



## **City of Industry Property and Housing Management Authority**

REGULAR MEETING AGENDA  
JUNE 12, 2024  
10:30 a.m.

Chair Ken Calvo  
Vice Chair Tim Seal  
Board Member Jim Bickel  
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 one-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 one-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](http://www.microsoft.com/microsoft-teams/join-a-meeting)

**Meeting ID:** 220 922 399 620

**Passcode:** 88mFQm

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

**Or call in (audio only)**

**+1 657-204-3264 United States**

Phone Conference ID: 968 600 635#

### **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. Presentations
6. **CONSENT CALENDAR**

6.1 Consideration of the Register of Demands for June 12, 2024

*RECOMMENDED ACTION:* Approve the Register of Demands.

6.2 Consideration of the minutes of the March 13, 2024 regular meeting and the May 8, 2024 regular meeting

*RECOMMENDED ACTION:* Approve as submitted.

7. **ACTION ITEMS**

7.1 Consideration of Resolution No. IPHMA 2024-07 – A Resolution of the City of Industry Property and Housing Management Authority ("IPHMA") Adopting the FY 24-25 IPHMA Budget

*RECOMMENDED ACTION:* Adopt Resolution No. IPHMA 2024-07.

8. **PUBLIC HEARINGS- NONE**

9. **CLOSED SESSION -NONE**

10. **EXECUTIVE DIRECTOR REPORTS**

11. **AB 1234 REPORTS**
12. **BOARD MEMBER COMMUNICATIONS**
13. **PUBLIC COMMENTS**
14. Adjournment. Next regular meeting: Wednesday, July 10, 2024, 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 June 12, 2024

<u>FUND</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
124	IPHMA - CAPITAL IMPROVEMENT	3,800.00
160	INDUSTRY PROPERTY & HOUSING	80,043.57
TOTAL ALL FUNDS		83,843.57

<u>BANK</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
IPHMA.WF.CHK	WELLS FARGO CHECKING	83,843.57
TOTAL ALL BANKS		83,843.57

APPROVED PER EXECUTIVE DIRECTOR

  
\_\_\_\_\_

DATE

6/6/2024  
\_\_\_\_\_

**Industry Property and Housing Management Authority**  
**Board Meeting**  
**June 12, 2024**

Check	Date		Payee Name	Check Amount	
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>					
<b>200644</b>	05/08/2024		05/31/2024	<b>ROWLAND WATER DISTRICT</b>	<b>\$229.79</b>
	Invoice	Date	Description	Amount	
	2024-00001813	04/24/2024	3/5-4/7/24 SVC-17217 & 17229 Chestnut - Irr	\$51.31	
	2024-00001814	04/24/2024	3/5-4/7/24 SVC-17217 Chestnut St.	\$107.60	
	2024-00001815	04/24/2024	3/5-4/7/24 SVC-17229 Chestnut St.	\$70.88	
<b>200645</b>	05/15/2024		05/31/2024	<b>INDUSTRY PUBLIC UTILITIES</b>	<b>\$2,502.27</b>
	Invoice	Date	Description	Amount	
	2024-00001851	05/01/2024	2/15-4/17/24 SVC-HANDORF LOOP - IRRIG	\$59.35	
	2024-00001852	05/01/2024	2/15-4/17/24 SVC-HANDORF LOOP IRRIG - BOOSTER ST	\$84.31	
	2024-00001919	05/01/2024	2/15-4/17/24 SVC-14063 PROCTOR	\$143.53	
	2024-00001920	05/01/2024	2/15-4/17/24 SVC-16200 TEMPLE CONDOS A & B	\$379.99	
	2024-00001921	05/01/2024	2/15-4/17/24 SVC-16200 TEMPLE CONDOS C & D	\$456.87	
	2024-00001922	05/01/2024	2/15-4/17/24 SVC-16212 TEMPLE	\$244.49	
	2024-00001923	05/01/2024	2/15-4/17/24 SVC-16217 TEMPLE	\$130.51	
	2024-00001924	05/01/2024	2/15-4/17/24 SVC-16218 TEMPLE	\$123.91	
	2024-00001925	05/01/2024	2/15-4/17/24 SVC-16220 TEMPLE	\$110.71	
	2024-00001926	05/01/2024	2/15-4/17/24 SVC-16224 TEMPLE	\$121.75	
	2024-00001927	05/01/2024	2/15-4/17/24 SVC-16227 TEMPLE	\$100.81	
	2024-00001928	05/01/2024	2/15-4/17/24 SVC-16229 TEMPLE	\$114.01	
	2024-00001929	05/01/2024	2/15-4/17/24 SVC-16238 TEMPLE	\$118.45	
	2024-00001930	05/01/2024	2/15-4/17/24 SVC-16242 TEMPLE	\$121.75	
	2024-00001931	05/01/2024	2/15-4/17/24 SVC-16200 TEMPLE-BUNKHOUSE	\$191.83	
<b>200646</b>	05/15/2024		05/31/2024	<b>LA PUENTE VALLEY COUNTY WATER</b>	<b>\$1,125.54</b>
	Invoice	Date	Description	Amount	

**Industry Property and Housing Management Authority  
Board Meeting  
June 12, 2024**

Check	Date		Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
	2024-00001845	05/01/2024	2/15-4/17/24 SVC-15652 NELSON AVE	\$183.44
	2024-00001846	05/01/2024	2/15-4/17/24 SVC-15702 NELSON AVE	\$187.59
	2024-00001847	05/01/2024	2/15-4/17/24 SVC-15714 NELSON AVE	\$100.44
	2024-00001848	05/01/2024	2/15-4/17/24 SVC-15722 NELSON AVE	\$187.59
	2024-00001849	05/01/2024	2/15-4/17/24 SVC-15730 NELSON AVE	\$220.79
	2024-00001850	05/01/2024	2/15-4/17/24 SVC-15736 NELSON AVE	\$245.69
<b>200647</b>	05/15/2024		<b>SOCALGAS</b>	<b>\$26.59</b>
	Invoice	Date	Description	Amount
	2024-00001918	05/03/2024	4/2-5/1/24 SVC-16200 TEMPLE APT 202	\$26.59
<b>200648</b>	05/22/2024		<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$39.64</b>
	Invoice	Date	Description	Amount
	4989118	05/08/2024	4/1-4/30/24 SVC-22002 VALLEY BLVD	\$39.64
<b>200649</b>	05/29/2024		<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$32.34</b>
	Invoice	Date	Description	Amount
	4993578	05/09/2024	4/2-5/2/24 SVC-20137 WALNUT DR	\$32.34
<b>200650</b>	06/05/2024		<b>ROWLAND WATER DISTRICT</b>	<b>\$417.47</b>
	Invoice	Date	Description	Amount
	2024-00002017	05/22/2024	4/7-5/6/24 SVC-17217 & 17229 CHESTNUT - IRR	\$194.11
	2024-00002018	05/22/2024	4/7-5/6/24 SVC-17217 CHESTNUT ST	\$144.32
	2024-00002019	05/22/2024	4/7-5/6/24 SVC-17229 CHESTNUT ST	\$79.04
<b>200651</b>	06/12/2024		<b>B2 PRINT, LLC</b>	<b>\$452.53</b>

**Industry Property and Housing Management Authority**  
**Board Meeting**  
**June 12, 2024**

Check	Date	Payee Name		Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
	Invoice	Date	Description	Amount
	0012754	05/02/2024	IPHMA- REGULAR ENVELOPES	\$316.60
	0012761	05/02/2024	IPHMA-RETURN ENVELOPES	\$135.93
<b>200652</b>	06/12/2024	<b>CNC ENGINEERING</b>		<b>\$11,138.75</b>
	Invoice	Date	Description	Amount
	510289	05/30/2024	PROFESSIONAL PLUMBING SVC-16220 E TEMPLE AVE	\$195.00
	510290	05/30/2024	HVAC PREVENTATIVE MAINT-15722 NELSON AVE	\$97.50
	510291	05/30/2024	HVAC PREVENTATIVE MAINT-16242 E TEMPLE AVE	\$97.50
	510292	05/30/2024	CRDNTN FOR FENCE REPAIRS-20137-20249 E WALNUT	\$380.00
	510293	05/30/2024	HVAC PREVENTATIVE MAINT-15736 NELSON AVE	\$97.50
	510294	05/30/2024	HVAC PREVENTATIVE MAINT-15730 NELSON AVE	\$97.50
	510295	05/30/2024	CRDNTN FOR HVAC REPAIRS & TERMITE EXTERIOR RI	\$292.50
	510296	05/30/2024	CRDNTN OPTIONS FOR REAR SLIDER DOOR AWNING-	\$195.00
	510297	05/30/2024	CRDNTN FOR HVAC REPAIRS/ELECTRICAL SVC-16229	\$292.50
	510298	05/30/2024	APPLIANCE REPLACEMENT-DISHWASHER @ 16200 TE	\$371.25
	510299	05/30/2024	CRDNTN WITH SQAURE ROOT ON COMPLETED PROJE	\$223.75
	510300	05/30/2024	SITE VISIT WITH MTBC-FINALIZE BACK DOOR ALTERA	\$97.50
	510301	05/30/2024	GENERAL ENG SVC	\$4,901.25
	510302	05/30/2024	MISC HOUSING CAPITAL IMPROVEMENTS	\$3,800.00
<b>200653</b>	06/12/2024	<b>ESPY'S ELECTRICAL SERVICES INC.</b>		<b>\$1,500.00</b>
	Invoice	Date	Description	Amount
	1378	05/15/2024	ELECTRIC MAINT SVC-16229 TEMPLE	\$1,500.00
<b>200654</b>	06/12/2024	<b>HOME DEPOT CREDIT SVC - DEPT 32-</b>		<b>\$917.66</b>



**Industry Property and Housing Management Authority  
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Check	Date		Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
	Invoice	Date	Description	Amount
	5904916	05/21/2024	STAINLESS STEEL TALL TUB DISHWASHER-16000 TEM	\$917.66
<b>200655</b>	06/12/2024		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$5,000.00</b>
	Invoice	Date	Description	Amount
	MAY-24	05/23/2024	REPLENISH PAYROLL ACCT FOR MAY 2024	\$5,000.00
<b>200656</b>	06/12/2024		<b>JANUS PEST MANAGEMENT</b>	<b>\$770.00</b>
	Invoice	Date	Description	Amount
	271066	05/06/2024	PEST SVC-16212 TEMPLE AVE	\$60.00
	270447	04/05/2024	PEST SVC & EQUIP RENTAL-16212 TEMPLE AVE	\$710.00
<b>200657</b>	06/12/2024		<b>KLINE'S PLUMBING, INC.</b>	<b>\$550.00</b>
	Invoice	Date	Description	Amount
	13440	04/26/2024	PLUMBING MAINT SVC-15702 NELSON AVE	\$375.00
	13482	05/21/2024	PLUMBING MAINT SVC-16220 TEMPLE AVE	\$175.00
<b>200658</b>	06/12/2024		<b>LOCKS PLUS, INC.</b>	<b>\$1,353.45</b>
	Invoice	Date	Description	Amount
	35934	04/25/2024	REPLACE LOCK & DEADBOLTS @22036 VALLEY BLVD	\$1,353.45
<b>200659</b>	06/12/2024		<b>PURCOR PEST SOLUTIONS</b>	<b>\$1,660.00</b>
	Invoice	Date	Description	Amount
	2114C	05/15/2024	PEST CONTROL MANAGEMENT SVC	\$1,660.00
<b>200660</b>	06/12/2024		<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$24,932.54</b>

**Industry Property and Housing Management Authority  
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June 12, 2024**

Check	Date	Payee Name	Check Amount
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**IPHMA.WF.CHK - IPHMA Wells Fargo Checking**

Invoice	Date	Description	Amount
0524EHNHCS	05/14/2024	MAY 2024 LANDSCAPE MAINTENANCE	\$24,932.54

<b>200661</b>	06/12/2024		<b>TEMP AIR SYSTEM INC.</b>	<b>\$2,455.00</b>
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Invoice	Date	Description	Amount
19054	05/14/2024	REPLACE CIRCUIT BOARD & FLAME SENSOR ON HVAC	\$1,285.00
19101	05/24/2024	AC MAINT SVC-16242 TEMPLE AVE	\$390.00
19098	05/21/2024	AC MAINT SVC-15722 NELSON AVE	\$195.00
19097	05/23/2024	AC MAINT SVC-15736 NELSON AVE	\$195.00
19100	05/23/2024	AC MAINT SVC-15730 NELSON AVE	\$195.00
19099	05/24/2024	AC MAINT SVC-16229 TEMPLE	\$195.00

<b>200662</b>	06/12/2024		<b>WEST COAST ARBORISTS, INC.</b>	<b>\$28,740.00</b>
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Invoice	Date	Description	Amount
2024-00002054	05/15/2024	TREE MAINTENANCE SVC-IPHMA	\$28,740.00

Checks	Status	Count	Transaction Amount
		Total	19
			<b>\$83,843.57</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  
MARCH 13, 2024  
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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 Chair Ken Calvo at 10:31 a.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California.

**FLAG SALUTE**

The flag salute was led by Chair Ken Calvo.

**AB 2449 VOTE ON EMERGENCY CIRCUMSTANCES (IF NECESSARY)**

There was no need for AB 2449 vote since there were no Board Members taking part remotely. The webcast was then terminated.

**ROLL CALL**

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

STAFF PRESENT: Josh Nelson, Executive Director; Bing Hyun, Assistant Executive Director; James M. Casso, General Counsel; and Julie Gutierrez Robles, Secretary.

**PRESENTATION – IPHMA Milestone Recognition**

Executive Director Josh Nelson announced that in the past few years we have been distributing pins to City Staff, acknowledging their years of service. We have decided to extend the same to the Board Members. Josh Nelson distributed two pins today, one to Ken Calvo and another to Phil Cook for over 5 years of service. Pictures were taken.

**CONSENT CALENDAR**

**6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR MARCH 13, 2024**

*RECOMMENDED ACTION:*  
*Demands.*

*Approve the Register of*

Board Member Cook asked about the cost for kitchen repairs on check # 200609 at Temple Condo C. Field Operation Project Manager, Justin Aguilar, with CNC

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
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Engineering confirmed it was the second repair phase for the water damage which covered reinforcement under the sink and rebuilding the cabinetry.

Chair Ken Calvo asked what is Apt 202, for check # 200596 at Temple? It was identified as the bunk house and the cost being from So Cal Gas was most likely for cost of the hot water heater.

**6.2 CONSIDERATION OF THE MINUTES OF THE FEBRUARY 7, 2024 SPECIAL MEETING**

*RECOMMENDED ACTION:* *Approve as submitted.*

There were no public comments.

MOTION BY BOARD MEMBER O’GORMAN, AND SECOND BY BOARD MEMBER COOK TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	COOK, O’GORMAN, VC/SEAL, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	NONE
ABSTAIN	BOARD MEMBERS:	NONE

**ACTION ITEMS**

**7.1 DISCUSSION AND DIRECTION REGARDING RENT INCREASES FOR EXISTING TENANTS**

*RECOMMENDED ACTION:*

*Direct staff to:*

- A. *Increase rent for existing tenants by \_\_\_% effective July 1, 2024, not to exceed the target rent amounts set on July 1, 2023.*
- B. *Provide advanced notice of changes in rent amounts to affected tenants.*

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
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Executive Director Josh Nelson presented two different options that were discussed at last month's meeting and provided a draft spreadsheet showing what the increase would represent in actual dollars.

Board Members were concerned about inflation and its impact on tenants.

Discussion ensued amongst the Board Members with a difference of opinion by Board Member Cook, who proposed an increase of 3.9% and a review for the remaining 3.9% in six months to stay on track with the initial proposed increase of 7.8%.

General Counsel, James M. Casso, spoke about both the increase amount and the review after six months be included in the advanced notice of changes to the affected tenants, to which Josh Nelson agreed.

There were no public comments.

MOTION BY VICE CHAIR SEAL, AND SECOND BY BOARD MEMBER O'GORMAN TO INCREASE THE RENT BY 2.8% WITH A DISCUSSION TO REVIEW IN SIX MONTHS FOR AN ADDITIONAL INCREASE OF UP TO 5%. MOTION CARRIED 3-1, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	O'GORMAN, VC/SEAL, C/CALVO
NOES:	BOARD MEMBERS:	COOK
ABSENT	BOARD MEMBERS:	NONE
ABSTAIN	BOARD MEMBERS:	NONE

**PUBLIC HEARING - NONE**

**CLOSED SESSION - NONE**

**EXECUTIVE DIRECTOR REPORTS**

Executive Director, Josh Nelson commented that the city did receive one application for the open position of Board Member for IPHMA. Jim Bickel did apply, and the position is on tomorrow's City Council Meeting agenda for appointment. Should he be approved, he will show up at our next meeting.

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
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**AB 1234 REPORTS**

There were none.

**BOARD MEMBER COMMUNICATIONS**

Board Member Phil Cook said thank you to the city for the 5-year pin.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:53 a.m.

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Ken Calvo  
Chair

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Julie Gutierrez-Robles  
Secretary

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
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**FLAG SALUTE**

The flag salute was led by Chair Ken Calvo.

**AB 2449 VOTE ON EMERGENCY CIRCUMSTANCES (IF NECESSARY)**

There was no need for AB 2449 vote since there were no Board Members taking part remotely. The webcast was then terminated.

**ROLL CALL**

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

STAFF PRESENT: Bing Hyun, Assistant Executive Director; Mat Hudson, Engineering Manager; Laura Hudson, Assistant to City Manager; James M. Casso, General Counsel (online); and Julie Gutierrez Robles, Secretary.

**PRESENTATION**

There were none.

**CONSENT CALENDAR**

There were no public comments.

**6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR APRIL 10, 2024**

*RECOMMENDED ACTION:*  
*for April 10, 2024.*

*Ratify the Register of Demands*



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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
MAY 8, 2024  
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**6.2 CONSIDERATION OF THE REGISTER OF DEMANDS FOR MAY 8, 2024**

*RECOMMENDED ACTION:* *Approve the Register of Demands and authorize the appropriate IPU officials to pay the bills.*

Chair Ken Calvo asked about the number of appliances that were being replaced, with several houses within the same area. Mat Hudson, Engineering Manager, said they typically get a repair estimate first and if the cost of parts is about the same as replacing the entire appliance, they will buy new ones instead. Many of the appliances, such as dishwashers, refrigerators and icemakers are getting old, and we are mostly replacing them.

Board Member O’Gorman asked why the cost for water usage at 15736 Nelson Avenue was so high and was it due to a leak? Mat Hudson said we can look into it further but suspect it is due to landscape irrigation, in that this house has a pretty large grass area in both the front and back. We can investigate this and get back should it be anything different. Possibly we could reduce the water output as well, but it was not due to a leak.

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

AYES:	BOARD MEMBERS:	BICKEL, COOK, O’GORMAN, VC/SEAL, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	NONE
ABSTAIN	BOARD MEMBERS:	NONE

**PUBLIC HEARING - NONE**

**CLOSED SESSION - NONE**

**EXECUTIVE DIRECTOR REPORTS**

Assistant Executive Director, Bing Hyun welcomed James Bickel to his first meeting back as Board Member with the IPHMA, nice to have you back.

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
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**AB 1234 REPORTS**

There were none.

**BOARD MEMBER COMMUNICATIONS**

There were none.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:37 a.m.

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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. 7.1



# 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: 06/12/2024

SUBJECT: Consideration of Resolution No. IPHMA 2024-07 -- A Resolution of the City of Industry Property and Housing Management Authority ("IPHMA") Adopting the FY 24-25 IPHMA Budget

### BACKGROUND

Below is a summary of the revenues and expenses for the IPHMA.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
BUDGET COMPARISON TO PRIOR YEAR  
PROPOSED BUDGET 2024-2025

	PROPOSED BUDGETED REVENUES			PROPOSED BUDGETED EXPENDITURES		
	2024 - 2025	2023 - 2024	% - CHANGE	2024 - 2025	2023 - 2024	% - CHANGE
160 IPHMA	\$ 363,000	\$ 308,000	18%	\$ 1,080,000	\$ 1,089,000	-1%

### DISCUSSION

Staff has budgeted total revenues for the IPHMA in the amount of \$363,000 rental income, and are anticipating \$1,080,000 in expenditures for FY 2024-2025, which are mainly for property and landscape maintenances, general engineering and property maintenance. The shortfall of \$717,000 will be supported by transfers from the City of Industry's General Fund.

### FISCAL IMPACT

The FY 2024-25 IPHMA Budget totals \$1,080,000 in expenditures and is supported by \$363,000 in revenues, and a \$717,000 subsidy from the City's General Fund.

The FY 2024-25 Proposed Capital Budget for the IPHMA totals \$700,000 and is supported by City funds, as included in the City's FY 2024-25 Adopted CIP Budget.

### RECOMMENDATION

Staff recommends that the Board adopt Resolution No. IPHMA 2024-07, adopting the Budget for the Industry Property and Housing Management Authority for Fiscal Year 2024-2025.

### Attachments

Budget  
Resolution



# Industry Property and Housing Management Authority (“IPHMA”)

City of Industry | FY 2024/25 Proposed Budget

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
PROPOSED ANNUAL BUDGET

REVENUE SUMMARY BY FUND	ADOPTED BUDGET 2022-23	AMENDED BUDGET 2022-23	ACTUAL 2022-23	ADOPTED BUDGET 2023-24	AMENDED BUDGET 2023-24	ACTUAL 3/31/2024	PROPOSED BUDGET 2024-2025
<b>IPHMA</b>							
4300.02 INVESTMENT INTEREST INCOME	\$ 1,000	\$ 1,000	\$ 77	\$ 1,000	\$ 1,000	\$ 90	\$ 1,000
4331 INTEREST INCOME - LEASES	-	-	1,824	-	-	-	-
4340 RENTAL INCOME	171,000	210,000	218,120	306,000	306,000	217,350	345,000
4355 OTHER INCOME	-	-	506	1,000	1,000	10,300	17,000
<b>IPMHA TOTAL</b>	<u>\$ 172,000</u>	<u>\$ 211,000</u>	<u>\$ 220,527</u>	<u>\$ 308,000</u>	<u>\$ 308,000</u>	<u>\$ 227,741</u>	<u>\$ 363,000</u>

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
PROPOSED ANNUAL BUDGET

OBJECT #	ACCOUNT DESCRIPTION	ADOPTED BUDGET 2022-23	AMENDED BUDGET 2022-23	ACTUAL 2022-23	ADOPTED BUDGET 2023-24	AMENDED BUDGET 2023-24	ACTUAL 3/31/2024	PROPOSED BUDGET 2024-2025
<b>IPHMA</b>								
5011	BOARD SALARIES	\$ 38,000	\$ 38,000	\$ 33,750	\$ 49,000	\$ 49,000	\$ 29,250	\$ 49,000
5012	GENERAL INSURANCE AND BONDING	22,000	22,000	38,791	-	-	-	-
5025	MISCELLANEOUS	-	-	242	1,000	1,000	311	1,000
5027	MEDICARE	1,000	1,000	489	1,000	1,000	424	1,000
5030	STATE UNEMPLOYMENT	3,000	3,000	1,097	3,000	3,000	637	3,000
5031	DISABILITY	-	-	-	-	-	-	-
5032	STATE EMPLOYMENT & TRAINING TAX	1,000	1,000	32	1,000	1,000	23	1,000
5036	BANK FEES	1,000	1,000	-	-	-	-	-
5040	PARS - ARS	2,000	2,000	1,266	2,000	2,000	1,097	2,000
5068	LANDSCAPE MAINTNEANCE	298,000	298,000	427,228	360,000	360,000	227,301	400,000
5110	ACCOUNTING FEES	2,000	2,000	1,440	2,000	2,000	1,255	2,000
5120.01	PROFESSIONAL SERVICES	35,000	15,000	739	2,000	2,000	-	-
5120.02	LEGAL SERVICES	8,000	8,000	100,130	29,000	29,000	948	29,000
5565	SMALL EQUIPMENTS & SUPPLIES	-	-	-	-	-	1,337	10,000
5610	TRAVEL AND MEETINGS	-	-	106	-	-	-	-
5631	WORKERS COMPENSATION	1,000	1,000	-	1,000	1,000	-	1,000
5640	ADVERTISING AND PRINTING	1,000	1,000	784	2,000	2,000	281	1,000
5730.01	UTILITIES - GAS	1,000	1,000	633	1,000	1,000	322	1,000
5730.02	UTILITIES - WATER	21,000	21,000	26,977	25,000	25,000	20,927	33,000
5730.03	UTILITIES - ELECTRIC	2,000	2,000	406	1,000	1,000	127	1,000
5740	PROPERTY TAXES AND ASSESSMENTS	57,000	57,000	26,804	38,000	38,000	29,460	46,000
5900	GENERAL ENGINEERING	140,000	232,000	252,605	230,000	230,000	80,556	150,000
8510	PROPERTY MAINTENANCE	128,000	278,000	326,762	326,000	326,000	207,279	324,000
8517	HOUSING GRANT	-	-	-	15,000	15,000	-	25,000
<b>TOTAL</b>		<u>\$ 762,000</u>	<u>\$ 984,000</u>	<u>\$ 1,240,282</u>	<u>\$ 1,089,000</u>	<u>\$ 1,089,000</u>	<u>\$ 601,535</u>	<u>\$ 1,080,000</u>



# CIP Detail – IPHMA

City of Industry | FY 2024/25 Proposed Budget



### Capital Improvement Program

FY 2024 - 2025

#	Project Name	FY 24-25 Proposed Budget
<b>18. IPHMA Capital Improvements</b>		
A	Miscellaneous Housing Capital Improvements	700,000
		<b>Total</b>
		<b>\$700,000</b>
<b>TOTALS - IPHMA</b>		<b>\$700,000</b>

## RESOLUTION NO. IPHMA 2024-07

### A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) ADOPTING THE FISCAL YEAR 2024-25 IPHMA BUDGET

**WHEREAS**, on June 12, 2024, the Industry Property and Housing Management Authority Board (“IPHMA Board”) received a presentation on the FY 2024-25 (“FY 2025”) proposed budget for the Industry Property and Housing Management Authority (“IPHMA”); and

**WHEREAS**, the purpose of the budget workshop was to give the IPHMA Board an opportunity to thoroughly review the proposed budget, ask questions, and provide comments and direction to Staff; and

**WHEREAS**, it is necessary for the Board to adopt IPHMA’s FY 2025 Budget; and

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITY OF 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 Board hereby adopts the FY 2025 Budget, attached hereto as Exhibit A, and incorporated herein by reference.

**Section 3.** 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 4.** The Secretary shall certify to the passage and adoption of this resolution and that the same shall be in full force and effect.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the City of Industry Property Housing Management Authority at a special meeting held on June 12, 2024, 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