
Civic-Recreational-Industrial Authority



Regular Meeting Agenda
December 11, 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

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 (CRIA) 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 November 2019

RECOMMENDED ACTION: Receive and file.

5.3 Consideration of the Register of Demands submitted by the Finance Department for December 11, 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 November 13, 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 September 30, 2019

RECOMMENDED ACTION: Receive and file the report.

6.2 Consideration of Amendment No. 2 to the Maintenance Services Agreement with SureTeck Industrial and Commercial Services, Inc., for on-call maintenance services to extend the term to December 31, 2020

RECOMMENDED ACTION: Approve the Amendment.

7. Adjournment. Next regular meeting: Wednesday, January 8, 2020 at 9:00 a.m.

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 5.1

NOVEMBER 2019 - BANQUET NON-AVAILABILITY SHEET

Date Called	Client Name	Date Requested	Pavilion	Avalon Room	Guests	Type of Event	How they heard	Contact
11/04/19	Martha Raymundo	May 23, 2020	TB	TS	165	Wedding Reception	Referral	Phone
11/05/19	Yolanda Cancinos	June 27, 2020	1		250	Sweet 16th	Attended	Phone
11/05/19	Susan Nunez	September 26, 2020	1		350	Quinceanera	Attended	Phone
11/06/19	Jessica Payan	August 1, 2020	TB	TS	150	Wedding Reception	Referral	Phone
11/06/19	Annet Perez	May 16, 2020		1	80	Graduation Party	Attended	Phone
11/07/19	Hilda Tapia	March 28, 2020		1	100	Quinceanera	Attended	Phone
11/08/19	Crystal	October 17, 2020		1	90	Wedding Reception	Website	E-Mail
11/09/19	Janett Zavala	February 15, 2020	TB	TS	150	Wedding Anniversay	Website	E-Mail
11/11/19	Cathy	April 25, 2020		1	60	Baby shower	Attended	Phone
11/11/19	Deanna Durke	December 19, 20, 2019	1		250	Holiday Party	Website	E-Mail
11/12/19	Colin Hrey	December 7, 2019		1	80	Holiday Party	Referral	Phone
11/13/19	Nicole Juarez	January 18, 2020		1	100	40th Birthday Party	Referral	Phone
11/14/19	Richard Chavez	Wedding Reception	TB	TS	150	Wedding Reception	Referral	Phone
11/14/19	Efrain Garcia	April 25, 2020	1		250	Wedding Reception	Website	E-Mail
11/14/19	Karol Ortiz	September 26, 2020	1		200	Wedding Reception	Attended	Phone
11/15/19	Irene	May 30, 2020		1	140	Quinceanera	Attended	Phone
11/18/19	Ashley Truex	June 20, 2020		1	50	Wedding Reception	Referral	Phone
11/20/19	Shontay Hill	April 11, 2020	TB	TS	175	Wedding Reception	Referral	Phone
11/20/19	Valerie Luna	December 28, 2019		1	130	Qunceanera	Referral	Phone
11/22/19	Michael Acosta	November 11, 2020	1		200	Wedding Reception	Website	E-Mail
11/23/19	Nadiya Lozano	November 14, 2020	1		250	Wedding Reception	Website	E-Mail
11/26/19	Byanka Lemus	June 27, 2020	1		300	Wedding Reception	Attended	Phone
11/27/19	Vivian Chavez	April 25, 2020		1	100	Sweet 16th	Attended	Phone
			13	15				

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 5.2

Industry Hills Expo Center
Check Detail
October 2019

Industry Hills Expo Center - Check Register
NOVEMBER

DATE	CHECK #	PAYEE	AMOUNT	DETAILS
11/07/2019	15784	ALARMCO	700.00	PROGRESSIVE PMT. ALARM SYSTEM
11/07/2019	15785	BONAFIDE MECHANICAL INC.	850.00	REPAIRS TO COWBOY CAFE ICE MACHINE + FRIDGE
11/07/2019	15786	CAPITAL PROTECTION INC.	3,325.00	EVENT SECURITY SERVICES
11/07/2019	15787	CINTAS	731.93	MATS, MOPS AND UNIFORMS
11/07/2019	15788	CLASSIC DISTRIBUTING & BEV.	1,162.00	ALCOHOL INVENTORY
11/07/2019	15789	CNC EQUESTRIAN MANAGEMENT	48,112.39	PAYROLL OCT. SALARIES/OCT. MTHLY. MGMT FEE
11/07/2019	15790	FOOTHILL VACUUM & JANITORIAL	227.56	CLEANING EQUIPMENT SUPPLIES EXP.
11/07/2019	15791	FRONTIER COMMUNICATIONS	290.98	HIGH SPEED INTERNET
11/07/2019	15792	HOME DEPOT	494.92	PROPERTY MAINTENANCE EXP.
11/07/2019	15793	JAM GOLF CARS	2,268.38	VEHICLE MAINT/REPAIR-GOLF CARTS
11/07/2019	15794	JUAN LOPEZ	715.00	IT SERVICE AND SUPPORT
11/07/2019	15795	OFFICE DEPOT	39.45	OFFICE SUPPLIES EXP.
11/01/2019	15796	VOID CHECK	0.00	DATA ENTRY ERROR
11/07/2019	15797	SOUTHERN CALIFORNIA EDISON	12,906.02	MONTHLY UTILITY EXPENSE-OCT.
11/07/2019	15798	SYSCO	3,202.58	CONCESSION INVENTORY ITEMS
11/07/2019	15799	TBS CLEANING SERVICE	1,750.00	ARENA CLEANING SERVICES/SHUTTLE SERVICES PAV.
11/07/2019	15800	THE BIG NORWEGIAN	9,075.85	2005 KAWASAKI MULE REPAIR/1999 CASE 570 XLT REPAIR
11/07/2019	15801	AR-102619 ANGIE RAMIREZ	300.00	SECURITY DEPOSIT REFUND
11/07/2019	15802	PAV-102619 RICHARD R. PEREZ	600.00	SECURITY DEPOSIT REFUND
11/07/2019	15803	AR-102719 ROBERT MARTINEZ	300.00	SECURITY DEPOSIT REFUND
11/07/2019	15804	AR-110219 CLARA VAZQUEZ	300.00	SECURITY DEPOSIT REFUND
11/07/2019	15805	PAV-110219 CYNTHIA ESPINOZA-JULIO	600.00	SECURITY DEPOSIT REFUND
11/13/2019	15806	RANCHO JANITORIAL SUPPLIES	2,120.70	CLEANING EQUIPMENT SUPPLIES EXP.
11/13/2019	15807	PCR CASH	1,253.84	REPLENISH PETTY CASH OCT. RECEIPTS
11/13/2019	15808	PAV-110819 ROSALYN HERNANDEZ	600.00	SECURITY DEPOSIT REFUND
11/13/2019	15809	AR-110919 KATHERINE RIVERA	300.00	SECURITY DEPOSIT REFUND
11/13/2019	15810	PAV-110919 CARMIN RAMOS	600.00	SECURITY DEPOSIT REFUND
11/18/2019	15811	AR-111019 PATRICIA CORTEZ	300.00	SECURITY DEPOSIT REFUND
11/18/2019	15812	AT&T	524.78	MONTHLY PHONE CHARGES
11/18/2019	15813	BROWN & BROWN OF CALIFORNIA INC.	300.00	TULIP BANQUET INS. PREMIUM
11/18/2019	15814	California Dept. of Tax and Fee Admin.	4,687.38	SALES TAX PAYMENT
11/18/2019	15815	CAPITAL PROTECTION INC.	1,986.75	EVENT SECURITY SERVICES
11/18/2019	15816	CINTAS	3,010.31	MATS, MOPS AND UNIFORMS
11/18/2019	15817	CITY OF INDUSTRY	6,503.60	ROLL OFF AND DUMP FEES
11/18/2019	15818	CLASSIC DISTRIBUTING & BEV.	445.00	ALCOHOL INVENTORY
11/18/2019	15819	CNC EQUESTRIAN MANAGEMENT	6,153.07	FAIRWAY PAYROLL W/E 10/27/19 & 11/03/19
11/18/2019	15820	COASTAL CARBONIC	142.29	WEIGH TICKET FEE + CARBOCHARGER
11/18/2019	15821	CULLIGAN WATER CONDITIONING	81.48	MONTHLY WATER FILTER SERVICE
11/18/2019	15822	HARBOR DISTRIBUTING,LLC	1,623.95	ALCOHOL INVENTORY

Industry Hills Expo Center

Check Detail

October 2019

Industry Hills Expo Center - Check Register

NOVEMBER

DATE	CHECK #	PAYEE	AMOUNT	DETAILS
11/18/2019	15823	JANUS PEST MANAGEMENT, INC.	2,448.00	PEST CONTROL
11/18/2019	15824	LOCKS PLUS	458.59	REPAIR PAV LIQR ROOM LOCK, KEY COPIES, COOLER LOCK REPL.
11/18/2019	15825	MRC SMART TECHNOLOGY SOLUTIONS	30.00	REPLENISH INK-COPIER
11/18/2019	15826	OFFICE DEPOT	61.95	OFFICE SUPPLIES EXP.
11/18/2019	15827	P & R PAPER SUPPLY COMPANY	750.56	PAPER AND BAR SUPPLIES EXP.
11/18/2019	15828	ROBINSONS FLOWERS	224.48	FLOWERS FOR BARBOSA MEMORIAL
11/18/2019	15829	ROGERS, CLEM & CO.	2,200.00	MONTHLY ACCT'G/CONSULTING EXP.
11/18/2019	15830	SATSUMA LANDSCAPE	8,674.00	MONTHLY LANDSCAPE MAINT.
11/18/2019	15831	SPARKLETTS	682.91	CONCESSION INVENTORY ITEMS/OFFICE SUPPLIES.
11/18/2019	15832	TBS CLEANING SERVICE	1,950.00	SHUTTLE SERVICES-PAVILION BANQUETS
11/20/2019	15833	YOUNG'S MARKET CO.	1,875.68	ALCOHOL INVENTORY
11/20/2019	15834	AR-111619R KARINA JIMENEZ	300.00	SECURITY DEPOSIT REFUND
11/20/2019	15835	PAV-111519 JUAN CARLOS CERVANTES	600.00	SECURITY DEPOSIT REFUND
11/20/2019	15836	PAV-111619 MIGUEL ARTURO LEON	600.00	SECURITY DEPOSIT REFUND
11/21/2019	15837	AR-111519 MARIA B. AGUILAR	300.00	SECURITY DEPOSIT REFUND
11/21/2019	15838	CAPITAL PROTECTION INC.	2,800.00	EVENT SECURITY SERVICES
11/21/2019	15839	CINTAS	777.74	MATS, MOPS AND UNIFORMS
11/21/2019	15840	CNC EQUESTRIAN MANAGEMENT	2,521.19	FAIRWAY PAYROLL W/E 11/10/19
11/21/2019	15841	FRONTIER COMMUNICATIONS	552.02	MONTHLY PHONE CHARGES-OFFICE
11/21/2019	15842	HACIENDA / LAPUENTE USD	10.00	PARKING FEE-WORKMAN HIGH SCHOOL LOT
11/21/2019	15843	HARBOR DISTRIBUTING, LLC	1,556.25	ALCOHOL INVENTORY
11/21/2019	15844	HOME DEPOT	223.33	PROPERTY MAINTENANCE EXP.
11/21/2019	15845	SOUTHERN CALIFORNIA EDISON	9,508.68	MONTHLY UTILITY EXPENSE-NOV.
11/21/2019	15846	SOUTHERN WINE & SPIRITS	893.92	ALCOHOL INVENTORY
11/21/2019	15847	SYSCO	2,911.49	ALCOHOL INVENTORY
11/21/2019	15848	TBS CLEANING SERVICE	2,500.00	MONTHLY FACILITIES CLEANING FEE
11/21/2019	15849	XEROX FINANCIAL SERVICES	928.11	LEASE PMT-XEROX COPIER
11/29/2019	15850	YOUNG'S MARKET CO.	813.26	ALCOHOL INVENTORY
11/29/2019	15851	CNC EQUESTRIAN MANAGEMENT	46,509.52	PAYROLL MAINT. CREW OCT.
TOTAL			212,246.89	

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 5.3

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
AUTHORIZATION FOR PAYMENT OF BILLS
Board Meeting December 11, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
360	INDUSTRY HILLS EXPO OPERATING ACCOUNT	21,210.21

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
WFCK	WELLS FARGO CHECKING	21,210.21

APPROVED PER CITY MANAGER

Civic-Recreational-Industrial Authority
Voided Checks
December 11, 2019

Check	Date		Payee Name	Check Amount
CRIA.WF.CHK - CRIA Wells Fargo Checking				
10952	11/13/2019		SURETECK, INC.	(\$740.85)
	Invoice	Date	Description	Amount
	09012019-98	10/01/2019	SEPTEMBER 2019 ON-CALL MAINTENANCE SVC - EXPC	(\$740.85)

Checks	Status	Count	Transaction Amount
	Total	1	(\$740.85)

**Civic-Recreational-Industrial Authority
Board Meeting
December 11, 2019**

Check	Date	Payee Name			Check Amount
CRIA.WF.CHK - CRIA Wells Fargo Checking					
10955	11/14/2019	SURETECK, INC.			\$740.85
	Invoice	Date	Description	Amount	
	09012019-98	10/01/2019	SEPTEMBER 2019 ON-CALL MAINTENANCE SVC - EXPC	\$740.85	
10956	11/20/2019	INDUSTRY PUBLIC UTILITIES			\$3,480.93
	Invoice	Date	Description	Amount	
	2020-00000717	10/18/2019	08/19-10/18/19 SVC - GRAND ARENA - E SIDE OF PARKI	\$122.41	
	2020-00000718	10/18/2019	08/19-10/18/19 SVC - GRAND ARENA - S SIDE OF PARKI	\$62.57	
	2020-00000719	10/18/2019	08/19-10/18/19 SVC - NEAR CAFE @ GRAND EXPO	\$100.68	
	2020-00000720	10/18/2019	08/19-10/18/19 SVC - PATIO CAFE	\$46.20	
	2020-00000721	10/18/2019	08/19-10/18/19 SVC - MAIN GUARD SHACK	\$81.81	
	2020-00000722	10/18/2019	08/19-10/18/19 SVC - SNACK BAR @ GRAND ARENA	\$291.16	
	2020-00000723	10/18/2019	08/19-10/18/19 SVC - BARN D	\$194.41	
	2020-00000724	10/18/2019	08/19-10/18/19 SVC - EXPO OFFICE	\$246.16	
	2020-00000725	10/18/2019	08/19-10/18/19 SVC - ARENA NEAR BUNK HOUSE	\$117.91	
	2020-00000726	10/18/2019	08/19-10/18/19 SVC - BUILDING 4 - E SIDE OF PLANTER	\$239.41	
	2020-00000727	10/18/2019	08/19-10/18/19 SVC - WATER TOWER @ PAVILLION PAF	\$936.91	
	2020-00000728	10/18/2019	08/19-10/18/19 SVC - GRAND ARENA CAFE	\$204.39	
	2020-00000729	10/18/2019	08/19-10/18/19 SVC - BARN E	\$131.41	
	2020-00000730	10/18/2019	08/19-10/18/19 SVC - DC @ BARN D	\$133.66	
	2020-00000731	10/18/2019	08/19-10/18/19 SVC - DC @ BARN E	\$133.66	
	2020-00000732	10/18/2019	08/19-10/18/19 SVC - BATHROOM @ BARN E	\$140.41	
	2020-00000733	10/18/2019	08/19-10/18/19 SVC - HORSE TRAINING AREA BEHIND E	\$117.91	
	2020-00000734	10/18/2019	08/19-10/18/19 SVC - 1ST GUARD SHACK	\$46.20	
	2020-00000735	10/18/2019	08/19-10/18/19 SVC - S SIDE OF BLDG BEHIND GATED A	\$133.66	
10957	11/20/2019	SOCALGAS			\$14.30

**Civic-Recreational-Industrial Authority
Board Meeting
December 11, 2019**

Check	Date		Payee Name	Check Amount
CRIA.WF.CHK - CRIA Wells Fargo Checking				
	Invoice	Date	Description	Amount
	2020-00000736	11/04/2019	10/02-10/31/19 SVC - 16200 TEMPLE AVE APT 100 - EXP	\$14.30
10958	12/11/2019		ANIMAL PEST MANAGEMENT SERVICE	\$2,500.00
	Invoice	Date	Description	Amount
	597652	10/31/2019	COYOTE TRAPPING & REMOVAL - EXPO CENTER	\$2,500.00
10959	12/11/2019		CITY OF INDUSTRY-REFUSE	\$450.00
	Invoice	Date	Description	Amount
	0003807634	11/01/2019	IH RODEO STORAGE BOXES	\$450.00
10960	12/11/2019		CRIA-PAYROLL ACCOUNT	\$3,000.00
	Invoice	Date	Description	Amount
	DEC-19	11/20/2019	REPLENISH PAYROLL ACCOUNT FOR DECEMBER 2019	\$3,000.00
10961	12/11/2019		ELEVATE PUBLIC AFFAIRS, LLC	\$7,040.00
	Invoice	Date	Description	Amount
	1741	11/01/2019	REIMBURSEMENT FOR IT EXPENSE - 7/19-9/5/19	\$1,870.00
	1743	11/05/2019	REIMBURSEMENT FOR IT EXPENSE - 10/9-10/10/19	\$170.00
	1763	11/18/2019	PROFESSIONAL SVC - OCTOBER 2019	\$5,000.00
10962	12/11/2019		FRAZER, LLP	\$2,530.00
	Invoice	Date	Description	Amount
	163585	10/31/2019	PROFESSIONAL SVC - OCTOBER 2019	\$2,530.00
10963	12/11/2019		IRRI-CARE PLUMBING & BACKFLOW T	\$1,257.74
	Invoice	Date	Description	Amount

**Civic-Recreational-Industrial Authority
Board Meeting
December 11, 2019**

Check	Date		Payee Name	Check Amount
CRIA.WF.CHK - CRIA Wells Fargo Checking				
10371	09/26/2019		BACKFLOW TESTING - EXPO CENTER	\$1,040.00
10428	10/16/2019		BACKFLOW TESTING & REPAIRS - EXPO CENTER	\$217.74
10964	12/11/2019		VORTEX INDUSTRIES, INC.	\$937.24
	Invoice	Date	Description	Amount
	04-1381819	09/27/2019	GATE REPAIR - EXPO CENTER MAIN SWING GATE	\$937.24

Checks	Status	Count	Transaction Amount
	Total	10	\$21,951.06

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 5.4

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
NOVEMBER 13, 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 Chairman Larry Hartmann.

ROLL CALL

PRESENT: Larry Hartmann, Chairman
John Karns, Vice Chairman
Sean Lee, Board Member
Bob Lindsey, Board Member
Ronald Whittmore, Board Member

STAFF PRESENT: 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

There were none.

CONSENT CALENDAR

5.1 UPDATE 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.

RECOMMENDED ACTION: *RECEIVE AND FILE.*

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
NOVEMBER 13, 2019
PAGE 2

MOTION BY BOARD MEMBER LINDSEY, AND SECOND BY BOARD MEMBER LEE TO RECEIVE AND FILE. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

MOTION BY VICE CHAIRMAN KARNS, AND SECOND BY BOARD MEMBER WHITTEMORE TO APPROVE ITEMS 5.2, 5.3, AND 5.4 ON THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
NOVEMBER 13, 2019
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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.

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

MOTION BY BOARD MEMBER LEE, AND SECOND BY BOARD MEMBER WHITTEMORE TO RECEIVE AND FILE THE REPORT. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

ADJOURNMENT

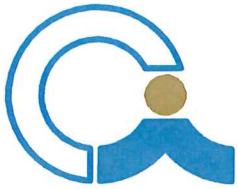
There being no further business, the Civic-Recreational-Industrial Authority adjourned at 9:12 a.m.

Larry Hartmann, Chairman

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

STAFF REPORT

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: December 11, 2019

SUBJECT: Civic-Recreational-Industrial Authority September 30, 2019 Financial Report

RECOMMENDATION

Receive and file.

EXECUTIVE SUMMARY

Expo Center:

For the month ended September 30, 2019, the Expo Center generated revenues of \$230,000 and incurred expenses of \$293,741. There were no transfers from the Capital Projects Fund for the month ended September 30, 2019.

For the year to date ended September 30, 2019, the Expo Center generated revenues of \$708,884 and incurred expenses of \$899,935. No transfers have been received by the Expo Center for the year to date ended September 30, 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 \$112,971 of actual expenses for the year to date ended September 30, 2019. There were no transfers to the Expo Center for the month and year to date ended September 30, 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 September 30, 2019.

Fiscal Impact

There is no fiscal impact as result of this action.

EXHIBIT A

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

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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
SEPTEMBER 30, 2019

Expo Center Operations

During the month ended September 30, 2019, we held six events in the Pavilion and six events in the Avalon Room with contracts totaling \$45,162.

In the Grand Arena we held four events with contracts totaling \$185,464. These events were Branded Industries, Feria Del Caballo, Jose Delgado, and Santa Ana Kennel Club.

At September 30, 2019 and 2018, our financial statements reflect the following activity:

<u>Expo Center Operations</u>	Month Ended 9/30/2019	Year To Date 9/30/2019	Annual Budget 2019-2020	% of Annual Budget	Month Ended 09/30/2018	Year To Date 09/30/2018
Total revenues	\$ 230,000	\$ 708,884	\$ 2,541,900	28%	\$ 253,393	\$ 698,560
Expenses:						
Direct Expo Center expenses	154,349	532,836	1,512,200	35%	125,565	467,597
General and administrative expenses	139,392	367,099	1,180,200	31%	111,217	330,593
Total direct Expo Center expenses	293,741	899,935	2,692,400	33%	236,782	798,190
Net (loss) income from operations	(63,741)	(191,051)	(150,500)	127%	16,611	(99,630)
Net (loss) income	\$ (63,741)	\$ (191,051)	\$ (150,500)	127%	\$ 16,611	\$ (99,630)

The following is our summarized financial statements by department at September 30, 2019 and 2018:

<u>Expo Center Operations</u>	Month Ended 9/30/2019	Month Ended 9/30/2019	Month Ended 9/30/2019	Month Ended 9/30/2019	Month Ended 9/30/2019
	Speedway	Facilities	Grand Arena	General and Admin.	Totals
Total revenues	\$ (1,000)	\$ 45,162	\$ 185,464	\$ 374	\$ 230,000
Expenses:					
Direct Expo Center expenses	20,569	35,607	98,173	-	154,349
General and administrative expenses	-	-	-	139,392	139,392
Total direct Expo Center expenses	20,569	35,607	98,173	139,392	293,741
Net (loss) income from operations	(21,569)	9,555	87,291	(139,018)	(63,741)
Net (loss) income for the month ended	\$ (21,569)	\$ 9,555	\$ 87,291	\$ (139,018)	\$ (63,741)

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

EXECUTIVE SUMMARY
FINANCIAL STATEMENTS
SEPTEMBER 30, 2019

Expo Center Operations (continued)

<u>Expo Center Operations</u>	Month Ended	Month Ended	Month Ended	Month Ended	Month Ended
	9/30/2018	9/30/2018	9/30/2018	9/30/2018	9/30/2018
	Speedway	Facilities	Grand Arena	General and Admin.	Totals
Total revenues	\$ -	\$ 96,954	\$ 155,292	\$ 1,147	\$ 253,393
Expenses:					
Direct Expo Center expenses	5,301	49,253	71,013	-	125,567
General and administrative expenses	-	-	-	111,217	111,217
Total direct Expo Center expenses	5,301	49,253	71,013	111,217	236,784
Net (loss) income from operations	(5,301)	47,701	84,279	(110,070)	16,609
Net (loss) income for the month ended	\$ (5,301)	\$ 47,701	\$ 84,279	\$ (110,070)	\$ 16,609

<u>Expo Center Operations</u>	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date
	9/30/2019	9/30/2019	9/30/2019	9/30/2019	9/30/2019
	Speedway	Facilities	Grand Arena	General and Admin.	Totals
Total revenues	\$ 107,868	\$ 166,093	\$ 434,279	\$ 644	\$ 708,884
Expenses:					
Direct Expo Center expenses	121,800	147,497	263,539	-	532,836
General and administrative expenses	-	-	-	367,099	367,099
Total direct Expo Center expenses	121,800	147,497	263,539	367,099	899,935
Net (loss) income from operations	(13,932)	18,596	170,740	(366,455)	(191,051)
Net (loss) income for the year ended	\$ (13,932)	\$ 18,596	\$ 170,740	\$ (366,455)	\$ (191,051)

<u>Expo Center Operations</u>	Year To Date	Year To Date	Year To Date	Year To Date	Year to Date
	9/30/2018	9/30/2018	9/30/2018	9/30/2018	9/30/2018
	Speedway	Facilities	Grand Arena	General and Admin.	Totals
Total revenues	\$ 121,744	\$ 224,730	\$ 346,846	\$ 5,240	\$ 698,560
Expenses:					
Direct Expo Center expenses	122,515	142,925	202,157	-	467,597
General and administrative expenses	-	-	-	330,593	330,593
Total direct Expo Center expenses	122,515	142,925	202,157	330,593	798,190
Net (loss) income from operations	(771)	81,805	144,689	(325,353)	(99,630)
Net (loss) income year to date	\$ (771)	\$ 81,805	\$ 144,689	\$ (325,353)	\$ (99,630)

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

EXECUTIVE SUMMARY
FINANCIAL STATEMENTS
SEPTEMBER 30, 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 September 30, 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 September 30, 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 September 30, 2019, our financial statements reflect the following activity:

<u>Capital Projects Fund</u>	<u>Month Ended</u> <u>9/30/2019</u>	<u>Year To Date</u> <u>9/30/2019</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	106,434	112,971	527,400	21%
Total expenses	106,434	112,971	527,400	21%
Net loss	\$ (106,434)	\$ (112,453)	\$ (524,390)	21%

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

BALANCE SHEET
AS OF SEPTEMBER 30, 2019

			Capital Projects		Expo Center
ASSETS					
CURRENT ASSETS:					
	Cash and cash equivalents	\$	58,242	\$	93,118
	Investments		81,505		-
	Accounts receivable, net		-		86,765
	Prepaid insurance		-		10,177
	Inventories		-		45,287
	Deposits		-		3,000
	Total current assets		139,747		238,347
	CAPITAL ASSETS, net		-		6,577,310
	Total assets	\$	139,747	\$	6,815,657
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES:					
	Accounts payable		-		86,423
	Sales tax payable		-		12,787
	Advance rental payments		-		138,530
	Security deposits		-		52,200
	Total current liabilities		-		289,940
FUND BALANCE:					
	Fund balance		139,747		6,525,717
	Total liabilities and fund balance	\$	139,747	\$	6,815,657

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

STATEMENT OF OPERATIONS
FOR THE MONTH AND YEAR TO DATE SEPTEMBER 30, 2019

	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	% OF ANNUAL BUDGET
	9/30/2019	9/30/2019			9/30/2019	9/30/2019		
REVENUES:								
Expo center revenues	\$ -	\$ -	\$ -		\$ 230,000	\$ 708,884	\$ 2,541,900	28%
Other revenues	-	518	3,010	17%	-	-	-	
Total revenues	-	518	3,010	17%	230,000	708,884	2,541,900	28%
EXPENDITURES:								
Operating expenses	-	-	-		154,349	532,836	1,512,200	35%
General and administrative expenses	106,434	112,971	527,400	21%	139,392	367,099	1,180,200	31%
Total expenses	106,434	112,971	527,400	21%	293,741	899,935	2,692,400	33%
EXCESS OF EXPENDITURES OVER REVENUES	(106,434)	(112,453)	(524,390)	21%	(63,741)	(191,051)	(150,500)	127%
OTHER FINANCING SOURCES, NET	110,000	225,000	527,400	43%	-	-	150,500	
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES/(EXCESS OF EXPENDITURES OVER REVENUES AND OTHER FINANCING SOURCES)	3,566	112,547	\$ 3,010		(63,741)	(191,051)	\$ -	
Fund balance, beginning	136,181	27,200			6,589,458	6,716,768		
Fund balance, ending	\$ 139,747	\$ 139,747			\$ 6,525,717	\$ 6,525,717		

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

INDUSTRY HILLS EXPO CENTER
STATEMENT OF CASH FLOWS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019

				AMOUNT
CASH FLOWS FROM OPERATING ACTIVITIES				
	Net loss before transfers and other credits		\$	(191,051)
	Adjustments to reconcile net loss to net cash used			
	in operating activities:			
	Change in operating assets and liabilities			
	Accounts receivable, net			13,597
	Prepaid insurance			3,079
	Inventories			4,271
	Accounts payable			(8,529)
	Sales tax payable			5,574
	Advance rental payments			310
	Security deposits			(4,952)
	Net cash used in operating activities			<u>(177,701)</u>
	NET CHANGE IN CASH			<u>(177,701)</u>
	Cash at July 1, 2019			270,819
	Cash at September 30, 2019		\$	<u>93,118</u>

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

Schedule 1
Page 1

INDUSTRY HILLS EXPO CENTER
SCHEDULE OF REVENUES AND EXPENSES
FOR THE MONTHS AND YEARS TO DATE SEPTEMBER 30, 2019 AND 2018

	MONTH ENDED 9/30/2019	YEAR TO DATE 9/30/2019	ANNUAL BUDGET 2019-2020	% OF ANNUAL BUDGET	MONTH ENDED 09/30/2018	YEAR TO DATE 09/30/2018
Expo Center Operations						
Revenues						
Facilities rentals	\$ 19,612	\$ 75,468	\$ 370,900	20%	\$ 42,018	\$ 105,446
Facilities rentals - bar sales	18,628	67,666	342,100	20%	43,895	94,960
Facilities - security	4,111	12,053	55,700	22%	6,909	15,355
Facilities - food	1,461	3,581	19,500	18%	1,162	3,392
Facilities - insurance	1,000	3,700	16,300	23%	1,700	4,200
Facilities - other	350	3,625	1,500	242%	1,270	1,377
Grand Arena - special events rentals	18,500	46,862	232,600	20%	22,200	52,390
Grand Arena - outdoor arena rentals	3,000	3,000	7,900	38%	1,000	1,000
Grand Arena - show barn stall rentals	13,285	17,194	47,200	36%	14,090	17,227
Grand Arena - shaving sales	2,911	3,295	7,800	42%	1,535	1,535
Grand Arena - security	25,757	61,624	138,600	44%	10,250	25,534
Grand Arena - trailer parking	2,205	3,875	13,300	29%	1,925	3,850
Grand Arena - bar sales	86,360	202,200	568,300	36%	75,689	143,172
Grand Arena - food	6,348	14,586	159,200	9%	14,554	34,941
Grand Arena - parking	12,585	45,855	194,500	24%	-	-
Grand Arena - other	14,513	35,788	110,100	33%	14,049	67,197
Speedway - Merchandise	-	4,777	6,300	76%	-	2,877
Speedway - Bar	-	24,264	50,000	49%	-	32,183
Speedway - Prize Money	-	12,495	31,100	40%	-	11,343
Speedway - General Admission	-	34,365	74,900	46%	-	39,010
Speedway - Concessions	-	21,477	40,800	53%	-	25,352
Speedway - Parking	-	8,930	17,400	51%	-	10,295
Speedway - Other	(1,000)	1,560	22,000	7%	-	684
G&A- Other	374	644	13,900	5%	1,147	5,240
Total revenues	230,000	708,884	2,541,900	28%	253,393	698,560
Expo expenses						
Cost of sales	27,119	73,678	224,600	33%	29,116	68,036
Bar supplies	677	3,991	8,800	45%	173	2,926
Promotional banquet	1,199,000	1,687	9,900	17%	2,118	3,023
Feed	-	-	2,100	0%	-	-
Contract labor/wages	58,630	213,003	657,500	32%	57,826	200,913
Furniture/fixtures & equipment	-	4,900	14,500	34%	22	3,211
Facilities - insurance	1,100	4,200	18,900	22%	(745)	255
Miscellaneous	-	2,841	10,200	28%	1,070	1,311
Promotional	1,099	2,583	25,900	10%	2,918	8,696
Property maintenance	8,721	16,421	12,500	131%	3,022	5,796
Repairs and maintenance	212	212	1,500	14%	2,645	4,147
Sales tax	-	-	-	0%	(55)	(55)
Security - Grand Arena	19,074	46,124	119,700	39%	9,024	21,031
Security - Facilities	4,886	17,437	70,700	25%	6,627	19,213
Security - Speedway	-	9,125	18,000	51%	994	10,918
Shavings	950	2,071	4,600	45%	-	(28)
Supplies	4,866	26,264	63,900	41%	1,989	21,866
Equipment rental	1,349	5,951	10,200	58%	410	410,000
Special event concessions	2,989	6,317	63,500	10%	4,756	10,302
Bad debt	1,500	4,500	13,500	33%	750	1,500
Speedway- Concessions	624	9,301	16,300	57%	-	9,694
Speedway- Merchandise	-	-	3,500	0%	-	1,055
Speedway- Insurance	1,028	3,083	30,200	10%	1,216	7,598
Speedway - Prize money	-	29,876	45,600	66%	(535)	31,447
Speedway- Outside services/contract labor	18,326	49,271	66,100	75%	2,224	34,332
Total Expo expenses	154,349	532,836	1,512,200	35%	125,565	467,597
Operating income before direct						
G & A and CRIA indirect expenses	75,651	176,048	1,029,700	17%	127,828	230,963

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

Schedule 1
Page 2

INDUSTRY HILLS EXPO CENTER
SCHEDULE OF REVENUES AND EXPENSES
FOR THE MONTHS AND YEARS TO DATE SEPTEMBER 30, 2019 AND 2018

	MONTH ENDED 9/30/2019	YEAR TO DATE 9/30/2019	ANNUAL BUDGET 2019-2020	% OF ANNUAL BUDGET	MONTH ENDED 09/30/2018	YEAR TO DATE 09/30/2018
Expo Center Operations						
Direct general and administrative expenses						
Office supplies	-	-	2,400	0%	-	800
Travel and meetings	240	882	1,900	46%	158	331
Dues, subscriptions, books, etc.	919	4,550	8,800	52%	393	2,343
Equipment rental/lease	691	3,498	14,900	23%	814	3,738
Employee training	-	747	-	0%	-	-
Furniture/fixtures & equipment	-	-	2,200	0%	204	204
Advertising/printing	2,399	2,399	1,800	133%	-	-
Telephone	1,657	3,525	17,800	20%	1,451	4,152
Postage	105	1,933	3,400	57%	123	229
Miscellaneous	3,061	6,599	25,700	26%	2,275	7,104
Professional services	18,923	69,420	256,000	27%	22,615	66,910
Repairs and equipment	-	721	15,400	5%	-	-
Vehicle expenses	10,348	23,512	61,600	38%	8,188	10,238
Insurance and bonds	1,008	3,024	12,400	24%	-	-
Supplies	4,916	13,231	45,000	29%	2,489	8,364
Contract labor/administrative wages	32,096	110,114	411,600	27%	44,858	141,486
Property maintenance	42,433	62,141	126,000	49%	11,368	30,343
Utilities	20,596	60,803	173,300	35%	16,281	54,351
Total direct general and administrative expenses	139,392	367,099	1,180,200	31%	111,217	330,593
EXCESS OF EXPENDITURES OVER REVENUES	\$ (63,741)	\$ (191,051)	\$ (150,500)	127%	\$ 16,611	\$ (99,630)

CIVIC-RECREATIONAL-INDUSTRIAL-AUTHORITY
CITY OF INDUSTRY

Schedule 2

CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES AND EXPENDITURES
FOR THE MONTH AND YEAR TO DATE SEPTEMBER 30, 2019

	MONTH ENDED	YEAR TO DATE	ANNUAL	% OF ANNUAL
REVENUES	9/30/2019	9/30/2019	BUDGET	BUDGET
			2019-2020	
Other revenues	\$ -	\$ 518	\$ 3,010	17%
GENERAL AND ADMINISTRATIVE EXPENSES				
Salaries - board	2,836	8,508	38,000	22%
Travel and meeting	-	-	200	0%
Medicare/disability	41	123	600	21%
PARS - ARS	106	319	1,400	23%
Legal	2,646	2,646	5,000	53%
Professional services	9,567	9,668	113,000	9%
Accounting	-	-	1,000	0%
Small Equipments and Supplies	46	46	-	0%
Vehicle expenses	1,619	1,619	7,000	23%
Property maintenance	63,094	63,544	334,000	19%
Furniture, Equipment & Fixtures	26,460	26,460	-	0%
Insurance and bonds	-	-	26,000	0%
Utilities	19	38	1,200	3%
Total general and administrative expenses	106,434	112,971	527,400	21%
EXCESS OF EXPENDITURES OVER				
REVENUES	\$ (106,434)	\$ (112,453)	\$ (524,390)	21%

CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

ITEM NO. 6.2



CIVIC-RECREATIONAL-INDUSTRIAL AUTHORITY

MEMORANDUM

TO: Chairman Hartmann and Members of the Board

FROM: Troy Helling, Executive Director *TH*

STAFF: Bing Hyun, Assistant Executive Director *BH*

DATE: December 11, 2019

SUBJECT: Consideration of Amendment No. 2 to the Maintenance Services Agreement with SureTeck Industrial & Commercial Services, Inc., for on-call maintenance services to extend the term to December 31, 2020

Background:

On May 24, 2018, the Civic Recreational Industrial Authority (“CRIA”) Board approved a Maintenance Agreement (“Agreement”) with SureTeck Industrial & Commercial Services, Inc. (“SureTeck”), for on-call maintenance services, from May 24, 2018 to May 24, 2019, in the amount of \$150,000.00. On June 12, 2019, Amendment No. 1 was approved to extend the term of the Agreement to December 31, 2019. The company provides plumbing, electrical repairs, installation of fixtures, and general repair services at the Industry Hills Expo Center.

Discussion:

Staff has been working on issuing a Request for Qualifications (“RFQ”) to establish a bench list of companies that can work on various maintenance-related requests including plumbing, electrical, HVAC, tree, and general maintenance services. This process has taken longer than anticipated. Staff is requesting the Board approve Amendment No. 2 to the Agreement to extend the term through December 31, 2020, thereby permitting sufficient time to complete the procurement process and avoid a lapse in service.

Fiscal Impact:

No fiscal impact.

Recommendation:

- 1.) Approve Amendment No. 2 with SureTeck Industrial & Commercial Services, Inc., extending the term to December 31, 2020.

Exhibit:

- A. Amendment No. 2 with SureTeck Industrial & Commercial Services, Inc., dated December 11, 2019
-

TH/BH:yp

EXHIBIT A

Amendment No. 2 with SureTeck Industrial & Commercial Services, Inc., dated
December 11, 2019

[Attached]

**AMENDMENT NO. 2
TO MAINTENANCE SERVICES AGREEMENT
WITH SURETECK INDUSTRIAL AND COMMERCIAL SERVICES, INC.**

This Amendment No. 2 to the Agreement for Maintenance Services (“Agreement”), is made and entered into this 11th day of December, 2019, (“Effective Date”) by and between the Civic-Recreational-Industrial Authority, a public body (“CRIA”) and SureTeck Industrial & Commercial Services, Inc. (“SureTeck”), a California corporation. The CRIA and Consultant are hereinafter collectively referred to as the “Parties”.

RECITALS

WHEREAS, on or about May 24, 2018, the Agreement was entered into and executed between CRIA and Consultant to provide on-call maintenance services, for a period of one year; and

WHEREAS, on or about June 12, 2019, the CRIA approved Amendment No. 1 extending the term to December 31, 2019; and

WHEREAS, the Parties desire to amend the Agreement to extend the term to December 31, 2020 to continue on-call maintenance services, and to revise the address for CRIA’s General Counsel; and

WHEREAS, for the reasons set forth herein, CRIA and Consultant desire to enter into this Amendment No. 2, as set forth below.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth herein, it is agreed the aforesaid Agreement and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided:

Section 1. TERM

The first sentence of Section 1 is hereby amended to read in its entirety as follows:

This Agreement shall commence on Effective Date, and shall remain and continue in effect until tasks described herein are completed, but in no event later than December 31, 2020 unless sooner terminated pursuant to the provisions of this Agreement

Section 15. NOTICES

The address for James M. Casso is hereby revised to read in its entirety as follows:

James M. Casso, General Counsel
Casso & Sparks, LLP
13300 Crossroads Parkway North, Suite 410
City of Industry, CA 91746
Tel: (626) 269-2980
jcasso@cassosparks.com

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 2 to the Agreement as of the Effective Date.

“CRIA”

Civic Recreational Industrial Authority

“CONSULTANT”

SureTeck Industrial & Commercial
Services, Inc.

By: _____
Troy Helling, Executive Director

By: _____
Gino Garcia, CEO

Attest:

By: _____
Julie Gutierrez-Robles, Board Secretary

APPROVED AS TO FORM

By: _____
James M. Casso, General Counsel