
CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
FEBRUARY 13, 2019
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The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Raheleh Gorginfar at 5:00 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

FLAG SALUTE

The flag salute was led by Chairman Raheleh Gorginfar.

ROLL CALL

PRESENT: Raheleh Gorginfar, Chairman
Phil Cook, Vice Chair
Ken Calvo, Board Member
Joseph Emmons, Board Member
Erin Schriever, Board Member

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; Matt Gorman, General Counsel (representing Casso & Sparks LLP); Josh Nelson, Contract City Engineer; Julie Robles, Assistant Secretary; and Lynn Thompson, Administrative Technician II.

PUBLIC COMMENTS

There were no public comments.

5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR FEBRUARY 13, 2019

MOTION BY BOARD MEMBER CALVO, AND SECOND BY BOARD MEMBER SCHRIEVER, TO APPROVE THE REGISTER OF DEMANDS FOR FEBRUARY 13, 2019. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

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5.2 CONSIDERATION OF THE MINUTES OF THE AUGUST 8, 2018 REGULAR MEETING, JANUARY 9, 2019 REGULAR MEETING, AND JANUARY 9, 2019 SPECIAL MEETING

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER CALVO TO APPROVE AS SUBMITTED. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: CALVO, EMMONS, SCHRIEVER, VC/COOK,
C/GORGINFAR

NOES: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

5.3 CONSIDERATION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY'S YEAR ENDED JUNE 30, 2018 ANNUAL FINANCIAL REPORTS

MOTION BY BOARD MEMBER CALVO, AND SECOND BY VICE CHAIR COOK TO RECEIVE AND FILE THE ANNUAL FINANCIAL REPORTS. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: CALVO, EMMONS, SCHRIEVER, VC/COOK,
C/GORGINFAR

NOES: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

5.4 UPDATE AND DISCUSSION REGARDING THE DEMOLITION AND REPAIR WORK TO THE KITCHEN AREA AT 15702 NELSON AVENUE

Contract City Engineer Nelson gave a presentation along with photos showing the condition of the kitchen. Discussion ensued as to whether the family, which includes children, should be living in this environment with the existence of mold. Suggestions were made to relocate the family to a hotel until repairs are complete for liability purposes. If the family chooses to stay during the construction a waiver should be signed as to release the city from any liability. Direction was given to City Manager Helling to check with a lawyer to determine liability and safety of the family.

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5.5 DISCUSSION AND DIRECTION REGARDING AMENDMENTS TO EXISTING LEASES

Various suggestions were discussed regarding the renters and amendments necessary to the existing leases as follows:

- Rent increase of 10% each year
- Security deposits
- Tenants over the age of 18 to be on lease
- Pets subject to approval and/or pet security deposits
- Staff to do a market rate study
- Appliance List (city owned or tenant owned)
- Utilities responsibility (city or tenant)
- Do annual home inspections, re-examine each year
- Credit check
- Background check
- Letter (s) of recommendation

5.6 DISCUSSION AND DIRECTION REGARDING THE ESTABLISHMENT OF GUIDELINES FOR THE IPHMA'S HOUSING PROGRAM

Staff report from Assistant City Manager Hyun began with talking about the framework moving forward with new tenants. A City Operated Housing Program should include the Lease, Maintenance and Operation procedures.

The Housing Board gave direction to set a priority for:

- Existing residents that currently live in the City
- Existing Families
- Workforce Housing
- Wounded Vets
- Teachers
- First Responders

Research to be done on maximum number of tenants in one house based on number of bedrooms and bathrooms.

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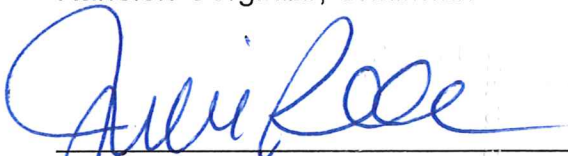
A walk through is needed to get the five vacant homes ready to rent and proceed to get the repairs done. If it requires more than carpet, paint and minor repairs, the City will bring it back to the board for approval. A suggestion was made to establish guidelines for the housing program before renting out any vacant homes.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 6:07 p.m.



Raheleh Gorgintar, Chairman



Julie Robles
Assistant Secretary