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# Civic-Recreational-Industrial Authority



Regular Meeting Agenda  
November 13, 2019

9:00 a.m.

Chairman Larry Hartmann  
Vice Chairman John Karns  
Board Member Sean Lee  
Board Member Bob Lindsey  
Board Member Ronald Whittemore

Location: City Council Chamber, 15651 East Stafford Street  
City of Industry, California

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## Addressing the Authority:

- ▶ **Agenda Items:** Members of the public may address the Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a three-minute time limit per person for any matter listed on the Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker's Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Authority.
- ▶ **Public Comments (Non-Agenda Items):** Anyone wishing to address the Authority on an item not on the Agenda may do so during the "Public Comments" period. In order to conduct a timely meeting, there will be a three-minute time limit per person for the Public Comments portion of the Agenda. State law prohibits the Authority from taking action on a specific item unless it appears on the posted Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker's Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called by the City Clerk and prior to the individual being heard by the Authority.

## Americans with Disabilities Act:

- ▶ In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk's Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

## Agendas and other writings:

- ▶ In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 East Stafford Street, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.
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1. Call to Order
2. Flag Salute
3. Roll Call
4. Public Comments

5. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the Civic-Recreational-Industrial Authority (CRIIA) Board, the public, or staff request specific items be removed from the Consent Calendar for separate action.

5.1 Update on the Expo Center

*RECOMMENDED ACTION: Receive and file.*

5.2 Consideration of the Register of Demands submitted by CNC Equestrian Management Services for the Industry Hills Expo Center for October 2019

*RECOMMENDED ACTION: Receive and file.*

5.3 Consideration of the Register of Demands submitted by the Finance Department for November 13, 2019

*RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate personnel to pay the bills.*

5.4 Consideration of the minutes of the October 9, 2019 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

6. **BOARD MATTERS**

6.1 Presentation and discussion regarding the Civic-Recreational-Industrial Authority's Financial Report for August 31, 2019

*RECOMMENDED ACTION: Receive and file the report.*

7. Adjournment. Next regular meeting: Wednesday, December 10, 2019, at 9:00 a.m.

*CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY*

ITEM NO. 5.1

## OCTOBER 2019 - BANQUET NON-AVAILABILITY SHEET

Date Called	Client Name	Date Requested	Pavilion	Avalon Room	Guests	Type of Event	How they heard	Contact
10/01/19	Clarissa Ocampo	May 16, 2020		1	50	Private Event	Website	Email
10/01/19	Fernando Camarena	August 1, 2020	1		500	Wedding Reception	Referral	Phone
10/01/19	Maria Gallegos	February 22, 2020	1		200	Wedding Reception	Referral	Phone
10/02/19	Linda Naranjo	August 8, 2020	1		250	Wedding Reception	Attended	Phone
10/04/19	Brana Vargas	Wedding Reception	TB	TS	150	Wedding Reception	Referral	Phone
10/04/19	Maurine	November 16, 2019		1	100	Baptism	Attended	Phone
10/07/19	Viviana Gonzalez	November 28, 2020	1		200	Wedding Reception	Website	Email
10/07/19	Sonya Gomez	December 14, 2019	1		150	Holiday Party	Website	Email
10/07/19	Karol Ortiz	November 13, 2020	1		400	Quinceanera	Attended	Phone
10/07/19	Persilla Barrera	November 14, 2020	TB	TS	150	Wedding Reception	Referral	Phone
10/10/19	Caroline Hernandez	April 25, 2020		1	80	Sweet Sixteen	Attended	Phone
10/10/19	Juan Cisneros	September 5, 2020	1		350	Wedding Reception	Returned	Phone
10/11/19	Leticia Melena	March 28, 2020	1		200	Quinceanera	Referral	Phone
10/12/19	Jackie	April 11, 2020		1	130	Quinceanera	Referral	Phone
10/15/19	Alex Hernandez	2020, January	1		150	Private Event	Website	Email
10/17/19	Stephanie	October 17, 2020		1	120	Baptism	Attended	Phone
10/18/19	Juan Cisneros	July 25, 2020	1		250	Sweet Sixteen	Referral	Phone
10/23/19	Mathew Almanza	May 16, 2020	1		200	Wedding Reception	Referral	Phone
10/23/19	Stephanie Cortez	March 7, 2020	1		250	Quinceanera	Attended	Email
10/23/19	David De Leon	September 26, 2020	1		200	Wedding Reception	Attended	Phone
10/24/19	Samantha Melin	2020, June	TB	TS	150	25th Wedding Anniversary	Referral	Phone
10/29/19	Dana Belarmino	August 8, 2020		1	140	Wedding Ceremony & Reception	Attended	Phone
			21	17				

*CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY*

ITEM NO. 5.2

## Industry Hills Expo Center

## Check Detail

October 2019

## Industry Hills Expo Center - Check Register

OCTOBER

DATE	CHECK #	PAYEE	AMOUNT	DETAILS
10/03/2019	15717	PAV-092819 JENNIFER CARDENAS	600.00	SECURITY DEPOSIT REFUND
10/03/2019	15718	AR-092819 DIANA FLORES	300.00	SECURITY DEPOSIT REFUND
10/03/2019	15719	AR-092919 NEREIDA COLMENARES	300.00	SECURITY DEPOSIT REFUND
10/04/2019	15720	BLAKE AIR CONDITIONING & SERVICE CO., IN	1,686.00	PAVILION HVAC SERVICE/CLEAN OUT
10/04/2019	15721	CALIFORNIA MEDICAL RESPONSE	4,437.50	AMBULANCE STANDBY SERVICES
10/04/2019	15722	CAPITAL PROTECTION INC.	2,723.50	EVENT SECURITY SERVICES
10/04/2019	15723	CLASSIC DISTRIBUTING & BEV.	1,440.00	ALCOHOL INVENTORY
10/04/2019	15724	CNC EQUESTRIAN MANAGEMENT	47,092.98	PAYROLL OCT. SALARIES/OCT. MTHLY. MGMT FEE
10/04/2019	15725	FOOTHILL VACUUM & JANITORIAL	134.53	CLEANING EQUIPMENT SUPPLIES EXP.
10/04/2019	15726	FRONTIER COMMUNICATIONS	545.85	MONTHLY PHONE SERVICE-OFFICE
10/04/2019	15727	VOID CHECK	0.00	PRINTER FEED ERROR
10/04/2019	15728	HARBOR DISTRIBUTING,LLC	5,355.00	ALCOHOL INVENTORY
10/04/2019	15729	INDUSTRIAL PIPE & STEEL, LLC	274.89	PROPERTY MAINTENANCE
10/04/2019	15730	OFFICE DEPOT	44.07	OFFICE SUPPLIES EXP.
10/04/2019	15731	RANCHO JANITORIAL SUPPLIES	2,178.98	CLEANING EQUIPMENT SUPPLIES EXP.
10/07/2019	15732	ALARMCO	700.00	PROGRESSIVE PMT. ALARM SYSTEM
10/07/2019	15733	AMERICAN LEAK DETECTION	400.00	LOCATE LEAK BEHIND EXPO OFFICES
10/07/2019	15734	CAPITAL PROTECTION INC.	11,234.25	EVENT SECURITY SERVICES-FERIA
10/07/2019	15735	CINTAS	1,695.44	MATS, MOPS AND UNIFORMS
10/07/2019	15736	CNC EQUESTRIAN MANAGEMENT	19,768.92	FAIRWAY W/E 09/15/, 09/22,09/29
10/07/2019	15737	F.GAVINA & SONS INC.	326.28	CONCESSION INVENTORY-COFFEE
10/07/2019	15738	FRONTIER COMMUNICATIONS	290.98	HIGH SPEED INTERNET
10/07/2019	15739	HADDICKS TOWING INC.	184.00	VEHCILE TOWING-FERIA DEL CABALLO
10/07/2019	15740	HARBOR DISTRIBUTING,LLC	2,348.00	ALCOHOL INVENTORY
10/07/2019	15741	KLINE'S PLUMBING	175.00	REPAIR SINK AT PAVILION
10/07/2019	15742	LOCKS PLUS	212.13	AVALON LIQUOR ROOM LOCK REPLACEMENT
10/07/2019	15743	OFFICE DEPOT	337.70	OFFICE SUPPLIES EXP.
10/07/2019	15744	RANCHO JANITORIAL SUPPLIES	689.74	CLEANING EQUIPMENT SUPPLIES EXP.
10/07/2019	15745	SYSCO	2,467.77	CONCESSION INVENTORY/BAR INVENTORY
10/10/2019	15746	PAV-100619 DANIEL M. ALVAREZ	600.00	SECURITY DEPOSIT REFUND
10/10/2019	15747	AR-100519 TAMUJIN HINOJOZA	300.00	SECURITY DEPOSIT REFUND
10/21/2019	15748	AIRGAS WEST	203.55	BAR SUPPLIES-Co2 REFILL
10/21/2019	15749	ALARMCO	120.00	SERVICE CALL
10/21/2019	15750	AT&T	522.36	MONTHLY WIRELESS PHONE CHARGES
10/21/2019	15751	California Dept. of Tax and Fee Admin.	10,987.26	SALES TAX PAYMENT
10/21/2019	15752	CAPITAL PROTECTION INC.	8,262.50	EVENT SECURITY SERVICES
10/21/2019	15753	CINTAS	4,371.12	MATS, MOPS AND UNIFORMS

## Industry Hills Expo Center

## Check Detail

October 2019

## Industry Hills Expo Center - Check Register

OCTOBER

DATE	CHECK #	PAYEE	AMOUNT	DETAILS
10/21/2019	15754	CITY OF INDUSTRY	5,526.69	ROLL OFF AND DUMP FEES-OCT.
10/21/2019	15755	CNC EQUESTRIAN MANAGEMENT	2,142.73	FAIRWAY PAYROLL W/E 10/06/19
10/21/2019	15756	COASTAL CARBONIC	142.29	WEIGH TICKET FEE + CARBOCHARGER
10/21/2019	15757	CULLIGAN WATER CONDITIONING	81.48	MONTHLY WATER FILTER SERVICE
10/21/2019	15758	FRONTIER COMMUNICATIONS	567.12	MONTHLY PHONE CHARGES-OFFICE
10/21/2019	15759	HARBOR DISTRIBUTING,LLC	1,880.00	ALCOHOL INVENTORY
10/21/2019	15760	JANUS PEST MANAGEMENT, INC.	2,153.00	PEST CONTROL
10/21/2019	15761	VOID CHECK	0.00	DATA ENTRY ERROR
10/21/2019	15762	OFFICE DEPOT	321.30	OFFICE SUPPLIES EXP.
10/21/2019	15763	ROGERS,CLEM & CO.	2,200.00	MONTHLY ACCT'G/CONSULTING EXP.
10/21/2019	15764	SATSUMA LANDSCAPE	8,674.00	MONTHLY LANDSCAPE MAINT.
10/21/2019	15765	SOUTHERN WINE & SPIRITS	1,099.00	ALCOHOL INVENTORY
10/21/2019	15766	SPARKLETTES	820.11	CONCESSION INVENTORY ITEMS
10/21/2019	15767	STAPLES Business Advantage	56.85	OFFICE SUPPLIES EXP.
10/21/2019	15768	SYSCO	1,333.31	CONCESSION INVENTORY ITEMS
10/21/2019	15769	XEROX FINANCIAL SERVICES	691.11	MONTHLY COPIER LEASE
10/21/2019	15770	YOUNG'S MARKET CO.	1,245.48	ALCOHOL INVENTORY
10/21/2019	15771	KLINE'S PLUMBING	220.00	REPAIR COWBOY WOMENS RESTROOM
10/19/2019	15772	AR-101919 GISELA RUBIO	300.00	SECURITY DEPOSIT REFUND
10/29/2019	15773	CNC EQUESTRIAN MANAGEMENT	41,090.93	MAINT. PAYROLL SEPT./FAIRWAY W/E 10/13/, 10/20
10/29/2019	15774	VOID CHECK	0.00	DATA ENTRY ERROR
10/29/2019	15775	OFFICE DEPOT	244.08	OFFICE SUPPLIES EXP.
10/29/2019	15776	TBS CLEANING SERVICE	150.00	ARENA EVENT CLEANING
10/29/2019	15777	THE FLY GUY	4,350.77	EXTRA FLY TRAP INSTALL/FLY BARREL REFILLS
10/31/2019	15778	CITY OF INDUSTRY	843.84	MONTHLY STORAGE BOX RENTAL/ROLLOFF EXCHANGE
10/31/2019	15779	FED EX	140.25	POSTAGE EXP.
10/31/2019	15780	KLINE'S PLUMBING	425.00	OFFICE BATHROOM REPAIR
10/31/2019	15781	OFFICE DEPOT	32.16	OFFICE SUPPLIES EXP.
10/31/2019	15782	SUPREMA CO.	525.00	ALCOHOL INVENTORY
10/31/2019	15783	TBS CLEANING SERVICE	2,500.00	MONTHLY FACILITIES CLEANING FEE
<b>TOTAL</b>			<b>213,066.80</b>	

*CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY*

ITEM NO. 5.3



**CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY**  
AUTHORIZATION FOR PAYMENT OF BILLS  
Board Meeting November 13, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
360	INDUSTRY HILLS EXPO OPERATING ACCOUNT	144,648.83

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
WFCK	WELLS FARGO CHECKING	144,648.83

**APPROVED PER CITY MANAGER**

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**Civic-Recreational-Industrial Authority  
Board Meeting  
November 13, 2019**

Check	Date		Payee Name	Check Amount
<b>CRIA.WF.CHK - CRIA Wells Fargo Checking</b>				
<b>10942</b>	10/09/2019		10/31/2019	<b>INDUSTRY PUBLIC UTILITIES</b>
				<b>\$3,674.43</b>
	Invoice	Date	Description	Amount
	2020-00000457	08/19/2019	06/18-08/19/19 SVC - MAIN GUARD SHACK	\$81.81
	2020-00000458	08/19/2019	06/18-08/19/19 SVC - GRAND ARENA-E SIDE OF PARKIN	\$126.91
	2020-00000459	08/19/2019	06/18-08/19/19 SVC - GRAND ARENA-S SIDE OF PARKIN	\$55.82
	2020-00000460	08/19/2019	06/18-08/19/19 SVC - NEAR CAFE @ GRAND EXPO	\$96.18
	2020-00000461	08/19/2019	06/18-08/19/19 SVC - PATIO CAFE	\$48.45
	2020-00000462	08/19/2019	06/18-08/19/19 SVC - GRAND ARENA CAFE	\$204.39
	2020-00000463	08/19/2019	06/18-08/19/19 SVC - SNACK BAR @ GRAND ARENA	\$234.91
	2020-00000464	08/19/2019	06/18-08/19/19 SVC - BLDG 4-E SIDE OF PLANTER AREA	\$293.41
	2020-00000465	08/19/2019	06/18-08/19/19 SVC - WATER TOWER @PAVILLION PAR	\$1,128.16
	2020-00000466	08/19/2019	06/18-08/19/19 SVC - AREA NEAR BUNK HOUSE	\$117.91
	2020-00000467	08/19/2019	06/18-08/19/19 SVC - EXPO OFFICE	\$320.41
	2020-00000468	08/19/2019	06/18-08/19/19 SVC - BARN D	\$138.16
	2020-00000469	08/19/2019	06/18-08/19/19 SVC - DC @ BARN D	\$133.66
	2020-00000470	08/19/2019	06/18-08/19/19 SVC - BARN E	\$120.16
	2020-00000471	08/19/2019	06/18-08/19/19 SVC - DC @ BARN E	\$133.66
	2020-00000472	08/19/2019	06/18-08/19/19 SVC - BATHROOM @ BARN E	\$140.41
	2020-00000473	08/19/2019	06/18-08/19/19 SVC - HORSE TRAINING AREA BEHIND E	\$117.91
	2020-00000474	08/19/2019	06/18-08/19/19 SVC - 1ST GUARD SHACK	\$48.45
	2020-00000475	08/19/2019	06/18-08/19/19 SVC - S SIDE OF BLDG BEHIND GATED A	\$133.66
<b>10943</b>	10/17/2019		10/31/2019	<b>SOCALGAS</b>
				<b>\$14.30</b>
	Invoice	Date	Description	Amount
	2020-00000479	10/04/2019	09/03-10/02/19 SVC - 16200 TEMPLE AVE APT 100 - EXP	\$14.30
<b>10944</b>	10/30/2019			<b>ONLINE STRIPING SERVICE</b>
				<b>\$2,750.00</b>

**Civic-Recreational-Industrial Authority  
Board Meeting  
November 13, 2019**

Check	Date		Payee Name	Check Amount
<b>CRIA.WF.CHK - CRIA Wells Fargo Checking</b>				
	Invoice	Date	Description	Amount
	158	08/22/2019	STRIPING SVC - LOWER PARKING LOT NEAR 16200 TE	\$2,750.00
<b>10945</b>	11/13/2019		<b>CITY OF INDUSTRY</b>	<b>\$778.76</b>
	Invoice	Date	Description	Amount
	2020-00000020	09/30/2019	SEPTEMBER 2019 FUEL COSTS	\$778.76
<b>10946</b>	11/13/2019		<b>CITY OF INDUSTRY-REFUSE</b>	<b>\$450.00</b>
	Invoice	Date	Description	Amount
	0003783454	10/01/2019	IH RODEO STORAGE BOXES	\$450.00
<b>10947</b>	11/13/2019		<b>CRIA-EQUESTRIAN CENTER</b>	<b>\$51,000.00</b>
	Invoice	Date	Description	Amount
	SEP-19	10/22/2019	REIMBURSEMENT FOR SEPTEMBER 2019 OPERATING	\$51,000.00
<b>10948</b>	11/13/2019		<b>CRIA-PAYROLL ACCOUNT</b>	<b>\$3,000.00</b>
	Invoice	Date	Description	Amount
	NOV-19	10/15/2019	REPLENISH PAYROLL ACCOUNT FOR NOVEMBER 2019	\$3,000.00
<b>10949</b>	11/13/2019		<b>ELEVATE PUBLIC AFFAIRS, LLC</b>	<b>\$5,233.75</b>
	Invoice	Date	Description	Amount
	1724	10/14/2019	PROFESSIONAL SVC - SEPTEMBER 2019	\$5,000.00
	1740	10/14/2019	REIMBURSEMENT FOR IT EXPENSE - 9/13-9/24/19	\$233.75
<b>10950</b>	11/13/2019		<b>FRAZER, LLP</b>	<b>\$2,600.00</b>
	Invoice	Date	Description	Amount
	163248	09/30/2019	PROFESSIONAL SVC - SEPTEMBER 2019	\$2,600.00

**Civic-Recreational-Industrial Authority  
Board Meeting  
November 13, 2019**

Check	Date			Payee Name	Check Amount
<b>CRIA.WF.CHK - CRIA Wells Fargo Checking</b>					
<b>10951</b>	11/13/2019			<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$56,406.74</b>
	Invoice	Date	Description	Amount	
	0919EC	09/26/2019	SEPTEMBER 2019 LANDSCAPE MAINTENANCE	\$26,318.86	
	1019EC	10/31/2019	OCTOBER 2019 LANDSCAPE MAINTENANCE	\$30,087.88	
<b>10952</b>	11/13/2019			<b>SURETECK, INC.</b>	<b>\$740.85</b>
	Invoice	Date	Description	Amount	
	09012019-98	10/01/2019	SEPTEMBER 2019 ON-CALL MAINTENANCE SVC - EXPC	\$740.85	
<b>10953</b>	11/13/2019			<b>THE PUN GROUP</b>	<b>\$3,000.00</b>
	Invoice	Date	Description	Amount	
	112215-2	09/27/2019	AUDITING SVC - FY 18/19	\$3,000.00	
<b>10954</b>	11/13/2019			<b>WEST COAST ARBORISTS, INC.</b>	<b>\$15,000.00</b>
	Invoice	Date	Description	Amount	
	1-5389	10/22/2019	TREE TRIMMING SVC - EXPO CENTER	\$15,000.00	

Checks	Status	Count	Transaction Amount
	Total	13	\$144,648.83

*CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY*

ITEM NO. 5.4

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CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
OCTOBER 9, 2019  
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The Regular Meeting of the Civic-Recreational-Industrial Authority of the City of Industry, California, was called to order by Chairman Larry Hartmann at 9:00 a.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**FLAG SALUTE**

The flag salute was led by Board Member Ron Whittemore.

**ROLL CALL**

PRESENT: Larry Hartmann, Chairman  
John Karns, Vice Chairman  
Bob Lindsey, Board Member  
Ronald Whittemore, Board Member

ABSENT: Sean Lee, Board Member

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; James M. Casso, General Counsel; Cory C. Moss, Expo Facility Co-Manager; Julie Robles, City Clerk; and Lynn Thompson, Administrative Technician II.

**PUBLIC COMMENTS**

Chairman Hartmann congratulated Julie Robles on her new position as City Clerk.

**5.1 STATUS REPORT ON EXPO CENTER**

Expo Facility Co-Manager Cory C. Moss, informed the Board Members of the activities occurring at the Expo Center and provided a hand-out. She was available to answer any questions.

Cory C. Moss then announced her new title effective immediately as Expo Facility Operations Manager and Misty Lucero has been promoted to Assistant Operations Manager. In addition Scott Poston has been hired as the new Payroll and Accounting Assistant.

*RECOMMENDED ACTION:*

*RECEIVE AND FILE.*

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CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
OCTOBER 9, 2019  
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MOTION BY VICE CHAIRMAN KARNS, AND SECOND BY BOARD MEMBER LINDSEY TO RECEIVE AND FILE. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	LINDSEY, WHITTEMORE, VC/KARNS, C/HARTMANN
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	LEE
ABSTAIN:	BOARD MEMBERS:	NONE

**5.2 CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY CNC EQUESTRIAN MANAGEMENT SERVICES FOR THE INDUSTRY HILLS EXPO CENTER FOR SEPTEMBER 2019**

Expo Facility Operations Manager Cory C. Moss, provided a staff report and was available to answer any questions.

*RECOMMENDED ACTION: RECEIVE AND FILE.*

MOTION BY BOARD MEMBER WHITTEMORE, AND SECOND BY VICE CHAIRMAN KARMS TO RECEIVE AND FILE. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	LINDSEY, WHITTEMORE, VC/KARNS, C/HARTMANN
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	LEE
ABSTAIN:	BOARD MEMBERS:	NONE

**BOARD MATTERS**

**6.1 CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY THE FINANCE DEPARTMENT FOR OCTOBER 9, 2019**

*RECOMMENDED ACTION: APPROVE THE REGISTER OF DEMANDS AND AUTHORIZE THE APPROPRIATE PERSONNEL TO PAY THE BILLS.*

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CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
OCTOBER 9, 2019  
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MOTION BY VICE CHAIRMAN KARNS, AND SECOND BY BOARD MEMBER LINDSEY TO APPROVE THE REGISTER OF DEMANDS AND AUTHORIZE THE APPROPRIATE PERSONNEL TO PAY THE BILLS. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: LINDSEY, WHITTEMORE, VC/KARNS,  
C/HARTMANN  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: LEE  
ABSTAIN: BOARD MEMBERS: NONE

**6.2 CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 11, 2019 REGULAR MEETING**

*RECOMMENDED ACTION: APPROVE AS SUBMITTED.*

MOTION BY BOARD MEMBER LINDSEY, AND SECOND BY BOARD MEMBER WHITTEMORE TO APPROVE AS SUBMITTED. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: LINDSEY, WHITTEMORE, VC/KARNS,  
C/HARTMANN  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: LEE  
ABSTAIN: BOARD MEMBERS: NONE

**6.3 PRESENTATION AND DISCUSSION REGARDING THE CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY'S FINANCIAL REPORT FOR JULY 31, 2019**

*RECOMMENDED ACTION: RECEIVE AND FILE THE REPORT.*

Shelby Czarnocki from Frazier, LLP provided a staff report and was available to answer any questions.

MOTION BY VICE CHAIRMAN KARNS, AND SECOND BY BOARD MEMBER WHITTEMORE TO RECEIVE AND FILE THE REPORT. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:



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CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
OCTOBER 9, 2019  
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AYES: BOARD MEMBERS: LINDSEY, WHITTEMORE, VC/KARNS,  
C/HARTMANN  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: LEE  
ABSTAIN: BOARD MEMBERS: NONE

**6.4 CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH C & C ENGINEERING, INC., FOR ENGINEERING SERVICES FROM OCTOBER 9, 2019 TO MARCH 21, 2021**

*RECOMMENDED ACTION: APPROVE THE AGREEMENT.*

Assistant City Manager Bing Hyun, provided a staff report, along with a hand-out, and was available to answer any questions.

MOTION BY BOARD MEMBER WHITTEMORE, AND SECOND BY VICE CHAIRMAN KARNS, TO APPROVE THE AGREEMENT. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: LINDSEY, WHITTEMORE, VC/KARNS,  
C/HARTMANN  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: LEE  
ABSTAIN: BOARD MEMBERS: NONE

Chairman Hartmann congratulated Josh Nelson on his new position with the City as Director of Public Works/City Engineer.

**ADJOURNMENT**

There being no further business, the Civic-Recreational-Industrial Authority adjourned at 9:18 a.m.

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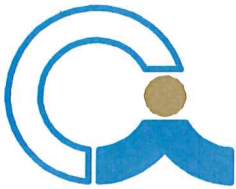
Larry Hartmann, Chairman

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Julie Robles, Secretary

*CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY*

ITEM NO. 6.1



# CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

City of Industry

CRIA BOARD OF DIRECTORS

LARRY HARTMANN, CHAIRMAN  
JOHN KARNIS, VICE CHAIRMAN  
RON WHITTEMORE  
SEAN LEE  
BOB LINDSEY

15625 EAST STAFFORD STREET  
CITY OF INDUSTRY, CALIFORNIA 91744-3366

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## STAFF REPORT

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**TO:** Chairman and Members of the Board of Directors  
Civic-Recreational-Industrial Authority

**FROM:** Yamini Pathak, Director of Finance

**STAFF:** Consultant – Dean Yamagata, Frazer, LLP

**DATE:** November 13, 2019

**SUBJECT:** Civic-Recreational-Industrial Authority August 31, 2019 Financial Report

### RECOMMENDATION

Receive and file.

### EXECUTIVE SUMMARY

Expo Center:

For the month ended August 31, 2019, the Expo Center generated revenues of \$199,003 and incurred expenses of \$257,562. There were no transfers from the Capital Projects Fund for the month ended August 31, 2019.

For the year to date ended August 31, 2019, the Expo Center generated revenues of \$478,884 and incurred expenses of \$606,194. No transfers have been received by the Expo Center for the year to date ended August 31, 2019. Year to date revenue and expenses are in line with the annual budgeted amounts.

Capital Projects Fund:

Total budgeted expenses for the year ended June 30, 2020 amount to \$527,400 which the Fund incurred \$6,537 of actual expenses for the year to date ended August 31, 2019. There were no transfers to the Expo Center for the month and year to date ended August 31, 2019.

### DESCRIPTION OF REPORTS

The monthly financial statements, as shown in Exhibit A, are a comprehensive document reflecting the financial position and the result of operations of the Authority at August 31, 2019.

### **Fiscal Impact**

There is no fiscal impact as result of this action.

# **EXHIBIT A**

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY  
CITY OF INDUSTRY

FINANCIAL STATEMENTS

AUGUST 31, 2019

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY  
CITY OF INDUSTRY

FINANCIAL STATEMENTS

AUGUST 31, 2019

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Statement of Operations for the month and year to date ended August 31, 2019	5
Statement of Cash Flows – Industry Hills Expo Center for the two months ended August 31, 2019	6
Schedule of Revenues and Expenses – Industry Hills Expo Center for the months and years to date ended August 31, 2019 and 2018 - Schedule 1	7 – 8
Schedule of Revenues and Expenditures – Capital Projects Fund for the month and year to date ended August 31, 2019 - Schedule 2	9

Note: The presentation of these financial statements do not conform with Governmental Accounting Standards Board statement number 34 – Basic Financial Statements – and Management Discussion and Analysis – for State and Local Governments and do not include all the disclosures required by this pronouncement.

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY  
CITY OF INDUSTRY

EXECUTIVE SUMMARY  
FINANCIAL STATEMENTS  
AUGUST 31, 2019

**Expo Center Operations**

During the month ended August 31, 2019, we held four events in the Pavilion and thirteen events in the Avalon Room with contracts totaling \$59,950.

In the Grand Arena we held three events with contracts totaling \$82,122. These events were LTAP, Morales and Feria del Caballo.

During the month ended June 30, 2019, we generated revenues from the Speedway events totaling \$56,661.

At August 31, 2019 and 2018, our financial statements reflect the following activity:

<u>Expo Center Operations</u>	Month Ended 8/31/2019	Year To Date 8/31/2019	Annual Budget 2019-2020	% of Annual Budget	Month Ended 08/31/2018	Year To Date 08/31/2018
Total revenues	\$ 199,003	\$ 478,884	\$ 2,541,900	19%	\$ 233,193	\$ 445,169
Expenses:						
Direct Expo Center expenses	145,397	378,487	1,512,200	25%	186,615	342,032
General and administrative expenses	112,165	227,707	1,180,200	19%	112,237	219,376
Total direct Expo Center expenses	257,562	606,194	2,692,400	23%	298,852	561,408
Net loss from operations	(58,559)	(127,310)	(150,500)	85%	(65,659)	(116,239)
Net loss	\$ (58,559)	\$ (127,310)	\$ (150,500)	85%	\$ (65,659)	\$ (116,239)

The following is our summarized financial statements by department at August 31, 2019 and 2018:

<u>Expo Center Operations</u>	Month Ended 8/31/2019	Month Ended 8/31/2019	Month Ended 8/31/2019	Month Ended 8/31/2019	Month Ended 8/31/2019
	Speedway	Facilities	Grand Arena	General and Admin.	Totals
Total revenues	\$ 56,661	\$ 59,950	\$ 82,122	\$ 270	\$ 199,003
Expenses:					
Direct Expo Center expenses	42,630	47,830	54,937	-	145,397
General and administrative expenses	-	-	-	112,165	112,165
Total direct Expo Center expenses	42,630	47,830	54,937	112,165	257,562
Net income (loss) from operations	14,031	12,120	27,185	(111,895)	(58,559)
Net income (loss) for the month ended	\$ 14,031	\$ 12,120	\$ 27,185	\$ (111,895)	\$ (58,559)

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY  
CITY OF INDUSTRY

EXECUTIVE SUMMARY  
FINANCIAL STATEMENTS  
AUGUST 31, 2019

**Expo Center Operations (continued)**

<u>Expo Center Operations</u>	Month Ended 8/31/2018	Month Ended 8/31/2018	Month Ended 8/31/2018	Month Ended 8/31/2018	Month Ended 8/31/2018
	<u>Speedway</u>	<u>Facilities</u>	<u>Grand Arena</u>	<u>General and Admin.</u>	<u>Totals</u>
Total revenues	\$ 85,566	\$ 63,263	\$ 82,969	\$ 1,395	\$ 233,193
Expenses:					
Direct Expo Center expenses	75,562	46,566	64,487	-	186,615
General and administrative expenses	-	-	-	112,237	112,237
Total direct Expo Center expenses	<u>75,562</u>	<u>46,566</u>	<u>64,487</u>	<u>112,237</u>	<u>298,852</u>
Net income (loss) from operations	<u>10,004</u>	<u>16,697</u>	<u>18,482</u>	<u>(110,842)</u>	<u>(65,659)</u>
Net income (loss) for the month ended	<u>\$ 10,004</u>	<u>\$ 16,697</u>	<u>\$ 18,482</u>	<u>\$ (110,842)</u>	<u>\$ (65,659)</u>

<u>Expo Center Operations</u>	Year To Date 8/31/2019	Year To Date 8/31/2019	Year To Date 8/31/2019	Year To Date 8/31/2019	Year To Date 8/31/2019
	<u>Speedway</u>	<u>Facilities</u>	<u>Grand Arena</u>	<u>General and Admin.</u>	<u>Totals</u>
Total revenues	\$ 108,868	\$ 120,931	\$ 248,815	\$ 270	\$ 478,884
Expenses:					
Direct Expo Center expenses	101,231	111,890	165,366	-	378,487
General and administrative expenses	-	-	-	227,707	227,707
Total direct Expo Center expenses	<u>101,231</u>	<u>111,890</u>	<u>165,366</u>	<u>227,707</u>	<u>606,194</u>
Net income (loss) from operations	<u>7,637</u>	<u>9,041</u>	<u>83,449</u>	<u>(227,437)</u>	<u>(127,310)</u>
Net income (loss) for the year ended	<u>\$ 7,637</u>	<u>\$ 9,041</u>	<u>\$ 83,449</u>	<u>\$ (227,437)</u>	<u>\$ (127,310)</u>

<u>Expo Center Operations</u>	Year To Date 8/31/2018	Year To Date 8/31/2018	Year To Date 8/31/2018	Year To Date 8/31/2018	Year to Date 8/31/2018
	<u>Speedway</u>	<u>Facilities</u>	<u>Grand Arena</u>	<u>General and Admin.</u>	<u>Totals</u>
Total revenues	\$ 121,746	\$ 127,776	\$ 191,554	\$ 4,093	\$ 445,169
Expenses:					
Direct Expo Center expenses	117,216	93,672	131,144	-	342,032
General and administrative expenses	-	-	-	219,376	219,376
Total direct Expo Center expenses	<u>117,216</u>	<u>93,672</u>	<u>131,144</u>	<u>219,376</u>	<u>561,408</u>
Net income (loss) from operations	<u>4,530</u>	<u>34,104</u>	<u>60,410</u>	<u>(215,283)</u>	<u>(116,239)</u>
Net income (loss) year to date	<u>\$ 4,530</u>	<u>\$ 34,104</u>	<u>\$ 60,410</u>	<u>\$ (215,283)</u>	<u>\$ (116,239)</u>



CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY  
CITY OF INDUSTRY

EXECUTIVE SUMMARY  
FINANCIAL STATEMENTS  
AUGUST 31, 2019

**CRIA Capital Assets**

In accordance with GASB 34, the Civic-Recreational-Industrial-Authority (referred to as "CRIA") is required to capitalize and depreciate their capital assets. The capital assets net of accumulated depreciation at August 31, 2019 amounted to \$6,577,310. This amount represents the cost of capital assets purchased or constructed over the years at the Industry Hills Expo Center and surrounding areas. No depreciation expense has been recorded in the statement of operations for the period ended August 31, 2019. It is the accounting policy of the CRIA to record annual depreciation expense subsequent to the completion of the June 30, 2020 annual audit.

**Capital Projects Operations**

The capital projects fund reflects expenditures for capital improvements and operational costs. Operational costs include Board and staff salaries, professional services and miscellaneous items.

At August 31, 2019, our financial statements reflect the following activity:

<u>Capital Projects Fund</u>	<u>Month Ended</u> <u>8/31/2019</u>	<u>Year To Date</u> <u>8/31/2019</u>	<u>Annual Budget</u> <u>2019-2020</u>	<u>% of Annual</u> <u>Budget</u>
Total revenues	\$ -	\$ 518	\$ 3,010	17%
Expenditures				
General and administrative expenses	3,502	6,537	527,400	1%
Total expenses	3,502	6,537	527,400	1%
Net loss	\$ (3,502)	\$ (6,019)	\$ (524,390)	1%

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY  
CITY OF INDUSTRY

BALANCE SHEET  
AS OF AUGUST 31, 2019

		Capital Projects	Expo Center
<b>ASSETS</b>			
<b>CURRENT ASSETS:</b>			
Cash and cash equivalents	\$	54,676	\$ 152,171
Investments		81,505	-
Accounts receivable, net		-	52,814
Prepaid insurance		-	12,213
Inventories		-	49,146
Deposits		-	3,000
Total current assets		136,181	269,344
CAPITAL ASSETS, net		-	6,577,310
Total assets	\$	136,181	\$ 6,846,654
<b>LIABILITIES AND FUND BALANCE</b>			
<b>CURRENT LIABILITIES:</b>			
Accounts payable		-	58,743
Sales tax payable		-	10,506
Advance rental payments		-	134,447
Security deposits		-	53,500
Total current liabilities		-	257,196
<b>FUND BALANCE:</b>			
Fund balance		136,181	6,589,458
Total liabilities and fund balance	\$	136,181	\$ 6,846,654

	CAPITAL PROJECTS				EXPO CENTER			
	MONTH ENDED	YEAR TO DATE	2019-2020 ANNUAL BUDGET	% OF ANNUAL BUDGET	MONTH ENDED	YEAR TO DATE		2019-2020 ANNUAL BUDGET
	8/31/2019	8/31/2019			8/31/2019	8/31/2019		
	\$ -	\$ -	\$ -		\$ 199,003	\$ 478,884	\$	
	-	518	3,010	17%	-	-		
	-	518	3,010	17%	199,003	478,884		
	-	-	-		145,397	378,487		
Expenses	3,502	6,537	527,400	1%	112,165	227,707		
	3,502	6,537	527,400	1%	257,562	606,194		
OPER REVENUES	(3,502)	(6,019)	(524,390)	1%	(58,559)	(127,310)		
NET	40,000	115,000	527,400	22%	-	-		
OTHER FINANCING SOURCES								
EXCESS OF EXPENDITURES								
OTHER FINANCING SOURCES)	36,498	108,981	\$ 3,010		(58,559)	(127,310)	\$	
	99,683	27,200			6,648,017	6,716,768		
	\$ 136,181	\$ 136,181			\$ 6,589,458	\$ 6,589,458		

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY  
CITY OF INDUSTRY

INDUSTRY HILLS EXPO CENTER  
STATEMENT OF CASH FLOWS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2019

		AMOUNT
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
	Net loss before transfers and other credits	\$ (127,310)
	Adjustments to reconcile net loss to net cash used in operating activities:	
	Change in operating assets and liabilities	
	Accounts receivable, net	47,548
	Prepaid insurance	1,043
	Inventories	412
	Accounts payable	(36,209)
	Sales tax payable	3,293
	Advance rental payments	(3,773)
	Security deposits	(3,652)
	Net cash used in operating activities	(118,648)
	<b>NET CHANGE IN CASH</b>	<b>(118,648)</b>
	Cash at July 1, 2019	270,819
	Cash at August 31, 2019	\$ 152,171

Expo Center Operations	01/01/2019	01/01/2019	2019-2020	BUDGET	00/01/2019
	\$ 30,562	\$ 55,856	\$ 370,900	15%	\$ 32,7
sales	19,561	49,038	342,100	14%	23,8
	3,603	7,942	55,700	14%	4,3
	1,649	2,120	19,500	11%	1,0
	1,300	2,700	16,300	17%	1,3
	3,275	3,275	1,500	218%	-
events rentals	15,000	28,362	232,600	12%	13,3
arena rentals	-	-	7,900	0%	-
stall rentals	855	3,909	47,200	8%	2
sales	384	384	7,800	5%	-
	9,402	35,867	138,600	26%	6,8
parking	895	1,670	13,300	13%	
seats	43,016	115,840	568,300	20%	49,3
	3,179	8,238	159,200	5%	2,5
	5,100	33,270	194,500	17%	-
	4,291	21,275	110,100	19%	10,5
seating	2,591	4,777	6,300	76%	1,7
	12,725	24,264	50,000	49%	23,9
key	6,275	12,495	31,100	40%	7,4
admission	18,175	34,365	74,900	46%	27,1
concessions	10,571	21,477	40,800	53%	17,7
	4,155	8,930	17,400	51%	7,0
	2,169	2,560	22,000	12%	4
	270	270	13,900	0%	1,3
	199,003	478,884	2,541,900	19%	233,1
	27,569	46,559	224,600	21%	23,3
	1,219	3,314	8,800	38%	1,6
	-	488	9,900	5%	4
	-	-	2,100	0%	-
	50,602	154,373	657,500	23%	68,0
equipment	-	4,900	14,500	34%	3,1
	1,300	3,100	18,900	0%	-
	2,841	2,841	10,200	28%	2
	885	1,484	25,900	6%	2,9
	2,965	7,700	12,500	62%	4
office	-	-	1,500		1,2
administration	4,700	27,050	119,700	23%	4,5
	8,212	12,551	70,700	18%	7,4
	5,500	9,125	18,000	51%	5,5
	-	1,121	4,600	24%	
	7,991	21,398	63,900	33%	13,3
	2,301	4,602	10,200	45%	-
communications	38	3,328	63,500	5%	1,1
	1,500	3,000	13,500	22%	7
entertainment	1,585	8,677	16,300	53%	7,7
security	-	-	3,500	0%	3
	1,027	2,055	30,200	7%	1,2
utilities	17,781	29,876	45,600	66%	23,9
services/contract labor	7,381	30,945	66,100	47%	19,0
miscellaneous	145,397	378,487	1,512,200	25%	186,6
direct					
operating expenses	53,606	100,397	1,029,700	10%	46,5

Expo Center Operations	07/31/2019	07/31/2019	2019-2020	BUDGET	00/31/2019
Administrative expenses	-	-	2,400	0%	4
	422	642	1,900	34%	1
Books, etc.	2,599	3,631	8,800	41%	5
Depreciation	2,104	2,807	14,900	19%	2,2
	747	747	-	0%	-
Equipment	-	-	2,200	0%	-
	-	-	1,800	0%	-
	1,055	1,868	17,800	10%	1,4
	295	1,828	3,400	54%	-
	973	3,538	25,700	14%	1,3
	28,011	50,497	256,000	20%	23,8
Electricity	-	721	15,400	5%	-
	4,878	13,164	61,600	21%	2,0
	1,008	2,016	12,400	16%	-
	3,803	8,315	45,000	18%	3,8
Administrative wages	35,555	78,018	411,600	19%	47,0
	10,149	19,708	126,000	16%	9,4
	20,566	40,207	173,300	23%	19,7
Travel and expenses	112,165	227,707	1,180,200	19%	112,2
<b>EXPENSES OVER REVENUES</b>	<b>\$ (58,559)</b>	<b>\$ (127,310)</b>	<b>\$ (150,500)</b>	<b>85%</b>	<b>\$ (65,6</b>

MONTHS	MONTH ENDED	YEAR TO DATE	ANNUAL	
			BUDGET	% OF A
	8/31/2019	8/31/2019	2019-2020	BUD
Other revenues	\$ -	\$ 518	\$ 3,010	17
<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>				
Salaries - board	2,836	5,672	38,000	15
Travel and meeting	-	-	200	0
Medicare/disability	39	82	600	14
URS - ARS	107	213	1,400	15
Legal	-	-	5,000	0
Professional services	51	101	113,000	0
Accounting	-	-	1,000	0
Vehicle expenses	-	-	7,000	0
Property maintenance	450	450	334,000	0
Insurance and bonds	-	-	26,000	0
Utilities	19	19	1,200	0
Total general and administrative expenses	3,502	6,537	527,400	1
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>				
	\$ (3,502)	\$ (6,019)	\$ (524,390)	1