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## City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA  
JULY 12, 2023  
10:30 a.m.

Chair Ken Calvo  
Vice Chair Tim Seal  
Board Member Phil Cook  
Board Member Timothy O'Gorman

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Location: City Council Chambers, 15651 Mayor Dave Way, City of Industry, California

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### 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.

At the time of publication, no Board Members intend to take part in the meeting remotely under the provisions of AB 2449. Should that change between the time of publication and the start of the meeting, a live webcasting of the meeting will be accessible via the link, meeting ID, and meeting passcode listed below. Whenever possible, an announcement will be made at the start of the meeting via the live webcast to confirm whether or not a Board Member will join remotely. If they will not be joining remotely, then the live webcast will terminate after the announcement.

[www.microsoft.com/microsoft-teams/join-a-meeting](https://www.microsoft.com/microsoft-teams/join-a-meeting)

Meeting ID: 295 656 161 543

Passcode: Ba4skQ

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 657-204-3264, 922791080# United States, Anaheim

Phone Conference ID: 922 791 080#

### 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 Mayor Dave Way, 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. AB 2449 Vote on Emergency Circumstances (if necessary)

4. Roll Call

5. Public Comments

6. **CONSENT CALENDAR**

6.1 Consideration of the Register of Demands for July 12, 2023

*RECOMMENDED ACTION: Approve the Register of Demands.*

6.2 Consideration of the minutes of the June 7, 2023 Regular Meeting

*RECOMMENDED ACTION: Approve as submitted.*

6.3 Statement of Investment Policy

*RECOMMENDED ACTION: Approve the Investment Policy*

6.4 Consideration of Resolution No. IPHMA 2023-05, a Resolution of the Industry Property and Housing Management Authority, Approving Blanket Purchase Orders ("BPOs") for Vendors Totaling \$10,000.00 and Over for FY 2023-2024

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2023-05.*

7. **EXECUTIVE DIRECTOR REPORTS**

8. **AB 1234 REPORTS**

9. **BOARD MEMBER COMMUNICATIONS**

10. Adjournment. Next regular meeting: Wednesday, August 9, 2023, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.1

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**AUTHORIZATION FOR PAYMENT OF BILLS**

Board Meeting July 12, 2023

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	2,472.50
160	INDUSTRY PROPERTY & HOUSING	96,824.85
TOTAL ALL FUNDS		99,297.35

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	99,297.35
TOTAL ALL BANKS		99,297.35

**APPROVED PER CITY MANAGER**

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# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

July 12, 2023

Check	Date			Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>					
<b>200463</b>	06/07/2023			<b>ROWLAND WATER DISTRICT</b>	<b>\$348.14</b>
	Invoice	Date	Description	Amount	
	2023-00002007	05/24/2023	04/09-05/07/23 SVC - 17217 & 17229 CHESNUT - IRR	\$170.72	
	2023-00002008	05/24/2023	04/09-05/07/23 SVC - 17217 CHESTNUT ST	\$102.57	
	2023-00002009	05/24/2023	04/09-05/07/23 SVC - 17229 CHESTNUT ST	\$74.85	
<b>200464</b>	06/21/2023			<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$8.40</b>
	Invoice	Date	Description	Amount	
	2023-00002105	06/12/2023	05/01-06/01/23 SVC - 16229 E TEMPLE AVE	\$8.40	
<b>200465</b>	06/21/2023			<b>SOCALGAS</b>	<b>\$30.68</b>
	Invoice	Date	Description	Amount	
	2023-00002076	06/06/2023	05/03-06/02/23 SVC - 16200 TEMPLE APT 202 BUNKHOU	\$30.68	
<b>200466</b>	06/21/2023			<b>SOUTHERN CALIFORNIA EDISON</b>	<b>\$12.59</b>
	Invoice	Date	Description	Amount	
	2023-00002077	06/12/2023	05/11-06/11/23 SVC - 20137 W ALNUT DR S	\$12.59	
<b>200467</b>	06/21/2023			<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$189.78</b>
	Invoice	Date	Description	Amount	
	4685294	06/06/2023	05/01-05/31/23 SVC - 22002 VALLEY BLVD	\$66.66	
	4690159	06/08/2023	05/02-05/31/23 SVC - 20137 WALNUT DR	\$123.12	
<b>200468</b>	06/27/2023			<b>SOCALGAS</b>	<b>\$4.93</b>
	Invoice	Date	Description	Amount	
	2023-00002121	06/16/2023	05/15/06/14/23 SVC - 22036 VALLEY BLVD	\$4.93	

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

July 12, 2023

Check	Date			Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>					
<b>200469</b>	07/12/2023			<b>CELCO CONSTRUCTION SERVICES IN</b>	<b>\$8,001.42</b>
	Invoice	Date	Description		Amount
	11627	05/31/2023	EMERGENCY WATER MITIGATION - 16224 TEMPLE AVE		\$4,751.42
	11748	06/21/2023	INSTALL BEDROOM WINDOW & PATCH, PAINT STUCCO		\$3,250.00
<b>200470</b>	07/12/2023			<b>CNC ENGINEERING</b>	<b>\$17,666.25</b>
	Invoice	Date	Description		Amount
	508118	06/29/2023	CRDTN & INSPECTION OF SLIDE DOOR - 22036 E. VALLEY		\$2,121.25
	508119	06/29/2023	HVAC MAINTENANCE - 16200 TEMPLE BUNKHOUSES		\$130.00
	508120	06/29/2023	HVAC MAINTENANCE - 15702 NELSON AVE		\$130.00
	508121	06/29/2023	HVAC MAINTENANCE -17229 CHESTNUT ST		\$187.50
	508122	06/29/2023	HVAC MAINTENANCE - 16200 TEMPLE AVE UNIT A		\$570.00
	508123	06/29/2023	CRDTN & INSPECTIONON DISWASHER - 16217 E. TEMPLE		\$520.00
	508124	06/29/2023	HVAC MAINTENANCE - 17217 CHESTNUT ST		\$210.00
	508125	06/29/2023	HVAC MAINT & REVIEW PROCESS INVOICE - 16229 E. TEMPLE		\$645.00
	508126	06/29/2023	PREPARE & PROCESS PURCHASE ORDER - 16200 TEMPLE		\$210.00
	508127	06/29/2023	HVAC MAINTENANCE - 16227 E. TEMPLE AVE		\$130.00
	508128	06/29/2023	CRDTN FOR KITCHEN FAUCET REPAIRS - 16238 E. TEMPLE		\$355.00
	508129	06/29/2023	CRDTN OF INSTALLATION DOOR LOCKS - 16242 E TEMPLE		\$190.00
	508130	06/29/2023	REPAIRS FOR HVAC SYSTEM - 15722 NELSON AVE		\$130.00
	508131	06/29/2023	COORDINATION FOR WINDOW REPLACEMENT - 15652		\$310.00
	508132	06/29/2023	CRDNTN FOR WATER SYSTEM - 22036 VALLEY BLVD		\$1,565.00
	508133	06/29/2023	CRDNTN FOR FOR MISC		\$4,286.25
	508134	06/29/2023	CRDNTN REPAIRS & PROCESS INVOICES - 16224 E TEMPLE		\$2,878.75
	508135	06/29/2023	COORDINATION REPAIRS FOR BATHROOM TOILET- 15		\$625.00

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

July 12, 2023

Check	Date	Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>			
	508136	06/29/2023	MISC HOUSING CAPITAL IMPRIVEMENTS - ADDENDA & \$860.00
	508137	06/29/2023	MISC HOUSING CAPITAL IMPRIVEMENTS -PLANNING S \$1,612.50
<hr/>			
<b>200471</b>	07/12/2023	<b>FULLERTON ELECTRIC</b>	<b>\$610.00</b>
	Invoice	Date	Description
	31618	12/03/2022	ELECTRICAL REPAIRS - 16217 TEMPLE AVE \$610.00
<hr/>			
<b>200472</b>	07/12/2023	<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$3,700.00</b>
	Invoice	Date	Description
	JUL-23	06/26/2023	REPLENISH PAYROLL ACCOUNT FOR JULY 2023 \$3,700.00
<hr/>			
<b>200473</b>	07/12/2023	<b>KLINE'S PLUMBING, INC.</b>	<b>\$175.00</b>
	Invoice	Date	Description
	12882	06/14/2023	REPLACE BROKEN FLUSH HANDLE - 15730 NELSON AV \$175.00
<hr/>			
<b>200474</b>	07/12/2023	<b>LOCKS PLUS, INC.</b>	<b>\$986.15</b>
	Invoice	Date	Description
	35669	06/15/2023	REKEY DOORS - 16242 TEMPLE AVE \$986.15
<hr/>			
<b>200475</b>	07/12/2023	<b>LOWE'S/SYNCHRONY BANK</b>	<b>\$2,159.31</b>
	Invoice	Date	Description
	997773	06/02/2023	DISHWASHER - 16217 TEMPLE \$475.18
	970933	06/02/2023	APPLIANCES - 17217 CHESTNUT ST \$961.97
	971696	06/02/2023	DRYER - 15652 NELSON AVE \$722.16
<hr/>			
<b>200476</b>	07/12/2023	<b>MORTISE &amp; TENON BUILDING CORP</b>	<b>\$5,042.40</b>

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

July 12, 2023

Check	Date			Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>					
	Invoice	Date	Description		Amount
	215625057	05/31/2023	MAINTENANCE SVC - 16229 TEMPLE		\$1,342.40
	215625056	05/30/2023	MAINTENANCE SVC - 15730 NELSON AVE		\$1,200.00
	215625054	05/17/2023	MAINTENANCE SVC - 16212 TEMPLE AVE		\$2,000.00
	215625058	06/15/2023	MAINTENANCE SVC - 16238 TEMPLE		\$250.00
	215625059	06/19/2023	INSTALLATION DOOR HANDLES - 16242 TEMPLE		\$250.00
<b>200477</b>	07/12/2023			<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$23,209.30</b>
	Invoice	Date	Description		Amount
	0623EHNHCS	06/09/2023	JUNE 2023 LANDSCAPE MAINTENANCE		\$23,209.30
<b>200478</b>	07/12/2023			<b>TEMP AIR SYSTEM INC.</b>	<b>\$27,440.00</b>
	Invoice	Date	Description		Amount
	16549	05/15/2023	REPLACE HVAC & FURNANCE - 16000 TEMPLE AVE UN		\$12,550.00
	16354	05/29/2023	HVAC MAINTENANCE - 17229 CHESTNUT ST		\$445.00
	16548	05/17/2023	INSTALL NEW HVAC - 16224 TEMPLE AVE		\$14,000.00
	16398	05/29/2023	HVAC MAINTENANCE DRYER VENT CLEANING- 1570;		\$445.00
<b>200479</b>	07/12/2023			<b>WEST COAST ARBORISTS, INC.</b>	<b>\$9,713.00</b>
	Invoice	Date	Description		Amount
	200659	05/31/2023	TREE MAINTENANCE SVC - MULTIPLE HOUSES		\$9,713.00



**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**Board Meeting**

**July 12, 2023**

<b>Check</b>	<b>Date</b>	<b>Payee Name</b>	<b>Check Amount</b>
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**IPHMA.WF.CHK - IPHMA Wells Fargo Checking**

<b>Checks</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>
	<b>Total</b>	<b>17</b>	<b>\$99,297.35</b>

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.2

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 7, 2023  
PAGE 1

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The Regular Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Secretary Julie Gutierrez-Robles at 10:30 a.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California.

ABSENT: Ken Calvo, Chair  
Tim Seal, Vice Chair  
Phil Cook, Board Member  
Timothy O’Gorman, Board Member

**ADJOURNMENT**

Secretary Julie Gutierrez-Robles adjourned the Industry Property and Housing Management Authority meeting at 10:32 a.m., due to a lack of quorum.

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Ken Calvo  
Chair

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Julie Gutierrez-Robles  
Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.3



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Honorable Chair and Members of the City of Industry Property and Housing Management Authority  
**FROM:** Joshua Nelson, Executive Director  
**STAFF:** Elise Calvo, Treasurer; Joshua Nelson, Executive Director  
**DATE:** 07/12/2023  
**SUBJECT:** Statement of Investment Policy

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### BACKGROUND

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 City of Industry dated Fiscal Year 2023-2024, 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

Approve the Investment Policy

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### Attachments

A: City of Industry Investment Policy FY 2023-2024

Fiscal Year  
2023-2024

# 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 13, 2023

(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 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).				
k.	Local Agency Bonds	5 years	None	None	53601(a)

**CITY OF INDUSTRY**

**STATEMENT OF INVESTMENT POLICY**

i.	Medium-term notes	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
m.	Registered treasury notes or bonds of any of the other 49 states in addition to California *	5 years	None	None	53601(d)
n.	Bonds, notes, warrants, or other evidence of indebtedness of a local agency within California*	5 years	None	None	53601(e)
o.	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.				

\* Includes but not limited to municipal bonds or other indebtedness issued by the City of Industry and/or its related Agencies.

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 noncompliant.

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.

## CITY OF INDUSTRY

### STATEMENT OF INVESTMENT POLICY

**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 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

## CITY OF INDUSTRY

### STATEMENT OF INVESTMENT POLICY

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.

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.4



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Honorable Chair and Members of the City of Industry Property and Housing Management Authority  
**FROM:** Joshua Nelson, Executive Director  
**STAFF:** Yamini Pathak  
**DATE:** 07/12/2023  
**SUBJECT:** Consideration of Resolution No. IPHMA 2023-05, a Resolution of the Industry Property and Housing Management Authority, Approving Blanket Purchase Orders ("BPOs") for Vendors Totaling \$10,000.00 and Over for FY 2023-2024

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### BACKGROUND

A blanket purchase order ("BPO") Vendor List is a list of for all vendors with whom the IPHMA anticipates spending over \$10,000.00 in the fiscal year. On June 13, 2023, the IPHMA approved and adopted its budget for FY 2023-24 ("FY 24"). The FY 24 BPO Vendor List was developed in line with the FY 24 Adopted Budget.

### DISCUSSION

#### DISCUSSION:

BPOs are a customary financial practice common among public agencies in California; and in summary, are utilized to pay for goods and supplies, professional or maintenance services, and/or equipment with vendors with whom the IPHMA conducts business during the fiscal year. Although most BPOs can be created under the Executive Director's purchasing authority, as an added level of fiscal control and transparency, at the beginning of each fiscal year a list of BPOs for vendors with whom the IPHMA regularly conducts business, that total \$10,000.00 and over annually, is presented to IPHMA Board of Directors for formal approval for the new fiscal year. This streamlines the purchasing process where necessary and assists staff to efficiently obtain goods and supplies, professional or maintenance services, and/or equipment to tend to its day-to-day operations.

BPOs are not intended to bypass or supersede the bidding provisions as outlined in the City of Industry's Municipal Code ("Code") (which applies to the IPHMA), or intended to bypass

the City's standard agreements and terms. Departments must adhere to the requirements of the City's procurement policy, and must obtain informal bidding, quotes, or go through a formal procurement process as necessary. Finance will strictly enforce the procurement policy and ensure departments are adhering to the correct purchasing procedures.

As such, outlined below is a summary of Chapter 3.04 the City's Code, as it pertains to the purchasing and bidding procedures, that departments must follow and adhere to when obtaining goods and supplies, professional or maintenance services, and/or equipment.

Any additional purchase orders beyond dollar amounts approved in the BPO will be submitted to the Executive Director or IPHMA Board of Directors, following procedures set forth in the City Code and Purchasing Policy.

**Supplies & Equipment (Section 3.04.050) - For supplies and equipment, purchases of \$100,000**

and under may be made at the discretion of the Executive Director.

Upon the approval of the IPHMA Board of Directors, BPOs will be created for all vendors the IPHMA regularly conducts business with for supplies and equipment for FY 24.

Pursuant to Section 3.04.040 of the Code, purchases of supplies and equipment over \$100,000.00 require a formal bidding process and formal approval by the IPHMA Board of Directors. Should items over \$100,000.00 be taken to the IPHMA Board of Directors during the current fiscal year, BPOs will be created for these items as the Board approves them.

**Services** (Section 3.04.055) - Procurement of professional services of an estimated value of fifty thousand dollars or less may be made by the Executive Director at his or her discretion on the open market without specific solicitation or competitive bidding requirements. Professional services greater than fifty thousand dollars require prior approval by the IPHMA Board of Directors.

IPHMA is proposing BPOs for services that include on-going periodic facilities maintenance for vendors the IPHMA regularly conducts business with. These services exclude public works projects. The IPHMA is requesting BPOs to streamline the purchase order and invoice processing flow for repetitive, required services for day-to-day operations.

#### **BPO Vendor List for FY 24**

The BPO Vendor List for FY 24, attached as Exhibit A, includes all vendors with whom IPHMA regularly conducts business. The BPO amounts are estimated amounts based on historical spending levels; all BPO amounts are in line with the FY 24 Adopted Budget.

BPOs can also be utilized for vendors that total less than \$10,000.00 annually, and with whom IPHMA conducts business on a recurring basis throughout the fiscal year.

#### **FISCAL IMPACT**

The BPOs for all vendors listed in Exhibit A total \$170,000.00. This has been accounted for and included in the FY 24 Adopted Budget.

#### **RECOMMENDATION**

Staff recommends the IPHMA Board adopt Resolution No. IPHMA 2023-05, approving the BPO Vendor List for vendors totaling \$10,000.00 and over for FY 24.

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#### **Attachments**

IPHMA BPOs FY24  
Resolution



**RESOLUTION NO. IPHMA 2023-05**

**RESOLUTION OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE  
ORDERS FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY  
2023-2024**

**WHEREAS**, in FY 2016-17 (“FY 17”), the Financial Services Department (“Finance”) implemented several new internal controls and financial procedures citywide, in which blanket purchase orders (“BPOs”) were identified as a critical fiscal control that allows the Industry Property and Housing Management Authority (“IPHMA”) to procure goods and supplies, professional or maintenance services, and/or equipment in a timely manner to efficiently administer the day-to-day operations of the IPHMA; and

**WHEREAS**, BPOs are a customary financial practice among public agencies in California; and in summary, are utilized to pay for goods and services with vendors that IPHMA regularly conducts business with during the fiscal year; and

**WHEREAS**, annually, after the IPHMA’s operating budget is adopted, Finance presents to the IPHMA Board of Directors for its consideration a BPO Vendor List for all vendors with whom IPHMA anticipates spending over \$10,000.00 in the upcoming fiscal year; and

**WHEREAS**, on June 13, 2023, the IPHMA approved and adopted its budget for FY 2023-24 (“FY 24”); and

**WHEREAS**, the FY 24 BPO Vendor List was developed in accordance with Chapter 3.04 of the City of Industry’s Municipal Code (which applies to the IPHMA) as it pertains to purchasing and bidding procedures; and

**WHEREAS**, the FY 24 BPO Vendor List was also developed in accordance with the FY 24 Adopted Budget.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.

**Section 2.** The IPHMA Board of Directors hereby approves the list of BPOs, attached hereto as Exhibit A, and incorporated herein by reference, for all vendors that total \$10,000.00 and over for FY 24.

**Section 3.** The IPHMA Board of Directors authorizes the Executive Director, and/or his designee, to prepare and execute all BPOs identified and listed on said Exhibit A.

**Section 4.** The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

**Section 5.** 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** by the Board of Directors of the Industry Property Housing Management Authority at a regular meeting held on July 12, 2023, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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Ken Calvo, Chairman

**ATTEST:**

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Julie Gutierrez-Robles, Secretary

Industry Property and Housing Management Authority  
Blanket Purchase Order Vendor List for FY 2023-24 ("FY 24")  
Exhibit A  
Vendors Totalling \$10,000 and Over

**SERVICES**

Item #	Vendor Name	FY 24 Proposed Amount	Primary Purpose
1	Accurate Electric, Plumbing, Heating and Air	10,000	Electric, plumbing, heating maintenance services
2	Blake Air Conditioning Company	10,000	Air conditioning maintenance services
3	Espy's Electrical Services Inc	15,000	Electric maintenance services
4	Fullerton Electric	10,000	Electric maintenance services
5	Good Service Appliance Repair	10,000	Appliance maintenance services
6	Irri-Care Plumbing and Backflow Testing	10,000	Backflow maintenance services
7	Kline's Plumbing Inc.	15,000	Plumbing maintenance services
8	Mortise & Tenon Building Corp	15,000	Handyman maintenance services
9	Temp Air System, Inc.	15,000	Air conditioning maintenance services

\$ 110,000.00

**SUPPLIES**

Item #	Vendor Name	FY 24 Proposed Amount	Primary Purpose
10	B2 Print	10,000	Office supplies - letterhead, envelopes, & business cards
11	BAVCO	10,000	Backflow maintenance services
12	Home Depot	10,000	Property maintenance supplies
13	Lowe's	10,000	Property maintenance supplies
14	Merritt's Ace Hardware	10,000	Property maintenance supplies

\$ 50,000.00

**SERVICES & SUPPLIES**

Item #	Vendor Name	FY 24 Proposed Amount	Primary Purpose
15	Locks Plus	10,000	Supplies-key, locks and materials and repair services

\$ 10,000.00

TOTAL IPHMA \$ 170,000.00