
City of Industry Property and Housing Management Authority



REGULAR MEETING AGENDA
SEPTEMBER 9, 2020
10:30 a.m.

Chair Raheleh Gorginfar
Vice Chair Phil Cook
Board Member Ken Calvo
Board Member Joseph Emmons
Board Member Tim Seal

Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California

Addressing the Authority:

NOTICE OF TELEPHONIC MEETING:

- **Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Industry Property and Housing Management Authority shall be held telephonically. Members of the public shall be able to attend the meeting telephonically and offer public comment by calling the following conference call number: 657-204-3264 and entering the following Conference ID: 995 842 668#. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public, Council Chambers will not be open for the meeting, and all public participation must occur by telephone at the number set forth above. Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the IPHMA meeting (including assisted listening devices), please contact the City Clerk's Office at (626) 333-2211 by 5:00 p.m. on Friday, September 4, 2020, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.**
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- **Agenda Items:** Members of the public may address the Industry Property and Housing Management 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.
- **Public Comments (Non-Agenda Items Only):** Anyone wishing to address the Industry Property and Housing Management 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.

Agendas and other writings:

In compliance with Government Code Section 54957.5(b), 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 of the City Council during regular business hours, Monday through Thursday, 8:00 a.m. to 5:00 p.m., Fridays 8:00 a.m. to 4:00 pm. City Hall doors open to the public Monday through Friday 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 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. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the Industry Property & Housing Management Authority (IPHMA), the public, or staff request specific items be removed from the Consent Calendar for separate action.

5.1 Consideration of the Register of Demands for July 8, 2020 and August 12, 2020

RECOMMENDED ACTION: Ratify the Register of Demands.

5.2 Consideration of the Register of Demands for September 9, 2020

RECOMMENDED ACTION: Approve the Register of Demands for August 12, 2020.

5.3 Consideration of the minutes of the June 30, 2020 special meeting

RECOMMENDED ACTION: Approve as submitted.

5.4 Consideration of the Statement of Investment Policy

RECOMMENDED ACTION: Approve as submitted.

6. **EXECUTIVE DIRECTOR COMMENTS:**

7. Adjournment. Next regular meeting: Wednesday, October 7, 2020 at 10:30 a.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 July 8,2020

<u>FUND</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
160	INDUSTRY PROPERTY & HOUSING	52,807.75

<u>BANK</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
BofA	BANK OF AMERICA CHECKING	52,807.75

APPROVED PER CITY MANAGER

Industry Property and Housing Management Authority
Board Meeting
July 8, 2020

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21593	06/18/2020		CITY OF INDUSTRY	\$14,671.80
	Invoice	Date	Description	Amount
	6/3/20-IPHMA	06/03/2020	INSURANCE PREMIUM ALLOCATION FY 19-20	\$14,671.80
21594	06/18/2020		SO CALIFORNIA EDISON COMPANY	\$9.73
	Invoice	Date	Description	Amount
	2020-00002027	06/04/2020	5/04-6/03/20 SVC - 15652 NELSON AVE	\$9.73
21595	06/18/2020		SOCALGAS	\$84.85
	Invoice	Date	Description	Amount
	2020-00002028	06/04/2020	5/01-6/01/20 SVC - 16200 TEMPLE AVE APT 202	\$84.85
21596	06/24/2020		INDUSTRY PUBLIC UTILITY COMMISSI	\$71.12
	Invoice	Date	Description	Amount
	2020-00002064	06/17/2020	5/10-6/10/20 SVC - 16229 E TEMPLE AVE	\$5.90
	2020-00002065	06/17/2020	5/10-6/10/20 SVC - 16218 E TEMPLE AVE	\$65.22
21597	06/24/2020		WALNUT VALLEY WATER DISTRICT	\$20.67
	Invoice	Date	Description	Amount
	3692332	06/10/2020	4/30-6/01/20 SVC - 20137 WALNUT DR	\$20.67
21598	07/08/2020		CNC ENGINEERING	\$5,017.50
	Invoice	Date	Description	Amount
	501054	06/25/2020	COORDINATION FOR AC REPAIRS - 16217 TEMPLE	\$195.00
	501055	06/25/2020	RESOLVE CELLAR SECURITY CONCERNS - 15722 NELSON	\$97.50
	501056	06/25/2020	COORDINATION WITH SQUARE ROOT REFER IRRIG LE	\$97.50

Industry Property and Housing Management Authority
Board Meeting
July 8, 2020

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	501057	06/25/2020	COORDINATION FOR DISHWASHER AND MICROWAVE-	\$682.50
	501058	06/25/2020	COORDINATION FOR HVAC ISSUES - 15702 NELSON	\$342.50
	501059	06/25/2020	COORDINATION FOR PLUMING REPAIRS & HVAC - 1624	\$1,022.50
	501060	06/25/2020	COORDINATION FOR HVAC SERVICE - 16238 TEMPLE	\$402.50
	501061	06/25/2020	COORDINATION FOR HVAC SERVICE - 16224 TEMPLE	\$365.00
	501062	06/25/2020	COORDINATION WITH CITY STAFF REGARDING MISC. I	\$1,322.50
	501063	06/25/2020	COORDINATION FOR PLUMBING REPAIRS-16220 TEMP	\$490.00
21599	07/08/2020		HOME DEPOT CREDIT SERVICES	\$1,010.77
	Invoice	Date	Description	Amount
	9903951	06/17/2020	DISHWASHER & MICROWAVE - 16000 TEMPLE CONDO	\$1,010.77
21600	07/08/2020		IPHMA - PAYROLL ACCOUNT	\$3,600.00
	Invoice	Date	Description	Amount
	JUL-20	06/24/2020	REPLENISH PAYROLL ACCOUNT FOR JULY 2020	\$3,600.00
21601	07/08/2020		KLINE'S PLUMBING, INC.	\$1,050.00
	Invoice	Date	Description	Amount
	11443	06/15/2020	DRAIN REPAIRS SINK & BATHTUB - 16220 TEMPLE	\$350.00
	11445	06/15/2020	REPLACE LEAKING SINK FAUCET - 16242 TEMPLE	\$425.00
	11451	06/17/2020	REPAIR LEAKING WATER HEATER - 16212 TEMPLE	\$275.00
21602	07/08/2020		ROWLAND WATER DISTRICT	\$778.16
	Invoice	Date	Description	Amount
	2020-00002103	06/24/2020	5/13-6/15/20 SVC - 17229 CHESTNUT	\$241.18
	2020-00002104	06/24/2020	5/13-6/15/20 SVC - 17217 CHESTNUT	\$128.64

Industry Property and Housing Management Authority
Board Meeting
July 8, 2020

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	2020-00002105	06/24/2020	5/13-6/15/20 SVC - 17217 & 17229 CHESTNUT - IRR	\$408.34
21603	07/08/2020		SATSUMA LANDSCAPE & MAINT.	\$24,280.92
	Invoice	Date	Description	Amount
	0520EHNHCS	05/29/2020	MAY 2020 LANDSCAPE MAINTENANCE	\$12,476.81
	0620EHNHCS	06/30/2020	JUNE 2020 LANDSCAPE MAINTENANCE	\$11,804.11
21604	07/08/2020		SYNCHRONY BANK/AMAZON	\$37.23
	Invoice	Date	Description	Amount
	854843483749	06/10/2020	MISC. SUPPLIES FOR IPHMA - CONDO B	\$37.23
21605	07/08/2020		TEMP AIR SYSTEM INC.	\$2,175.00
	Invoice	Date	Description	Amount
	600467	06/19/2020	HVAC PREVENTATIVE MAINTENANCE INSPECTIONS -	\$510.00
	600466	06/19/2020	HVAC PREVENTATIVE MAINTENANCE INSPECTIONS -	\$270.00
	600445	06/15/2020	SERVICE CALL & REPAIR OF NON-WORKING AC - 1570	\$225.00
	600463	06/19/2020	HVAC PREVENTATIVE MAINTENANCE INSPECTIONS -	\$195.00
	600482	06/25/2020	MAINTENANCE INSPECTION FOR HVAC SYSTEM - 1573	\$195.00
	600488	06/26/2020	REPAIR HVAC SYSTEM - 16000 TEMPLE UNIT C	\$195.00
	600478	06/24/2020	REPAIR HVAC SYSTEM - 16227 TEMPLE	\$195.00
	600477	06/24/2020	REPAIR HVAC SYSTEM - 16220 TEMPLE	\$195.00
	600490	06/26/2020	REPAIR HVAC SYSTEM - 16000 TEMPLE UNIT B	\$195.00

Checks	Status	Count	Transaction Amount
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Industry Property and Housing Management Authority
Board Meeting
July 8, 2020

Check	Date	Payee Name	Check Amount
<hr/>			
IPHMA.CHK - IPHMA BofA Checking			
		Total	<hr/>
		13	\$52,807.75

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
AUTHORIZATION FOR PAYMENT OF BILLS
Board Meeting August 12, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	51,566.39

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	51,566.39

APPROVED PER CITY MANAGER

**Industry Property and Housing Management Authority
Board Meeting
August 12, 2020**

Check	Date	Payee Name		Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21606	07/15/2020	INDUSTRY PUBLIC UTILITIES		\$1,585.69
	Invoice	Date	Description	Amount
	2021-00000055	07/01/2020	04/20-06/19/20 SVC - HANDORF LOOP RD-IRR-BOOSTEI	\$61.56
	2021-00000056	07/01/2020	04/20-06/19/20 SVC - HANDORF LOOP RD-IRR	\$46.20
	2021-00000057	07/01/2020	04/20-06/19/20 SVC - 14063 PROCTOR	\$135.36
	2021-00000058	07/01/2020	04/20-06/19/20 SVC - 16238 TEMPLE	\$78.62
	2021-00000059	07/01/2020	04/20-06/19/20 SVC - 16242 TEMPLE	\$80.72
	2021-00000060	07/01/2020	04/20-06/19/20 SVC - 16224 TEMPLE	\$84.92
	2021-00000061	07/01/2020	04/20-06/19/20 SVC - 16220 TEMPLE	\$84.66
	2021-00000062	07/01/2020	04/20-06/19/20 SVC - 16218 TEMPLE	\$65.76
	2021-00000063	07/01/2020	04/20-06/19/20 SVC - 16217 TEMPLE	\$82.56
	2021-00000064	07/01/2020	04/20-06/19/20 SVC - BUNKHOUSE	\$130.51
	2021-00000065	07/01/2020	04/20-06/19/20 SVC - 16229 TEMPLE	\$61.56
	2021-00000066	07/01/2020	04/20-06/19/20 SVC - 16227 TEMPLE	\$74.16
	2021-00000067	07/01/2020	04/20-06/19/20 SVC - 16212 TEMPLE	\$206.88
	2021-00000068	07/01/2020	04/20-06/19/20 SVC - 16200 TEMPLE CONDOS A & B	\$213.66
	2021-00000069	07/01/2020	04/20-06/19/20 SVC - 16200 TEMPLE CONDOS C & D	\$178.56
21607	07/15/2020	LA PUENTE VALLEY COUNTY WATER		\$1,363.33
	Invoice	Date	Description	Amount
	2021-00000070	07/01/2020	04/20-06/19/20 SVC - 15652 NELSON	\$322.39
	2021-00000071	07/01/2020	04/20-06/19/20 SVC - 15702 NELSON	\$300.06
	2021-00000072	07/01/2020	04/20-06/19/20 SVC - 15714 NELSON	\$229.88
	2021-00000073	07/01/2020	04/20-06/19/20 SVC - 15722 NELSON	\$188.41
	2021-00000074	07/01/2020	04/20-06/19/20 SVC - 15730 NELSON	\$182.03
	2021-00000075	07/01/2020	04/20-06/19/20 SVC - 15736 NELSON	\$140.56

**Industry Property and Housing Management Authority
Board Meeting
August 12, 2020**

Check	Date			Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking					
21608	07/15/2020			SO CALIFORNIA EDISON COMPANY	\$13.14
	Invoice	Date	Description	Amount	
	2021-00000076	07/07/2020	06/03-07/06/20 SVC - 15652 NELSON AVE	\$13.14	
21609	07/15/2020			SOCALGAS	\$42.76
	Invoice	Date	Description	Amount	
	2021-00000077	07/03/2020	06/02-07/01/20 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$42.76	
21610	07/22/2020			SOCALGAS	\$2.48
	Invoice	Date	Description	Amount	
	2021-00000100	07/07/2020	06/03-07/02/20 SVC - 15722 NELSON AVE	\$2.48	
21611	07/22/2020			WALNUT VALLEY WATER DISTRICT	\$54.99
	Invoice	Date	Description	Amount	
	3719923	07/08/2020	06/02-07/01/20 SVC - 20137 WALNUT DR	\$54.99	
21612	07/29/2020			INDUSTRY PUBLIC UTILITY COMMISSI	\$136.71
	Invoice	Date	Description	Amount	
	2021-00000112	07/17/2020	06/10-07/10/20 SVC - 16229 E TEMPLE AVE	\$5.68	
	2021-00000113	07/17/2020	06/10-07/10/20 SVC - 16218 E TEMPLE AVE	\$131.03	
21613	08/05/2020			ROWLAND WATER DISTRICT	\$668.10
	Invoice	Date	Description	Amount	
	2021-00000176	07/23/2020	06/15-07/13/20 SVC - 17217 & 17229 CHESTNUT - IRR	\$334.69	
	2021-00000177	07/23/2020	06/15-07/13/20 SVC - 17217 CHESTNUT ST	\$105.47	
	2021-00000178	07/23/2020	06/15-07/13/20 SVC - 17229 CHESTNUT ST	\$227.94	

**Industry Property and Housing Management Authority
Board Meeting
August 12, 2020**

Check	Date				Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking						
21614	08/12/2020				ABORTA-BUG PEST CONTROL	\$3,600.00
	Invoice	Date	Description	Amount		
	16082	07/06/2020	JULY 2020 PEST SVC @ \$75 PER HOUSE	\$1,575.00		
	16161	07/09/2020	INSTALLATION OF RODENT TRAPS - 17217 CHESTNUT	\$300.00		
	16185	07/15/2020	RODENT SVC - 16224 TEMPLE AVE	\$75.00		
	16184	07/15/2020	RODENT SVC - TEMPLE AVE CONDOS	\$75.00		
	16354	08/03/2020	AUGUST 2020 PEST SVC @ \$75 PER HOUSE	\$1,575.00		
21615	08/12/2020				BRYAN PRESS	\$283.29
	Invoice	Date	Description	Amount		
	0083472-IPHM	06/19/2020	IPHMA CHECKS	\$185.97		
	0083489-IPH	06/25/2020	IPHMA LETTERHEAD	\$97.32		
21616	08/12/2020				CNC ENGINEERING	\$10,750.00
	Invoice	Date	Description	Amount		
	501265	07/30/2020	REPAIR WATER LEAK & AC SVC - 16000 TEMPLE AVE U	\$255.00		
	501266	07/30/2020	COORDINATION FOR EXTERIOR CLEANING - 20249 WA	\$97.50		
	501267	07/30/2020	COORDINATION FOR ANNUAL HVAC SVC - 15736 NELS	\$292.50		
	501268	07/30/2020	HVAC SVC & MISC REPAIRS - 16000 TEMPLE AVE UNIT	\$535.00		
	501269	07/30/2020	ANNUAL HVAC SVC & PEST CONTROL - 17217 CHESTN	\$292.50		
	501270	07/30/2020	COORDINATION FOR ANNUAL HVAC SVC - 16227 TEMP	\$352.50		
	501271	07/30/2020	ANNUAL HVAC SVC & MISC FOLLOW-UP - 15714 NELSC	\$487.50		
	501272	07/30/2020	COORDINATION FOR ANNUAL HVAC SVC - 16000 TEMP	\$745.00		
	501273	07/30/2020	HVAC SVC & APPLIANCE REPAIRS - 15730 NELSON AV	\$195.00		
	501274	07/30/2020	COORDINATION FOR ANNUAL HVAC SVC - 16217 TEMP	\$50.00		
	501275	07/30/2020	COORDINATION FOR ANNUAL HVAC SVC - 17229 CHES	\$292.50		
	501276	07/30/2020	HVAC SVC & APPLIANCE INSTALLATION - 16000 TEMPL	\$450.00		

**Industry Property and Housing Management Authority
Board Meeting
August 12, 2020**

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking			
501281	07/30/2020	COORDINATION FOR MISC MAINTENANCE SCHEDULIN	\$1,242.50
501282	07/30/2020	COORDINATION FOR ANNUAL HVAC SVC - 16220 TEMP	\$352.50
501284	07/30/2020	FOLLOW UP DOCUMENTS - 16000 TEMPLE AVE UNIT A	\$200.00
501285	07/30/2020	COMMUNICATION COORDATION - 17217 CHESTNUT ST	\$100.00
501286	07/30/2020	LIGHTING REPAIR COORDINATION - 15714 NELSON AV	\$300.00
501287	07/30/2020	MISC REPAIRS COORDINATION - 16000 TEMPLE AVE U	\$400.00
501288	07/30/2020	IRRIGATION LEAK COORDINATION - 17229 CHESTNUT	\$200.00
501289	07/30/2020	COORDINATION FOR HVAC ISSUES - 15702 NELSON AV	\$1,190.00
501290	07/30/2020	PLUMBING REPAIRS & HVAC SVC - 16242 TEMPLE AVE	\$100.00
501291	07/30/2020	COORDINATION FOR HVAC SVC - 16238 TEMPLE AVE	\$200.00
501292	07/30/2020	COORDINATION FOR HVAC SVC - 16224 TEMPLE AVE	\$600.00
501293	07/30/2020	MISC MAINTENANCE & HVAC MAINTENANCE SCHEDUL	\$857.50
501283	07/30/2020	HVAC SVC & PLUMBING REPAIRS - 16000 TEMPLE AVE	\$962.50
21617	08/12/2020	IPHMA - PAYROLL ACCOUNT	\$3,500.00
Invoice	Date	Description	Amount
AUG-20	07/27/2020	REPLENISH PAYROLL ACCOUNT FOR AUGUST 2020	\$3,500.00
21618	08/12/2020	KLINE'S PLUMBING, INC.	\$1,215.00
Invoice	Date	Description	Amount
11509	07/27/2020	PLUMBING REPAIRS - 16224 TEMPLE AVE	\$375.00
11510	07/27/2020	LEAK REPAIRS - 16000 TEMPLE AVE CONDO C	\$840.00
21619	08/12/2020	SATSUMA LANDSCAPE & MAINT.	\$12,214.90
Invoice	Date	Description	Amount
0720EHNHCS	07/30/2020	JULY 202 LANDSCAPE MAINTENANCE	\$12,214.90

**Industry Property and Housing Management Authority
Board Meeting
August 12, 2020**

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking			
21620	08/12/2020	TEMP AIR SYSTEM INC.	\$16,136.00
	Invoice	Description	Amount
	600544	07/14/2020 HVAC REPAIR - 15702 NELSON AVE	\$6,975.00
	600509	07/01/2020 HVAC MAINTENANCE - 17229 CHESTNUT ST	\$465.00
	600535	07/09/2020 HVAC REPAIR - 16000 TEMPLE AVE UNIT D	\$5,766.00
	600511	07/01/2020 HVAC MAINTENANCE - 17217 CHESTNUT ST	\$195.00
	600512	07/01/2020 HVAC MAINTENANCE - 14063 PROCTOR AVE	\$195.00
	600376	05/27/2020 REPAIR A/C - 16217 TEMPLE AVE	\$670.00
	600476	06/24/2020 HVAC MAINTENANCE - 16212 TEMPLE AVE	\$270.00
	600487	06/26/2020 HVAC MAINTENANCE - 16000 TEMPLE AVE UNIT A	\$395.00
	600483	06/25/2020 HVAC MAINTENANCE - 15730 NELSON AVE	\$345.00
	600481	06/25/2020 HVAC MAINTENANCE - 15714 NELSON AVE	\$315.00
	600486	06/26/2020 HVAC MAINTENANCE - 16000 TEMPLE AVE UNIT D	\$545.00

Checks	Status	Count	Transaction Amount
	Total	15	\$51,566.39

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting September 9, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	31,505.60

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	31,505.60

APPROVED PER CITY MANAGER

Industry Property and Housing Management Authority
Board Meeting
September 9, 2020

Check	Date	Payee Name		Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21621	08/17/2020	SO CALIFORNIA EDISON COMPANY		\$28.46
	Invoice	Date	Description	Amount
	2021-00000228	08/05/2020	07/06-08/04/20 SVC - 15652 NELSON AVE	\$27.77
	2021-00000229	08/05/2020	07/06-08/04/20 SVC - 15722 NELSON AVE	\$0.69
21622	08/17/2020	SOCALGAS		\$7.30
	Invoice	Date	Description	Amount
	2021-00000230	08/04/2020	07/01-07/31/20 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$0.89
	2021-00000231	08/05/2020	07/02-08/03/20 SVC - 15722 NELSON AVE	\$6.41
21623	08/27/2020	INDUSTRY PUBLIC UTILITY COMMISSI		\$109.10
	Invoice	Date	Description	Amount
	2021-00000263	08/14/2020	07/10-08/10/20 SVC - 16218 E TEMPLE AVE	\$103.85
	2021-00000264	08/14/2020	07/10-08/10/20 SVC - 16229 E TEMPLE AVE	\$5.25
21624	08/27/2020	SO CALIFORNIA EDISON COMPANY		\$1.48
	Invoice	Date	Description	Amount
	2021-00000265	08/14/2020	07/15-08/13/20 SVC - 20137 E WALNUT DR S	\$1.48
21625	08/27/2020	WALNUT VALLEY WATER DISTRICT		\$20.67
	Invoice	Date	Description	Amount
	3747665	08/12/2020	07/02-08/03/20 SVC - 20137 WALNUT DR	\$20.67
21626	09/03/2020	INDUSTRY PUBLIC UTILITIES		\$1,567.39
	Invoice	Date	Description	Amount
	2021-00000374	09/01/2020	06/19-08/18/20 SVC - HANDORF LOOP-IRRIGATION	\$46.20
	2021-00000375	09/01/2020	06/19-08/18/20 SVC - HANDORF LOOP-IRRIGATION BOC	\$61.56

**Industry Property and Housing Management Authority
Board Meeting
September 9, 2020**

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	2021-00000376	09/01/2020	06/19-08/18/20 SVC - 14063 PROCTOR	\$143.46
	2021-00000377	09/01/2020	06/19-08/18/20 SVC - 16238 TEMPLE	\$74.42
	2021-00000378	09/01/2020	06/19-08/18/20 SVC - 16242 TEMPLE	\$80.72
	2021-00000379	09/01/2020	06/19-08/18/20 SVC - 16224 TEMPLE	\$89.12
	2021-00000380	09/01/2020	06/19-08/18/20 SVC - 16220 TEMPLE	\$82.56
	2021-00000381	09/01/2020	06/19-08/18/20 SVC - 16218 TEMPLE	\$65.76
	2021-00000382	09/01/2020	06/19-08/18/20 SVC - 16217 TEMPLE	\$84.66
	2021-00000383	09/01/2020	06/19-08/18/20 SVC - 16229 TEMPLE	\$63.66
	2021-00000384	09/01/2020	06/19-08/18/20 SVC - 16227 TEMPLE	\$72.06
	2021-00000385	09/01/2020	06/19-08/18/20 SVC - 16212 TEMPLE	\$204.18
	2021-00000386	09/01/2020	06/19-08/18/20 SVC - 16200 TEMPLE CONDOS A & B	\$202.86
	2021-00000387	09/01/2020	06/19-08/18/20 SVC - 16200 TEMPLE CONDOS C & D	\$167.76
	2021-00000388	09/01/2020	06/19-08/18/20 SVC - BUNKHOUSE	\$128.41
21627	09/03/2020		LA PUENTE VALLEY COUNTY WATER	\$1,439.89
	Invoice	Date	Description	Amount
	2021-00000389	09/01/2020	06/19-08/18/20 SVC - 15652 NELSON	\$277.73
	2021-00000390	09/01/2020	06/19-08/18/20 SVC - 15702 NELSON	\$255.40
	2021-00000391	09/01/2020	06/19-08/18/20 SVC - 15714 NELSON	\$306.44
	2021-00000392	09/01/2020	06/19-08/18/20 SVC - 15722 NELSON	\$252.21
	2021-00000393	09/01/2020	06/19-08/18/20 SVC - 15730 NELSON	\$197.98
	2021-00000394	09/01/2020	06/19-08/18/20 SVC - 15736 NELSON	\$150.13
21628	09/03/2020		ROWLAND WATER DISTRICT	\$820.36
	Invoice	Date	Description	Amount
	2021-00000395	08/26/2020	07/13-08/18/20 SVC - 17217 & 17229 CHESTNUT ST	\$377.72
	2021-00000396	08/26/2020	07/13-08/18/20 SVC - 17217 CHESTNUT ST	\$135.26

**Industry Property and Housing Management Authority
Board Meeting
September 9, 2020**

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	2021-00000397	08/26/2020	07/13-08/18/20 SVC - 17229 CHESTNUT ST	\$307.38
21629	09/09/2020		ABORTA-BUG PEST CONTROL	\$75.00
	Invoice	Date	Description	Amount
	16489	08/13/2020	RODENT CHECK - 17217 CHESTNUT ST	\$75.00
21630	09/09/2020		CNC ENGINEERING	\$8,673.93
	Invoice	Date	Description	Amount
	501443	08/27/2020	HOUSE INSPECTION & COORDINATION - 16218 TEMPLI	\$267.50
	501444	08/27/2020	HOUSE INSPECTION & COORDINATION - 16227 TEMPLI	\$67.50
	501445	08/27/2020	COORDINATION FOR APPLIANCE DELIVERY - 15730 NE	\$1,500.00
	501446	08/27/2020	PROCESSING INVOICES - 16200 TEMPLE AVE CONDO	\$52.50
	501447	08/27/2020	COORDINATION FOR MAINTENANCE & REPAIRS - 1571	\$609.50
	501448	08/27/2020	CABLE REPAIRS & INSPECTION - 16200 TEMPLE AVE U	\$500.00
	501449	08/27/2020	APPLIANCE DELIVERY & PLUMBING REPAIRS - 17229 C	\$1,300.00
	501450	08/27/2020	LIGHT FIXTURES AND WINDOW COVERS - 16242 TEMP	\$100.00
	501451	08/27/2020	HVAC SVC & GATE LATCH REPLACEMENTS - 16238 TEI	\$624.43
	501452	08/27/2020	REPAIRS TO DOOR & CONDENSATION DRIP LINE - 162	\$752.50
	501453	08/27/2020	MISC MAINTENANCE & REPAIRS - VARIOUS HOUSES	\$2,900.00
21631	09/09/2020		HOME DEPOT CREDIT SERVICES	\$1,914.18
	Invoice	Date	Description	Amount
	5900944	08/20/2020	REFRIGERATOR - 17229 CHESTNUT ST	\$1,914.18
21632	09/09/2020		IPHMA - PAYROLL ACCOUNT	\$3,500.00
	Invoice	Date	Description	Amount
	SEP-20	08/24/2020	REPLENISH PAYROLL ACCOUNT FOR SEPTEMBER 202	\$3,500.00

**Industry Property and Housing Management Authority
Board Meeting
September 9, 2020**

Check	Date	Payee Name		Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21633	09/09/2020	KLINE'S PLUMBING, INC.		\$185.00
	Invoice	Date	Description	Amount
	11556	08/21/2020	REPLACE TOILET VALVE - 17229 CHESTNUT ST	\$185.00
21634	09/09/2020	SATSUMA LANDSCAPE & MAINT.		\$13,162.84
	Invoice	Date	Description	Amount
	0820EHNHCS	08/31/2020	AUGUST 2020 LANDSCAPE MAINTENANCE	\$13,162.84

Checks	Status	Count	Transaction Amount
	Total	14	\$31,505.60

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.3

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JUNE 30, 2020
PAGE 1

The Special Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Raheleh Gorginfar at 10:01 a.m., telephonically using Conference Call Number, 657-204-3264, Conference ID: 543 941 585#.

FLAG SALUTE

The flag salute was led by Chair Raheleh Gorginfar.

ROLL CALL

PRESENT: Raheleh Gorginfar, Chair
Phil Cook, Vice Chair
Ken Calvo, Board Member
Joseph Emmons, Board Member
Tim Seal, Board Member

STAFF PRESENT: Bing Hyun, Assistant City Manager; Josh Nelson, Director of Public Works/City Engineer; James M. Casso, General Counsel; Julie Robles, Secretary; and Lynn Thompson, Administrative Technician II.

PUBLIC COMMENTS

There were none.

CONSENT CALENDAR

5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR APRIL 8, 2020 AND JUNE 10, 2020

RECOMMENDED ACTION:

Ratify the Register of Demands.

5.2 CONSIDERATION OF THE MINUTES OF THE MARCH 11, 2020 REGULAR MEETING

RECOMMENDED ACTION:

Approve as submitted.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JUNE 30, 2020
PAGE 2

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER EMMONS TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

BOARD MATTERS

6.1 CONSIDERATION OF RESOLUTION NO. IPHMA 2020-03 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) ADOPTING THE FISCAL YEAR 2020-21 IPHMA BUDGET

RECOMMENDED ACTION: *Adopt Resolution No. IPHMA 2020-03.*

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

MOTION BY VICE CHAIR SEAL, AND SECOND BY BOARD MEMBER COOK TO ADOPT RESOLUTION NO. IPHMA 2020-03. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

6.2 CONSIDERATION OF RESOLUTION NO. IPHMA 2020-04 - A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE ORDERS FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY 2020-2021

RECOMMENDED ACTION: *Adopt Resolution No. IPHMA 2020-04.*

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JUNE 30, 2020
PAGE 3

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

MOTION BY BOARD MEMBER CALVO, AND SECOND BY BOARD MEMBER EMMONS TO ADOPT RESOLUTION NO. IPHMA 2020-04. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

EXECUTIVE DIRECTOR COMMENTS:

There were none.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:11 a.m.

Raheleh Gorginfar
Chair

Julie Robles
Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.4



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

MEMORANDUM

To: Honorable Chair Gorginfar and Members of the Authority

From: Troy Helling, Executive Director

Staff: Elise Calvo, Treasurer

Date: June 26, 2020

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 9, 2020, 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

Contents

1.0	Introduction.....	2
2.0	Policy.....	2
3.0	Scope.....	2
3.1	Pooled Investments.....	2
3.2	Investments held separately.....	3
4.0	Objectives.....	3
4.1.	Safety.....	3
4.2	Liquidity.....	3
4.3	Return on investment.....	3
5.0	Authorized investments.....	4
5.1	Review of Investment Portfolio.....	5
6.0	Reporting.....	5
7.0	Selection of financial institutions and brokers/dealers.....	5
7.1	Financial Institutions.....	6
7.2	Broker/Dealers.....	6
8.0	Ethics and conflicts of interest.....	6

CITY OF INDUSTRY

STATEMENT OF INVESTMENT POLICY

Effective July 9, 2020

(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 and its component units 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.

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

CITY OF INDUSTRY

STATEMENT OF INVESTMENT POLICY

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.

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.

CITY OF INDUSTRY

STATEMENT OF INVESTMENT POLICY

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 certain investment types are further limited to only the following specified investments.

	Investment Type	Maximum Remaining Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirements	California Government Code Sections
a.	Securities of the US Government, or its agencies Including GSE debt and US Treasury Obligations	5 years	None	None	53601(b)(f) and 53601.6
b.	Negotiable certificates of deposits	5 years	30%	None	53601(1)
c.	Non-negotiable certificates of deposits	5 years	None	None	53630 et seq.
d.	Bankers Acceptances	180 days	40% and no more than 30% of any one commercial bank	None	53601(g)
e.	Commercial Paper	270 days	25% and no more than 10% of a single issuer	A-1 or higher rating from an NRSRO	53601(h)(2)(C), 53635(a)(1)
f.	Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
g.	Collateralized Bank Deposits including passbook Savings account demand deposits	5 years	None	None	53630 et. Seq and 53601 (n)
h.	Repurchase agreements	1 year	None	None	53601(j)
i.	Los Angeles County Investment Pool (California Govt. Code Section 53684)	N/A	None	None	53684
j.	It is the City of Industry's policy no 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).				
k.	Local Agency Bonds	5 years	None	None	53601(a)

CITY OF INDUSTRY

STATEMENT OF INVESTMENT POLICY

l.	Medium-term notes	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
m.	All securities authorized by the California Code, but which are not currently allowed by this investment policy, must first be approved by City Council at the time of purchase.				

Section 53601 of the California Government Code provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the City Council may grant express authority to make investments either specifically or as a part of an investment program approved by the City Council that exceeds the five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.

5.1 Review of Investment Portfolio. The City's investment portfolio must be in compliance with Section 5.0 of this Policy at the time an investment is purchased. However, due to various reasons the portfolio may not be in compliance. The reasons for noncompliance that may arise include, but are not limited to a downgrade in a security's rating, redemptions or maturities resulting in exceeding maximum percentages of a particular investment type, fluctuation in total portfolio size, a change in the California Government Code, or subsequent update to the Investment Policy that renders investments made under previous policies incompliant.

The Treasurer shall review the portfolios quarterly to identify any securities that are no longer in compliance. The Treasurer shall report any major and critical incidences of noncompliance to the City Manager and City Council and provide recommendations to address the noncompliant securities.

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

CITY OF INDUSTRY

STATEMENT OF INVESTMENT POLICY

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 positive net earnings for the last reporting period

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.