



City of Industry Property and Housing Management Authority

Regular Meeting Agenda
May 13, 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 March 11, 2015 regular meeting.

RECOMMENDED ACTION: Approve as submitted.

4.3 Consideration of Resolution No. IPHMA 2015-01 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA, APPROVING A BUDGET FOR THE FISCAL YEAR 2015-2016.

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2015-01.

5. Adjournment. Next regular meeting: Wednesday, June 10, 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 May 13, 2015

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	30,916.96

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	30,916.96

**Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
20598	04/15/2015		GAS COMPANY, THE	\$70.24
	Invoice	Date	Description	Amount
	2015-00001239	04/09/2015	03/09-04/07/15 SVC - 16200 TEMPLE AVE	\$12.23
	2015-00001240	04/09/2015	03/09-04/07/15 SVC - 16200 TEMPLE AVE APT 100	\$17.14
	2015-00001241	04/09/2015	03/09-04/07/15 SVC - 16200 TEMPLE AVE APT 202	\$40.87
20599	05/13/2015		ABORTA-BUG PEST CONTROL	\$690.00
	Invoice	Date	Description	Amount
	15739	04/15/2015	SVC - 16242 TEMPLE	\$65.00
	15740	04/15/2015	SVC - 16238 TEMPLE	\$65.00
	15741	04/15/2015	SVC - 16218 TEMPLE	\$65.00
	15742	04/15/2015	SVC - 16220 TEMPLE	\$65.00
	15743	04/15/2015	SVC - 16217 TEMPLE	\$65.00
	15744	04/15/2015	SVC - 16229 TEMPLE	\$65.00
	15745	04/15/2015	SVC - 16224 TEMPLE	\$65.00
	15746	04/15/2015	SVC - 16227 TEMPLE	\$65.00
	15798	04/23/2015	SVC - 17217 & 17229 CHESTNUT	\$170.00
20600	05/13/2015		BLUE PACIFIC DOORS, INC.	\$90.00
	Invoice	Date	Description	Amount
	960	03/13/2015	REPAIR GARAGE DOOR SPRING - 22036 VALLEY	\$90.00
20601	05/13/2015		CALICO BUILDING SERVICES, INC	\$5,255.00
	Invoice	Date	Description	Amount
	1006442	03/23/2015	DIVIDE UPSTAIRS BEDROOM - 16242 TEMPLE	\$5,255.00
20602	05/13/2015		CNC ENGINEERING	\$11,333.89
	Invoice	Date	Description	Amount
	43275	04/09/2015	BUILDING REMODEL - 15714 NELSON	\$1,494.88
	43276	04/09/2015	IPHMA ISSUES - MISC/GENERAL	\$3,275.93
	43333	04/30/2015	BUILDING REMODEL - 15714 NELSON	\$4,131.44
	43334	04/30/2015	IPHMA ISSUES - MISC/GENERAL	\$2,431.64

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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
20603	05/13/2015		HOME DEPOT CREDIT SERVICE	\$463.03
	Invoice	Date	Description	Amount
	2022275	03/23/2015	SUPPLIES - 17229 CHESTNUT	\$211.78
	2022276	03/23/2015	SUPPLIES - 17217 & 17229 CHESTNUT	\$20.84
	9561830	03/26/2015	SUPPLIES - 17217 CHESTNUT	\$185.14
	9582415	03/26/2015	SUPPLIES - 17217 CHESTNUT	\$23.87
	9592747	03/26/2015	SUPPLIES - 17217 CHESTNUT	\$37.03
	CM-2133649	04/02/2015	CM - 17217 CHESTNUT	(\$15.63)
20604	05/13/2015		JANUS PEST MANAGEMENT	\$196.00
	Invoice	Date	Description	Amount
	164586	01/23/2015	SVC - 22036 VALLEY BLVD	\$98.00
	166845	04/17/2015	SVC - 22036 VALLEY BLVD	\$98.00
20605	05/13/2015		SATSUMA LANDSCAPE & MAINT.	\$11,938.80
	Invoice	Date	Description	Amount
	0415EHNHCS	04/29/2015	LANDSCAPE MAINTENANCE - APRIL 2015	\$11,938.80
20606	05/13/2015		WESTERN ARBORISTS, INC	\$880.00
	Invoice	Date	Description	Amount
	12062	04/21/2015	TREE PRUNING - 20137 E. WALNUT DR. SOUTH	\$880.00

Checks	Status	Count	Transaction Amount
	Total	9	\$30,916.96

*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
MARCH 11, 2015
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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: Gregory M. Murphy, Deputy General Counsel; Kevin Radecki, Executive Director; and Cecelia Dunlap, Assistant 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 JANUARY 7, 2015 REGULAR MEETING

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

ADJOURNMENT

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

TROY HELLING, CHAIRMAN

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
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CECELIA DUNLAP,
ASSISTANT SECRETARY

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 4.3

RESOLUTION NO. IPHMA 2015-01

A RESOLUTION OF THE INDUSTRY PROPERTY
AND HOUSING MANAGEMENT AUTHORITY OF
THE CITY OF INDUSTRY, CALIFORNIA,
APPROVING A BUDGET FOR THE FISCAL
YEAR 2015-16.

THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF
THE CITY OF INDUSTRY, CALIFORNIA, DOES HEREBY RESOLVE AS
FOLLOWS:

Section 1. The Industry Property and Housing Management Authority
Budget for the fiscal year 2015-16 is hereby approved.

Section 2. 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 this 13th day of May 2015.

Troy Helling
Chairman

ATTEST:

Cecelia Dunlap
Assistant Secretary

**Industry Property and
Housing Management
Authority
Proposed Budget**

Fiscal Year 2015-2016

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
PROPOSED ANNUAL BUDGET
FISCAL YEAR 2015-2016

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INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
 PROJECTED CASH AND INVESTMENT AVAILABLE BALANCES
 PROPOSED ANNUAL BUDGET 2015-2016

	PROJECTED AVAILABLE BALANCE	PROPOSED REVENUES	PRINCIPAL COLLECTIONS ON INVESTMENT IN BONDS AND NOTES RECEIVABLE	PROPOSED EXPENSE	TRANSFERS IN FROM OTHER FUNDS	TRANSFERS OUT TO OTHER FUNDS	PROJECTED AVAILABLE BALANCE
	JUNE 30, 2015	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	JUNE 30, 2016
160 INDUSTRY PROPERTY HOUSING AUTHORITY	\$ 1,389,990	\$ 219,700	\$ -	\$ (866,400)	\$ -	\$ -	\$ 743,290
PROJECTED ENDING CASH AND INVESTMENT BALANCES	<u>\$ 1,389,990</u>	<u>\$ 219,700</u>	<u>\$ -</u>	<u>\$ (866,400)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 743,290</u>

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
 PROPOSED ANNUAL BUDGET
 REVENUES
 FISCAL YEAR 2015-2016

	ADOPTED BUDGET 2013-14	AMENDED BUDGET 2013-14	ACTUAL 2013-14	ADOPTED BUDGET 2014-15	ACTUAL 3/31/2015	PROPOSED BUDGET 2015-16
REVENUES						
4300.02 INTEREST INCOME	\$ 8,500	\$ 8,500	\$ 4,484	\$ 5,000	\$ 2,971	\$ 4,600
4340 RENTAL INCOME	208,000	208,000	208,400	215,010	163,650	215,100
TOTAL REVENUES	<u>\$ 216,500</u>	<u>\$ 216,500</u>	<u>\$ 212,884</u>	<u>\$ 220,010</u>	<u>\$ 166,621</u>	<u>\$ 219,700</u>

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
 PROPOSED ANNUAL BUDGET
 EXPENDITURES
 FISCAL YEAR 2015-2016

		ADOPTED BUDGET 2013-14	AMENDED BUDGET 2013-14	ACTUAL 2013-14	ADOPTED BUDGET 2014-15	ACTUAL 3/31/2015	PROPOSED BUDGET 2015-16
EXPENDITURES							
5012	GENERAL INSURANCE	\$ 6,800	\$ 6,800	\$ 4,032	\$ 6,000	\$ 6,031	\$ 9,300
5018	OFFICE SUPPLIES	150	150	646	1,000	134	300
5120.03	AUDIT SERVICES	10,200	10,200	9,900	11,000	7,827	4,200
5130	PLANNING, SURVEY AND DESIGN	-	-	-	-	4,128	6,400
5640	ADVERTISING AND PRINTING	-	-	-	-	1,379	2,200
5730	UTILITIES	1,500	1,500	1,287	2,000	680	1,100
5740	PROPERTY TAXES	11,000	24,500	45,934	47,000	45,554	50,000
5900	GENERAL ENGINEERING	-	-	-	-	2,301	3,600
8510	PROPERTY MAINTENANCE	447,400	447,400	175,754	439,000	163,850	270,400
CAPITAL EXPENDITURES							
8515	HOUSING IMPROVEMENTS	-	8,000	36,947	11,000	134,084	515,000
9010	FURNITURE & FIXTURES	10,000	10,000	-	-	2,485	3,900
	TOTAL EXPENDITURES	<u>\$ 487,050</u>	<u>\$ 508,550</u>	<u>\$ 274,500</u>	<u>\$ 517,000</u>	<u>\$ 368,453</u>	<u>\$ 866,400</u>

Capital Improvement Projects:

There are two (2) capital improvement projects budgeted in 2015-2016 which are as follows:

1) Cleaning and repair of sewer systems for Lake Loop	\$ 30,000
2) House remodeling and upgrades	485,000
Total	<u>\$ 515,000</u>