



## **NOTICE OF MEETING**

Solano County Fair Association

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

To Be Held

**Wednesday, April 19, 2017 at 6:00 p.m.**

In the Directors' Room  
Solano County Fairgrounds  
900 Fairgrounds Drive  
Vallejo, California

#### **Directors**

Lee Williams, President & Chair

Mike Coakley, Vice President

Dennis Yen, Treasurer

Ray Bell, Director

Norma Lisenko, Director

Kathleen Marianno, Director

Norma Placido, Director

Rosie Enriquez, Director

Joe Lopez, Director

Patricia Moreira, Director

Raymond Simonds, Director

Gary Falati, Director

William Luiz, Director

Carole Paterson, 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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~ It's just 105 Days until the 2017 Fair! ~

## 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 MEETING

- a. Regular Meeting of March 15, 2017

### 5. ADDITIONS 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. STAFF REPORTS

- a. **Marcia Coffman**, *Special Projects Coordinator* – Recap of 2017 Ag Day.

### 9. COMMITTEE REPORTS

- a. **Ad Hoc Leave Policy** – Chair: Mike Coakley. Report on Ad Hoc Committee meeting of April 19, 2017. Next meeting date, time & location TBD if required.  
**ACTION:** Discussion and action regarding the Committee's recommendation on updates and modifications to Employee Leave Policies.
- b. **Buildings & Grounds** – Chair: Gary Falati. Report on Committee meeting of April 19, 2017. Next meeting date, time & location TBD.
- c. **Silent Auction** – Chair: Carole Paterson. Report on Committee meeting of April 19, 2017. Next meeting to take place on Wednesday, May 17, 2017 at 5:00 pm in the Director's room
- d. **Finance** – Chair: Dennis Yen. Report on Committee meeting of April 19, 2017. Next meeting to take place on Wednesday, May 17, 2017 at 5:45 pm in the Directors' Room.  
**ACTION:** Discussion and action regarding the Committee's recommendation on the February 28, 2017 Financial Statement.



**10. GENERAL MANAGER'S REPORT**

- a. Update on Solano County Fair (August 2 – 6, 2017).
- b. Update on Division of Fairs & Expositions / California Fair Alliance / Legislative Issues.
- c. Other Matters.

**11. PRESIDENT'S REPORT**

**14. DIRECTORS' COMMENTS**

**15. ADJOURN**

Adjourn the meeting until the next regularly scheduled meeting of the Solano County Fair Association Board of Directors on Wednesday, May 17, 2017 at 6 p.m.

**Date of Notice: Friday, April 14, 2017**



**SOLANO COUNTY FAIR ASSOCIATION  
SILENT AUCTION COMMITTEE MEETING MINUTES  
MARCH 15, 2017**

1. Minutes of the Silent Auction Committee meeting held on March 15, 2017 at 5:00 pm in the Directors' Room with Chair Carole Paterson presiding.

2. **COMMITTEE MEMBERS PRESENT:** Chair Paterson, Chair  
Dennis Yen, Vice Chair Kathy Marianno (There is not a quorum present)

**MEMBERS ABSENT:** Norma Lisenko (excused), Gary Falati (excused), Ray Bell (excused), Mike Coakley (excused).

**OTHERS PRESENT:** Stephen Hales, General Manager; Michael Passey, Deputy General Manager; Mike Ioakimedes, Business Development Manager.

3. **CHANGES OR DELETIONS FROM THE AGENDA:** There were no changes or additions to the agenda.

4. **APPROVAL OF THE AGENDA:** It was moved by Director Marianno and seconded by Director Yen to approve the agenda. The motion carried unanimously.

5. **PUBLIC COMMENTS / PRESENTATIONS:** None.

6. **NEW BUSINESS:**

a. **Discussion of the silent auction at the 2017 Solano County Fair**

Chair Paterson led a review of last year's silent auction and BBQ as well as recommended changes and adjustments for this year's event. Highlights of that discussion included:

- Confirmation that Marcia Coffman will be the lead staff person for the 2017 Silent Auction & BBQ. GM Hales did confirm that and added that Mike Ioakimedes will also be involved.
- Chair Paterson discussed the need for the Silent Auction Request letter to go out again this year. It was suggested that photos be included in the Request letter.
- The Request letter mailing list was discussed with the importance of sending the letter to high ranking federal elected officials. Last year Senator Diane Feinstein responded to the Request letter and her submitted auction item was very popular.
- The discussion moved to the physical lay-out of the Auction / BBQ. It was discussed separating the Fair Hands effort away from the entrance to the BBQ and away from the Hospitality table.
- The Silent Auction signage might be more aggressive; highlighting the direct contribution to the Fair Hands.

- 4-H kids should be asked to carry around the smaller animals
- There was some discussion about trying to better connect the Silent Auction / BBQ with the Livestock auction. Maybe have the Livestock Auctioneer come over to the Silent Auction / BBQ?
- Dennis Yen confirmed that he will act as MC for the event.
- There was a discussion of the possibility that silent auctions in general have saturated the non-profit market and that the auction item selection has become common place. Chair Paterson would like those obtaining auction items to focus on unique items and auction items that are participatory in nature.
- Chair Paterson would like 75% of this year's auction items to be experience oriented.
- The committee should be mindful that too many uninspired auction items dilute the bidding. Better to have fewer more popular items that will generate more interest and bidding.
- There was some discussion about opening the silent auction, or at least a portion of it, to the public. Perhaps have some items displayed electronically within the fair itself and allow folks to bid online.
- Maybe have some items available to the public as an electronic pre-auction. This might drive attendance numbers up on traditionally slow weekday nights.
- The Silent Auction committee will meet monthly from now until the Fair. The next scheduled meeting is Wednesday, April 19<sup>th</sup> at 5:00 pm.

**Action:** Informational only item. No Action Required.

**7. COMMITTEE MEMBER COMMENTS:**

None

**8. ADJOURNMENT:**

It was moved by Director Marianno and seconded by Director Yen that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,




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Stephen Hales

General Manager



**THE SOLANO COUNTY FAIR ASSOCIATION  
FINANCE COMMITTEE MEETING MINUTES  
March 15, 2017**

1. Minutes of the Finance Committee meeting held on Wednesday, March 15, 2017 at 5:45 p.m. in the Directors Room with Chair Dennis Yen presiding.
2. **COMMITTEE MEMBERS PRESENT:** Dennis Yen, Chair  
  
Mike Coakley, Gary Falati, Joe Lopez, Bill Luiz, Ray Simonds, Carole Paterson  
  
**MEMBERS ABSENT:** None  
  
**OTHERS PRESENT:** Stephen Hales, General Manager; Mike Passey, Deputy GM; Rene Edens, Satellite Wagering Manager; Mike Ioakimedes, Business Development Manager
3. **CHANGES TO OR DELETIONS FROM THE AGENDA:** None
4. **APPROVAL OF THE AGENDA:** It was moved by Director Coakley and seconded by Director Paterson that the agenda of the Finance Committee meeting be approved. The motion carried unanimously.
5. **APPROVAL OF THE MINUTES OF FEBRUARY 15, 2017:** It was moved by Director Paterson and seconded by Director Falati that the minutes of February 15, 2017 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 February 28, 2017 Financial Statements.**

Committee Chair Dennis Yen led a page by page discussion of the February 28, 2017 financial statements. On page 3, Joe Lopez noticed that Equipment Expense was at 66% of budget and admonished staff to stay within budget.

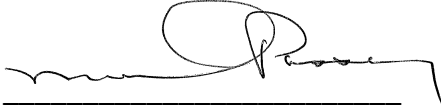
At the request of Director Luiz, Mike Passey shared a comparison of all satellite wagering facilities in California which showed a 16.3% decline in Location Fees (betting commissions) from 2012 to 2016. The Solano County Fair’s facility showed only a 13.2% decline in the same period.

**ACTION:** Director Paterson moved and Director Coakley seconded that the February 28, 2017 financial statements be approved. The motion carried unanimously.

8. **COMMITTEE MEMBERS COMMENTS:** None

9. **ADJOURNMENT:** It was moved by Director Lopez and seconded by Director Luiz that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Passey", written over a horizontal line.

Mike Passey  
Deputy GM





**SOLANO COUNTY FAIR ASSOCIATION**  
**MINUTES FOR MEETING OF BOARD OF DIRECTORS**  
**March 15, 2017**

1. Minutes of the monthly meeting of the Solano County Fair Association's Board of Directors held on March 15, 2017 at 6:07 pm in the Directors' Room with President Lee Williams presiding.
2. **DIRECTORS PRESENT:** Lee Williams, President & Chair; Mike Coakley, Vice President; Dennis Yen, Treasurer; Ray Bell; Gary Falati; Joe Lopez; Bill Luiz; Kathleen Marianno; Carol Paterson; Norma Placido; Ray Simonds.

**DIRECTORS ABSENT:** Rosie Enriquez; Norma Lisenko; Patricia Moreira (excused).

**OTHERS PRESENT:** Stephen Hales, General Manager; Michael Passey, Deputy General Manager; Kim Alexander Yarbor, Deputy County Counsel, Solano County; Mike Ioakimedes, Business Development Manager; Rene Edens, Solano Race Place Manager.

2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Director Placido.
3. **APPROVAL OF MINUTES OF THE BOARD MEETING OF February 15, 2017:** It was moved by Director Falati and seconded by Director Placido to approve the minutes of the February 15, 2017 Board meeting. The motion was carried unanimously.
4. **CHANGES OR DELETIONS FROM THE AGENDA:** None.
5. **APPROVAL OF THE AGENDA:** It was moved by Director Placido and seconded by Director Luiz to approve the agenda. The motion carried unanimously.
6. **PUBLIC COMMENTS / PRESENTATIONS:** None.
7. **STAFF REPORTS**
  - a. **Rene Edens, Solano Race Place Manager** -- Race Place Manager Edens gave a brief overview of the horseracing industry. Highlights included:
    - i. Horse Racing has its share of problems with no universally agreed upon solution or course of action.
    - ii. Fewer horses are bred for racing now. Average race has less than 8 horses.
    - iii. Fee costs are up.
    - iv. The horse racing industry is not going away but it might never regain its past glory.
    - v. Serious horse racing bettors do a lot of homework. Younger generation not interested in investing the time to do the research.
    - vi. California Marketing Committee controls promotion dollars. No local control or input

- vii. 5 years ago, Vallejo received about \$20,000 to spend locally. Now only 3 giveaways a year.
- viii. Currently the Race Place has \$12,500 budgeted for advertising. GM Hales commented that the electronic sign is used to promote the Race Place
- ix. President Williams asked about average Race Place attendance:

Typical Thursday	100 paid patrons
Friday	125 paid patrons
Saturday	175 paid patrons (due to stake races)
Sunday	140 paid patrons

**b. Mike Ioakimedes, Business Development Manager** – Ioakimedes reported that sponsorships are on track with last year:

- i. Kaiser’s contribution is \$2500 above last year and there is a possibility that PG&E will be contributing an additional \$5,000. The remainder of the current sponsorships are still being pursued.
- ii. The intension is to begin to pursue year-round sponsorships in addition to the fair sponsorships. Ioakimedes reported that the biggest challenge is separating the year-round activities from the fair and building the identity of the year-round operation.

**8. COMMITTEE REPORTS:**

- a. **Buildings & Grounds** – Chair Falati reported nothing new to report. Next committee meeting was scheduled for April 19, 2017 at 4:30 pm.
- b. **Entertainment & Programs** – Chair Lisenko was not present to give report. Next committee meeting tentatively scheduled for June 2017 if staff has finalized entertainment bookings for this year’s Fair.
- c. **Executive** – Nothing to report.
- d. **Finance Committee** – Chair Yen reported that the committee had met earlier in the day. The financial statement ending February 28, 2017 was presented for approval to the board.
  - i. **Action:** It was moved by Director Placido and seconded by Director Paterson to approve the financial statement dated February 28, 2017 as presented. The motion carried unanimously.
- e. **Hospitality** – Chair Placido reported that she will be out of the country during the month of April. The next committee meeting is scheduled for May 17, 2017 at 4:00 pm.
- f. **Silent Auction** – Chair Paterson reported that the Silent Auction committee had met earlier in the day. A quorum of committee members was not present at today’s meeting but Chair Paterson reported that the committee members present discussed this year’s Silent Auction and BBQ. Highlights of that discussion included:
  - i. The Fair Hands request letter sent out last year seemed to work well. It was suggested that photos be added to the back of this year’s letter.
  - ii. Chair Paterson would like to see 75% of this year’s auction items be experienced based instead of merely being an item to purchase.
  - iii. Other types of fundraising might be introduced during the Silent Auction/BBQ including asking for direct contributions

- iv. The committee will look for ways to expand opportunities for greater participation including:
  - 1. Holding an online auction so a select number of auction items can be bid on by the public.
  - 2. Incorporate the livestock auction into the Silent Auction/BBQ more.
- v. The next committee meeting will be April 19, 2017 at 5:00 pm.
- g. **Livestock and Exhibits** – Chair Enriquez was absent. No report given. Vice-chair Williams led a general discussion about updating the timer system used in horse shows. There were also some questions on dates as to when to tag livestock.
- h. **Ad Hoc 2017 – 2018 Nominating** – Chair Bell reported that the next committee meeting will be scheduled during the run of this year’s Fair.
- i. **Ad Hoc Race Place Future** - Chair Yen said he would be sending out an email to query committee members for a future meeting time and place.
- j. **Ad Hoc Leave Policy** – Chair Coakley will set up a day and time for the next committee meeting.
- k. **Solano 360** – Chair Falati led a general discussion with the entire board covering the history of the Solano 360 project and the county’s involvement. Chair Falati reported that the Board of Supervisors had extended the current time frame for the existing development proposal to June 27, 2017. It is thought that a more definitive course of action will be determined then.

**9. GENERAL MANAGER’S REPORT:**

- a. **Update on Youth Ag Day (March 14, 2017)** – GM Hales reported that Marcia Coffman would be attending the April SCFA board meeting to give the board a full report on Ag Day 2017. GM Hales did report that this year’s event was a great success with great weather and lots of happy students, teachers and volunteers.
- b. **Update on Solano County Fair (August 2-6, 2017)** – GM Hales reported that things are on track for this year’s Fair.
- c. **Update on Division of Fairs & Expositions / California Fair Alliance / Legislative Issues** – Director Yen and Business Development Manager Ioakimedes will be attending CFA’s first Day at the Capitol on May 9, 2017.
- d. **Other Matters** – GM Hales gave a brief report about the recently held Board Leadership Training Session, and the transference of the liquor license. GM Hales also reported that there was also some power pole damage due to a recent wind storm. Repairs have been made and we are now fully operational. Insurance claims have been filed.

**10. PRESIDENT’S REPORT** – President Williams would like the Fair board to consider creating a Junior Fair Board. Potential members might come from local 4-H, FFA, Grange members or any other youth organizations like Scouts. It was suggested that a potential avenue to recruit Junior Fair Board members might be to work through the various city youth commissions. The board is interested in pursuing the creation of the Junior Fair Board. Williams announced that he will host a BBQ at the May Fair Board meeting. Williams suggested to the board to consider adding another social event during the Fair run. This event would be smaller and more intimate in nature held on the Director’s patio. It

would be invitation only and would allow Fair Board members a better opportunity to network with local VIP's as the Silent Auction / BBQ is such a large event.

11. **BOARD TRAINING** – Deputy County Counsel Kim Alexander Yarbor provided a hand-out and conducted the board's required Brown Act training.
12. **CLOSED SESSION** – The Board cleared the meeting room so that they could conduct a closed session. Information only, no action was taken.
13. **RECONVENE AND REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**
14. **DIRECTOR'S COMMENTS** – The Board members were all very complimentary of Ag Days and what a wonderful event it is. President Williams was also very impressed with the recently held Board training. The board also expressed its appreciation of Kim Alexander Yarbor efforts in general and specifically in dealing with the prior concessionaire.
15. **ADJOURNMENT:**
  - a. It was moved by Director Placido and seconded by Director Marianno that the meeting be adjourned until the next regular Board Meeting on April 19, 2017 at 6:00 p.m.

Respectfully submitted,



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Stephen Hales

General Manager



## **NOTICE OF MEETING**

Solano County Fair Association

### **Meeting of the Ad Hoc Leave Policy Committee**

To Be Held

**Wednesday, April 19, 2017 at 4:00 p.m.**

In the Directors' Room  
Solano County Fairgrounds  
Vallejo, California

Mike Coakley, Chair

Kathy Marianno, Vice Chair

Rose Enrique  
Norma Placido

Joe Lopez

### **Matters of Information**

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### **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. PRESENTATION / PUBLIC COMMENT**

### **6. NEW BUSINESS**

- a. Review of and action regarding recommendations to the Board regarding updates and modifications to Employee Leave Policies.

### **7. COMMITTEE MEMBERS' COMMENTS**

### **8. ADJOURNMENT**

**Date of Notice: April 14, 2017**

# SOLANO COUNTY FAIR ASSOCIATION

## PERSONNEL MANUAL

April 2017

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## **I. INTRODUCTION**

This Policy Manual (“Manual”) has been developed for the employees of the Solano County Fair Association (“SCFA”) to set forth the personnel policies of the SCFA.

The SCFA is a California non-profit corporation that operates the Solano County Fairgrounds through a contract with the County of Solano. It is governed by a fifteen member Board of Directors, appointed by the Solano County Board of Supervisors.

The SCFA’s mission is to ensure a positive experience for the public by providing an annual county fair and a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities available to our diverse communities.

### **A. Personnel**

The Board of Directors, in accordance with the Bylaws of the SCFA, will select a General Manager to oversee the management and operation of the SCFA. The General Manager (or his or her designee) has the authority to hire, fire and discipline all employees of the SCFA, and to determine employee compensation and terms of employment in accordance with the budget approved by the Board of Directors.

### **B. Equal Opportunity**

The SCFA is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, ancestry, sex, pregnancy, childbirth or related medical condition, sexual orientation, marital status, religious creed, physical or mental disability, medical condition, age, political affiliation, or any other legally protected status.

### **C. Application**

This Manual supercedes all other previously distributed and/or adopted personnel manuals, and applies to all employees of the SCFA, regardless of date of hire or job title. Employees covered by a collective bargaining agreement are also subject to the provisions of this Manual to the extent the collective bargaining agreement is not inconsistent with this Manual. All employees are expected to read, become familiar with and follow the policies set forth in this Manual.

This Manual is intended as a general guide and summary of the SCFA’s human resources policies, programs, benefits and rules of expected behavior. It, and the policies and procedures contained in it, are not a contract (express or implied),

and are not intended to create any legally enforceable obligations on the SCFA's part.

As circumstances change over time, the SCFA may determine that it is appropriate to modify this Manual, and reserves the right to change, add or eliminate any of the policies, programs or rules of conduct contained in it, with or without prior notice.

## **II. EMPLOYMENT CATEGORIES**

### **A. Contract Employee – Definition**

A Contract Employee is defined as an employee who works for the Fair Association under a formal written contract of employment. This definition specifically excludes, among others, vendors and independent contractors. Benefits and leave accruals for contract employees are governed by the contract of employment, to the extent addressed in the contract. Contract Employees are otherwise governed by this Manual.

### **B. Regular Full Time Employee - Definition**

A Regular Full Time Employee is defined as an employee who is required to work eighty (80) regularly scheduled hours per pay period on a continuing basis. Regular Full Time Employees are entitled to benefits and leave accruals as set forth in this Manual.

### **C. Regular Part Time Employee - Definition**

A Regular Part Time Employee is defined as a regular employee specifically hired under this category and who is authorized to work more than forty (40), but fewer than eighty (80) regularly scheduled hours per pay period on a continuing basis. Regular Part Time Employees are entitled to benefits and leave accruals as set forth in this Manual.

### **D. Temporary Employee - Definition**

A Temporary Employee is defined as an employee who works on a per diem basis, for purposes of the annual county fair, special projects, events, abnormal work loads or emergencies. Temporary employees are ineligible for employer-sponsored benefits. Temporary employees are employed per diem and are permitted to work no more than 992 hours or 124 days in a fiscal year, counted from July 1<sup>st</sup> to June 30<sup>th</sup>. All temporary employees are "at-will", regardless of original date of hire. Upon completion of 992 hours or 124 days of work in a fiscal year, a temporary employee's employment is automatically terminated.

E. At-Will Employee – Definition

An “At-Will” Employee is an employee whose employment relationship can be terminated by the employee or by the SCFA at any time, with or without cause or notice. All employees of the SCFA hired on or after May 1, 2000, whether Regular Full Time, Regular Part Time or Temporary, are “at-will” employees. There is no contract of employment, express or implied. The relationship is intended to remain one of voluntary employment “at-will.” If requested, employees hired after May 1, 2000 shall sign an at-will acknowledgement.

The rules and standards set forth in this Manual are intended as a guideline regarding what is expected of all employees of the SCFA, regardless of category or status. They are not intended to, and do not, confer Reasonable Cause status or other rights to progressive disciplinary measures to an “at-will” employee. The SCFA is not precluded from disciplining or terminating an employee for reasons other than violation of the rules and standards set forth in this Manual, including any lawful reason for terminating “at-will” employees.

F. “Reasonable Cause” Employee – Definition

A “Reasonable Cause” Employee is a regular employee who was hired prior to May 1, 2000 and who has not signed an at-will acknowledgement. Such employees are subject to disciplinary action as set forth in this Manual.

### **III. EMPLOYEE STATUS**

A. Non-Exempt

All employees that are non-exempt are covered by the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws.

B. Exempt

All Regular Employees who perform primarily administrative, executive or professional duties are classified by the SCFA as exempt, and as such, are exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws.

### **IV. COMPENSATION**

Employee compensation will be determined by the General Manager. The General Manager’s compensation will be set by the Board of Directors.

Salary increases or bonuses are awarded to employees at the discretion of the General Manager, based on performance and in accordance with the budget approved by the SCFA’s Board of Directors.

## **V. DAYS AND HOURS OF WORK**

The official workweek shall be forty (40) hours of work in any seven (7) consecutive calendar days. The work week schedule shall normally consist of five (5) workdays of eight (8) hours work each. However, department heads may establish workweek schedules, which differ, from the normal schedule, upon approval of the General Manager. An example would be four (4) workdays of ten (10) hours work each.

## **VI. REST AND MEAL PERIODS**

Unless otherwise determined by the department, each workday shall include a lunch period of not less than thirty (30) minutes to be taken approximately midpoint during the workday. The lunch period shall not be considered part of the eight (8) to ten (10) hours of work.

Each employee shall be entitled to take one fifteen (15) minute rest period for each four (4) hours of work performed by such employee in a workday. If not taken, such rest period is waived by such employee. Rest periods may not be combined with lunch periods; nor may they be moved to the beginning or ending of the workday. Authorized rest period time taken shall be counted as time worked.

All meal and rest periods will be scheduled to ensure that necessary operations are covered at all times.

## **VII. OVERTIME**

### **A. Authorization**

It may sometimes be necessary to request that non-exempt employees work beyond their normally scheduled hours. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular workday following the date on which the overtime was worked. Because unauthorized overtime is against SCFA policy, employees who work unauthorized overtime may be subject to discipline.

### **B. Overtime Work Defined**

Overtime is currently defined under California law as time that an employee is suffered or permitted to work in excess of forty (40) hours in any workweek or beyond eight (8) hours on any workday unless working in an approved alternative workweek. The normal workweek is defined in Section V of this Manual. For the purpose of determining eligibility for overtime compensation, absence with

pay using an employee's vacation and sick time off shall not be considered as time worked. Employees will not be paid overtime for working on a holiday unless the holiday time worked otherwise renders the employee eligible to receive overtime under state or federal law. Overtime will be paid in accordance with applicable federal and state law.

### **VIII. ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality are important factors of employee performance. Absenteeism and incidents of tardiness are damaging to an employee's productivity. To maintain a productive work environment, employees are expected to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees. Employees are expected to be present and ready to work promptly at the beginning of their shift. They are also expected to continue work until their scheduled quitting time.

Employees who encounter a situation where they cannot avoid being late to work or are unable to work as scheduled are required to notify their supervisor immediately upon ascertaining that they cannot avoid being late to work or are unable to work. Employees who fail to report to work without calling in for three consecutive scheduled workdays will be deemed to have quit their job. SCFA reserves the right to require employees to provide a doctor's note after three or more consecutive days of absence due to illness.

### **IX. TIME CARDS AND EXPENSE REIMBURSEMENT**

#### **A. Pay Periods**

Employees will be paid every two weeks on a Friday, unless a holiday falls on the normally scheduled payday, in which case payday will be the day prior to the holiday. The pay period will be for the two weeks ending on the Friday preceding the Friday payday.

#### **B. Travel and Expenses**

All travel and other expenses must be approved in writing by the employee's supervisor. Requests for reimbursement of expenses must be submitted to the supervisor, and must be supported by proper documentation (i.e., receipts). Mileage will be reimbursed according to the current mileage reimbursement policy of the County of Solano.

C. Time Sheets

All employees are responsible for properly and accurately completing and properly submitting their time sheets. No employee may complete another employee's time sheet under any circumstances.

Falsification of time sheets under any circumstances is strictly prohibited.

Time sheets will reflect all hours worked, including any overtime, sick leave and vacation leave taken. All time sheets must be submitted to the employee's supervisor for approval.

**X. EMPLOYEE BENEFITS**

A. Holidays

Regular Full Time Employees are entitled to receive full pay for all authorized holidays, not to exceed eight (8) hours for one day, provided they are in a paid status immediately preceding and following the holiday.

Regular Part Time Employees are entitled to receive four (4) hours of pay for each of the authorized holidays, provided they are in a paid status immediately preceding and following the holiday.

Contract Employees are entitled to receive eight (8) hours of pay for each of the authorized holidays, unless otherwise stated in their contract of employment.

Temporary employees are not entitled to receive compensation for holidays.

The SCFA recognizes the following holidays:

New Year's Day  
Martin Luther King Jr.'s Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

When a paid holiday falls on a Saturday, the preceding Friday is a paid holiday. If the holiday falls on a Sunday, the following Monday is a paid holiday. The SCFA will determine the dates on which holidays will be observed.

For purposes of this section X, a “Paid Status” means time that the employee is being paid, either because the employee is working, is on paid sick leave or is taking paid vacation leave.

B. Vacation

(1) Vacation Allowance

Regular Full-Time Employees are entitled to accrue vacation time in accordance with the following schedule, based upon length of service as of the employee’s anniversary date:

<b>Pay Periods of Continuous Service</b>	<b>Vacation Credit per Pay Period of Continuous Service</b>	<b>Maximum Earnable Vacation Accrual</b>
0 through 78 pay periods	3.08 hours	160 hours
79 through 260 pay periods	4.62 hours	240 hours
Over 260 pay periods	6.16 hours	320 hours

Regular Part-Time Employees are entitled to accrue vacation time on a prorated basis.

Temporary Employees are not entitled to vacation time.

Contract Employees shall accrue vacation as provided in their contract of employment, and where the contract is silent, shall accrue vacation time as a Regular Full-Time Employee or Regular Part-Time Employee depending on their basic work schedule.

Vacation accrual shall date from the first of the pay period following the pay period in which the employee commenced such continuous service. If such commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date.

Any employee who is absent without leave for more than sixteen (16) working hours in any pay period will not accrue vacation time for that pay period. Employees do not become eligible to take their earned vacation until they have completed thirteen (13) pay periods of continuous service.

Employees must obtain approval from their supervisor prior to taking vacation leave. Vacation leave will be permitted in the discretion of the employee’s supervisor.



Vacation time is not counted as time worked for purposes of overtime compensation.

Vacation may be used as an extension of sick leave once an employee's sick leave balance has been exhausted.

If the department head does not provide a specific time for the use of vacation leave, a non-exempt employee may, with fourteen (14) calendar written day notice, as a matter of right, when the accumulated vacation to his/her credit reaches his or her maximum earnable vacation accrual, give written notice to department head and take up to forty (40) hours.

An exempt employee who has accumulated the maximum accrual for his/her years of service (160/240/320 hours) and who has taken eighty (80) hours of vacation within the previous 26 pay periods, may request payment for up to forty (40) hours of vacation pay by submitting a written request for payment to the General Manager. Only one such request may be made or paid during any 12 calendar month period.

(2) Vacation Allowance for Separated Employees

An employee who is separated from employment with the SCFA for any reason shall be paid the hourly equivalent of his/her salary for each hour of accrued vacation, based on that employee's pay rate in effect on the last day actually worked. Any earned vacation allowance will be added to his/her final compensation.

C. Sick Leave

(1) Sick Leave Accruals

Regular Full-Time Employees shall accrue 3.70 working hours of sick leave with pay for each pay period of service.

Regular Part-Time Employees shall accrue sick leave with pay on a prorated basis.

Part-Time employees who work 30 days or more in a calendar year are entitled to sick leave. Part-Time employees shall accrue sick leave at one hour for every 30 hours worked and total sick time accrual is capped at 48 hours. Accrued and unused sick leave will be restored to a Part-Time employee if he/she returns to work as SCFA within 12 months of the previous separation. If a Part-Time employee returns after 12 months from previous separation, the sick leave will not be restored.

Rehired Annuitants are **not** eligible to accrue or use sick leave (FERP participants are an exception), nor can they earn vacation or other leave benefits, or be entitled to holiday pay, including personal holiday.

Contract employees shall accrue sick leave as provided in their contract of employment, and where the contract is silent, shall accrue sick leave as a Regular Full-Time or Regular Part-Time employee, depending on their basic work schedule.

An employee who is rehired within one year from his/her date of employment separation shall, upon rehire, have his/her previously accrued and unused sick leave added back to his/her sick leave accrued leave balance. For the purposes of this paragraph, the term “unused sick leave” means those sick leave hours which were accrued and not used in any fashion (e.g., hours used, paid out or converted as provided elsewhere within section C-2 Use of Sick Leave.)

(2) Use of Sick Leave

Sick leave accrual is credited at the end of each pay period and may be taken in the following pay period.

Sick leave may be applied to absence caused by illness, injury, pre-natal care or pregnancy of an employee. Sick leave may also be used for medical, dental or vision appointments when absence during working hours for this purpose is authorized by the employee’s supervisor.

Sick leave may also be used for absences due to the care or attendance of ill or injured members of an employee’s immediate family as defined by law. Sick leave taken for this purpose shall not exceed one-half of an employee’s annual sick leave accrual.

Sick leave shall not be used in lieu of vacation leave.

Sick leave taken shall not be counted as time worked for purposes of overtime computation.

Except as provided in the Sick Leave accrual section, termination of an employee’s continuous service shall cancel all sick leave accrued to the time of such termination. Employees terminating employment as a result of a permanent reduction in force, or because of regular or disability retirement or death, may be paid up to fifty percent (50%) of their accumulated unused sick leave up to a maximum payment of 350 hours, up to the end of the last full pay period worked, or may convert their hours to years of service for PERS purposes, to the extent that the then-existing PERS contract allows for such conversion.

D. Bereavement Leave

All Regular employees may be granted up to five days of paid bereavement leave, in the sole discretion of and subject to the prior approval of the General Manager or designee, not chargeable to accumulated vacation or sick leave, in the event of the death of one of the following members of the employee's family or the family of the employee's present spouse or domestic partner: parents, grandparents, children, grandchildren, brothers, sisters, brothers and sisters in-law, spouse and domestic partner. In no event shall bereavement leave granted under this section exceed five (5) days.

E. Jury Duty

All Regular Full Time employees who are ordered to serve on a jury may receive their regular salary for time taken off to complete jury service. In order to receive their regular salary for time away from work for this purpose, employees are required to provide proof of their jury service. Employees are expected to report to work on days and at times that they are not required to be in court. Employees released from jury service prior to the end of the work day are required to report to work to complete the work day.

The demands of the SCFA may at times require an employee summoned for jury duty who expects to be paid by the SCFA during jury duty to request a deferment of service. Such employees are required to consult with their supervisor immediately upon notification of the call to jury service to determine whether the employee should request deferment of jury service to meet the needs of the SCFA. Employees who do not consult with their supervisor or otherwise refuse to request deferred jury service as requested by the SCFA will not be paid for the time they serve on jury duty.

F. Military Service

The SCFA will provide military leave and re-employment rights as required by federal and state law.

G. Family and Medical Leave

As required by the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), employees eligible for FMLA/CFRA leave are entitled to up to twelve weeks of job protected, unpaid leave in any 12 month period, for the birth or care of a newborn child, placement of a child with the employee for adoption or foster care, to care for a seriously ill family member, or

due to the employee's own serious health condition which renders the employee unable to perform the regular functions of his/her job.

To qualify for FMLA/CFRA leave, an employee must be employed by the SCFA for a minimum of one year, and must have worked a minimum of 1,250 hours in the preceding year. Additionally, the SCFA must have employed 50 or more persons for each working day of 20 or more calendar workweeks in the preceding 12 months.

Employees must request in writing, in advance if possible, the need for the leave, as well as the anticipated timing and duration of the leave. Employees will also be required to submit a medical certification supporting the leave request and a return to work certification upon completion of the leave.

Family and Medical leave is not paid by the SCFA. However, employees needing to take leave due to the illness of a family member or the birth or adoption of a child may be eligible for Family Temporary Disability Benefits from the State of California.

#### H. Medical, Dental and Vision Plans

Regular Full-Time Employees and Regular Part-Time Employees are entitled to participate in SCFA's medical, dental and vision plans. Both SCFA and the employee will contribute to the cost of these benefits, in accordance with the policy set by the SCFA Board of Directors.

Temporary Employees are not entitled to participate in SCFA's medical, dental or vision plans.

Contract Employees are not entitled to participate in SCFA's medical, dental or vision plans, unless their contract so provides.

#### I. PERS

Regular Full-Time Employees and Regular Part-Time Employees working at least 20 hours per work week for one year or longer, counted from July 1 through June 30, shall receive Public Employee Retirement Service (PERS) benefits.

Contributions to the PERS plan shall be made by the employer and the employee based on PERS contract requirements. Vesting in PERS shall be in accordance with the PERS contract requirements and regulations.

## **XII. GENERAL WORKPLACE POLICIES**

### **A. Current Address and Telephone Number**

All employees shall keep SCFA informed of their current home address and mailing address and telephone number. Any change of address shall be reported to SCFA within five days of the change.

### **B. Smoking**

Pursuant to Solano County Code, sections 13.3-23 and 13.3-29 or successor ordinances, smoking is prohibited in all county buildings, including all buildings on the Solano County Fairgrounds.

### **C. Safety**

Establishment and maintenance of a safe work environment in compliance with federal, state and local safety regulations are the shared responsibilities of the SCFA and its employees. Employees shall obey safety rules and shall exercise caution in all their work activities. Employees shall immediately report any unsafe conditions to their supervisor. All accidents that result in injury must be reported to a supervisor, regardless of how insignificant the injury may appear. Such reports are necessary to comply with the law, and to initiate insurance and worker's compensation procedures where appropriate.

### **D. Drug Free Workplace Policy**

#### **(1) Policy Statement**

It is the policy of the SCFA to provide a drug-free workplace for all its employees. Employees shall not be under the influence, be impaired by, have in their biological system, or be in possession of alcohol or drugs while on County property, at work locations or while on duty or on standby. Additionally, the manufacture, sale or distribution of alcohol or drugs is strictly prohibited.

#### **(2) Search and Testing**

The SCFA reserves the right to search, without employee consent, all areas and property in which the SCFA maintains control or joint control with the employee. Employees have no expectation of privacy in such areas.

In the sole discretion of the SCFA, employees will be required to undergo testing if the General Manager or the employee's supervisor has a reasonable suspicion, based on observations which can be specifically articulated, that an employee is suspected to be under the influence of or impaired by alcohol or drugs.

Employees may also be required to undergo testing following an accident while driving on SCFA business, if the accident involves a fatality, if one or more vehicles must be towed from the scene of the accident, or if one or more person must be transported away from the scene of the accident by ambulance.

When an employee is tested for alcohol or drugs, the SCFA will arrange for transportation of the employee to the testing location. The employee will remain off work with pay until the test results are confirmed. Employees who engage in any conduct that obstructs or impairs the testing process will be deemed to be in violation of this policy

Refusal to undergo testing will result in immediate termination.

This policy does not require the SCFA to test an employee believed to be under the influence as a prerequisite to disciplinary action or termination.

E. Harassment/Discrimination

The SCFA is committed to providing a workplace free from sexual harassment and discrimination based on race, color, religion or creed, national origin, ancestry, medical condition, disability, sexual orientation, marital status, age, or other protected class.

Prohibited harassment and unlawful discrimination includes, but is not limited to, slurs, epithets, derogatory jokes, inappropriate and/or offensive posters and/or pictures, unwelcome sexual advances and unwelcome conduct of a sexual or discriminatory nature.

Employees are encouraged to promptly report any incident or any concern regarding harassment or discrimination to their supervisor or to the Deputy General Manager, who is designated as the Equal Employment Opportunity (EEO) Compliance Officer. Supervisors and managers who receive a complaint of harassment or discrimination, or know or should know that harassment or discrimination is occurring are required to report it immediately to the EEO Compliance Officer.

F. Workplace Violence

Threats of or actual violence, bodily harm or physical intimidation by employees against any person are strictly prohibited.

G. Electronic Mail and Internet

SCFA's electronic mail (email) and Internet system is the sole property of SCFA, and should be used for SCFA business purposes in a manner consistent with this policy. On a limited basis, email and the Internet may be used for incidental personal use. Incidental personal use does not include political, union, commercial, religious or other communication or use excluded by this policy. Incidental use means an occasional, infrequent use for a personal purpose, which does not otherwise interfere with work.

No person utilizing the SCFA's email/Internet system has an expectation of privacy with respect to any message, visual image, or other item sent or received via the SCFA system, except as provided by law in connection with the attorney-client, attorney work product or other applicable privileges. Except as provided by law, SCFA reserves the right to monitor, review, audit and/or disclose any and all materials distributed, accessed, received stored or deleted by any SCFA user utilizing the SCFA's email/Internet system.

SCFA employees shall not use email/Internet for inappropriate purposes, such as distributing, accessing or receiving messages that are derogatory, defamatory, obscene, unprofessional or otherwise inappropriate.

Email/Internet users should also be aware that items created, distributed, accessed, received or stored using the SCFA's system may be subject to disclosure pursuant to the California Public Records Act.

H. Property Issued by SCFA

All supplies, tools, keys, badges, and equipment (e.g., computers, cell phones, radios) issued to employees for the performance of their duties are the sole property of the SCFA, and employees are required to forfeit such items at SCFA's request. Employees have no expectation of privacy in any such items, and the SCFA may examine or search these items at any time.

The SCFA reserves the right to hold employees liable for the cost of supplies or equipment damaged while in the possession of the employee.

I. Nepotism

No employee shall be permitted to work in a direct supervisory capacity over a member of his or her family, including but not limited to, parent, grandparent, child, grandchild, spouse or domestic partner.

### **XIII. RULES OF CONDUCT**

Employees are expected and required to observe certain standards of job performance and good conduct. The SCFA has established the rules and standards set forth below in an effort to provide you with sufficient notice of what is expected of you.

Employees shall not engage in any conduct or activity which is inconsistent with their duties as an SCFA employee. This policy identifies several types of unacceptable conduct or performance. However, any conduct which adversely affects or is otherwise detrimental to the legitimate business interests of the SCFA, other employees or the public, including poor job performance, whether or not listed in this Manual, is strictly prohibited.

The following conduct is considered inappropriate, and is not permitted:

1. Work quality or quantity that does not meet SCFA standards;
2. Poor attitude, such as rudeness or lack of cooperation;
3. Excessive absenteeism, tardiness, or abuse of time off policies or privileges;
4. Failure or refusal to follow the lawful instructions of the SCFA;
5. Failure to follow established safety regulations or engaging in conduct tending to create a safety hazard;
6. Insubordination;
7. Dishonesty, including giving false or misleading information in the job application process; falsifying time records or otherwise giving incorrect information regarding time worked or any other SCFA report or record, including but not limited to claims for injury or use of sick leave;
8. Theft, including stealing or removing without permission, SCFA property or the property of another employee, board member, volunteer or member of the public;
9. Misusing or destroying SCFA property or the property of another on the fairgrounds, including improper use of telephone for personal reasons;
10. Bringing or possessing firearms, weapons or other hazardous or dangerous devices or substances onto fairgrounds property unless authorized in writing by the General Manager or his/her designee;
11. Violating the SCFA's conflict of interest policy or conducting personal business on SCFA grounds or during work hours without prior written authorization;
12. Disclosing or using confidential or proprietary information without authorization;



13. Interfering with the work performance of others;
14. Fighting on SCFA property;
15. Harassing, threatening, intimidating, coercing or otherwise treating with discourtesy any persons associated with or visiting the Solano County Fairgrounds;
16. Possessing, using, selling or being under the influence of alcohol or illegal substances on the fairgrounds or while conducting SCFA business;
17. Gambling on SCFA's premises while on SCFA business;
18. Sleeping on the job or leaving the job prior to the end of a scheduled shift without authorization;
19. Engaging in unlawful conduct that indicates unfitness for the job or reasonably raises a threat to the safety or well-being of the SCFA, its employees, directors, property or members of the public, or which reflects negatively on the SCFA's services, reputation or integrity
20. Posting or distributing notices or other written material on SCFA premises without prior written approval of management;
21. Knowingly giving inaccurate or unauthorized information when communicating with the public regarding SCFA-related matters;
22. Using SCFA supplies or equipment for other than intended purposes.

## **IX. DISCIPLINE**

### A. "At Will" Employees

Employment for at-will employees may be terminated by the General Manager, or his or her designee, at any time, with or without cause, without prior notice and without a right of review. There is no contract, express or implied, between SCFA and an at-will employee. At-will employees have no rights to progressive discipline, and disciplinary measures taken by the SCFA against an at-will employee do not confer any rights or change the status of an at-will employee.

### B. "Reasonable Cause" Employees

A "Reasonable Cause" employee as defined in this Manual may be suspended, demoted or terminated for cause only.

No advance notice is required for any warning given, and there is no right of review of any such action.

#### 1. Appeals Prior to the Effective Date of the Action

For suspensions of any length, a demotion or termination, a "Reasonable Cause" employee shall be entitled to seven (7) calendar days within which to appeal the

proposed disciplinary action. The seven (7) day appeal period begins on the day following the date of service of written notice of the proposed disciplinary action. If the notice is personally served on the employee, service is effective on the day that it is given to the employee. If the notice is mailed, service is effective two calendar days after the date of mailing to the employee's last known address.

Appeals are heard by the General Manager. An employee may submit an appeal orally or in writing, and is entitled to a reasonable amount of SCFA time to prepare a response to the charges. The General Manager may sustain, amend, modify or revoke any or all of the charges contained in the proposed disciplinary action.

## 2. Appeals From Decisions of the General Manager

A "Reasonable Cause" employee may appeal the decision of the General Manager to a hearing officer designated by the SCFA. Such appeal shall be made within seven (7) calendar days of the decision of the General Manager, and shall be in writing.

## 3. Appeals From Written Reprimands

For written reprimands, a "Reasonable Cause" employee has seven (7) calendar days after receipt of the reprimand to submit a written or oral appeal to the General Manager. The General Manager may then, sustain, amend or revoke any part of the written reprimand. A written reprimand will remain in the employee's personnel file for three years from the date the final reprimand was issued. The decision of the General Manager is final.



## **NOTICE OF MEETING**

Solano County Fair Association

### **Meeting of the Buildings & Grounds Committee**

To Be Held

**Wednesday, April 19, 2017 at 4:30 p.m.**

In the Directors' Room  
Solano County Fairgrounds  
Vallejo, California

Gary Falati, Chair

Patricia Moreira, Vice Chair

Mike Coakley

Joe Lopez

Bill Luiz

Ray Simonds

Lee Williams

### **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. PRESENTATION / PUBLIC COMMENT**

### **6. NEW BUSINESS**

- a. Discussion of the buildings and grounds facilities comprising the Solano County Fairgrounds.

### **7. COMMITTEE MEMBERS' COMMENTS**

### **8. ADJOURNMENT**

**Date of Notice: April 14, 2017**



## **NOTICE OF MEETING**

Solano County Fair Association

### **Meeting of the Silent Auction Committee**

To Be Held

**Wednesday, April 19, 2017 at 5:00 p.m.**

In the Directors' Room  
Solano County Fairgrounds  
Vallejo, California

Carole Paterson, Chair

Dennis Yen, Vice Chair

Ray Bell

Mike Coakley

Gary Falati

Norma Lisenko

Kathy Marianno

### **Matters of Information**

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### **2. ROLL CALL**

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

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

### **5. PRESENTATION / PUBLIC COMMENT**

### **6. NEW BUSINESS**

- a. Discussion of the silent auction at the 2017 Solano County Fair.

### **7. COMMITTEE MEMBERS' COMMENTS**

### **8. ADJOURNMENT**

**Date of Notice: April 14, 2017**



## **NOTICE OF MEETING**

Solano County Fair Association

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

To Be Held

**Wednesday, April 19, 2017 at 5:45 p.m.**

In the Directors Room  
Solano County Fairgrounds  
Vallejo, California

Dennis Yen, Chair

Mike Coakley

Bill Luiz

Carole Paterson

Ray Simonds, Vice Chair

Gary Falati

Joe Lopez

### **Matters of Information**

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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. CHANGES TO OR DELETIONS FROM THE AGENDA**

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

### **5. APPROVAL OF THE MINUTES OF MARCH 15, 2017**

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

### **7. NEW BUSINESS**

- a. Review of and action regarding recommendation to the Board regarding the March 31, 2017 Financial Statements.

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

### **9. ADJOURNMENT**

**Date of Notice: April 14, 2017**



Solano County Fair Association  
Statement of Financial Position  
March 31, 2017  
Unaudited

**ASSETS**

**Assets**

Current assets

Cash and cash equivalents	230,146
Accounts receivable- general	55,099
Accounts receivable- leases	73,959
Accounts receivable- other	53,049
Inventory	7,152
Deposits and prepaid	1,147
Total current assets	420,553

Noncurrent assets

Land	167,085
Buildings & grounds, net	820,267
Equipment, furniture and fixture, net	15,915
Capital assets, net	1,003,267
Intangible assets, net	5,900
Total non current assets	1,009,167

Deferred Outflows of Resources

Deferred outflows related to pensions	109,036
Total deferred outflows of resources	109,036

Total assets and deferred outflows of resources	1,538,756
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Solano County Fair Association  
Statement of Financial Position  
March 31, 2017  
Unaudited

**LIABILITIES AND NET ASSETS**

**Liabilities**

Current liabilities

Accounts payable	51,166
Deferred revenue	7,203
Guaranteed deposits	102,799
Payroll payable and other liabilities	37,564
Compensated absences (current portion)	20,513
Pension obligation bonds (Solano County allocation)	101,301
Current debt associated with fixed assets	87,631
Total current liabilities	408,178

Noncurrent liabilities

Compensated absences	46,733
Long term debt associated with fixed assets	391,634
Net OPEB liability (Solano County allocation)	77,172
Net pension liability (Solano County allocation)	1,060,154
Pension obligation bonds (Solano County allocation)	633,654
Total noncurrent liabilities	2,209,347

Deferred Inflows of Resources

Deferred inflows related to pensions	278,120
Total deferred inflows of resources	278,120

**Net Position**

Invested in capital assets	524,001
Temporary restricted- capital project/ maintenance	17,397
Temporary restricted- parking lot improvements	13,960
Temporary restricted- Fair Hands/ Ag Day	41,664
Temporary restricted- racing facilities improvements	10,669
Jr livestock auction reserve	13,070
Unrestricted resources	(1,977,651)
Total net position	(1,356,889)

Total liabilities, net assets and deferred inflows of resources	1,538,756
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<i>FYI Undesignated net position</i>	<i>63,714</i>
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Solano County Fair Association  
Statement of Earnings for the Period Ending  
March 31, 2017  
Unaudited

<b>Revenues</b>	<b>Current Month</b>	<b>2017 Year-to-Date</b>	<b>2016 Year-to-Date</b>	<b>2017 Budget</b>	<b>% of Annual Budget</b>
<b>Operating Revenues</b>					
Fair gate admissions	\$ -	\$ -	\$ -	\$ 214,700	0%
Fair parking/ RV space rental	-	-	-	99,700	0%
Fair concessions/ carnival	-	-	-	166,935	0%
Fair commercial space	-	-	-	44,000	0%
Fair entry fees	-	-	-	10,000	0%
Facility rental	124,528	237,153	210,894	870,200	27%
Satellite wagering	46,727	133,376	148,085	513,800	26%
Lease revenue	27,071	82,222	77,983	752,214	11%
Sign revenue	8,822	25,855	29,588	120,000	22%
Sponsorship/ silent auction revenue	13,480	32,115	54,905	94,200	34%
Miscellaneous	-	-	977	5,000	0%
Total operating revenues	<u>\$ 220,628</u>	<u>\$ 510,721</u>	<u>\$ 522,432</u>	<u>\$2,890,749</u>	<u>18%</u>
<b>Other Revenues</b>					
State apportionment	-	-	-	32,487	0%
Other non-operating revenue	-	3,339	-	29,240	0%
Interest revenue	\$ -	\$ -	\$ 1,637	\$ 100	0%
.33 funds	-	-	-	40,356	0%
Total other revenues	<u>\$ -</u>	<u>\$ 3,339</u>	<u>\$ 1,637</u>	<u>\$ 102,183</u>	<u>3%</u>
<b>Total Revenues</b>	<u>\$ 220,628</u>	<u>\$ 514,060</u>	<u>\$ 524,069</u>	<u>\$2,992,932</u>	<u>17%</u>
<b>Expenses</b>					
Wages/ payroll tax	\$ 82,871	\$ 222,467	\$ 212,064	\$1,050,019	21%
Workers' comp/ health/ comp absense	16,160	51,673	39,167	184,010	28%
Pension expense	11,510	35,335	41,049	162,081	22%
Professional services	15,831	52,818	46,648	374,401	14%
Supplies and expenses	13,470	24,908	23,872	105,950	24%
Utilities, water, and garbage	17,598	49,155	47,172	273,401	18%
Equipment maintenance	11,630	15,028	7,330	33,500	45%
Liability Insurance	7,113	23,698	19,033	89,100	27%
Dues, permits, assessments	1,373	51,459	7,933	104,607	49%
Buildings and grounds	5,486	12,368	9,692	47,450	26%
Advertising/ promo/ publications	700	2,293	4,943	95,300	2%
Travel/ meetings/ training	12,594	13,859	14,566	32,440	43%
Directors' expense	868	3,695	5,125	21,500	17%
Equipment rental	3,580	10,955	4,786	167,150	7%
Entertainment- stages and ground	-	-	-	105,700	0%
Premiums	-	-	-	33,800	0%
Bank charges, credit card fees	549	1,472	1,732	11,800	12%
Cash short/ (over), bad debt	1	3	(28)	-	
Equipment (non capitalized)	962	3,281	2,797	3,500	94%
Special projects	26,397	31,914	-	64,240	
Donated services/ sponsor expenses	-	-	13,531	11,600	0%
Interest expense	1,541	4,623	5,206	20,825	22%
<b>Total Expenses</b>	<u>\$ 230,235</u>	<u>\$ 611,003</u>	<u>\$ 506,616</u>	<u>\$2,992,374</u>	<u>20%</u>
<b>Net Profit/(Loss) prior to depreciation</b>	<u>\$ (9,607)</u>	<u>\$ (96,943)</u>	<u>\$ 17,453</u>	<u>\$ 558</u>	
Less depreciation	<u>\$ 19,764</u>	<u>\$ 60,702</u>	<u>\$ 70,794</u>	<u>\$ 237,000</u>	<u>26%</u>
<b>Net income/ (loss) after depreciation</b>	<u><u>\$ (29,371)</u></u>	<u><u>\$ (157,645)</u></u>	<u><u>\$ (53,341)</u></u>	<u><u>\$ (236,442)</u></u>	

Solano County Fair Association  
Statement of Earnings by Department  
For the Period Ending  
March 31, 2017  
Unaudited

	Fair			Ag Day			Facility Rentals			Solano Race Place			Leases			Electronic Sign		
	2017	2016	2017	2017	2016	2017	2017	2016	2017	2017	2016	2017	2017	2016	2017	2017	2016	2017
Revenues	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget
Operating revenues																		
Fair gate admissions	\$ -	\$ -	\$ 214,700															
Fair parking/ RV space rental	-	-	99,700															
Fair concessions/ carnival	-	-	166,935															
Fair commercial space	-	-	44,000															
Fair entry fees	-	-	10,000															
Facility rental							237,153	210,894	870,200									
Satellite wagering										133,376	148,085	513,800						
Lease revenue													82,222	77,983	752,214			
Sign revenue																25,855	29,588	120,000
Sponsorship/ silent auction revenue	9,500	24,255	66,200	22,615	30,650	28,000												
Miscellaneous	-	925	5,000															
State apportionment																		
Other non-operating revenue																		
Interest revenue																		
.33 funds																		
<b>Total Revenues</b>	<b>\$ 9,500</b>	<b>\$ 25,180</b>	<b>\$ 606,535</b>	<b>\$ 22,615</b>	<b>\$ 30,650</b>	<b>\$ 28,000</b>	<b>\$ 237,153</b>	<b>\$ 210,894</b>	<b>\$ 870,200</b>	<b>\$ 133,376</b>	<b>\$ 148,085</b>	<b>\$ 513,800</b>	<b>\$ 82,222</b>	<b>\$ 77,983</b>	<b>\$ 752,214</b>	<b>\$ 25,855</b>	<b>\$ 29,588</b>	<b>\$ 120,000</b>
<b>Expenses</b>																		
Wages/ payroll tax	\$ 2,446	\$ 4,393	\$ 175,704	\$ 5,314	\$ 3,580	7,482	\$ 25,556	\$ 15,991	\$ 89,458	\$ 34,488	\$ 38,031	\$ 142,678	\$ -	\$ -	\$ 614	\$ -	\$ 295	\$ 614
Payroll accrued																		
Workers' comp/ health/ comp absenses	439	2,164	9,331	297	168	348	4,018	3,403	14,155	8,508	10,902	34,927	-	-	29	-	14	29
Pension expense	1,178	1,315	5,951	-	-	-	962	1,042	4,730	5,914	6,524	25,700	-	-	-	-	-	-
Professional services	10,926	8,494	156,788	813	-	400	21,477	10,973	84,624	13,895	20,845	68,160	-	-	2,000	610	608	1,441
Supplies and expenses	2,392	2,393	33,575	3,466	5,884	5,800	6,199	3,123	16,000	3,423	3,090	13,500	-	-	-	-	22	200
Utilities, water, and garbage	-	-	22,400	-	-	-	9,364	9,582	56,000	11,381	9,945	55,000	6,493	7,087	43,501	10,452	8,116	51,000
Equipment maintenance	-	-	-	-	-	-	1,237	-	-	869	-	-	85	-	-	-	-	-
Liability Insurance	-	-	3,600	-	-	-	2,360	500	4,500	-	-	-	-	-	-	-	-	-
Dues, permits, assessments	638	751	3,214	-	-	-	652	644	1,145	621	452	3,219	40,946	-	83,204	200	274	1,125
Buildings and grounds	563	489	16,550	212	-	400	2,312	962	3,000	3,139	1,605	6,000	356	502	1,000	-	27	2,500
Advertising/ promo/ publications	-	3,599	81,300	-	520	-	33	167	1,500	700	658	12,500	-	-	-	-	-	-
Travel/ meetings/ training	243	6	15,950	12,207	13,919	13,000	-	4	500	-	9	500	-	-	-	13	28	140
Directors' expense	-	-	10,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment rental	-	610	139,100	1,191	1,188	1,500	7,894	305	14,500	-	-	1,000	674	676	2,900	-	750	2,000
Entertainment- stages and ground	-	-	105,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Premiums	-	-	33,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank charges, credit card fees	112	139	4,400	-	-	-	441	287	1,900	-	-	-	-	-	-	-	-	-
Cash short/ (over), bad debt	-	-	-	-	-	-	13	(6)	-	(10)	(22)	-	-	-	-	-	-	-
Equipment (non capitalized)	923	-	-	-	-	-	1,396	1,278	3,000	351	-	-	-	-	-	-	813	-
Special projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Donated services/ sponsor expenses	-	81	1,600	-	-	-	-	13,450	10,000	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-	-	-	4,623	5,206	20,825	-	-	-
<b>Total Expenses</b>	<b>\$ 19,858</b>	<b>\$ 24,433</b>	<b>\$ 819,463</b>	<b>\$ 23,500</b>	<b>\$ 25,261</b>	<b>\$ 28,930</b>	<b>\$ 83,914</b>	<b>\$ 61,703</b>	<b>\$ 305,012</b>	<b>\$ 83,278</b>	<b>\$ 92,038</b>	<b>\$ 363,184</b>	<b>\$ 53,178</b>	<b>\$ 13,472</b>	<b>\$ 154,073</b>	<b>\$ 11,275</b>	<b>\$ 10,947</b>	<b>\$ 59,049</b>
<b>Net Profit/(Loss) before depreciation</b>	<b>\$ (10,358)</b>	<b>\$ 747</b>	<b>\$ (212,928)</b>	<b>\$ (885)</b>	<b>\$ 5,390</b>	<b>\$ (930)</b>	<b>\$ 153,239</b>	<b>\$ 149,191</b>	<b>\$ 565,188</b>	<b>\$ 50,099</b>	<b>\$ 56,047</b>	<b>\$ 150,616</b>	<b>\$ 29,044</b>	<b>\$ 64,512</b>	<b>\$ 598,141</b>	<b>\$ 14,580</b>	<b>\$ 18,641</b>	<b>\$ 60,951</b>

Solano County Fair Association  
Statement of Earnings by Department  
For the Period Ending  
March 31, 2017  
Unaudited

	Admin			Maint			Guest Safety			Other			Total		
	2017	2016	2017	2017	2016	2017	2017	2016	2017	2017	2016	2017	2017	2016	2017
Revenues	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget	Year-to-Date	Year-to-Date	Budget
Operating revenues															
Fair gate admissions													0	0	214,700
Fair parking/ RV space rental													0	0	99,700
Fair concessions/ carnival													0	0	166,935
Fair commercial space													0	0	44,000
Fair entry fees													0	0	10,000
Facility rental													237,153	210,894	870,200
Satellite wagering													133,376	148,085	513,800
Lease revenue													82,222	77,983	752,214
Sign revenue													25,855	29,588	120,000
Sponsorship/ silent auction revenue													32,115	54,905	94,200
Miscellaneous													-	52	-
State apportionment													-	-	32,487
Other non-operating revenue													3,339	-	-
Interest revenue													-	1,637	100
.33 funds													-	-	40,356
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,339	\$ 1,688	\$ 72,943	\$ 514,060	\$ 524,069	\$ 2,963,692
<b>Expenses</b>															
Wages/ payroll tax	\$ 75,268	\$ 73,416	\$ 273,499	\$ 48,952	\$ 73,487	\$ 301,420	\$ 12,144	\$ 15,732	\$ 52,550				204,167	224,926	1,044,019
Payroll accrued	\$ 18,300	\$ (12,862)	\$ 6,000										18,300	(12,862)	6,000
Workers' comp/ health/ comp absenses	23,429	4,126	58,300	14,297	17,644	64,450	686	745	2,441				51,673	39,167	184,010
Pension expense	15,869	15,745	61,000	9,890	14,682	57,000	1,522	1,740	7,700				35,335	41,049	162,081
Professional services	2,023	1,242	45,000	-	-	-	3,075	4,487	15,988				52,818	46,648	374,401
Supplies and expenses	2,788	2,417	8,775	5,619	5,885	23,950	1,020	1,059	4,150				24,908	23,872	105,950
Utilities, water, and garbage	-	-	-	11,465	12,442	45,500	-	-	-				49,155	47,172	273,401
Equipment maintenance	86	97	500	10,603	6,469	30,000	2,148	765	3,000				15,028	7,330	33,500
Liability Insurance	21,338	18,533	81,000	-	-	-	-	-	-				23,698	19,033	89,100
Dues, permits, assessments	8,402	5,811	10,100	-	-	2,600	-	-	-				51,459	7,933	104,607
Buildings and grounds	-	-	-	5,785	6,106	18,000	-	-	-				12,368	9,692	47,450
Advertising/ promo/ publications	1,561	-	-	-	-	-	-	-	-				2,293	4,943	95,300
Travel/ meetings/ training	1,161	106	1,500	235	204	850	-	291	-				13,859	14,566	32,440
Directors' expense	3,695	5,125	11,000	-	-	-	-	-	-				3,695	5,125	21,500
Equipment rental	114	410	650	1,082	846	5,500	-	-	-				10,955	4,786	167,150
Entertainment- stages and ground	-	-	-	-	-	-	-	-	-				0	0	105,700
Premiums	-	-	-	-	-	-	-	-	-				0	0	33,800
Bank charges, credit card fees	920	1,306	5,500	-	-	-	-	-	-				1,472	1,732	11,800
Cash short/ (over), bad debt	-	-	-	-	-	-	-	-	-				3	(28)	0
Equipment (non capitalized)	405	-	-	206	706	-	-	-	500				3,281	2,797	3,500
Special projects	-	-	-	-	-	-	-	-	-	31,914	-	64,240	31,914	0	64,240
Donated services/ sponsor expenses	-	-	-	-	-	-	-	-	-				0	13,531	11,600
Interest expense	-	-	-	-	-	-	-	-	-				4,623	5,206	20,825
<b>Total Expenses</b>	\$ 175,359	\$ 115,473	\$ 562,824	\$ 108,133	\$ 138,471	\$ 549,270	\$ 20,595	\$ 24,818	\$ 86,329	\$ 31,914	\$ -	\$ 64,240	\$ 611,003	\$ 506,616	\$ 2,992,374
<b>Net Profit/(Loss) before depreciation</b>	\$ (175,359)	\$ (115,473)	\$ (562,824)	\$ (108,133)	\$ (138,471)	\$ (549,270)	\$ (20,595)	\$ (24,818)	\$ (86,329)	\$ (28,575)	\$ 1,688	\$ 8,703	\$ (96,943)	\$ 17,453	\$ (28,682)

# Jr Livestock Auction- Solano County Fair

## Statement of Financial Position as of

March 31, 2017

Unaudited

### ASSETS

<b>Assets</b>	<b>March 31, 2017</b>
Assets	
Cash and cash equivalents	16,023
Accounts receivable	<u>0</u>
Total assets	<u><u>16,023</u></u>

### LIABILITIES AND AUCTION RESERVES

#### Liabilities

Liabilities	
Accounts payable	0
Deferred revenue	<u>2,953</u>
Total liabilities	<u><u>2,953</u></u>

#### Jr livestock auction reserve

Profit (loss) jr livestock auction	(100)
Jr livestock auction reserve as of Jan 1	<u>13,170</u>
Jr livestock auction reserve	<u><u>13,070</u></u>
Total liabilities and auction reserve	<u><u>16,023</u></u>

# Jr Livestock Auction- Solano County Fair

## Statement of Earnings

For the Period Ending

March 31, 2017

Unaudited

	Current Month	2017 Year-to-Date	2016 Year-to-Date
<b>Revenues</b>			
JLA- receipts from buyers	-	-	-
JLA- auction fund contributions	-	-	-
JLA- prior year revenue	-	-	-
<b>Total Revenues</b>	\$ -	\$ -	\$ -
<b>Expenses</b>			
JLA- payment to sellers	-	-	-
JLA- lunch/dinner	-	-	-
JLA- labor costs	-	-	-
JLA- supplies & expenses	-	100	149
JLA- leases & rentals	-	-	-
<b>Total Expenses</b>	\$ -	\$ 100	\$ 149
<b>Net Profit/(Loss)</b>	\$ -	\$ (100)	\$ (149)

<b>JLA Reserve as of January 1</b>	\$ 13,170
<b>Add net profit/ (loss)</b>	\$ (100)
<b>JLA Reserve</b>	\$ 13,070