



1776 Tribute Road, Suite 205
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NOTICE
CALIFORNIA AUTHORITY OF RACING FAIRS
FINANCE COMMITTEE MEETING
4:00 P.M., TUESDAY, MARCH 20, 2018
VIA TELECONFERENCE

Notice is hereby given that a meeting of the California Authority of Racing Fairs' Finance Committee will commence at 4:00 P.M., Tuesday, March 20, 2018. The meeting will be held via teleconference.

Public and members of the Finance Committee may participate from the following locations:

Alameda County Fair
4501 Pleasanton Ave.
Pleasanton, CA 94566

California Authority of Racing
Fairs
1776 Tribute Road
Sacramento, CA 95815

California State Fair
1600 Exposition Blvd.
Sacramento, CA 95815

The Big Fresno Fair
1121 S. Chance Avenue
Fresno, CA 93702



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AGENDA
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AGENDA

- I. Report, Discussion and Action, if any, on CARF Office Space.
- II. Report, Discussion and Action, if any, on Miscellaneous Uncommitted Racing Funds.
- III. Report, Discussion and Action, if any, on Financial Impact of CARF Managing Auxiliary Stabling.
- IV. Report, Discussion and Action, if any, on NCOTWInc.
- V. Executive Directors Report.

INITIAL CARF OFFICE OPTIONS - CARF FINANCE CMMTT MEETING

BASED ON 12 MONTHS - Updated 3/9/2018

	<u>OPTION 1</u>	<u>OPTION 2</u>	<u>OPTION 3</u>	<u>OPTION 4</u>	<u>OPTION 5</u>
Current Office Expenses	Retain Current Office & Reduce Overhead	Reduce Current Office Space & Overhead ^{i.}	Downsize to Shared Space within CFSA Offices	Cal Expo Trailer Rental ^{viii.}	Downsize 2 CARF Employees to Home Offices ^{ix.}
RENT	35,770	35,770	23,100	18,000	NA
UTILITIES	NA	NA	NA	1,800	NA
STORAGE ^{ii.}	3,000	0	0	3,000	3,000
COPIER ^{iii.}	8,500	3,000	3,000	3,000	500
POSTAGE & SHIPPING	777	750	750	750	2,000
TELEPHONE EXPENSE ^{iv.}	7,356	6,500	6,500	5,000	9,000
SUB-TOTAL	55,403	46,020	33,350	31,550	14,500

MOVING EXPENSES - ONE TIME EXPENSE

CONVERT HISTORIC FILES TO DIGITAL ^{v.}	0	9,000	12,000	12,000	12,000
TRASH/FURNITURE REMOVAL ^{vi.}	0	1,500	3,000	3,000	5,000
MOVERS ^{vii.}	0	450	1,200	2,400	NA
MISC. COSTS (Installations, etc.)	0	0	1,000	1,000	NA
SUB-TOTAL	0	10,950	17,200	18,400	17,000
GRAND TOTAL FOR EACH OPTION IN 1ST YR.	46,020	44,300	42,390	49,950	31,500

ACTUAL OFFICE EXPENSES FROM CARF YEAR-END BUDGET

	2012-2017						2012-17 Office Savings
	2012	2013	2014	2015	2016	2017	
RENT	35,770	35,770	35,770	35,770	35,770	35,770	0%
OFFICE SUPPLIES	31,394	24,815	24,405	19,878	17,557	16,961	(46%)
POSTAGE & SHIPPING	3,849	2,693	3,161	1,175	1,536	777	(80%)
TELEPHONE EXPENSE	9,481	8,592	8,375	8,718	7,567	7,356	(22%)
	80,494	71,870	71,711	65,541	62,430	60,864	(24%)



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Assumptions and Pricing for "CARF Office Options" Spreadsheet:

- I. Eliminates the executive office and back storage space in the current office location. This option only exists if WFA is willing to rent more space or CFSA utilizes the space for storage and is unlikely at this time.
- II. CARF maintains a storage unit on Exposition Blvd. This 20'x20' unit contains large oak television cabinets, tube televisions, older satellite uplink equipment, large metal filing cabinets and 50+ banker's boxes worth of files. The documents include Paymaster files, accounting files, satellite development and equipment files, live racing contracts and historical agency documents/reports. Many of these files date from 1987-1990 and do not exist digitally.
- III. CARF is currently at the end of the third year of a five-year lease on a Savin C3506 copier. Options for breaking the lease include ... **unknown at this time**. CARF staff proposes utilizing CFSA equipment charged at a per copy basis.

Price per copy under current lease is \$0.01 for b/w and \$0.05 for color.
Price per copy utilizing CFSA equipment is \$0.05 for b/w and \$0.16 for color. The current Savin copier lease is \$679 per month (approx. \$8,000 a year).

2017 CARF copy usage was 3,908 b/w and 6,603 color copies.

- IV. Telephone expense includes land lines, fax lines and a percentage of cell phone costs for all CARF staff.
- V. Historical files under consideration for preserving include documents recording the establishment and formation of the organization, member

Fair contracts, media guides, audits, meeting packets and minutes, blueprints, Paymaster scale sheets and personnel files.

Due to the nature of historic management, CARF has an extensive library of files both onsite and in storage. CARF staff proposes culling the existing files as much as possible and sending them offsite to be scanned digitally and responsibly destroyed. The scanned files will be searchable OCR PDFs. Initial bids for our estimated need were between \$9,000-\$12,000. More research needed.

- VI. Depending on the extent CARF space is downsized, an extensive amount of paperwork and furniture will need to be removed. The office furniture is of the same make and model as outdated CFSA surplus furniture. It is doubtful there is a market for these items, though we can offer them to Fairs. Items include 9 large metal filing cabinets, 3 conference tables, 4 large U-shaped desks, 3 large wall credenzas, 5 smaller credenzas, 3 large bookshelves, 11 large metal storage racks, 11 "extra" chairs and miscellaneous furniture.

Assuming we can find a home for the furniture, the office will still require substantial "junk" removal. Initial bids are \$300-\$500 per truckload (18 cubic yards). More research needed.

- VII. The initial bid for movers is \$150/hr with a three-hour minimum.
- VIII. Costs and items to discuss with Cal Expo that are estimated in the spreadsheet include utilities, Internet service, possible front office support similar to that provided by CFSA when staff travels (mail, packages, check fax machine, etc.) and use of their office equipment/copy machine.
- IX. Heather Haviland and Juliana Gomes would downsize to home offices. CARF would contract with CFSA to receive mail/packages and copier services as needed. Bi-weekly staff meetings would occur at Pleasanton. CARF Board and Committee meetings would occur at Pleasanton or a Fair of the Board's choice.