



City of Industry Property and Housing Management Authority

Regular Meeting Agenda
AUGUST 7, 2019
5:00 p.m.

Chair Raheleh Gorginfar
Vice Chair Phil Cook
Board Member Ken Calvo
Board Member Joseph Emmons
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 (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. **BOARD MATTERS**

5.1 Consideration of the Register of Demands for August 7, 2019

RECOMMENDED ACTION: Approve the Register of Demands for August 7, 2019.

5.2 Consideration of the minutes of the June 20, 2018 special meeting and July 10, 2019 regular meeting

RECOMMENDED ACTION: Approve as submitted.

5.3 Consideration of the Statement of Investment Policy

RECOMMENDED ACTION: Approve as submitted.

6. **CLOSED SESSION**

6.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) One Potential Case

6.2 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Case: Industry Property and Housing Management Authority, Joint Powers Authority v. Shen
Superior Court of California, County of Los Angeles
Case No. 19WCUD00310

7. **CITY MANAGER COMMENTS:**

8. Adjournment. Next regular meeting: Wednesday, September 11, 2019 at 5:00 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 August 7, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	27,602.99

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	27,602.99

APPROVED PER CITY MANAGER

**Industry Property and Housing Management Authority
Board Meeting
August 7, 2019**

Check	Date	Payee Name		Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21414	07/10/2019	INDUSTRY PUBLIC UTILITIES		\$1,508.22
	Invoice	Date	Description	Amount
	2019-00001971	06/18/2019	04/19-06/18/19 SVC - 14063 PROCTOR	\$122.46
	2019-00001972	06/18/2019	04/19-06/18/19 SVC - 16238 TEMPLE	\$68.12
	2019-00001973	06/18/2019	04/19-06/18/19 SVC - 16242 TEMPLE	\$93.32
	2019-00001974	06/18/2019	04/19-06/18/19 SVC - 16224 TEMPLE	\$87.02
	2019-00001976	06/18/2019	04/19-06/18/19 SVC - 16220 TEMPLE	\$78.36
	2019-00001977	06/18/2019	04/19-06/18/19 SVC - 16218 TEMPLE	\$389.16
	2019-00001978	06/18/2019	04/19-06/18/19 SVC - 16217 TEMPLE	\$82.56
	2019-00001979	06/18/2019	04/19-06/18/19 SVC - 16229 TEMPLE	\$61.56
	2019-00001980	06/18/2019	04/19-06/18/19 SVC - 16227 TEMPLE	\$80.46
	2019-00001981	06/18/2019	04/19-06/18/19 SVC - 16212 TEMPLE	\$201.48
	2019-00001982	06/18/2019	04/19-06/18/19 SVC - 16200 TEMPLE A & B	\$156.96
	2019-00001983	06/18/2019	04/19-06/18/19 SVC - 16200 TEMPLE C & D	\$86.76
21415	07/10/2019	LA PUENTE VALLEY COUNTY WATER		\$924.51
	Invoice	Date	Description	Amount
	2019-00001984	06/18/2019	04/19-06/18/19 SVC - 15736 NELSON	\$130.82
	2019-00001985	06/18/2019	04/19-06/18/19 SVC - 15652 NELSON	\$151.61
	2019-00001986	06/18/2019	04/19-06/18/19 SVC - 15702 NELSON	\$148.64
	2019-00001987	06/18/2019	04/19-06/18/19 SVC - 15714 NELSON	\$193.19
	2019-00001988	06/18/2019	04/19-06/18/19 SVC - 15722 NELSON	\$202.10
	2019-00001989	06/18/2019	04/19-06/18/19 SVC - 15730 NELSON	\$98.15
21416	07/10/2019	ROWLAND WATER DISTRICT		\$339.83
	Invoice	Date	Description	Amount
	2019-00001990	06/26/2019	05/15-06/12/19 SVC - 17217 & 17229 CHESTNUT - IRR	\$167.38

**Industry Property and Housing Management Authority
Board Meeting
August 7, 2019**

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	2019-00001991	06/26/2019	05/15-06/22/19 SVC - 17217 CHESTNUT ST	\$109.85
	2019-00001992	06/26/2019	05/15-06/12/19 SVC - 17229 CHESTNUT ST	\$62.60
21417	07/17/2019		INDUSTRY PUBLIC UTILITIES	\$145.21
	Invoice	Date	Description	Amount
	2019-00002028	06/18/2019	04/19-06/18/19 SVC - BUNK HOUSE	\$145.21
21418	07/17/2019		SO CALIFORNIA EDISON COMPANY	\$152.75
	Invoice	Date	Description	Amount
	2019-00002029	06/14/2019	05/14-06/13/19 SVC - 20137 E WALNUT DR S	\$83.36
	2020-00000042	07/05/2019	06/04-07/03/19 SVC - 15722 NELSON AVE	\$69.39
21419	07/17/2019		SOCALGAS	\$49.48
	Invoice	Date	Description	Amount
	2020-00000043	07/08/2019	06/04-07/03/19 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$49.48
21420	07/24/2019		INDUSTRY PUBLIC UTILITY COMMISSI	\$8.97
	Invoice	Date	Description	Amount
	2020-00000047	07/15/2019	06/10-07/10/19 SVC - 16229 E TEMPLE AVE	\$8.97
21421	07/24/2019		SO CALIFORNIA EDISON COMPANY	\$67.04
	Invoice	Date	Description	Amount
	2020-00000048	07/16/2019	06/13-07/15/19 SVC - 20137 E WALNUT DR S	\$67.04
21422	07/24/2019		WALNUT VALLEY WATER DISTRICT	\$20.54
	Invoice	Date	Description	Amount
	3384402	07/11/2019	06/04-07/02/19 SVC - 20137 WALNUT DR	\$20.54

**Industry Property and Housing Management Authority
Board Meeting
August 7, 2019**

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21423	07/31/2019		INDUSTRY PUBLIC UTILITY COMMISSI	\$104.59
	Invoice	Date	Description	Amount
	2020-00000065	07/15/2019	06/10-07/10/19 SVC - 16000 E TEMPLE AVE C	\$104.59
21424	08/07/2019		ABORTA-BUG PEST CONTROL	\$1,725.00
	Invoice	Date	Description	Amount
	13203-	07/01/2019	JULY 2019 PEST SVC @\$75 PER HOUSE	\$1,575.00
	13238	07/03/2019	RODENT CHECK - 15652 NELSON AVE	\$75.00
	13282	07/05/2019	RODENT CHECK - 16224 TEMPLE AVE	\$75.00
21425	08/07/2019		CNC ENGINEERING	\$6,982.50
	Invoice	Date	Description	Amount
	459073	07/11/2019	HOME INSPECTION COORDINATION - 15722 NELSON A'	\$247.50
	459074	07/11/2019	FLOORING & DOOR REPAIRS - 16238 TEMPLE AVE	\$80.00
	459075	07/11/2019	HOME INSPECTION COORDINATION - 16229 TEMPLE A'	\$165.00
	459076	07/11/2019	HOME INSPECTION COORDINATION - 22036 VALLEY BL	\$245.00
	459077	07/11/2019	HOME INSPECTION COORDINATION - 20137 E. WALNUT	\$330.00
	459078	07/11/2019	HOME INSPECTION COORDINATION - 16000 TEMPLE A'	\$247.50
	459079	07/11/2019	HOME INSPECTION COORDINATION - 16000 TEMPLE A'	\$247.50
	459080	07/11/2019	HVAC SVC & HOME INSPECTION COORDIATION - VARIC	\$940.00
	459062	06/30/2019	DOOR LOCK COORDINATION - 16229 TEMPLE AVE	\$82.50
	459063	06/30/2019	DOOR LOCK COORDINATION - 22036 VALLEY BLVD	\$610.00
	459064	06/30/2019	DOOR LOCK COORDINATION - 21037 E. WALNUT DR. S'	\$165.00
	459065	06/30/2019	HOME INSPECTION COORDINATION - 16000 TEMPLE A'	\$247.50
	459066	06/30/2019	DOOR LOCK COORDINATION - 16000 TEMPLE AVE UNIT	\$412.50
	459067	06/30/2019	WATER LEAK COORDINATION - 16218 TEMPLE AVE	\$60.00

**Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
459068	06/30/2019		DRIVEWAY TRIP HAZARD COORDINATION - 16224 TEMI	\$82.50
459069	06/30/2019		TREE TRIMMING & PATIO REPAIR COORDINATION - 162	\$165.00
459070	06/30/2019		HOME INSPECTION COORDINATION - 16000 TEMPLE AV	\$247.50
459071	06/30/2019		HOME INSPECTION COORDINATION - 16000 TEMPLE AV	\$82.50
459072	06/30/2019		HOME INSPECTION COORDINATION - VARIOUS HOUSE	\$495.00
459082	07/25/2019		ROOF REPAIR FOLLOW-UP - 16220 TEMPLE AVE	\$82.50
459083	07/25/2019		INSECT TREATMENT FOLLOW-UP - 15722 NELSON AVE	\$82.50
459084	07/25/2019		AIR CONDITIONING REPAIRS - 16238 TEMPLE AVE	\$82.50
459085	07/25/2019		PLUMBING COORDINATION - 16229 TEMPLE AVE	\$420.00
459086	07/25/2019		FLAG INSTALLATION COORDINATION - 16200 TEMPLE A	\$82.50
459087	07/25/2019		HOME INSPECTION FOLLOW-UP - VARIOUS HOUSES	\$450.00
459081	07/25/2019		WATER LEAK/PLUMBING REPAIRS - 16227 TEMPLE AVE	\$630.00
21426	08/07/2019		IPHMA - PAYROLL ACCOUNT	\$3,500.00
	Invoice	Date	Description	Amount
	AUG-19	07/29/2019	REPLENISH PAYROLL ACCOUNT FOR AUGUST 2019	\$3,500.00
21427	08/07/2019		LAW OFFICES OF LIDDLE & LIDDLE	\$5,572.73
	Invoice	Date	Description	Amount
	7210	07/05/2019	LEGAL SVC - 5/22-6/13/19	\$1,963.88
	6777	06/07/2019	LEGAL SVC - 5/3-6/7/19	\$3,608.85
21428	08/07/2019		LOCKS PLUS, INC.	\$387.23
	Invoice	Date	Description	Amount
	33980	06/12/2019	LOCK REPAIR - 16238 TEMPLE AVE	\$130.00
	34027	06/27/2019	RE-KEY LOCKS - 22036 VALLEY BLVD	\$257.23

**Industry Property and Housing Management Authority
Board Meeting
August 7, 2019**

Check	Date	Payee Name			Check Amount
IPHMA.CHK - IPHMA BofA Checking					
21429	08/07/2019	SURETECK, INC.			\$1,134.39
	Invoice	Date	Description	Amount	
	06012019-99	07/02/2019	JUNE 2019 ON-CALL MAINTENANCE SVC - VARIOUS HC	\$1,134.39	
21430	08/07/2019	THE ELITE GROUP PROPERTY INSPEC			\$4,980.00
	Invoice	Date	Description	Amount	
	179886	07/01/2019	HOME INSPECTION - 15722 NELSON AVE	\$557.00	
	179890	07/01/2019	HOME INSPECTION - 20137 E WALNUT DR. SOUTH	\$532.00	
	179887	07/01/2019	HOME INSPECTION - 16229 TEMPLE AVE	\$534.00	
	179884	07/01/2019	HOME INSPECTION - 14063 PROCTOR AVE	\$798.00	
	179889	07/01/2019	HOME INSPECTION - 22036 VALLEY BLVD	\$607.00	
	179883	06/28/2019	HOME INSPECTION - 16000 TEMPLE AVE UNIT C	\$488.00	
	179843	06/28/2019	HOME INSPECTION - 16000 TEMPLE AVE UNIT D	\$488.00	
	179842	06/28/2019	HOME INSPECTION - 16000 TEMPLE AVE UNIT B	\$488.00	
	179839	06/28/2019	HOME INSPECTION - 16000 TEMPLE AVE UNIT A	\$488.00	

Checks	Status	Count	Transaction Amount
	Total	17	\$27,602.99

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JUNE 20, 2018
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The Special Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Joseph Emmons at 5:00 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

FLAG SALUTE

The flag salute was led by Chairman Joseph Emmons.

ROLL CALL

PRESENT: Joseph Emmons, Chairman
Raheleh Gorginfar, Board Member
Erin Schriever, Board Member

STAFF PRESENT: Troy Helling, Acting City Manager; Bianca Sparks, Assistant General Counsel; Yamini Pathak, Acting Finance Director and Diane M. Schlichting, Secretary.

PUBLIC COMMENTS

There were no public comments.

BOARD MATTERS

CONSIDERATION OF THE REGISTER OF DEMANDS FOR MARCH 7, 2018, APRIL 11, 2018, MAY 9, 2018 AND JUNE 13, 2018

RECOMMENDED ACTION: Ratify the Register of Demands for March 7, 2018, April 11, 2018, May 9, 2018, and June 13, 2018.

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY CHAIRMAN EMMONS, TO RATIFY THE REGISTER OF DEMANDS FOR MARCH 7, 2018, APRIL 11, 2018, MAY 9, 2018, AND JUNE 13, 2018. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	GORGINFAR, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JUNE 20, 2018
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CONSIDERATION OF RESOLUTION NO. IPHMA 2018-01 – A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”), APPROVING AND ADOPTING THE FISCAL YEAR 2018-19 IPHMA BUDGET

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2018-01.

Assistant City Manager Troy Helling introduced Yamini Pathak and Steve Avalos from the Finance Department. Yamini Pathak, Acting Finance Director provided a staff report and both she and Steve Avalos were available to answer any questions

MOTION BY CHAIRMAN EMMONS, AND SECOND BY BOARD MEMBER SCHRIEVER TO ADOPT RESOLUTION NO. IPHMA 2018-01. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	GORGINFAR, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:20 p.m.

Joseph Emmons, Chairman

Diane M. Schlichting
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JULY 10, 2019
PAGE 1

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Raheleh Gorginfar at 5:02 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

FLAG SALUTE

The flag salute was led by Chairman Raheleh Gorginfar.

ROLL CALL

PRESENT: Raheleh Gorginfar, Chairman
Phil Cook, Vice Chair
Ken Calvo, Board Member
Joseph Emmons, Board Member
Erin Schriever, Board Member

STAFF PRESENT: Bing Hyun, Assistant City Manager; Bianca Sparks, Assistant General Counsel; Josh Nelson, Contract City Engineer; Yamini Pathak, Director of Finance; and Lynn Thompson, Administrative Technician II.

PUBLIC COMMENTS

There were no public comments.

BOARD MATTERS

5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JULY 10, 2019

RECOMMENDED ACTION: Approve the Register of Demands for July 10, 2019.

MOTION BY BOARD MEMBER CALVO, AND SECOND BY BOARD MEMBER SCHRIEVER TO APPROVE THE REGISTER OF DEMANDS FOR JULY 10, 2019. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	CALVO, EMMONS, SCHRIEVER, VC/COOK, C/GORGINFAR
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JULY 10, 2019
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5.2 CONSIDERATION OF THE MINUTES OF THE FEBRUARY 7, 2018 REGULAR MEETING, MARCH 12, 2018 SPECIAL MEETING, JUNE 13, 2018 REGULAR MEETING AND JUNE 12, 2019 REGULAR MEETING

RECOMMENDED ACTION: Approve as submitted.

A discussion regarding the meeting minutes ensued and both Board Member Calvo and Vice Chair Cook abstained from approving the meeting minutes that took place in 2018, before they were Board Members.

Board Member Calvo mentioned a typo in meeting minutes for June 12, 2019. Under item No. 5.3, "discussion ensued" should have been "discussion ensued". The correction has been fixed and documented.

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY CHAIRMAN GORGINFAR TO APPROVE AS SUBMITTED THE FEBRUARY 7, 2018 REGULAR MEETING, MARCH 12, 2018 SPECIAL MEETING, AND JUNE 13, 2018 REGULAR MEETING. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	EMMONS, SCHRIEVER, C/GORGINFAR
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	CALVO, VC/COOK

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY CHAIRMAN GORGINFAR TO APPROVE AS SUBMITTED THE JUNE 12, 2019 REGULAR MEETING MINUTES WITH THE CORRECTION OF THE WORD "ENSURED" TO "ENSUED". MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	CALVO, EMMONS, SCHRIEVER, VC/COOK, C/GORGINFAR
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JULY 10, 2019
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5.3 CONSIDERATION OF RESOLUTION NO. IPHMA 2019-03 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") OF THE CITY OF INDUSTRY, CALIFORNIA APPROVING THE BLANKET PURCHASE ORDERS (BPO's) FOR VENDORS TOTALING \$10,000 AND OVER FOR FY 2019-2020

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2019-03.

Director of Finance, Yamini Pathak provided a staff report to the Authority and was available to answer any questions.

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY VICE CHAIR COOK TO ADOPT RESOLUTION NO. IPHMA 2019-03. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	CALVO, EMMONS, SCHRIEVER, VC/COOK, C/GORGINFAR
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

5.4 CONSIDERATION OF AN EASEMENT GRANT DEED TO THE CITY OF INDUSTRY FOR STORM DRAIN PURPOSES AT 20137-20249 WALNUT DRIVE SOUTH

RECOMMENDED ACTION: Approve the Grant Deed.

Contract City Engineer, Josh Nelson provided a staff report and was available to answer any questions.

MOTION BY BOARD MEMBER CALVO, AND SECOND BY VICE CHAIR COOK TO APPROVE THE GRANT DEED. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JULY 10, 2019
PAGE 4

AYES:	BOARD MEMBERS:	CALVO, EMMONS, SCHRIEVER, VC/COOK, C/GORGINFAR
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

CITY MANAGER COMMENTS:

There were none.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:09 p.m.

Raheleh Gorginfar
Chairman

Julie Robles
Assistant Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.3



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

MEMORANDUM

To: Honorable Chair Gorginfar and Members of the Authority

From: Troy Helling, Executive Director *TH*

Staff: Elise Calvo, Treasurer *EC*

Date: July 16, 2019

Subject: Statement of Investment Policy

OVERVIEW

Section 53646 (a)(2) of the California Government Code, states that the Treasurer or chief fiscal officer of any other local agency may annually render to his/her legislative body and any oversight committee an investment policy, that the legislative body shall consider at a public meeting.

This Agenda Item includes the Statement of Investment Policy for the Industry Property and Housing Management Authority, (IPHMA) dated July 26, 2018, which remains unchanged, for all future investments, pursuant to Section 53601 and Section 53635 of the California Government Code.

This investment Policy serves as the foundation of the IPHMA's investment goals and priorities. This policy will be reviewed regularly or at least annually to assure that it continues to meet the IPHMA's portfolio goals/priorities, with the intent to protect the assets of the Industry Property and Housing Management Authority. The existence of an approved investment policy demonstrates that the governing body is performing its fiduciary responsibilities, thereby, inspiring trust and confidence among the public that it serves.

RECOMMENDATION

It is my recommendation that the Authority approve the Investment Policy.

City of Industry

STATEMENT OF INVESTMENT POLICY
ELISE CALVO, CITY TREASURER

CITY OF INDUSTRY
STATEMENT OF INVESTMENT POLICY

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CITY OF INDUSTRY

STATEMENT OF INVESTMENT POLICY

Effective July 26, 2018

(Supersedes All Previous Investment Policies)

1.0 Introduction. The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Related activities which comprise good cash management include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and arranging for a short-term borrowing program which coordinates working capital requirements and investment opportunities.

2.0 Policy. It is the policy of the City of Industry to invest public funds not required for immediate day-to-day operations in safe, liquid and medium term investments. These investments shall yield an acceptable return while conforming to all California statutes and the City's Investment Policy.

3.0 Scope. It is intended that this policy cover the investment activities of all contingency reserves and inactive cash under the direct authority of the City.

3.1 Pooled Investments. Investments for the City and its component units will be made on a pooled basis including, but not limited to, the City of Industry, the Successor Agency to the Industry Urban-Development Agency, the Civic-Recreational-Industrial Authority, the Industry Public Utilities Commission, the Industry Public Facilities Authority and the Industry Property and Housing Management Authority. The City's identifies the fund types involved as follows:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Project Funds
- Enterprise Funds
- Trust Funds
- Miscellaneous Special Funds
- Any new funds created by the applicable governing board, unless specifically exempted

3.2 Investments held separately. Investment of bond proceeds will be held separately when required by the bond indentures. Bond proceeds will be invested in accordance with the requirements stated in the bond indentures. This policy does not apply to deferred compensation plans.

CITY OF INDUSTRY

STATEMENT OF INVESTMENT POLICY

4.0 Objectives. Section 53600.5 of the California Government Code outlines the primary objectives of a trustee investing public money. The primary objectives, in order of priority, of the City's investment activities shall be:

4.1. Safety. Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio.

4.2 Liquidity. The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 Return on investment. Investment return becomes a consideration only after the basic requirements of safety and liquidity have been met. The City Treasurer shall attempt to realize a yield on investments consistent with California statutes and the City's Investment Policy.

The City Treasurer should strive to maintain the level of investment of all contingency reserves and inactive funds as close to one hundred percent (100%) as possible. While the objectives of safety and liquidity must first be met, it is recognized that portfolio assets represent a potential source of significant revenues. It is to the benefit of the City that these assets be managed to realize a yield on investments consistent with California statutes and the City's Investment Policy.

A buy and hold strategy will generally be followed; that is, investments once made will usually be held until maturity. A buy and hold strategy will result in unrealized gains or losses as market interest rates fall or rise from the coupon rate of the investment. Unrealized gains or losses, however, will diminish as the maturity dates of the investments are approached or as market interest rates move closer to the coupon rate of the investment. A buy and hold strategy requires that the portfolio be kept sufficiently liquid to preclude the undesired sale of investments prior to maturity. Occasionally, the City Treasurer may find it advantageous to sell an investment prior to maturity, but this should only be on an exception basis and only when it is in the best interest of the City.

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5.0 Authorized investments. The City Treasurer may invest City funds in the following investments as specified in the California Government Code Section 53601 and is further limited to only these specified investments.

	Investment Type	Maximum Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirements
a.	Securities of the US Government, or its agencies	5 years	None	None
b.	Negotiable certificates of deposits	5 years	30%	None
c.	Non-negotiable certificates of deposits	5 years	None	None
d.	Bankers Acceptances	180 days	40% and no more than 30% of any one commerical bank	None
e.	Commercial Paper	270 days	25% and no more than 10% of a single issuer	A-1 or higher rating from an NRSRO
f.	Local Agency Investment Fund (State pool) deposits (Govt. Code Section 16429.1)	N/A	None	None
g.	Passbook Savings account demand deposits			
h.	Repurchase Agreements	1 year	None	None
i.	Los Angeles County Investment Pool (California Govt. Code Section 53684)	N/A	None	None
j.	It is the City of Industry'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).			

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6.0 Reporting. Sections 53607 and 53646 of the California Government Code allows the City Council, at its discretion, to require reports meeting the standards set forth in these sections, as well as any additional information desired. Therefore, it is the policy of the City that the City Treasurer or designee appointed by the City Treasurer file a report on the investments and transactions with the City Council as described in Sections 53607 and 53646 of the California Government Code.

7.0 Selection of financial institutions and brokers/dealers. Investments shall be purchased only through well established, financially sound institutions. The City Treasurer or City Manager or their designee may maintain a list of financial institutions and broker/dealers who are approved to provide the City with investment services. This list should be updated annually by the City Treasurer to ensure compliance with this investment policy. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions will be given a copy of the City's Investment Policy, and a return cover letter which they must sign indicating that the investment policy has been read, understood and that their investment offers will comply with this policy.

All financial institutions and broker/dealers will take direction from the City Treasurer or City Manager or their designee as it relates to the investment strategy and investment policy of the City. Any instructions will be in the form of written instructions via email or other electronic transmissions.

Qualified financial institutions and broker/dealers must supply the City Treasurer or City Manager or their designee with the following:

7.1 Financial Institutions

- Current audited financial statements
- Depository contracts, as appropriate
- A copy of the latest FDIC call report or the latest FHLBB report, as appropriate
- Proof that commercial banks, savings banks, or savings and loan associations are state or federally chartered

7.2 Broker/Dealers

- Current audited financial statements
- Proof that brokerage firms are members in good standing of a national securities exchange, or
- A designation as a primary government dealer by the Federal Reserve Bank.

Commercial banks, savings banks, and savings and loan associations must maintain a minimum net worth to asset ratio as provided by law (total regulatory net worth divided by total assets), and must have had a positive net earnings for the last reporting period

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The City is prohibited from selecting any broker/dealer that has made a campaign contribution within any consecutive 48-month period which exceeds the limitations contained Rule G-37 of the Municipal Securities Rulemaking Board.

8.0 Ethics and conflicts of interest. All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment recommendations and decisions. Investment officials and employees shall make all disclosures appropriate under the Fair Political Practices Act and may seek the advice of the City Attorney and the Fair Political Practices Commission whenever there is a question of personal financial or investment positions that could represent potential conflicts of interest.