vary materially from the specifications, or that defective work when completed was not performed in a workmanlike manner, then the Contractor warrants that he/she shall perform all necessary repairs, replacement and corrections needed to restore the property according to the agreement plans and specifications, all at no further or additional cost to the State of California.

**INSURANCE REQUIREMENTS**

Contractor shall comply with all requirements outlined in the (1) General Provisions section and (2) Contract Insurance Requirements outlined in this section. No payments will be made under this contract until contractor fully complies with all requirements.

**EXHIBIT E**  
**(Standard Agreement)**

**1. General Provisions Applying to All Policies**

- a. Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must comply with the original contract terms.
- b. Policy Cancellation or Termination & Notice of Non-Renewal – Insurance policies shall contain a provision stating coverage will not be cancelled without 30 days prior written notice to the State. New Certificates of insurance are subject to the approval of the Department of General Services and the Contractor agrees no work or services will be performed prior to obtaining such approval. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event, subject to the provisions of this contract.
- c. Premiums, Assessments and Deductibles – Contractor is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.
- d. Primary clause – Any required insurance contained in this contract shall be primary and not excess or contributory to any other insurance carried by the State.
- e. Insurance Carrier Required Rating – All insurance carriers must carry an AM Best rating of at least an “A-“with a financial category rating of no lower than VI. If the contractor is self-insured for a portion or all of its insurance, documentation of self-insurance must be submitted and approved by the Department of General Services, Office of Risk and Insurance Management.
- f. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- g. Inadequate Insurance – Inadequate or lack of insurance does not negate the contractor’s obligation under the contract.
- h. Use of Subcontractors – In the case of Contractor’s utilization of subcontractors to complete the contracted scope of work, the contractor shall include all subcontractors as insured’s under Contractor’s insurance or supply evidence of subcontractor’s insurance to the State equal to policies, coverages and limits required of the Contractor.

**2. Contract Insurance Requirements**

**Prime Contractor Insurance Requirements**

Contractor shall display on an Acord certificate of insurance evidence of the following coverages:

**Commercial General Liability Insurance**

Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor’s liability.

**EXHIBIT E**  
**(Standard Agreement)**

The policy must be endorsed to name **The State of California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under this contract.**

Automobile Liability Insurance

Contractor shall maintain automobile liability insurance for limits not less than \$1,000,000 combined single limit. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles.

Workers Compensation Insurance

The Contractor shall have and maintain, for the term of this agreement, workers' compensation insurance and shall furnish to the State a certificate of insurance evidencing workers' compensation insurance and employer's liability presently in effect with limits not less than \$1,000,000 by an insurance carrier licensed to underwrite workers' compensation insurance in California. Such certificate shall include the name of the carrier, policy inception and expiration dates. If the Contractor is self-insured for workers' compensation, a certificate must be presented evidencing Contractor is a qualified self-insurer in the State of California. By signing this agreement, the Contractor hereby warrants that it carries workers' compensation insurance on all of its employees who will be engaged in the performance of this agreement. If staff provided by the Contractor is defined as independent contractors, this clause does not apply.

**REPORTS**

If this agreement is for the production of a report, pursuant to Government Code, Section 7550, Contractor will include the dollar amount and agreement number of all contracts relating to preparation of this report.

**FORCE MAJEURE**

Except for defaults of any subcontractors, neither party shall be responsible for any delay in or failure of performance from acts beyond the control of the offending party. Such acts shall include, but shall not be limited to, acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations superimposed after the fact. If a delay or failure in performance by the Contractor arises out of a default of its subcontractor, and if such default of its subcontractor, causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

**Item 11b. Receive a report on the 2016 Year End Projections for the SCFA Budget**

The 2016 SFCA Adopted Budget reflects \$2,863,030 in revenues and \$2,819,534 in operational expenditures and \$14,000 in capital expenditures. When the budget was prepared, it was anticipated that the SCFA would earn a net profit before depreciation of \$43,496. Business activity, with exception of Solano Race Place, has outperformed expectations and is anticipated to generate a net profit before depreciation of \$78,029.

The table in Attachment A illustrates the variance between budgeted and projected revenues and expenses for 2016. Compared to the 2016 Budget, year-end projections reflect \$147,279 more than anticipated in revenues and \$112,746 more than anticipated in expenditures.

This increased business activity would have resulted in additional net profits; however, nearly \$45,000 in unanticipated repairs to facilities and equipment have occurred so far in 2016 – water leaks, air conditioning systems and electrical systems – that are all associated with aging facilities. This is in addition to the increase in the cost of business related to more facility rentals than anticipated and additional promoter-reimbursed events during the Fair. These anticipated expenses were offset in part by deferring planned projects and equipment purchases, including repainting the interior of the barns, re-sanding the livestock arena, replacing an aging truck with a new utility vehicle, and upgrades to the electronic sign.

	<u>Revenues</u>	<u>Expenditures</u>
2016 Adopted Budget	2,863,030	2,819,534
Recommended Adjustments	116,620	116,620
2016 Revised Budget	2,979,650	2,936,154

The list of unanticipated expenses requiring Board action to increase appropriations is provided in Attachment B.

**RECOMMENDATION:** Staff recommends that the Board of Directors:

- 1) Approve adjustments to the 2016 SCFA Budget to reflect \$116,620 in unanticipated expenses identified in Attachment B, for a total of \$2,936,154 in budgeted operational expenditures
- 2) Recognize \$92,210 in Facility Rental revenues, \$20,910 in Fair revenue and \$3,500 in Other Sources revenue, for total budgeted revenues for 2016 of \$2,979,650.

**ACTION:** Discussion and possible action to approve forwarding to the Board of Supervisors for final approval a revised 2016 SCFA Budget that increases appropriations by \$116,200 due to higher than anticipated business activity and unanticipated equipment and facility repairs.

## SCFA 2016 Year End Projections

	2016 Budgeted	2016 Projected	Variance	% Variance
<b>Solano County Fair</b>				
Revenues	570,119	615,712	45,593	8.0%
Expenditures	761,280	785,759	24,479	3.2%
	(191,161)	(170,047)	21,114	-11.0%
<b>Youth Ag Day</b>				
Revenues	26,380	31,150	4,770	18.1%
Expenditures	24,779	27,466	2,687	10.8%
	1,601	3,684	2,083	130.1%
<b>Facility Rentals</b>				
Revenues	743,700	855,858	112,158	15.1%
Expenditures	252,351	308,436	56,085	22.2%
	491,349	547,422	56,073	11.4%
<b>Satellite Wagering</b>				
Revenues	596,500	560,448	(36,052)	-6.0%
Expenditures	385,133	387,715	2,582	0.7%
	211,367	172,733	(38,634)	-18.3%
<b>Electronic Sign</b>				
Revenues	110,000	125,417	15,417	14.0%
Expenditures	58,563	59,364	801	1.4%
	51,437	66,053	14,616	28.4%
<b>Administration</b>				
Revenues	-	-	-	0.0%
Expenditures	567,247	537,183	(30,064)	-5.3%
	(567,247)	(537,183)	30,064	-5.3%
<b>Maintenance</b>				
Revenues	-	-	-	0.0%
Expenditures	551,880	565,970	14,090	2.6%
	(551,880)	(565,970)	(14,090)	2.6%
<b>Guest Safety</b>				
Revenues	-	-	-	0.0%
Expenditures	76,188	77,687	1,499	2.0%
	(76,188)	(77,687)	(1,499)	2.0%
<b>Other Sources</b>				
Revenues	816,331	821,724	5,393	0.7%
Expenditures	142,113	182,700	40,587	28.6%
	674,218	639,024	(35,194)	-5.2%
<b>Total</b>				
Revenues	2,863,030	3,010,309	147,279	5.1%
Expenditures	2,819,534	2,932,280	112,746	4.0%
	43,496	78,029	34,533	79.4%

## Adjustments for Unanticipated 2016 Expenses

Costs associated with increased facility rentals	\$55,800
Repair a concourse water leak	\$12,200
Promoter reimbursed costs associated with MMA and Boxing events during 2016 Fair	\$10,000
Repair a golf course water leak	\$8,150
Replace two compressor units for the air conditioning system at Solano Race Place	\$6,970
Rebuild utility tractor engine	\$6,180
Repairs to parking lot electrical systems	\$5,050
Courtyard Marriott Lease Transfer	\$3,520
Rental of temporary cooling fans for the Livestock Barns during the 2016 Fair	\$3,360
Replacement of a PG&E Transformer	\$2,890
Additonal Premiums for "We Are Family" Awards	\$2,500
<hr/> <b>Total Unanticipated Expenses</b>	<hr/> <b>\$116,620</b>

### 11c. Receive a presentation on the proposed 2017 SCFA Budget

Overall, the SCFA 2017 Proposed Budget reflects a slight net decrease in revenues, with declining satellite wagering revenues offsetting anticipated gains from increased Fair attendance and sustained facility rental operations. Net expenditure increases are primarily the result of increases in payroll and related expenses.

The proposed 2017 revenues of \$2,992,932 reflects an increase of \$13,282 or 0.4% over the 2016 Revised Budget and \$17,377 or 0.6% decrease over 2016 Projected. Proposed 2017 operating expenditures of \$2,992,373 reflect a \$56,219 or 1.9% increase over 2016 Revised Budget and \$60,093 or 2.0% increase over 2016 Projected. The proposed budget reflects a net profit before depreciation of \$559, which reflects a decrease of \$42,937 or 98.7% over the 2016 Revised Budget and a decrease of \$77,470 or 99.3% from 2016 Projected. The 2017 SCFA Proposed Budget includes an appropriation for contingencies of \$19,000.

	2016 Revised	2016 Projected v 2016 Revised	2017 Proposed vs 2016 Revised	2017 Proposed v 2016 Projected
<b>Revenues</b>	\$2,979,650	\$3,010,309	\$2,992,932	\$2,992,932
Variance		30,659	13,282	(\$17,377)
% Variance		1.0%	0.4%	-0.6%
<b>Expenditures</b>	\$2,936,154	\$2,932,280	\$2,992,373	\$2,992,373
Variance		(\$3,874)	\$56,219	\$60,093
% Variance		-0.1%	1.9%	2.0%
<b>Net Profit</b> <i>(before depreciation)</i>	\$43,496	\$78,029	\$559	\$559
Variance		\$35,433	(\$42,937)	(\$77,470)
% Variance		79.4%	(98.7%)	(99.3%)

The SCFA 2017 Proposed Budget was prepared using the following assumptions:

#### Revenues

##### **Fair**

- No change in admission prices or parking fees for the 2017 Fair
- Assumes a 2% increase in paid attendance
- No change in the commercial and vendor rental activity or associated fees
- No change in appreciation days: Seniors Day on Wednesday, Kids Day on Thursday and First Responders Day on Friday

##### **Youth Ag Day**

- Sustained donation / sponsorship level, adjusted for anticipated one-time donations

##### **Electronic Sign**

- Sustained activity levels for electronic sign at a 10% increase in rental rates
- Number of available slots for sale potentially reduced by requiring two of the available slots be reserved to ensure publicity of events on the Fairgrounds

##### **Facility Rentals**

- Sustained activity levels, adjusted for anticipated one-time events in 2016
- Includes a flexible rental parking structure ranging from \$10 to \$15 for regular parking, and establishes a program for premium parking areas

##### **Solano Race Place**

- Reduction in satellite wagering revenues to reflect declining attendance



- Reduces operational hours for the Solano Race Place to be closed on most Wednesdays; open only for Wednesdays with California races

**Leases**

- Minimum CPI escalator on leases per contracts
- No new leases or increased lease rates anticipated for 2017

**Other Revenues**

- No change in State operational and training support
- Anticipates reimbursement funds for the McCormack Hall project

**Expenditures**

- Operational savings from reduced operating hours of the Solano Race Place
- 3% Cost of Living Adjustment for year-round employees. Since 2000, the SCFA has offered COLAs only three times: 3% in 2006, 2% in 2008 and 3% in 2014.
- Selective adjustments in hourly positions to reflect impacts of minimum wage increases
- Equity adjustment for Assistant General Manager - Operations and Maintenance to be on par with the Assistant General Manager - Administration and Finance, adjusted for length of service
- Slight increase in the retirement benefits rate
- Slight decrease in health care costs, workers compensation and unemployment insurance costs
- Most other expenditures on par with the 2016 Year End Projections, including no increase in funds for stage and ground entertainment at the Fair

**Reserves**

The SCFA 2017 Proposed Budget includes capital expenditures of \$29,240 for upgrades to the doors in McCormack Hall using State funds earmarked for safety improvements at California fairs, and \$16,000 in Special Projects for improvements to the livestock barn area and enhancements to youth programming to be funded from operational revenues and \$8,000 from the Fair Hands Reserve. It is also anticipated that \$4,000 from the Mick Freese Memorial Fund will be used to offset expenses associated with Youth Ag Day. Some restricted reserves were also reduced to meet the lease obligations associated with the Six Flags Overflow Project and the electronic sign.

Based on 2016 Year End Projections SCFA will have an Undesignated Net Position in its Unrestricted Reserves of \$1,000. After applying intended 2017 uses and revenues, it is anticipated the SCFA will have the following restricted reserve balances:

Parking Lot Improvement Reserve	\$13,960
Fair Hands Reserve	\$21,265
Capital Projects / Maintenance Reserve	\$21,742
Racing Facilities Improvement Reserve	\$1,454
Junior Livestock Auction Reserve	\$8,661

Looking forward to 2018, the projections for 2017 do not produce a sufficient net profit before depreciation to provide reserve funds to meet the lease obligations associated with the Six Flags Overflow Project and the electronic sign. After using all available restricted reserves, the estimated shortfall is \$39,887. To the degree that 2016 and 2017 produce higher than anticipated net profits, this gap for 2018 will be reduced.

**ACTION:** Discussion and possible action to approve forwarding to the Board of Supervisors for final approval of the proposed 2017 SCFA Budget.

## SCFA 2017 Proposed Budget Summary

	2016 Year End Projections	2017 Proposed Budget	Variance	% Variance
<b>Solano County Fair</b>				
Revenues	615,712	606,535	(9,177)	-1.5%
Expenditures	785,759	819,461	33,702	4.3%
	(170,047)	(212,926)	(42,879)	25.2%
<b>Youth Ag Day</b>				
Revenues	31,150	28,000	(3,150)	-10.1%
Expenditures	27,466	28,929	1,463	5.3%
	3,684	(929)	(4,613)	-125.2%
<b>Facility Rentals</b>				
Revenues	855,858	870,200	14,342	1.7%
Expenditures	308,436	305,011	(3,425)	-1.1%
	547,422	565,189	17,767	3.2%
<b>Satellite Wagering</b>				
Revenues	560,448	513,800	(46,648)	-8.3%
Expenditures	387,715	363,184	(24,531)	-6.3%
	172,733	150,616	(22,117)	-12.8%
<b>Electronic Sign</b>				
Revenues	125,417	120,000	(5,417)	-4.3%
Expenditures	59,364	59,048	(316)	-0.5%
	66,053	60,952	(5,101)	-7.7%
<b>Administration</b>				
Revenues	-	-	-	0.0%
Expenditures	537,183	581,879	44,696	8.3%
	(537,183)	(581,879)	(44,696)	8.3%
<b>Maintenance</b>				
Revenues	-	-	-	0.0%
Expenditures	565,970	549,270	(16,700)	-3.0%
	(565,970)	(549,270)	16,700	-3.0%
<b>Guest Safety</b>				
Revenues	-	-	-	0.0%
Expenditures	77,687	86,329	8,642	11.1%
	(77,687)	(86,329)	(8,642)	11.1%
<b>Other Sources</b>				
Revenues	821,724	854,397	32,673	4.0%
Expenditures	182,700	199,311	16,611	9.1%
	639,024	655,086	16,062	2.5%
<b>Total</b>				
Revenues	3,010,309	2,992,932	(17,377)	-0.6%
Expenditures	2,932,280	2,992,373	60,093	2.0%
	78,029	559	(77,470)	-99.3%

# Solano County Fair Association

## Reserve Summary

<b>Unrestricted Reserves (undesignated)</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Estimated 2016</b>	<b>Proposed 2017</b>
Beginning balance	51,100	17,152	17,152	1,000
Net operating income prior to depreciation	161,493	43,147	78,029	559
Change in restricted reserves	56,416	(10,345)	5,961	3,000
Change in investment in capital	(224,844)	(14,000)	(6,967)	-
Reduction in parking improvement loan		(64,000)	(64,000)	(64,000)
Reduction in lease obligation	(27,013)	(29,175)	(29,175)	(31,508)
<b>Unrestricted reserve ending balance</b>	<b>17,152</b>	<b>(57,221)</b>	<b>1,000</b>	<b>(90,949)</b>

<b>Parking Restricted Reserves</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Estimated 2016</b>	<b>Proposed 2017</b>
Beginning balance	126,902	13,960	13,960	13,960
Revenue:	327,058			
Expenses:	440,000			
<b>Restricted reserve ending balance</b>	<b>13,960</b>	<b>13,960</b>	<b>13,960</b>	<b>13,960</b>

<b>Fair Hands/ Mick Freese</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Estimated 2016</b>	<b>Proposed 2017</b>
Beginning balance	-	2,986	2,986	28,265
Revenues	2,986	26,345	26,345	5,000
Expenses			1,066	12,000
<b>Restricted reserve ending balance</b>	<b>2,986</b>	<b>29,331</b>	<b>28,265</b>	<b>21,265</b>

<b>.33 Funds/ Capital/ Deferred Maint Reserve</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Estimated 2016</b>	<b>Proposed 2017</b>
Beginning balance	-	42,621	42,621	17,742
Revenues	42,621		11,541	4,000
Expenses		16,000	36,420	
<b>Restricted reserve ending balance</b>	<b>42,621</b>	<b>26,621</b>	<b>17,742</b>	<b>21,742</b>

<b>Racing Facilities Capital Reserve</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Estimated 2016</b>	<b>Proposed 2017</b>
Beginning balance	2,370	8,421	8,421	1,454
Revenues	6,051			
Expenses		-	6,967	
<b>Restricted reserve ending balance</b>	<b>8,421</b>	<b>8,421</b>	<b>1,454</b>	<b>1,454</b>

<b>Jr Livestock Auction Restricted Reserve</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Estimated 2016</b>	<b>Proposed 2017</b>
Beginning balance	3,187	8,055	8,055	8,661
Net profit/loss	4,868	-	606	-
<b>Restricted reserve ending balance</b>	<b>8,055</b>	<b>8,055</b>	<b>8,661</b>	<b>8,661</b>

<b>Total Restricted Reserves</b>	<b>Actual 2015</b>	<b>Budget 2016</b>	<b>Estimated 2016</b>	<b>Proposed 2017</b>
Beginning balance	132,459	76,043	76,043	70,082
Revenues	383,584	26,345	38,492	9,000
Expenses	440,000	16,000	44,453	12,000
<b>Total restricted reserves ending balance</b>	<b>76,043</b>	<b>86,388</b>	<b>70,082</b>	<b>67,082</b>

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Summary			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds	180,993	193,430	204,212	214,700
Commercial space	41,900	41,900	48,295	44,000
Concessions (Fair)	158,877	160,789	167,250	166,935
Exhibits	10,833	12,000	15,557	15,000
Satellite wagering	605,117	596,500	560,448	513,800
Fair parking, trailer space	91,300	93,700	98,080	99,700
Sponsorship	100,931	94,680	113,468	94,200
Electronic sign revenue	110,474	110,000	125,417	120,000
Facility rentals revenue	750,491	743,700	855,858	870,200
Leases	316,926	318,850	319,028	320,000
Six Flags Parking Lease	410,680	418,894	423,740	432,214
Interest revenue	1,169	100	2,000	100
State allocation	-	32,487	32,487	32,487
Other- Project Funds	28,366	-	-	29,240
Gain/loss on sale of assets	1,200	-	-	-
.33 funds	81,207	46,000	44,469	40,356
Miscellaneous	40	-	-	-
<b>Total Revenues</b>	<b>2,890,503</b>	<b>2,863,030</b>	<b>3,010,309</b>	<b>2,992,932</b>
<b>Expenses</b>				
Wages/ payroll tax	968,946	991,394	1,016,686	1,050,019
Workers' comp/unemployment/ benefits	334,060	346,895	335,499	346,091
Professional services	403,920	382,140	387,869	374,401
Supplies and expenses	203,606	212,915	216,611	221,353
Landscape Maint Assess- Six Flags	53,552	55,000	54,221	55,500
Travel, training & meetings	24,547	25,800	27,572	32,440
Utilities, water, and garbage	243,804	286,139	294,780	301,104
Equipment maintenance	33,693	34,100	37,390	33,500
Equipment rental	126,605	137,250	167,028	167,150
Buildings and grounds	40,695	42,250	55,341	47,450
Directors' expense	19,145	21,300	19,083	21,500
Advertising/ promotions	97,419	92,000	89,275	92,000
Entertainment	101,750	105,025	103,629	105,700
Premiums	28,814	30,350	32,705	33,800
Donated services	2,500	2,500	18,365	10,000
Bank and credit card fees	10,999	9,900	11,421	11,800
Bad debt/ cash short/ (over)	525	-	101	-
Equipment (non capitalized)	11,975	3,450	13,408	3,500
Contingency Fund	-	5,000	-	19,000
Special projects - .33 Funds restricted	2,611	16,000	30,471	45,240
Special projects	-	-	-	-
Interest	22,987	20,825	20,825	20,825
<b>Total Expenses</b>	<b>2,732,153</b>	<b>2,820,233</b>	<b>2,932,280</b>	<b>2,992,373</b>
<b>Profit/(Loss) before depreciation:</b>	<b>158,350</b>	<b>42,797</b>	<b>78,029</b>	<b>559</b>
<b>Capital Expense:</b>	<b>457,323</b>	<b>14,000</b>	<b>6,967</b>	
	<b>3,189,476</b>	<b>2,834,233</b>	<b>2,939,247</b>	

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Fair			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds	180,993	193,430	204,212	214,700
Commercial space	41,900	41,900	48,295	44,000
Concessions (Fair)	158,877	160,789	167,250	166,935
Exhibits	10,833	12,000	15,557	15,000
Satellite wagering				
Fair parking, trailer space	91,300	93,700	98,080	99,700
Sponsorship	73,728	68,300	82,318	66,200
Electronic sign revenue				
Facility rentals revenue				
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous	40	-	-	-
<b>Total Revenues</b>	<b>557,670</b>	<b>570,119</b>	<b>615,712</b>	<b>606,535</b>
<b>Expenses</b>				
Wages/ payroll tax	140,686	153,941	151,159	175,703
Workers' comp/unemployment/ benefits	12,046	13,150	13,575	15,281
Professional services	152,394	167,650	165,279	156,788
Supplies and expenses	37,272	40,620	37,486	45,289
Landscape Maint Assess- Six Flags				
Travel, training & meetings	10,316	11,800	13,997	15,950
Utilities, water, and garbage	19,493	23,719	19,576	22,400
Equipment maintenance	-	750	151	-
Equipment rental	108,977	110,225	140,822	139,100
Buildings and grounds	8,073	12,900	13,856	16,550
Directors' expense	9,955	10,800	9,583	10,500
Advertising/ promotions	82,525	78,000	76,275	78,000
Entertainment	101,750	105,025	103,629	105,700
Premiums	28,814	30,350	32,705	33,800
Donated services				
Bank and credit card fees	2,723	2,500	4,244	4,400
Bad debt/ cash short/ (over)	334	-	101	-
Equipment (non capitalized)	4,981	200	3,320	-
Contingency Fund				
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>720,339</b>	<b>761,630</b>	<b>785,759</b>	<b>819,461</b>
<b>Profit/(Loss) before depreciation:</b>	<b>(162,669)</b>	<b>(191,511)</b>	<b>(170,047)</b>	<b>(212,926)</b>
<b>Capital Expense:</b>				

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Ag Day			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering				
Fair parking, trailer space				
Sponsorship	27,203	26,380	31,150	28,000
Electronic sign revenue				
Facility rentals revenue				
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous				
<b>Total Revenues</b>	<b>27,203</b>	<b>26,380</b>	<b>31,150</b>	<b>28,000</b>
<b>Expenses</b>				
Wages/ payroll tax	6,644	6,244	7,266	7,482
Workers' comp/unemployment/ benefits	309	290	338	348
Professional services	-	-	-	400
Supplies and expenses	4,919	4,825	6,519	5,800
Landscape Maint Assess- Six Flags				
Travel, training & meetings	11,668	12,000	11,770	13,000
Utilities, water, and garbage				
Equipment maintenance				
Equipment rental	1,268	1,170	1,188	1,500
Buildings and grounds	328	250	385	400
Directors' expense				
Advertising/ promotions				
Entertainment				
Premiums				
Donated services				
Bank and credit card fees				
Bad debt/ cash short/ (over)				
Equipment (non capitalized)	529	-	-	-
Contingency Fund				
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>25,665</b>	<b>24,779</b>	<b>27,466</b>	<b>28,929</b>
<b>Profit/(Loss) before depreciation:</b>	<b>1,538</b>	<b>1,601</b>	<b>3,684</b>	<b>(929)</b>
<b>Capital Expense:</b>				

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Facility Rentals			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering				
Fair parking, trailer space				
Sponsorship				
Electronic sign revenue				
Facility rentals revenue	750,491	743,700	855,858	870,200
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous				
<b>Total Revenues</b>	<b>750,491</b>	<b>743,700</b>	<b>855,858</b>	<b>870,200</b>
<b>Expenses</b>				
Wages/ payroll tax	65,042	66,329	84,473	89,457
Workers' comp/unemployment/ benefits	16,539	16,981	18,349	18,885
Professional services	55,220	68,970	79,780	84,624
Supplies and expenses	21,564	20,775	27,479	21,645
Landscape Maint Assess- Six Flags				
Travel, training & meetings	37	-	-	500
Utilities, water, and garbage	59,040	59,297	54,000	56,000
Equipment maintenance	-	-	239	-
Equipment rental	5,237	13,000	14,500	14,500
Buildings and grounds	2,126	500	3,000	3,000
Directors' expense				
Advertising/ promotions	1,807	1,500	1,500	1,500
Entertainment				
Premiums				
Donated services	2,500	2,500	18,365	10,000
Bank and credit card fees	2,908	1,500	1,850	1,900
Bad debt/ cash short/ (over)	96	-	-	-
Equipment (non capitalized)	3,385	1,000	4,901	3,000
Contingency Fund				
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>235,501</b>	<b>252,351</b>	<b>308,436</b>	<b>305,011</b>
<b>Profit/(Loss) before depreciation:</b>	<b>514,990</b>	<b>491,349</b>	<b>547,422</b>	<b>565,189</b>
<b>Capital Expense:</b>				

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Satellite Wagering			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering	605,117	596,500	560,448	513,800
Fair parking, trailer space				
Sponsorship				
Electronic sign revenue				
Facility rentals revenue				
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous				
<b>Total Revenues</b>	<b>605,117</b>	<b>596,500</b>	<b>560,448</b>	<b>513,800</b>
<b>Expenses</b>				
Wages/ payroll tax	167,033	148,823	147,696	142,678
Workers' comp/unemployment/ benefits	62,576	59,012	60,612	60,627
Professional services	78,979	85,000	79,158	68,160
Supplies and expenses	16,764	16,000	20,419	16,719
Landscape Maint Assess- Six Flags				
Travel, training & meetings	465	500	460	500
Utilities, water, and garbage	38,315	59,298	60,000	55,000
Equipment maintenance	3,801	1,000	-	-
Equipment rental	-	-	500	1,000
Buildings and grounds	2,400	2,000	6,000	6,000
Directors' expense				
Advertising/ promotions	13,087	12,500	11,500	12,500
Entertainment				
Premiums				
Donated services				
Bank and credit card fees				
Bad debt/ cash short/ (over)	95	-	-	-
Equipment (non capitalized)	832	1,000	1,370	-
Contingency Fund				
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>384,347</b>	<b>385,133</b>	<b>387,715</b>	<b>363,184</b>
<b>Profit/(Loss) before depreciation:</b>	<b>220,770</b>	<b>211,367</b>	<b>172,733</b>	<b>150,616</b>
<b>Capital Expense:</b>				



# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Electronic Sign			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering				
Fair parking, trailer space				
Sponsorship				
Electronic sign revenue	110,474	110,000	125,417	120,000
Facility rentals revenue				
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous				
<b>Total Revenues</b>	<b>110,474</b>	<b>110,000</b>	<b>125,417</b>	<b>120,000</b>
<b>Expenses</b>				
Wages/ payroll tax	-	538	295	614
Workers' comp/unemployment/ benefits	-	25	14	29
Professional services	2,420	1,400	1,441	1,441
Supplies and expenses	1,082	1,500	1,275	1,325
Landscape Maint Assess- Six Flags				
Travel, training & meetings	147	-	140	140
Utilities, water, and garbage	47,076	48,600	51,000	51,000
Equipment maintenance	-	-	-	-
Equipment rental	401	2,500	1,200	2,000
Buildings and grounds	3,442	4,000	3,000	2,500
Directors' expense				
Advertising/ promotions	-	-	-	-
Entertainment				
Premiums				
Donated services				
Bank and credit card fees				
Bad debt/ cash short/ (over)	-	-	-	-
Equipment (non capitalized)	-	-	1,000	-
Contingency Fund				
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>54,568</b>	<b>58,563</b>	<b>59,364</b>	<b>59,048</b>
<b>Profit/(Loss) before depreciation:</b>	<b>55,906</b>	<b>51,437</b>	<b>66,053</b>	<b>60,952</b>
<b>Capital Expense:</b>				

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Admin			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering				
Fair parking, trailer space				
Sponsorship				
Electronic sign revenue				
Facility rentals revenue				
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenses</b>				
Wages/ payroll tax	250,564	267,594	269,045	279,501
Workers' comp/unemployment/ benefits	117,265	127,278	112,925	119,303
Professional services	93,664	45,000	42,435	45,000
Supplies and expenses	97,052	102,020	95,307	99,875
Landscape Maint Assess- Six Flags				
Travel, training & meetings	1,034	1,500	505	1,500
Utilities, water, and garbage				
Equipment maintenance	549	850	500	500
Equipment rental	477	605	639	650
Buildings and grounds				
Directors' expense	9,190	10,500	9,500	11,000
Advertising/ promotions	-	-	-	-
Entertainment				
Premiums				
Donated services				
Bank and credit card fees	5,368	5,900	5,327	5,500
Bad debt/ cash short/ (over)				
Equipment (non capitalized)	1,868	1,000	1,000	-
Contingency Fund	-	5,000	-	19,000
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>577,031</b>	<b>567,247</b>	<b>537,183</b>	<b>581,829</b>
<b>Profit/(Loss) before depreciation:</b>	<b>(577,031)</b>	<b>(567,247)</b>	<b>(537,183)</b>	<b>(581,829)</b>
<b>Capital Expense:</b>				

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Maint			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering				
Fair parking, trailer space				
Sponsorship				
Electronic sign revenue				
Facility rentals revenue				
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous				
<b>Total Revenues</b>	-	-	-	-
<b>Expenses</b>				
Wages/ payroll tax	290,832	299,267	308,094	301,420
Workers' comp/unemployment/ benefits	118,292	121,900	120,471	121,450
Professional services	-	-	-	-
Supplies and expenses	21,519	23,775	24,605	26,550
Landscape Maint Assess- Six Flags				
Travel, training & meetings	880	-	700	850
Utilities, water, and garbage	35,363	47,787	43,000	45,500
Equipment maintenance	26,177	30,000	35,000	30,000
Equipment rental	7,542	7,000	5,300	5,500
Buildings and grounds	22,892	22,500	27,500	18,000
Directors' expense				
Advertising/ promotions				
Entertainment				
Premiums				
Donated services				
Bank and credit card fees				
Bad debt/ cash short/ (over)				
Equipment (non capitalized)	380	-	1,300	-
Contingency Fund				
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>523,877</b>	<b>552,229</b>	<b>565,970</b>	<b>549,270</b>
<b>Profit/(Loss) before depreciation:</b>	<b>(523,877)</b>	<b>(552,229)</b>	<b>(565,970)</b>	<b>(549,270)</b>
<b>Capital Expense:</b>				

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Guest Safety			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering				
Fair parking, trailer space				
Sponsorship				
Electronic sign revenue				
Facility rentals revenue				
Leases				
Six Flags Parking Lease				
Interest revenue				
State allocation				
Other- Project Funds				
Gain/loss on sale of assets				
.33 funds				
Miscellaneous				
<b>Total Revenues</b>	-	-	-	-
<b>Expenses</b>				
Wages/ payroll tax	48,145	48,658	48,658	52,550
Workers' comp/unemployment/ benefits	7,033	8,260	9,215	10,141
Professional services	21,243	14,120	14,276	15,988
Supplies and expenses	3,434	3,400	3,521	4,150
Landscape Maint Assess- Six Flags				
Travel, training & meetings	-	-	-	-
Utilities, water, and garbage				
Equipment maintenance	3,166	1,500	1,500	3,000
Equipment rental	-	-	-	-
Buildings and grounds	-	-	-	-
Directors' expense				
Advertising/ promotions				
Entertainment				
Premiums				
Donated services				
Bank and credit card fees				
Bad debt/ cash short/ (over)				
Equipment (non capitalized)	-	250	517	500
Contingency Fund				
Special projects - .33 Funds restricted				
Special projects				
Interest				
<b>Total Expenses</b>	<b>83,021</b>	<b>76,188</b>	<b>77,687</b>	<b>86,329</b>
<b>Profit/(Loss) before depreciation:</b>	<b>(83,021)</b>	<b>(76,188)</b>	<b>(77,687)</b>	<b>(86,329)</b>
<b>Capital Expense:</b>				

# SOLANO COUNTY FAIR ASSOCIATION 2017 BUDGET (PROPOSED)

10/19/2016

	Other Sources			
	2015 Actual	2016 Budget	Projected 2016	Proposed Budget 2017
<b>Revenues</b>				
Operating revenues				
Admissions to grounds				
Commercial space				
Concessions (Fair)				
Exhibits				
Satellite wagering				
Fair parking, trailer space				
Sponsorship				
Electronic sign revenue				
Facility rentals revenue				
Leases	316,926	318,850	319,028	320,000
Six Flags Parking Lease	410,680	418,894	423,740	432,214
Interest revenue	1,169	100	2,000	100
State allocation	-	32,487	32,487	32,487
Other- Project Funds	28,366	-	-	29,240
Gain/loss on sale of assets	1,200	-	-	-
.33 funds	81,207	46,000	44,469	40,356
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>839,548</b>	<b>816,331</b>	<b>821,724</b>	<b>854,397</b>
<b>Expenses</b>				
Wages/ payroll tax	-	-	-	614
Workers' comp/unemployment/ benefits	-	-	-	29
Professional services	-	-	5,500	2,000
Supplies and expenses	-	-	-	-
Landscape Maint Assess- Six Flags	53,552	55,000	54,221	55,500
Travel, training & meetings				
Utilities, water, and garbage	44,517	47,438	67,204	71,204
Equipment maintenance	-	-	-	-
Equipment rental	2,703	2,750	2,879	2,900
Buildings and grounds	1,434	100	1,600	1,000
Directors' expense				
Advertising/ promotions				
Entertainment				
Premiums				
Donated services				
Bank and credit card fees				
Bad debt/ cash short/ (over)				
Equipment (non capitalized)	-	-	-	-
Contingency Fund				
Special projects - .33 Funds restricted	2,611	16,000	30,471	45,240
Special projects				
Interest	22,987	20,825	20,825	20,825
<b>Total Expenses</b>	<b>127,804</b>	<b>142,113</b>	<b>182,700</b>	<b>199,311</b>
<b>Profit/(Loss) before depreciation:</b>	<b>711,744</b>	<b>674,218</b>	<b>639,024</b>	<b>655,086</b>
<b>Capital Expense:</b>				



## **NOTICE OF MEETING**

Solano County Fair Association

### **Meeting of the Finance Committee**

To Be Held

**Wednesday, October 19, 2016 at 5:45 p.m.**

In the Directors Room  
Solano County Fairgrounds  
Vallejo, California

Dennis Yen, Chair

Denese Allen

Bill Luiz

Marilyn Royse

Ray Simonds, Vice Chair

Mike Coakley

Joe Lopez

### **Matters of Information**

*The Solano County Fair Association does not discriminate against persons with disabilities. If you wish to attend this meeting and you will require assistance in order to participate, please call the Fair Association's main office at 551-2000 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.*

*Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Fair Association main office, 900 Fairgrounds Drive, Vallejo, CA.*

### **Our Mission:**

*To ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities to our diverse communities.*



## **AGENDA**

### **1. CALL TO ORDER**

All matters noticed on this agenda, in any category, may be considered for action as listed. Any items not so noticed may not be considered. Items listed on this agenda may be considered in any order, at the discretion of the Chair.

### **2. ROLL CALL**

### **3. CHANGES TO OR DELETIONS FROM THE AGENDA**

### **4. APPROVAL OF THE AGENDA**

### **5. APPROVAL OF THE MINUTES OF SEPTEMBER 21, 2016**

### **6. PRESENTATION / PUBLIC COMMENT:**

### **7. NEW BUSINESS**

- a. Review of and action regarding recommendation to the Board regarding the September 30, 2016 Financial Statements.

### **8. COMMITTEE MEMBERS COMMENTS**

### **9. ADJOURNMENT**

**Date of Notice: October 13, 2016**



**THE SOLANO COUNTY FAIR ASSOCIATION  
FINANCE COMMITTEE MEETING MINUTES  
September 21, 2016**

1. Minutes of the Finance Committee meeting held on Wednesday, September 21, 2016 at 5:45 p.m. in the Directors Room with Chair Mike Coakley presiding.

2. **COMMITTEE MEMBERS PRESENT:** Chair Mike Coakley, Joe Lopez, Gary Falati, Carole Paterson, Ray Simonds, Lee Williams

**MEMBERS ABSENT:** Bill Luiz, excused

**OTHERS PRESENT:** Stephen Pierce, General Manager; Mike Passey, Finance Manager

3. **CHANGES TO OR DELETIONS FROM THE AGENDA:** None

4. **APPROVAL OF THE AGENDA:**

**ACTION:** Director Paterson moved and Director Simonds seconded that the agenda of the Finance Committee meeting be approved. The motion carried unanimously.

5. **APPROVAL OF THE MINUTES OF AUGUST 24, 2016:**

**ACTION:** Director Paterson moved and Director Falati seconded that the minutes of August 24, 2016 be approved. The motion carried unanimously.

6. **PRESENTATION/ PUBLIC COMMENT:** None

7. **NEW BUSINESS**

a. **Review of and action regarding recommendation to the Board regarding the August 31, 2016 Financial Statements.**

Committee Chair Coakley led a page by page discussion of the financial statements.

On page 3, Director Lopez asked why we are 38% over budget in building and grounds expenses. Passey explained that there were unanticipated expenses this year and that we will have to shift budget monies from other accounts to cover the expenses while keeping the whole budget within the authorized approved expense limit. Director Simonds asked if there was a fund we should be creating for building improvements and if there are buildings we should be maintaining more than others. General Manager Pierce answered that we do have a deferred capital project/ maintenance fund and the McCormack Hall is probably the best building to maintain. Pierce added that he is meeting the Solano County Administrator, Birgitta Corsello, on Monday to go over potential options of the County investing in McCormack Hall.

On page 4, Director Simonds said that as many years as he has been here, the (annual) fair has never made a profit. Simonds asked why the (annual) fair does not make a profit. Pierce responded that in part, some of the things that you have do not equal. Several



activities in McCormack Hall, the County Building and Livestock, there is no revenue to offset and you try to keep everything at a certain price point for the customer. That is why we have the year-round operation to offset the expenses. Passey added that the competitive exhibit and livestock programs are expensive to maintain with exhibit guidebook, judges, setup cost and cash awards, but these are the programs that allow Solano County residence to display their talents.

On page 6 and 7, Director Lee asked why there was a loss of \$272 in the Jr Livestock Auction and is it because someone did not pay. Passey answered that the expenses this year were higher and that we have deferred revenues to help offset the losses.

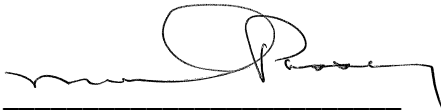
**ACTION:** Director Paterson moved and Director Lopez seconded that the August 31, 2016 financial statements be approved. The motion carried unanimously.

8. **COMMITTEE MEMBERS COMMENTS:** None

9. **ADJOURNMENT:**

**ACTION:** Director Paterson moved and Director Lopez seconded that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,



Mike Passey  
Assistant GM- Administration & Finance

Solano County Fair Association  
Statement of Financial Position  
As of September 30, 2016  
Unaudited

**ASSETS**

<b>Assets</b>	<b>September 30, 2016</b>
Current assets	
Cash and cash equivalents	509,144
Accounts receivable- general	66,500
Accounts receivable- leases	(71,123)
Accounts receivable- handle%, racing	44,345
Accounts receivable- other	17,286
Inventory	7,710
Allowance for doubtful accounts	(16,745)
Deposits and prepaid	9,226
Total current assets	566,343
Noncurrent assets	
Land	167,085
Buildings & grounds	9,857,905
Less accumulated depreciation- buildings & grounds	(8,930,634)
Equipment, furniture and fixture	444,971
Less accumulated depreciation- equipment & fixtures	(424,578)
Capital assets, net	1,114,750
Net pension asset (Solano County allocaton)	697,516
Total noncurrent assets	1,812,266
Total assets	2,378,609

# Solano County Fair Association

## Statement of Financial Position

As of September 30, 2016

Unaudited

### LIABILITIES AND NET ASSETS

<b>Liabilities</b>	<b>September 30, 2016</b>
Current liabilities	
Accounts payable	39,231
Payroll payable	(1,067)
Guaranteed deposits	135,999
Deferred revenue	5,088
Other liabilities	6,399
<i>Current portion of long term obligations</i>	
Compensated absences	11,762
Pension obligation bonds (Solano County allocation)	101,300
Current debt associated with fixed assets	7,294
Total current liabilities	<u>306,005</u>
Noncurrent liabilities	
Compensated absences	46,733
Pension obligation bonds (Solano County allocation)	633,654
Long term debt associated with fixed assets	487,142
Net OPEB liability (Solano County allocation)	64,862
Total noncurrent liabilities	<u>1,232,391</u>
Total liabilities	<u>1,538,397</u>
<b>Net Assets</b>	
Invested in capital assets (less related debt)	620,314
Temporary restricted- capital project/ maintenance	42,621
Temporary restricted- parking lot improvements	13,960
Temporary restricted- Fair Hands	43,222
Temporary restricted- racing facilities improvements	8,421
Jr livestock auction reserve	8,661
Unrestricted resources	103,013
Total net assets	<u>840,212</u>
Total liabilities and net assets	<u>2,378,609</u>
<i>Total temporary restricted reserve</i>	<u>116,885</u>
<i>Total unrestricted reserve</i>	<u>103,013</u>
<i>Total reserve</i>	<u>219,898</u>
<i>FYI Undesignated net position</i>	205,312

# Solano County Fair Association

## Statement of Earnings

For the Period Ending 9/30/2016

Unaudited

Revenues	Current Month	2016 Year-to-Date	2015 Year-to-Date	2016 Annual Budget	% of Annual Budget
<b>Operating revenues</b>					
Admissions to grounds	\$ -	\$ 204,212	\$ 180,993	\$ 193,430	106%
Commercial space	-	48,295	41,900	41,900	115%
Concessions (Fair)	-	167,249	158,877	160,789	104%
Exhibits	-	23,347	13,653	15,200	154%
Satellite wagering	43,620	446,013	477,092	596,500	75%
Fair parking, misc	-	98,080	91,340	93,700	105%
Sponsorship	-	105,678	87,617	91,480	116%
Sign Revenue	11,615	101,208	84,726	110,000	92%
Interim revenue	100,510	741,926	662,910	743,700	100%
Golf course revenue	-	-	-	-	
Lease revenue	103,537	597,046	573,168	737,744	81%
Total operating revenues	<u>\$ 259,283</u>	<u>\$ 2,533,055</u>	<u>\$ 2,372,275</u>	<u>\$ 2,784,443</u>	91%
<b>Other revenues</b>					
Interest revenue	\$ -	\$ 1,947	\$ 856	\$ 100	1947%
State apportionment	-	32,487	-	32,487	
Other non-operating revenue	-	-	2,116	-	
Gain on disposal of asset	-	3,000	1,200	-	
.33 funds	11,541	44,469	81,207	46,000	97%
Total other revenues	<u>\$ 11,541</u>	<u>\$ 81,902</u>	<u>\$ 85,379</u>	<u>\$ 78,587</u>	104%
<b>Total Revenues</b>	<u>\$ 270,824</u>	<u>\$ 2,614,957</u>	<u>\$ 2,457,654</u>	<u>\$ 2,863,030</u>	91%
<b>Expenses</b>					
Wages/ payroll tax	\$ 73,595	\$ 808,428	\$ 791,110	\$ 991,393	82%
Workers' comp/ health/ pers/ union	16,088	242,340	258,144	346,896	70%
Professional services	19,193	329,547	338,125	391,640	84%
Supplies and expenses	26,611	176,982	170,312	217,915	81%
Landscape maintenance assessment	-	27,111	26,442	55,000	49%
Travel and meetings	210	27,588	23,750	25,800	107%
Utilities, water, and garbage	25,446	219,956	167,379	285,790	77%
Equipment maintenance	3,885	33,781	30,520	34,100	99%
Equipment rental	1,275	162,841	125,527	137,250	119%
Buildings and grounds	948	38,197	21,322	32,750	117%
Directors' expense	374	17,810	17,772	21,300	84%
Advertising and promotion expense	1,500	81,244	92,913	92,000	88%
Entertainment- stages and ground	-	103,629	101,750	105,025	99%
Premiums	-	32,601	28,814	30,350	107%
Donated services	2,415	18,365	2,500	2,500	735%
Bank charges, credit card fees	1,102	10,306	8,820	9,900	104%
Cash short/ (over), bad debt	15	98	529	-	
Equipment (non capitalized)	-	12,294	10,399	3,450	356%
Special projects	12,200	30,471	2,611	16,000	
Interest expense	1,735	15,619	17,240	20,825	
Total Expenses	<u>\$ 186,592</u>	<u>\$ 2,389,208</u>	<u>\$ 2,235,978</u>	<u>\$ 2,819,884</u>	85%
<b>Net Profit/(Loss) prior to depreciation</b>	<u>\$ 84,232</u>	<u>\$ 225,749</u>	<u>\$ 221,676</u>	<u>\$ 43,146</u>	
Less depreciation	23,053	209,188	159,233	261,702	80%
Net income/ (loss) after depreciation	<u>\$ 61,179</u>	<u>\$ 16,561</u>	<u>\$ 62,442</u>	<u>\$ (218,556)</u>	

# Solano County Fair Association

## Statement of Earnings by Department

For the Period Ending 9/30/2016

Unaudited

	Fair			Ag Day			Facility Rentals			Solano Race Place			Electronic Sign		
	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget
<b>Revenues</b>															
Admissions to grounds	\$ 204,212	\$ 180,993	\$ 193,430												
Commercial space	48,295	41,900	41,900												
Concessions (Fair)	167,249	158,877	160,789												
Exhibits	23,347	13,653	15,200												
Solano Race Place										446,013	477,092	596,500			
Fair parking, misc	98,080	91,340	93,700												
Sponsorship	49,178	57,428	65,100	31,150	27,203	\$ 26,380									
Sign revenue													101,208	84,726	110,000
Interim revenue							741,926	662,910	743,700						
Lease revenue															
Interest revenue															
State apportionment															
Project funds															
Equipment replacement funds															
Gain on disposal of assets															
.33 funds															
<b>Total Revenues</b>	\$ 590,361	\$ 544,191	\$ 570,119	\$ 31,150	\$ 27,203	\$ 26,380	\$ 741,926	\$ 662,910	\$ 743,700	\$ 446,013	\$ 477,092	\$ 596,500	\$ 101,208	\$ 84,726	\$ 110,000
<b>Expenses</b>															
Wages/ payroll tax	\$ 149,482	\$ 138,704	\$ 153,941	\$ 4,928	\$ 5,198	\$ 6,244	\$ 68,086	\$ 56,309	\$ 66,328	\$ 112,038	\$ 122,672	\$ 148,823	\$ 301	\$ -	\$ 538
Workers' comp/ benefits	15,167	10,828	13,150	230	244	290	13,092	12,807	16,981	44,044	47,308	59,012	14	-	25
Accrued payroll															
Professional services	159,168	144,984	167,650	-	-	-	55,617	45,195	68,970	62,409	59,131	85,000	1,865	1,815	1,400
Supplies and expenses	37,393	36,334	40,620	6,420	4,725	4,825	23,112	17,871	20,775	17,032	14,325	16,000	1,093	882	1,500
Landscape maint assessment															
Travel and meetings	14,004	10,317	11,800	11,770	11,668	12,000	48	37	-	467	360	500	98	112	-
Utilities, water, and garbage	19,576	19,493	23,719	-	-	-	65,273	43,648	59,297	36,221	26,247	59,298	24,039	35,962	48,600
Equipment maintenance	151	-	750	-	-	-	239	-	-	-	3,801	1,000	-	-	-
Equipment rental	141,139	108,976	110,225	1,188	1,268	1,170	13,732	5,237	13,000	321	-	-	750	-	2,500
Buildings and grounds	14,304	8,073	12,900	385	244	250	3,131	259	500	4,101	952	2,000	1,218	2,154	4,000
Directors' expense	9,583	9,779	10,800												
Advertising/ promotions	73,830	82,165	78,000	520	-	-	590	1,537	1,500	6,304	9,211	12,500	-	-	-
Entertainment	103,629	101,750	105,025												
Premiums	32,601	28,814	30,350												
Donated services							18,365	2,500	2,500						
Bank charges, credit card fees	4,255	2,558	2,500				2,090	2,581	1,500		50	-			
Cash short/ (over), bad debt	101	334	-				23	96	-	(26)	49	-			
Equipment (non capitalized)	3,320	4,981	200	-	-	-	4,901	3,170	1,000	1,370	-	1,000	844	-	-
Special projects															8,000
Projects from Restricted Reserve															
Interest															
<b>Total Expenses</b>	\$ 777,702	\$ 708,089	\$ 761,630	\$ 25,441	\$ 23,347	\$ 24,779	\$ 268,298	\$ 191,246	\$ 252,351	\$ 284,283	\$ 284,106	\$ 385,133	\$ 30,222	\$ 40,926	\$ 66,563

**Net Profit/(Loss) before depreciatio** \$ (187,341) \$ (163,898) \$ (191,511) \$ 5,709 \$ 3,856 \$ 1,601 \$ 473,629 \$ 471,664 \$ 491,349 \$ 161,731 \$ 192,986 \$ 211,367 \$ 70,986 \$ 43,800 \$ 43,437

# Solano County Fair Association

## Statement of Earnings by Department

For the Period Ending 9/30/2016

Unaudited

	Admin			Maint			Guest Safety			Other			Total		
	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget	YTD- 2016	YTD- 2015	Budget
<b>Revenues</b>															
Admissions to grounds													\$ 204,212	\$ 180,993	\$ 193,430
Commercial space													48,295	41,900	41,900
Concessions (Fair)													167,249	158,877	160,789
Exhibits													23,347	13,653	15,200
Solano Race Place													446,013	477,092	596,500
Fair parking, misc													98,080	91,340	93,700
Sponsorship													105,678	87,617	91,480
Sign revenue													101,208	84,726	110,000
Interim revenue													741,926	662,910	743,700
Lease revenue										597,046	573,168	737,744	597,046	573,168	737,744
Interest revenue										1,947	856	100	1,947	856	100
State apportionment										32,487	-	32,487	32,487	-	32,487
Project funds										-	2,116	-	-	2,116	-
Equipment replacement funds										-	-	-	-	-	-
Gain on disposal of assets										3,000	1,200	-	3,000	1,200	-
.33 funds	44,469	81,207	46,000										44,469	81,207	46,000
<b>Total Revenues</b>	\$ 44,469	\$ 81,207	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 634,479	\$ 577,340	\$ 770,331	\$ 2,614,957	\$ 2,457,654	\$ 2,863,030
<b>Expenses</b>															
Wages/ payroll tax	\$ 204,238	\$ 196,815	\$ 264,594	\$ 247,043	\$ 231,264	\$ 299,267	\$ 38,748	\$ 36,490	\$ 48,658	\$ 326	\$ -	\$ -	\$ 825,190	\$ 787,452	\$ 988,393
Workers' comp/ benefits	73,121	91,484	127,278	89,945	90,231	121,900	6,712	5,242	8,260	15	-	-	\$ 242,340	\$ 258,144	\$ 346,896
Accrued payroll	\$ (16,762)	\$ 3,658	\$ 3,000										\$ (16,762)	\$ 3,658	\$ 3,000
Professional services	34,910	63,627	45,000	-	6,551	9,500	13,578	16,823	14,120	2,000	-	-	\$ 329,547	\$ 338,125	\$ 391,640
Supplies and expenses	70,736	75,355	107,020	18,367	18,078	23,775	2,830	2,742	3,400	-	-	-	\$ 176,982	\$ 170,312	\$ 217,915
Landscape maint assessment										27,111	26,442	55,000	\$ 27,111	\$ 26,442	\$ 55,000
Travel and meetings	408	805	1,500	504	450	-	291	-	-				\$ 27,588	\$ 23,750	\$ 25,800
Utilities, water, and garbage				28,453	21,667	47,438				46,394	20,362	47,438	\$ 219,956	\$ 167,379	\$ 285,790
Equipment maintenance	332	455	850	31,676	24,013	30,000	1,383	2,251	1,500	-	-	-	\$ 33,781	\$ 30,520	\$ 34,100
Equipment rental	524	477	605	2,985	7,542	7,000	-	-	-	2,202	2,027	2,750	\$ 162,841	\$ 125,527	\$ 137,250
Buildings and grounds				13,861	9,502	13,000	-	-	-	1,198	138	100	\$ 38,197	\$ 21,322	\$ 32,750
Directors' expense	8,227	7,993	10,500										\$ 17,810	\$ 17,772	\$ 21,300
Advertising/ promotions	-	-	-										\$ 81,244	\$ 92,913	\$ 92,000
Entertainment													\$ 103,629	\$ 101,750	\$ 105,025
Premiums													\$ 32,601	\$ 28,814	\$ 30,350
Donated services													\$ 18,365	\$ 2,500	\$ 2,500
Bank charges, credit card fees	3,961	3,681	5,900										\$ 10,306	\$ 8,870	\$ 9,900
Cash short/ (over), bad debt	-	-	-										\$ 98	\$ 479	\$ -
Equipment (non capitalized)	54	1,868	1,000	1,286	380	-	518	-	250				\$ 12,294	\$ 10,399	\$ 3,450
Special projects						8,000				30,471	2,611		\$ 30,471	\$ 2,611	\$ 16,000
Projects from Restricted Reserve													\$ -	\$ -	\$ -
Interest										15,619	17,240	20,825	\$ 15,619	\$ 17,240	\$ 20,825
<b>Total Expenses</b>	\$ 379,749	\$ 446,218	\$ 567,247	\$ 434,118	\$ 409,678	\$ 559,880	\$ 64,059	\$ 63,548	\$ 76,188	\$ 125,335	\$ 68,820	\$ 126,113	\$ 2,389,208	\$ 2,235,978	\$ 2,819,884

**Net Profit/(Loss) before depreciatio** \$ (335,281) \$ (365,011) \$ (521,247) \$ (434,118) \$ (409,678) \$ (559,880) \$ (64,059) \$ (63,548) \$ (76,188) \$ 509,144 \$ 508,520 \$ 644,218 \$ 225,749 \$ 221,676 \$ 43,146

# Jr Livestock Auction- Solano County Fair

## Statement of Financial Position

As of September 30, 2016

Unaudited

### ASSETS

<b>Assets</b>	<b>September 30, 2016</b>
Assets	
Cash and cash equivalents	10,974
Total assets	<u>10,974</u>

### LIABILITIES AND AUCTION RESERVES

<b>Liabilities</b>	<b>September 30, 2016</b>
Liabilities	
Accounts payable	0
Deferred revenue	2,313
Total liabilities	<u>2,313</u>
<b>Jr livestock auction reserve</b>	
Profit (loss) jr livestock auction	606
Jr livestock auction reserve as of Jan 1, 2016	<u>8,055</u>
Jr livestock auction reserve	<u>8,661</u>
Total liabilities and auction reserve	<u>10,974</u>

# Jr Livestock Auction- Solano County Fair

## Statement of Earnings For the Period Ending 9/30/2016 Unaudited

	<b>Current Month</b>	<b>2016 Year-to-Date</b>	<b>2015 Year-to-Date</b>
<b>Revenues</b>			
JLA- receipts from buyers	884	114,018	120,724
JLA- auction fund contributions	-	1,230	2,915
JLA- prior year revenue	-	778	-
<b>Total Revenues</b>	<b>\$ 884</b>	<b>\$ 116,026</b>	<b>\$ 123,639</b>
<b>Expenses</b>			
JLA- payment to sellers	\$ -	\$ 107,125	\$ 112,116
JLA- lunch/dinner	-	1,586	1,193
JLA- labor costs	-	400	400
JLA- supplies & expenses	6	6,309	5,944
JLA- leases & rentals	-	-	224
<b>Total Expenses</b>	<b>\$ 6</b>	<b>\$ 115,420</b>	<b>\$ 119,877</b>
<b>Net Profit/(Loss)</b>	<b>\$ 878</b>	<b>\$ 606</b>	<b>\$ 3,761</b>

<b>JLA Reserve as of Jan 1, 2016</b>	\$ 8,055
<b>Add net profit/ (loss)</b>	\$ 606
<b>JLA Reserve</b>	<b>\$ 8,661</b>