



***City of Industry Property and Housing
Management Authority***

**Regular Meeting Agenda
January 13, 2016
10:00 a.m.**

**Chairman - Vacant
Board Member Saul Jauregui
Board Member Mike Reible**

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 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.*

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1. Call to Order
 2. Roll Call
 3. Public Comments

4. **BOARD MATTERS**

4.1 Consideration of the Register of Demands

RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate Authority Officials to pay the bills.

4.2 Consideration of the Statement of Investment Policy

RECOMMENDED ACTION: Approve as submitted.

5. Adjournment. Next regular meeting: Wednesday, February 10, 2016 at 10:00 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 4.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting January 13, 2016

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	99,050.67

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	99,050.67

Industry Property and Housing Management Authority
BofA Voided Checks
January 13, 2016

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
20712	12/08/2015	12/18/2015	SO CALIFORNIA EDISON COMPANY	(\$109.82)
	Invoice	Date	Description	Amount
	2016-00000662	12/05/2015	VOIDED	(\$109.82)

Checks	Status	Count	Transaction Amount
	Total	1	(\$109.82)

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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
20711	12/08/2015		GAS COMPANY, THE	\$119.28
	Invoice	Date	Description	Amount
	2016-00000659	12/07/2015	11/02-12/03/15 SVC - 16200 TEMPLE AVE	\$56.05
	2016-00000660	12/07/2015	11/02-12/03/15 SVC - 16200 TEMPLE AVE APT 100	\$18.92
	2016-00000661	12/07/2015	11/02-12/03/15 SVC - 16200 TEMPLE AVE APT 202	\$44.31
20712	12/08/2015		SO CALIFORNIA EDISON COMPANY	\$109.82
	Invoice	Date	Description	Amount
	2016-00000662	12/05/2015	11/03-12/04/15 SVC - 15714 NELSON AVE	\$109.82
20713	12/10/2015		WALNUT VALLEY WATER DISTRICT	\$135.20
	Invoice	Date	Description	Amount
	8709 027 907/911	11/01/2015	ASSESSMENT/SPECIAL TAX - FY 15-16	\$135.20
20714	12/14/2015		ALL PRO PAINTING, INC.	\$4,395.00
	Invoice	Date	Description	Amount
	6579	10/16/2015	INTERIOR PAINTING - 15714 NELSON AVE	\$4,395.00
20715	12/29/2015		INDUSTRY PUBLIC UTILITY	\$25.05
	Invoice	Date	Description	Amount
	2016-00000713	11/15/2015	10/10-11/10/15 SVC - 16220 E. TEMPLE AVE	\$14.18
	2016-00000714	12/15/2015	11/10-12/10/15 SVC - 16220 E. TEMPLE AVE	\$10.87
20716	01/04/2016		INDUSTRY PUBLIC UTILITY	\$9.71
	Invoice	Date	Description	Amount
	2016-00000754	12/21/2015	11/24-12/10/15 SVC - 16238 E TEMPLE AVE	\$9.71
20717	01/06/2016		THE ELITE GROUP PROPERTY	\$360.00
	Invoice	Date	Description	Amount
	76962	12/31/2015	PROPERTY INSPECTION - 16238 E. TEMPLE AVE	\$360.00
20718	01/13/2016		ANIMAL PEST MANAGEMENT	\$400.00

Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	Invoice	Date	Description	Amount
	151368	11/30/2015	RACCOON TRAPPING - 20137 E. WALNUT DR. SOUTH	\$400.00
20719	01/13/2016		BLUE PACIFIC DOORS, INC.	\$255.00
	Invoice	Date	Description	Amount
	1008	12/04/2015	GARAGE DOOR SVC - 17217 CHESTNUT ST	\$180.00
	1009	12/09/2015	GARAGE DOOR SVC - 16218 TEMPLE AVE	\$75.00
20720	01/13/2016		CALABRESE ARCHITECT	\$2,828.50
	Invoice	Date	Description	Amount
	15-3890	11/16/2015	REMODEL & ADDITION - 16220 TEMPLE AVE	\$2,828.50
20721	01/13/2016		CITY OF INDUSTRY-REFUSE	\$468.71
	Invoice	Date	Description	Amount
	2337900	11/30/2015	DISPOSAL SVC - 15722 NELSON AVE	\$468.71
20722	01/13/2016		CNC ENGINEERING	\$35,356.77
	Invoice	Date	Description	Amount
	44212	12/10/2015	BUILDING REMODEL AT 15722 NELSON AVE	\$13,958.55
	44213	12/10/2015	IPHMA ISSUES - MISC/GENERAL	\$4,553.76
	44214	12/10/2015	IPHMA ISSUES - LAKE LOOP SINGLE FAMILY HOMES	\$156.88
	44215	12/10/2015	16220 TEMPLE AVE REMODEL	\$1,446.37
	44266	12/23/2015	BUILDING REMODEL AT 15722 NELSON AVE	\$6,080.69
	44267	12/23/2015	IPHMA ISSUES - MISC/GENERAL	\$3,370.80
	44268	12/23/2015	IPHMA ISSUES - LAKE LOOP SINGLE FAMILY HOMES	\$506.68
	44269	12/23/2015	16220 TEMPLE AVE REMODEL	\$1,235.43
	44270	12/23/2015	IPHMA ISSUES - CONDOS	\$3,100.50
	44271	12/23/2015	15702 NELSON AVE PROPERTY	\$126.67
	44272	12/23/2015	IPHMA ISSUES - 15714 NELSON AVE	\$820.44
20723	01/13/2016		CONCEPT CONSULTANT, INC.	\$36,187.74
	Invoice	Date	Description	Amount

**Industry Property and Housing Management Authority
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IPHMA.CHK - IPHMA BofA Checking				
	#7IPHMA-001	01/01/2016	BUILDING REMODEL AT 15722 NELSON AVE	\$38,092.36
20724	01/13/2016		CONSOLIDATED ELECTRICAL DIST.	\$100.88
	Invoice	Date	Description	Amount
	3301-498942	12/14/2015	SUPPLIES - 16218 TEMPLE AVE	\$100.88
20725	01/13/2016		DAKOTA BACKFLOW CO.	\$705.00
	Invoice	Date	Description	Amount
	37181	12/11/2015	TESTING OF IPHMA BACKFLOW DEVICES FOR 2015	\$705.00
20726	01/13/2016		HOME DEPOT CREDIT SERVICE	\$133.58
	Invoice	Date	Description	Amount
	6014083	11/24/2015	SUPPLIES - 17217 CHESTNUT ST	\$133.58
20727	01/13/2016		HUNTER ELECTRIC SERVICE, INC.	\$170.00
	Invoice	Date	Description	Amount
	2015-187	12/11/2015	REPAIR DAMAGED LIGHT - 17217 CHESTNUT ST	\$170.00
20728	01/13/2016		INDEPENDENT SEWER CAMERA	\$275.00
	Invoice	Date	Description	Amount
	12215-1	12/02/2015	SEWER CAMERA SVC - 16000 TEMPLE AVE UNIT B	\$275.00
20729	01/13/2016		JANUS PEST MANAGEMENT	\$1,176.00
	Invoice	Date	Description	Amount
	172333	11/06/2015	PEST SVC - 15652 NELSON AVE	\$58.00
	172329	11/06/2015	PEST SVC - 15714 NELSON AVE	\$58.00
	172330	11/06/2015	PEST SVC - 15722 NELSON AVE	\$58.00
	172331	11/06/2015	PEST SVC - 15730 NELSON AVE	\$58.00
	172332	11/06/2015	PEST SVC - 15736 NELSON AVE	\$58.00
	172334	11/06/2015	PEST SVC - 15702 NELSON AVE	\$58.00
	172770	11/06/2015	PEST SVC - CONDOS	\$138.00
	172840	11/17/2015	PEST SVC - 17229 CHESTNUT ST	\$69.00

**Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	172841	11/17/2015	PEST SVC - 17217 CHESTNUT ST	\$69.00
	173639	11/06/2015	PEST SVC - 16218 TEMPLE AVE	\$69.00
	173640	11/06/2015	PEST SVC - 16217 TEMPLE AVE	\$69.00
	173641	11/06/2015	PEST SVC - 16220 TEMPLE AVE	\$69.00
	173642	11/06/2015	PEST SVC - 16224 TEMPLE AVE	\$69.00
	173643	11/06/2015	PEST SVC - 16227 TEMPLE AVE	\$69.00
	173644	11/06/2015	PEST SVC - 16229 TEMPLE AVE	\$69.00
	173645	11/06/2015	PEST SVC - 16238 TEMPLE AVE	\$69.00
	173646	11/06/2015	PEST SVC - 16242 TEMPLE AVE	\$69.00
20730	01/13/2016		KLEINFELDER, INC.	\$1,053.32
	Invoice	Date	Description	Amount
	001082984	11/11/2015	SOILS OBSERVATION/TESTING - 15722 NELSON AVE	\$517.50
	001085970	12/03/2015	SOILS OBSERVATION/TESTING - 15722 NELSON AVE	\$535.82
20731	01/13/2016		LA PUENTE VALLEY COUNTY	\$154.85
	Invoice	Date	Description	Amount
	2016-00000818	12/17/2015	10/19-12/17/15 SVC - 15702 NELSON AVE	\$85.19
	2016-00000819	12/17/2015	10/20-12/17/15 SVC - 15714 NELSON AVE	\$69.66
20732	01/13/2016		MERRITT'S ACE HARDWARE	\$33.20
	Invoice	Date	Description	Amount
	089707	12/07/2015	SUPPLIES - 15730 NELSON AVE	\$15.78
	089716	12/07/2015	SUPPLIES - 15730 NELSON AVE	\$10.89
	089916	12/17/2015	SUPPLIES - 15702 NELSON AVE	\$6.53
20733	01/13/2016		SATSUMA LANDSCAPE & MAINT.	\$11,422.96
	Invoice	Date	Description	Amount
	1215EHNHCS	12/29/2015	LANDSCAPE MAINTENANCE - DECEMBER 2015	\$11,422.96
20734	01/13/2016		SUNRISE ROOFING	\$200.00
	Invoice	Date	Description	Amount

**Industry Property and Housing Management Authority
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IPHMA.CHK - IPHMA BofA Checking				
	12/26/15	12/26/2015	ROOF SVC - 17217 CHESTNUT ST	\$200.00
20735	01/13/2016		THEE BEST ROOTER & PLUMBING	\$559.92
	Invoice	Date	Description	Amount
	4755	12/12/2015	PLUMBING SVC - 15702 NELSON AVE	\$399.92
	4758	12/12/2015	PLUMBING SVC - 16000 TEMPLE AVE UNIT B	\$160.00
20736	01/13/2016		VILLEGAS GENERAL BUILDING	\$675.00
	Invoice	Date	Description	Amount
	190	12/10/2015	BATHROOM CEILING REPAIRS - 16218 TEMPLE AVE	\$350.00
	192	12/10/2015	KITCHEN REPAIRS - 15702 NELSON AVE	\$325.00
20737	01/13/2016		ZABCO PAINTING	\$1,850.00
	Invoice	Date	Description	Amount
	392	11/16/2015	EXTERIOR PAINTING - 15714 NELSON AVE	\$1,850.00

Checks	Status	Count	Transaction Amount
	Total	27	\$99,160.49

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 4.2



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

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

January 1, 2016

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

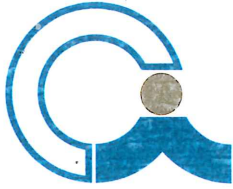
Attached is a copy of the Investment Policy for the Industry Property and Housing Management Authority dated January 1, 2016, for all future investments, pursuant to Section 53601 and Section 53635 of the California Government Code.

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

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

January 1, 2016

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.

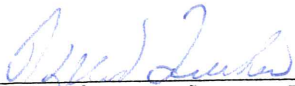
Monies in the treasury not required for the immediate necessities of the City of Industry Property & Housing Management Authority may be invested in the following investments as authorized and more fully described in Section 53601 and Section 53635 of the California Government Code:

- 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, 2016

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