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## City of Industry Property and Housing Management Authority

Regular Meeting Agenda  
September 12, 2018  
5:00 p.m.

Chairman Joseph Emmons  
Board Member Raheleh Gorginfar  
Board Member Erin Schriever

Location: City Council Chamber, 15651 East Stafford Street, 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.

### Americans with Disabilities Act:

- ▶ In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk's Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

### Agendas and other writings:

- ▶ In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 East Stafford Street, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.

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1. Call to Order
  2. Flag Salute
  3. Roll Call
  4. Public Comments

5. **BOARD MATTERS**

5.1 Consideration of the Register of Demands for September 12, 2018

*RECOMMENDED ACTION: Approve the Register of Demands for September 12, 2018.*

5.2 Update regarding establishing an application process for existing and future vacant homes, establishing market rate rents for existing and future vacant homes, utility costs and unit metering, rent increase for existing tenants, and other lease terms.

*RECOMMENDED ACTION: Provide direction to staff.*

6. **CLOSED SESSION**

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

6.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):  
Two Potential Cases

7. Adjournment. Next regular meeting: Wednesday, October 10, 2018 at 5:00 p.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.1

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**  
AUTHORIZATION FOR PAYMENT OF BILLS  
Board Meeting September 12, 2018

| <u>FUND</u> | <u>DESCRIPTION</u>          | DISBURSEMENTS |
|-------------|-----------------------------|---------------|
| 160         | INDUSTRY PROPERTY & HOUSING | 26,509.74     |

| <u>BANK</u> | <u>DESCRIPTION</u>       | DISBURSEMENTS |
|-------------|--------------------------|---------------|
| BofA        | BANK OF AMERICA CHECKING | 26,509.74     |

**APPROVED PER ACTING CITY MANAGER**

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**Industry Property and Housing Management Authority  
Board Meeting  
September 12, 2018**

| Check                                  | Date          |            |   | Payee Name                              | Check Amount      |
|--|---------------|------------|---|---|-------------------|
| <b>IPHMA.CHK - IPHMA BofA Checking</b> |               |            |   |   |                   |
| <b>21234</b>                           | 08/08/2018    |            |   | <b>SO CALIFORNIA EDISON COMPANY</b>     | <b>\$185.67</b>   |
|  | Invoice       | Date       | Description                               | Amount                                  |                   |
|  | 2019-00000084 | 08/03/2018 | 07/03-08/02/18 SVC - 15722 NELSON AVE     | \$185.67                                |                   |
| <b>21235</b>                           | 08/21/2018    |            |   | <b>SOCALGAS</b>                         | <b>\$9.97</b>     |
|  | Invoice       | Date       | Description                               | Amount                                  |                   |
|  | 2019-00000160 | 08/06/2018 | 07/03-08/02/18 SVC - 15722 NELSON AVE     | \$9.97                                  |                   |
| <b>21236</b>                           | 08/21/2018    |            |   | <b>WALNUT VALLEY WATER DISTRICT</b>     | <b>\$20.00</b>    |
|  | Invoice       | Date       | Description                               | Amount                                  |                   |
|  | 3078720       | 08/09/2018 | 07/04-08/02/18 SVC - 20137 WALNUT DR      | \$20.00                                 |                   |
| <b>21237</b>                           | 08/28/2018    |            |   | <b>INDUSTRY PUBLIC UTILITY COMMISSI</b> | <b>\$158.29</b>   |
|  | Invoice       | Date       | Description                               | Amount                                  |                   |
|  | 2019-00000181 | 08/14/2018 | 07/10-08/10/18 SVC - 16000 E TEMPLE AVE C | \$158.29                                |                   |
| <b>21238</b>                           | 08/28/2018    |            |   | <b>SO CALIFORNIA EDISON COMPANY</b>     | <b>\$14.42</b>    |
|  | Invoice       | Date       | Description                               | Amount                                  |                   |
|  | 2019-00000182 | 08/14/2018 | 07/13-08/13/18 SVC - 20137 E WALNUT DR S  | \$14.42                                 |                   |
| <b>21239</b>                           | 09/12/2018    |            |   | <b>ABORTA-BUG PEST CONTROL</b>          | <b>\$1,900.00</b> |
|  | Invoice       | Date       | Description                               | Amount                                  |                   |
|  | 10932         | 08/06/2018 | AUGUST 2018 PEST SVC @ \$75 EACH HOUSE    | \$1,575.00                              |                   |
|  | 10992         | 08/06/2018 | RODENT TRAP CHECK - 15652 NELSON          | \$175.00                                |                   |
|  | 11022         | 08/21/2018 | RODENT TRAP CHECK - 15652 NELSON          | \$75.00                                 |                   |
|  | 11026         | 08/27/2018 | RODENT TRAP CHECK - 15652 NELSON          | \$75.00                                 |                   |

**Industry Property and Housing Management Authority  
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| Check                                  | Date       | Payee Name                            |  |              | Check Amount       |
|--|------------|---------------------------------------|--|--------------|--------------------|
| <b>IPHMA.CHK - IPHMA BofA Checking</b> |            |                                       |  |              |                    |
| <b>21240</b>                           | 09/12/2018 | <b>CNC ENGINEERING</b>                |  |              | <b>\$2,392.50</b>  |
|  | Invoice    | Date                                  | Description                                  | Amount       |                    |
|  | 457254     | 08/09/2018                            | IPHMA ISSUES                                 | \$1,567.50   |                    |
|  | 457272     | 08/30/2018                            | IPHMA ISSUES                                 | \$825.00     |                    |
| <b>21241</b>                           | 09/12/2018 | <b>IPHMA - PAYROLL ACCOUNT</b>        |  |              | <b>\$2,000.00</b>  |
|  | Invoice    | Date                                  | Description                                  | Amount       |                    |
|  | AUG-18     | 09/05/2018                            | REIMBURSE PAYROLL - AUGUST 2018              | \$2,000.00   |                    |
| <b>21242</b>                           | 09/12/2018 | <b>LOWE'S/SYNCHRONY BANK</b>          |  |              | <b>\$1,188.28</b>  |
|  | Invoice    | Date                                  | Description                                  | Amount       |                    |
|  | 76288      | 07/05/2018                            | FLOORING REPAIR - 17229 CHESTNUT             | \$265.79     |                    |
|  | 918735     | 07/02/2018                            | FLOORING REPAIR - 17229 CHESTNUT             | \$1,357.42   |                    |
|  | 993830     | 06/27/2018                            | FLOORING REPAIR - 17229 CHESTNUT             | \$1,263.27   |                    |
|  | 995333     | 07/10/2018                            | CREDIT - 17229 CHESTNUT                      | (\$124.76)   |                    |
|  | 918269     | 07/09/2018                            | CREDIT - 17229 CHESTNUT                      | (\$319.55)   |                    |
|  | 917658     | 07/02/2018                            | CREDIT - 17229 CHESTNUT                      | (\$1,129.05) |                    |
|  | 994366     | 07/02/2018                            | CREDIT - 17229 CHESTNUT                      | (\$124.84)   |                    |
| <b>21243</b>                           | 09/12/2018 | <b>PETSMART, INC.</b>                 |  |              | <b>\$2,523.20</b>  |
|  | Invoice    | Date                                  | Description                                  | Amount       |                    |
|  | 531844     | 07/10/2018                            | PET BOARDING FOR TENANTS OF 17229 CHESTNUT D | \$2,523.20   |                    |
| <b>21244</b>                           | 09/12/2018 | <b>SATSUMA LANDSCAPE &amp; MAINT.</b> |  |              | <b>\$16,117.41</b> |
|  | Invoice    | Date                                  | Description                                  | Amount       |                    |
|  | 0718EHNHCS | 07/30/2018                            | JULY 2018 LANDSCAPE MAINTENANCE              | \$16,117.41  |                    |

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| Check | Date | Payee Name | Check Amount |
|-------|------|------------|--------------|
|-------|------|------------|--------------|

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IPHMA.CHK - IPHMA BofA Checking

| Checks | Status | Count | Transaction Amount |
|--------|--------|-------|--------------------|
|        | Total  | 11    | \$26,509.74        |