

City of Industry Property and Housing Management Authority

Regular Meeting Agenda
January 7, 2015
10:00 a.m.

Chairman Troy Helling
Board Member Carlos Cuevas
Board Member - Vacant

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 the podium. The completed card should be submitted to the Secretary 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 the podium. The completed card should be submitted to the Secretary prior to the Agenda item being called by the Secretary 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 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 minutes of the November 12, 2014 regular meeting.

RECOMMENDED ACTION: Approve as submitted.

4.3 Consideration of Statement of Investment Policy.

RECOMMENDED ACTION: Approve as submitted.

5. Adjournment. Next regular meeting: Wednesday, February 11, 2015 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 7, 2015

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	79,588.36

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	79,588.36

Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
20548	12/09/2014		GAS COMPANY, THE	\$100.35
	Invoice	Date	Description	Amount
	2015-00000697	12/08/2014	10/31-12/04/14 SVC - 16200 TEMPLE AVE	\$31.50
	2015-00000698	12/08/2014	10/31-12/04/14 SVC - 16200 TEMPLE AVE APT 100	\$19.71
	2015-00000699	12/08/2014	10/31-12/04/14 SVC - 16200 TEMPLE AVE APT 202	\$49.14
20549	01/07/2015		ABORTA-BUG PEST CONTROL	\$520.00
	Invoice	Date	Description	Amount
	15069	12/15/2014	SVC - 16242 TEMPLE	\$65.00
	15070	12/15/2014	SVC - 16238 TEMPLE	\$65.00
	15071	12/15/2014	SVC - 16218 TEMPLE	\$65.00
	15072	12/15/2014	SVC - 16220 TEMPLE	\$65.00
	15073	12/15/2014	SVC - 16217 TEMPLE	\$65.00
	15074	12/15/2014	SVC - 16229 TEMPLE	\$65.00
	15075	12/15/2014	SVC - 16224 TEMPLE	\$65.00
	15076	12/15/2014	SVC - 16227 TEMPLE	\$65.00
20550	01/07/2015		AQUA BACKFLOW & CHLORINATION	\$320.00
	Invoice	Date	Description	Amount
	33751	10/21/2014	TESTING OF BACKFLOW DEVICES	\$320.00
20551	01/07/2015		CALABRESE ARCHITECT	\$15,535.00
	Invoice	Date	Description	Amount
	14-3812	12/03/2014	MASTER PLAN & DESIGN FOR WALNUT DR SOUTH	\$15,535.00
20552	01/07/2015		CALICO BUILDING SERVICES, INC	\$95.00
	Invoice	Date	Description	Amount
	1005619	11/13/2014	MISC BUILDING REPAIRS/MAINT SVCS	\$95.00
20553	01/07/2015		CNC ENGINEERING	\$50,459.72
	Invoice	Date	Description	Amount
	42748	12/11/2014	20137-20249 WALNUT DR SOUTH	\$632.82

Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	42749	12/11/2014	IPHMA ISSUES - MISC/GENERAL	\$2,902.57
	42750	12/11/2014	BUILDING REMODELS - 15714 & 15722 NELSON	\$235.32
	42751	12/11/2014	IPHMA ISSUES - 15714 NELSON	\$15,204.21
	42752	12/11/2014	IPHMA ISSUES - 15722 NELSON	\$28,896.00
	42788	12/22/2014	IPHMA ISSUES - MISC/GENERAL	\$235.32
	42789	12/22/2014	BUILDING REMODELS - 15714 & 15722 NELSON	\$2,353.48
20554	01/07/2015		EADIE & PAYNE, LLP	\$2,000.00
	Invoice	Date	Description	Amount
	124894	12/04/2014	FY 2014 AUDIT	\$2,000.00
20555	01/07/2015		HOME DEPOT CREDIT SERVICE	\$231.89
	Invoice	Date	Description	Amount
	0594899	12/15/2014	SUPPLIES - 15730 NELSON	\$45.56
	6591601	12/19/2014	SUPPLIES - 16224 TEMPLE	\$186.33
20556	01/07/2015		JANUS PEST MANAGEMENT	\$98.00
	Invoice	Date	Description	Amount
	162209	10/17/2014	SVC - 22036 VALLEY BLVD	\$98.00
20557	01/07/2015		MERRITT'S ACE HARDWARE	\$13.07
	Invoice	Date	Description	Amount
	082897	11/24/2014	SUPPLIES - 17217 CHESTNUT	\$13.07
20558	01/07/2015		MX GRAPHICS, INC.	\$648.33
	Invoice	Date	Description	Amount
	5621	11/26/2014	BLUEPRINT SVC - MP 12-06	\$344.88
	5691	12/08/2014	BLUEPRINT SVC - MP 12-06	\$75.86
	5706	12/11/2014	BLUEPRINT SVC - MP 12-06	\$227.59
20559	01/07/2015		SATSUMA LANDSCAPE & MAINT.	\$9,567.00
	Invoice	Date	Description	Amount

Industry Property and Housing Management Authority
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<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Check Amount</u>
IPHMA.CHK - IPHMA BofA Checking			
1214EHNHCS	12/29/2014	LANDSCAPE MAINTENANCE - DECEMBER 2014	\$9,567.00

<u>Checks</u>	<u>Status</u>	<u>Count</u>	<u>Transaction Amount</u>
	Total	12	\$79,588.36

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 4.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
NOVEMBER 12, 2014
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CALL TO ORDER

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Troy Helling at 10:00 a.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

ROLL CALL

PRESENT: Troy Helling, Chairman
Carlos Cuevas, Board Member

STAFF PRESENT: Ralph Hanson, Deputy General Counsel; and Jodi L. Scrivens, Secretary.

PUBLIC COMMENTS

There were no public comments.

CONSIDERATION OF REGISTER OF DEMANDS

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY CHAIRMAN HELLING TO APPROVE THE REGISTER OF DEMANDS AND AUTHORIZE THE APPROPRIATE AUTHORITY OFFICIALS TO PAY THE BILLS. MOTION CARRIED 2-0.

CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 10, 2014 REGULAR MEETING

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY CHAIRMAN HELLING TO APPROVE AS SUBMITTED. MOTION CARRIED 2-0.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
NOVEMBER 12, 2014
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TROY HELLING, CHAIRMAN

JODI L. SCRIVENS, SECRETARY

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 4.3



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

Troy Helling, Chairman
Carlos A. Cuevas, Board Member

Kevin Radecki, Executive Director
Michele R. Vadon, General Counsel
Phyllis Tucker, Treasurer
Jodi L. Scrivens, Secretary

January 2, 2015

TO: Kevin Radecki, 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 2, 2015, 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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Troy Helling, Chairman
Carlos A. Cuevas, Board Member

Kevin Radecki, Executive Director
Michele R. Vadon, General Counsel
Phyllis Tucker, Treasurer
Jodi L. Scrivens, Secretary

January 2, 2015

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 2, 2015

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