



City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA
JULY 10, 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

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

Addressing the Authority:

- < **Agenda Items:** Members of the public may address the Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a 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

Meeting ID: 290 192 168 223

Passcode: Ds5FJg

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+1 657-204-3264 United States

Phone Conference ID: 799 446 580#

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.*

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 10, 2024

RECOMMENDED ACTION: *Approve the Register of Demands.*

7. **ACTION ITEMS**

7.1 Consideration of Resolution No. IPHMA 2024-08, 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 2024-2025

RECOMMENDED ACTION: *Adopt Resolution No. IPHMA 2024-08.*

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, August 7, 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 July 10, 2024

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	475.00
160	INDUSTRY PROPERTY & HOUSING	195,293.55
TOTAL ALL FUNDS		195,768.55

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	195,768.55
TOTAL ALL BANKS		195,768.55

APPROVED PER EXECUTIVE DIRECTOR



DATE



**Industry Property and Housing Management Authority
Board Meeting
July 10, 2024**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200663	06/19/2024		SOCALGAS	\$26.81
	Invoice	Date	Description	Amount
	2024-00002062	06/04/2024	5/1-5/31/24 SVC-16200 TEMPLE APT 202	\$26.81
200664	06/19/2024		WALNUT VALLEY WATER DISTRICT	\$82.78
	Invoice	Date	Description	Amount
	5016768	06/11/2024	5/1-5/31/24 SVC-22002 VALLEY BLVD	\$39.64
	5021211	06/12/2024	5/3-6/3/24 SVC-20137 WALNUT DR	\$43.14
200665	06/25/2024		THE ELITE GROUP PROPERTY INSPEC	\$780.00
	Invoice	Date	Description	Amount
	16242	06/19/2024	PROPERTY MAINT SVC-16242 TEMPLE AVE	\$195.00
	15714	06/19/2024	PROPERTY MAINT SVC-15714 NELSON AVE	\$130.00
	16224	06/19/2024	PROPERTY MAINT SVC-16224 TEMPLE AVE	\$130.00
	16217	06/19/2024	PROPERTY MAINT SVC-16217 TEMPLE AVE	\$130.00
	16238	06/19/2024	PROPERTY MAINT SVC-16238 TEMPLE AVE	\$195.00
200666	06/26/2024		THE ELITE GROUP PROPERTY INSPEC	\$130.00
	Invoice	Date	Description	Amount
	16227	06/19/2024	PROPERTY MAINT SVC-16227 TEMPLE AVE	\$130.00
200667	07/10/2024		CNC ENGINEERING	\$7,857.50
	Invoice	Date	Description	Amount
	510506	06/27/2024	MISC HOUSING CAPITAL IMPROVEMENTS	\$475.00
	510505	06/27/2024	IPH MGMT AUTHORITY ISSUES	\$4,296.25
	510502	06/27/2024	TEMP AIR PREVENTATIVE MAINT SVC-16200 TEMPLE /	\$48.75
	510503	06/27/2024	TEMP AIR PREVENTATIVE MAINT SVC-22036 E VALLEY	\$243.75

Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
510504	06/27/2024		TEMP AIR PREVENTATIVE MAINT SVC-15714 NELSON ,	\$48.75
510501	06/27/2024		ADMINISTRATIVE SVC-GENERAL	\$78.75
510500	06/27/2024		PROFESSIONAL SVC	\$176.25
510499	06/27/2024		RESPONSE, COORDINATION & INSPECTION-15736 NEI	\$438.75
510498	06/27/2024		RESPONSE, COORDINATION & INSPECTION-20137-202	\$165.00
510497	06/27/2024		RESPONSE, COORDINATION & INSPECTION-16220 E T	\$195.00
510496	06/27/2024		PROFESSIONAL SVC-16200 TEMPLE AVE BUNKHOUSE	\$127.50
510488	06/27/2024		RESPONSE, COORDINATION & INSPECTION-15702 NEI	\$48.75
510489	06/27/2024		RESPONSE, COORDINATION & INSPECTION-16200 TEM	\$48.75
510490	06/27/2024		RESPONSE, COORDINATION & INSPECTION-16200 TEM	\$48.75
510491	06/27/2024		RESPONSE, COORDINATION & INSPECTION-16224 E T	\$97.50
510492	06/27/2024		RESPONSE, COORDINATION & INSPECTION-16200 TEM	\$48.75
510493	06/27/2024		RESPONSE, COORDINATION & INSPECTION-16227 E T	\$48.75
510494	06/27/2024		RESPONSE, COORDINATION & INSPECTION-17217 CHI	\$48.75
510487	06/27/2024		RESPONSE, COORDINATION & INSPECTION-16218 E T	\$48.75
510495	06/27/2024		PROFESSIONAL SVC-16238 E TEMPLE AVE	\$1,125.00
200668	07/10/2024		GARCIA'S FENCE CORP	\$985.00
Invoice	Date	Description	Amount	
052412	05/17/2024	REPAIR DAMAGED FENCE ALONG FWY SIDE-20137 E V	\$985.00	
200669	07/10/2024		IPHMA - PAYROLL ACCOUNT	\$5,000.00
Invoice	Date	Description	Amount	
JUN-24	06/24/2024	REPLENISH PAYROLL ACCT FOR JUNE 2024	\$5,000.00	
200670	07/10/2024		JANUS PEST MANAGEMENT	\$60.00
Invoice	Date	Description	Amount	

**Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	272085	06/11/2024	PEST CONTROL SVC-16212 TEMPLE	\$60.00
200671	07/10/2024		KLINE'S PLUMBING, INC.	\$470.00
	Invoice	Date	Description	Amount
	13507	06/03/2024	PLUMBING MAINT SVC-16238 TEMPLE	\$185.00
	13506	05/31/2024	PLUMBING MAINT SVC-16000 TEMPLE UNIT C	\$285.00
200672	07/10/2024		MORTISE & TENON BUILDING CORP	\$11,038.84
	Invoice	Date	Description	Amount
	156250240	06/11/2024	EXHAUST FAN MAINT SVC'S-16000 TEMPLE UNIT D	\$1,048.02
	156250204	06/05/2024	EXTERIOR WOODWORK RELATED TO TERMITE INSP-	\$9,990.82
200673	07/10/2024		PURCOR PEST SOLUTIONS	\$1,660.00
	Invoice	Date	Description	Amount
	2115 C	06/15/2024	JUNE 2024 PEST CONTROL SVC-MULTIPLE HOUSES	\$1,660.00
200674	07/10/2024		SATSUMA LANDSCAPE & MAINT.	\$25,375.62
	Invoice	Date	Description	Amount
	0624EHNHCS	06/06/2024	JUNE 2024-LANDSCAPE MAINT	\$25,375.62
200675	07/10/2024		TEMP AIR SYSTEM INC.	\$2,535.00
	Invoice	Date	Description	Amount
	19126	05/29/2024	AC MAINT SVC-16200 TEMPLE AVE #202	\$195.00
	19125	05/28/2024	AC MAINT SVC-16227 E TEMPLE	\$195.00
	19124	05/28/2024	AC MAINT SVC-17217 CHESTNUT ST	\$195.00
	19127	05/29/2024	AC MAINT SVC-16000 TEMPLE UNIT A	\$195.00
	19128	05/30/2024	AC MAINT SVC-16000 TEMPLE UNIT D	\$195.00

**Industry Property and Housing Management Authority
Board Meeting
July 10, 2024**

Check	Date	Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking			
19149	06/04/2024	AC MAINT SVC-16000 TEMPLE UNIT B	\$195.00
19147	06/03/2024	AC MAINT SVC-22036 VALLEY BLVD	\$195.00
19131	05/30/2024	AC MAINT SVC-16212 TEMPLE	\$390.00
19130	05/31/2024	AC MAINT SVC-16224 TEMPLE	\$195.00
19148	06/03/2024	AC MAINT SVC-15702 NELSON	\$195.00
19150	06/04/2024	AC MAINT SVC-15714 NELSON	\$195.00
19129	05/30/2024	AC MAINT SVC-16000 TEMPLE UNIT C	\$195.00

200676	07/10/2024	WEST COAST ARBORISTS, INC.		\$139,767.00
Invoice	Date	Description	Amount	
215399	05/31/2024	TREE MAINTENANCE SVC-IPHMA MULTIPLE HOUSES	\$118,518.00	
215740	06/15/2024	TREE MAINTENANCE SVC-IPHMA MULTIPLE HOUSES	\$21,249.00	

Checks	Status	Count	Transaction Amount
	Total	14	\$195,768.55

*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: 07/10/2024
SUBJECT: Consideration of Resolution No. IPHMA 2024-08, 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 2024-2025

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 12, 2024, the IPHMA approved and adopted its budget for FY 2024-25 ("FY 25"). The FY 25 BPO Vendor List was developed in line with the FY 25 Adopted Budget.

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 25.

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 25

The BPO Vendor List for FY 25, 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 25 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 \$165,000.00. This has been accounted for and included in the FY 25 Adopted Budget.

RECOMMENDATION

Staff recommends the IPHMA Board adopt Resolution No. IPHMA 2024-08, approving the BPO Vendor List for vendors totaling \$10,000.00 and over for FY 25.

Attachments

Resolution
Exhibit A

RESOLUTION NO. IPHMA 2024-08

RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE ORDERS FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY 2024-2025

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 12, 2024, the IPHMA approved and adopted its budget for FY 2024-25 (“FY 25”); and

WHEREAS, the FY 25 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 25 BPO Vendor List was also developed in accordance with the FY 25 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 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 25, is hereby approved.

Section 3. The Executive Director, and/or his designee, is authorized 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 Board 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 10, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

Ken Calvo, Chairman

ATTEST:

Julie Gutierrez-Robles, Secretary

Industry Property and Housing Management Authority
Blanket Purchase Order Vendor List for FY 2024-25 ("FY 25")
Exhibit A
Vendors Totalling \$10,000 and Over

SERVICES

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

\$ 105,000.00

SUPPLIES

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

\$ 50,000.00

SERVICES & SUPPLIES

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

\$ 10,000.00

TOTAL IPHMA	\$	165,000.00
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