



City of Industry Property and Housing Management Authority

Special Meeting Agenda
JUNE 26, 2017
5:00 p.m.

Chairman Joseph Emmons
Board Member Saul Jauregui
Board Member Erin Schriever

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 (Agenda Items Only):** *During public comments, if you wish to address the Authority during this Special Meeting, under Government Code Section 54954.3(a), you may only address the Authority concerning any item that has been described in the notice for the Special Meeting.*

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 Friday 9:00 a.m. to 5:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.*
-

1. Call to Order
2. Flag Salute
3. Roll Call
4. Public Comments

5. **BOARD MATTERS**

5.1 Consideration of the Register of Demands for June 7, 2017.

RECOMMENDED ACTION: Ratify the Register of Demands for June 7, 2017.

5.2 Presentation of the Industry Property and Housing Management Authority's FY 2017-18 Proposed Operating Budget

Consideration of Resolution No. IPHMA 2017-01 – A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") OF THE CITY OF INDUSTRY, CALIFORNIA, APPROVING AND ADOPTING THE FISCAL YEAR 2017-18 PROPOSED IPHMA BUDGET

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2017-01.

5.3 Consideration of the Statement of Investment Policy.

RECOMMENDED ACTION: Approve as submitted.

5.4 Consideration of changing the time of the regularly scheduled City of Industry Property and Housing Management Authority meetings.

RECOMMENDED ACTION: Discuss and direct Staff accordingly.

6. Adjournment. Next regular meeting: Wednesday, July 12, 2017 at 2:00 p.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
AUTHORIZATION FOR PAYMENT OF BILLS
Board Meeting JUNE 7, 2017

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	38,053.90

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	38,053.90

APPROVED PER CITY MANAGER

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
BANK OF AMERICA

June 7, 2017

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking			
21016	05/17/2017	HOME DEPOT CREDIT SERVICE	\$2,276.91
	Invoice		Amount
	7901145	WASHER & DRYER PEDESTAL - 16212 TEMPLE AVE	\$608.22
	315175	LIGHTBULBS - 15702 NELSON AVE	\$70.46
	2973502	WASHER & DRYER - 16212 TEMPLE AVE	\$1,598.23
21017	05/17/2017	SO CALIFORNIA EDISON COMPANY	\$0.26
	Invoice		Amount
	2017-00001411	04/04-05/04/17 SVC - 15722 NELSON AVE	\$0.26
21018	05/17/2017	SOCALGAS	\$58.96
	Invoice		Amount
	2017-00001409	04/25-05/01/17 SVC - 16224 TEMPLE AVE	\$2.93
	2017-00001410	04/11-05/02/17 SVC - 16200 (16212) TEMPLE AVE	\$56.03
21019	05/25/2017	INDUSTRY PUBLIC UTILITY	\$7.10
	Invoice		Amount
	2017-00001414	04/10-05/01/17 SVC - 16224 E TEMPLE AVE	\$7.10
21020	05/25/2017	WALNUT VALLEY WATER DISTRICT	\$231.11
	Invoice		Amount
	2632351	04/04-05/04/17 SVC - 22002 (22036) VALLEY BLVD	\$47.22
	2636648	04/05-05/03/17 SVC - 20137 WALNUT DR	\$183.89
21021	06/07/2017	ABORTA-BUG PEST CONTROL	\$1,125.00
	Invoice		Amount
	20358	MAY 2017 PEST SVC - 15652 NELSON AVE	\$75.00
	20359	MAY 2017 PEST SVC - 15714 NELSON AVE	\$75.00
	20360	MAY 2017 PEST SVC - 15722 NELSON AVE	\$75.00
	20361	MAY 2017 PEST SVC - 15730 NELSON AVE	\$75.00
	20362	MAY 2017 PEST SVC - 15736 NELSON AVE	\$75.00

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
BANK OF AMERICA

June 7, 2017

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking			
20363	05/09/2017	MAY 2017 PEST SVC - 15702 NELSON AVE	\$75.00
20382	05/11/2017	MAY 2017 PEST SVC - 16200 TEMPLE AVE CONDOS	\$75.00
20383	05/11/2017	MAY 2017 PEST SVC - 16217 TEMPLE AVE	\$75.00
20384	05/11/2017	MAY 2017 PEST SVC - 16218 TEMPLE AVE	\$75.00
20385	05/11/2017	MAY 2017 PEST SVC - 16220 TEMPLE AVE	\$75.00
20386	05/11/2017	MAY 2017 PEST SVC - 16224 TEMPLE AVE	\$75.00
20387	05/11/2017	MAY 2017 PEST SVC - 16227 TEMPLE AVE	\$75.00
20388	05/11/2017	MAY 2017 PEST SVC - 16229 TEMPLE AVE	\$75.00
20389	05/11/2017	MAY 2017 PEST SVC - 16238 TEMPLE AVE	\$75.00
20390	05/11/2017	MAY 2017 PEST SVC - 16242 TEMPLE AVE	\$75.00
21022	06/07/2017	ALL AMERICAN CONTRACTING	\$3,900.00
	Invoice		Amount
	1509	EMERGENCY SHOWER DOOR REPLACEMENT -	\$3,900.00
21023	06/07/2017	ASTRA INDUSTRIAL SERVICES, INC	\$31.40
	Invoice		Amount
	00155670	SUPPLIES - 16212 TEMPLE AVE	\$31.40
21024	06/07/2017	BRYAN PRESS	\$117.66
	Invoice		Amount
	0077036-IPHMA	REVERSE FLAP ENVELOPES - IPHMA	\$117.66
21025	05/07/2017	CASSO & SPARKS, LLP	\$2,759.40
	Invoice		Amount
	20216	JULY 2016 - APRIL 2017 LEGAL SVC	\$2,759.40
21026	06/07/2017	CITY OF INDUSTRY-REFUSE	\$532.47
	Invoice		Amount
	2870962	DISPOSAL SVC - 16212 TEMPLE AVE	\$532.47

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
BANK OF AMERICA

June 7, 2017

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking			
21027	06/07/2017	HOME DEPOT CREDIT SERVICE	\$593.58
	Invoice		Amount
	2310306	SMOKE DETECTORS-16224 & 16200-5 TEMPLE AVE	\$521.61
	7323974	VERTICLE BLIND-16000 TEMPLE AVE UNIT D	\$71.97
21028	06/07/2017	IPHMA - PAYROLL ACCOUNT	\$2,000.00
	Invoice		Amount
	MAY 2017	REIMBURSE FOR PAYROLL-MAY 2017	\$2,000.00
21029	06/07/2017	IRRI-CARE PLUMBING & BACKFLOW	\$40.00
	Invoice		Amount
	7873	BACKFLOW TEST - 16229 TEMPLE AVE	\$40.00
21030	06/07/2017	JANUS PEST MANAGEMENT	\$995.00
	Invoice		Amount
	186855	APRIL 2017 QUARTERLY PEST SVC - 22036 VALLEY	\$98.00
	187002	APRIL 2017 PEST SVC - 16200 TEMPLE AVE CONDOS	\$138.00
	187003	APRIL 2017 PEST SVC - 16217 TEMPLE AVE	\$69.00
	187004	APRIL 2017 PEST SVC - 16218 TEMPLE AVE	\$69.00
	187005	APRIL 2017 PEST SVC - 16220 TEMPLE AVE	\$69.00
	187006	APRIL 2017 PEST SVC - 16224 TEMPLE AVE	\$69.00
	187007	APRIL 2017 PEST SVC - 16227 TEMPLE AVE	\$69.00
	187008	APRIL 2017 PEST SVC - 16229 TEMPLE AVE	\$69.00
	187009	APRIL 2017 PEST SVC - 16238 TEMPLE AVE	\$69.00
	187010	APRIL 2017 PEST SVC - 16242 TEMPLE AVE	\$69.00
	187012	APRIL 2017 PEST SVC - 17229 CHESTNUT ST	\$69.00
	187013	APRIL 2017 PEST SVC - 17217 CHESTNUT ST	\$69.00
	187014	APRIL 2017 PEST SVC - 20137 E. WALNUT DR S.	\$69.00
21031	06/07/2017	KIKI'S INDUSTRIAL CLEANING	\$520.00
	Invoice		Amount

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
BANK OF AMERICA

June 7, 2017

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHIMA BofA Checking			
041314	04/14/2017	CLEANING SVC - 16212 TEMPLE AVE	\$280.00
042917	04/29/2017	CLEANING SVC - 16224 TEMPLE AVE	\$240.00
21032	06/07/2017	KLINE'S PLUMBING, INC.	\$835.00
Invoice	Date	Description	Amount
10340	05/12/2017	EMERGENCY PLUMBING SVC - 16200 TEMPLE AVE	\$175.00
10344	05/16/2017	EMERGENCY PLUMBING SVC - 16200 TEMPLE AVE	\$375.00
10347	05/18/2017	EMERGENCY PLUMBING SVC-15730 NELSON AVE	\$285.00
21033	06/07/2017	SATSUMA LANDSCAPE & MAINT.	\$22,030.05
Invoice	Date	Description	Amount
0517EHNHCS	05/30/2017	MAY 2017 LANDSCAPE MAINT	\$22,030.05
Checks	Status	Count	Transaction Amount
Total		18	\$33,053.90

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

P.O. BOX 3366 • CITY OF INDUSTRY • CALIFORNIA 91744
(626) 333-2211 • Fax (626) 961-6795 • www.cityofindustry.org

MEMORANDUM

TO: Honorable Chairman and Board Members

FROM: Paul J. Philips, Executive Director *Paul J. Philips*

STAFF: Susan Paragas, Director of Finance
Steven Avalos, Finance Manager *SA*

DATE: June 14, 2017

SUBJECT: Consideration of Resolution No. IPHMA 2017-01 of the Industry Property and Housing Management Authority ("IPHMA") of the City of Industry, California Approving and Adopting the Fiscal Year 2017-18 Proposed IPHMA Budget

BACKGROUND

On June 8, 2017, the City Council received a presentation and approved and adopted the FY 2017-18 ("FY 18") Operating Budget and FY 18 Capital Improvement Program ("CIP") Budget for the City of Industry and all its affiliated entities, such as the Industry Public Utilities Commission ("IPUC") and Successor Agency ("SA"). In FY 18, the Citywide Budget across all City funds totals \$193.3 million, and will be supported by \$204.5 million in revenues. The FY 18 CIP Budget will total \$45.6 million and be supported by bond proceeds, grant funds, and the General Fund.

Included in this budget, the City Council also ratified the FY 18 proposed budgets for the Civic Recreational-Industrial Authority ("CRI") and Industry Property Housing Management Authority ("IPHMA"). In order for the budgets for CRI and IPHMA to take effect, the FY 18 proposed budgets for CRI and IPHMA must be formally approved and adopted by each respective board.

DISCUSSION

FY 18 Proposed IPHMA Budget

The FY 18 Proposed IPHMA Budget will total \$0.6 million in total revenues, which consists of \$0.2 million in revenues generated by the IPHMA and by a \$0.4 million subsidy from the City's General Fund. An overview of the FY 18 Proposed IPHMA Budget is listed below.

Table 1 FY 18 Proposed IPHMA Budget				
	FY 14/15 Actuals	FY 15/16 Actuals	FY 16/17 Amended	FY 17/18 Proposed
Revenues				
IPHMA (Fund 160)	\$224,955	\$174,384	\$171,800	\$222,200
Transfer In – General Fund	-	-	-	<u>357,775</u>
Revenue Totals	\$224,955	\$174,384	\$171,800	\$579,975
Expenditures				
IPHMA (Fund 160)	<u>\$291,867</u>	<u>\$759,130</u>	<u>\$533,241</u>	<u>\$579,975</u>
Expenditure Totals	\$291,867	\$759,130	\$533,241	\$579,975

Revenues – For FY 18, IPHMA revenues are anticipated to increase by over \$50K (or 29.3%), from \$171K to \$222K. This largely the result of the filling of several vacant housing units in FY 18, and the addition of an additional housing unit to the City’s housing stock. In FY 18, it is anticipated that the housing stock will be almost fully rented, with minimal vacancies.

Expenditures – For FY 18, the IPHMA’s Proposed Budget will total \$579K, a slight increase from FY 17 levels. The City and staff continue to streamline and standardize its building maintenance and housing renovation efforts; providing uniformity and code compliance across all housing units. Further, major renovation projects have been shifted to the City’s CIP Program. As a result, expenses have leveled off and increases are largely the result of consumer price index (“CPI”) increases and built-in contractual increases.

In years past, the IPHMA Fund had sufficient unrestricted reserve levels to cover the projected shortfall, which is the gap between revenues and expenditures. In FY 18, the IPHMA can no longer rely on unrestricted reserve levels, as reserves have reduced drastically in the past few years. As a result, in FY 18, the General Fund will contribute \$358K to cover the projected shortfall in the housing fund.

FISCAL IMPACT

The FY 18 Proposed IPHMA Budget will total \$579,975 in revenues, which consists of \$220,200 in revenues and \$357,775 transfer in from the General Fund. The FY 18 Proposed IPHMA Budget expenditures will total \$579,975.

RECOMMENDATION

Staff recommends the IPHMA Board to adopt Resolution No. IPHMA 2017-01 approving the FY 18 Proposed IPHMA Budget.

Attachments:

1. Resolution No. IPHMA 2017-01 – Resolution Approving the FY 18 Proposed IPHMA Budget
2. Exhibit A – FY 2017-18 Proposed IPHMA Budget Section

RESOLUTION NO. IPHMA 2017-01

A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") APPROVING AND ADOPTING THE FISCAL YEAR 2017-18 PROPOSED IPHMA BUDGET

WHEREAS, on June 8, 2017, the City Council received a presentation and approved and adopted the FY 2017-18 ("FY 18") Operating Budget and FY 18 Capital Improvement Program ("CIP") Budget for the City of Industry and all its affiliated entities, such as the Industry Public Utilities Commission ("IPUC") and Successor Agency ("SA"); and

WHEREAS, on June 8, 2017, the City Council also approved and ratified the FY 18 proposed budgets for the Civic Recreational-Industrial Authority ("CRIA") and Industry Property Housing Management Authority ("IPHMA"), pending the approval by each respective board; and

WHEREAS, in order for the budgets for CRIA and IPHMA to take effect, the FY 18 proposed budgets for CRIA and IPHMA must be formally approved and adopted by each respective board; and

WHEREAS, the IPHMA Board received a presentation on the City's FY 18 Proposed IPHMA Budget on June 14, 2017.

NOW, THEREFORE, THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. By approving Resolution No. IPHMA 2017-01, the Proposed IPHMA Budget of \$579,975 in total revenues, which consists of \$220,200 in revenues and \$357,775 transfer in from the General Fund, and total expenditures of \$579,975 for Fiscal Year 2017-2018 is hereby approved and adopted, as reflected in Exhibit A hereto attached to this resolution.

Section 3. The Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED by the City of Industry Property and Housing Management Authority at a special meeting held on June 26, 2017, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

Joseph Emmons, Chairman

ATTEST:

Diane M. Schlichting, Assistant Secretary

EXHIBIT "A"

Field Operations & Asset Management - Development Services Department

Industry Property Housing Management Authority (IPHMA) – Fund 160

Summary of Expenditures & Account Detail

Object #	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2017 Amended Budget	2018 Proposed Budget
5011	Board Salaries	\$ -	\$ -	\$ -	\$ -	22,470
5016	CalPERS - Employer	-	-	-	-	-
5020	CalPERS - Employee	-	-	-	-	330
5039	PARS – Employer	-	-	-	-	-
5026	EPMC	-	-	-	-	-
5027	Medicare	-	-	-	-	780
5028	Life Insurance	-	-	-	-	840
5037	AD & D	-	-	-	-	540
5631	Workers Compensation	-	-	-	-	-
5029	Social Security	-	-	-	-	-
5030	State Unemployment	-	-	-	-	15
5031	Disability – Long Term	-	-	-	-	-
5031.02	Disability – Short-Term	-	-	-	-	-
5038	Long Term Care	-	-	-	-	-
5032	State Employment & Training Tax	-	-	-	-	-
5017	Medical Premiums	-	-	-	-	-
5033	Dental Premiums	-	-	-	-	-
5034	Vision Premiums	-	-	-	-	-
5012	General Insurance and Bonding	4,032	6,031	4,225	\$6,000	6,000
5018	Office Supplies & Postage	646	134	1,203	500	-
5023	Conference Meetings & Luncheons	-	-	61	-	150,000
5068	Landscape Maintenance	-	-	-	-	30,000
5120.02	Professional Services - Legal	-	-	-	-	-
5120.03	Professional Services - Accounting	9,900	7,827	-	9,000	6,000
5130	Planning, Survey and Design	-	4,128	47	6,000	-
5640	Advertising and Printing	-	1,379	-	1,500	-
5730	Utilities	1,286	680	5,601	5,000	2,000
5730.02	Utilities - Water	-	-	-	2,000	10,000

Field Operations & Asset Management - Development Services Department

Object #	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2017 Amended Budget	2018 Proposed Budget
5740	Property Taxes and Assessments	45,934	45,554	46,608	50,000	60,000
5900	General Engineering	-	2,301	-	50,000	40,000
7420	Traffic & Street Signs	-	-	13	-	-
8510	Property Maintenance	175,754	163,850	466,059	287,300	150,000
8515	Housing Improvements	36,948	134,084	235,313	117,941	100,000
9010	Furniture, Equipment & Fixtures	-	2,485	-	-	-
TOTALS:		\$274,500	\$368,453	\$759,130	\$533,241	\$ 579,975

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.3



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

P.O. BOX 3366 • CITY OF INDUSTRY • CALIFORNIA 91744
(626) 333-2211 • Fax (626) 961-6795 • www.cityofindustry.org

Joseph Emmons, Chairman
Saul Jauregui, Board Member
Mike Reible, Board Member

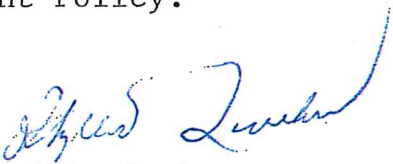
Paul J. Philips, Executive Director
James M. Casso, General Counsel
Phyllis Tucker, Treasurer
Diane M. Schlichting, Assistant Secretary

January 1, 2017

TO: Paul J. Philips, Executive Director
FROM: Phyllis Tucker, Treasurer
SUBJECT: Statement of Investment Policy

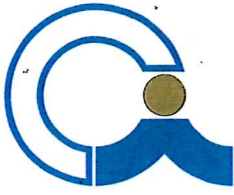
Attached is a copy of the Investment Policy for the Industry Property and Housing Management Authority dated January 1, 2017, for all future investments, pursuant to Section 53601 and Section 53635 of the California Government Code.

My recommendation is that the Property & Housing Management Authority Board approve the Investment Policy.


Phyllis Tucker,
Treasurer

c: City Council

Encl.-1



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

P.O. BOX 3366 • CITY OF INDUSTRY • CALIFORNIA 91744
(626) 333-2211 • Fax (626) 961-6795 • www.cityofindustry.org

Joseph Emmons, Chairman
Saul Jauregui, Board Member
Mike Reible, Board Member

Paul J. Philips, Executive Director
James M. Casso, General Counsel
Phyllis Tucker, Treasurer
Diane M. Schlichting, Assistant Secretary

January 1, 2017.

STATEMENT OF INVESTMENT POLICY

Effective this date, the following is the Investment Policy of the Treasurer of the City of Industry Property & Housing Management Authority for all future investments.

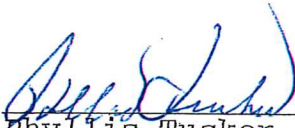
Monies in the treasury not required for the immediate necessities of the City of Industry Property & Housing Management Authority may be invested in the following investments as authorized and more fully described in Section 53601 and Section 53635 of the California Government Code:

- a. Securities of the U.S. Government, or its agencies
- b. Inactive public deposits; non-negotiable and/or non-transferable certificates of deposits
- c. Bankers acceptances
- d. Commercial paper
- e. Local Agency Investment Fund (State pool) deposits (Govt. Code Section 16429.1)
- f. Passbook savings account demand deposits
- g. Repurchase agreements
- h. Los Angeles County Investment Pool (Calif. Gov. Code Section 53684)

January 1, 2017

STATEMENT OF INVESTMENT POLICY - cont'd.

- i. It is the City of Industry Property and Housing Management Authority's policy not to utilize reverse repurchase agreements or shares of beneficial interest issued by diversified management companies (mutual funds), unless that fund is composed entirely of securities of the U.S. Government, or its agencies, and the use of such funds shall be restricted to sweep accounts. (Reverse repurchase agreements shall be permitted if they are assets of the Local Agency Investment Fund.



Phyllis Tucker, Treasurer
Industry Property & Housing
Management Authority

c: City Council