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## City of Industry Property and Housing Management Authority

Regular Meeting Agenda  
JUNE 12, 2019  
5:00 p.m.

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

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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 May 8, 2019

*RECOMMENDED ACTION: Ratify the Register of Demands for May 8, 2019.*

5.2 Consideration of the Register of Demands for June 12, 2019

*RECOMMENDED ACTION: Approve the Register of Demands for June 12, 2019.*

5.3 Consideration of the minutes of the September 13, 2017 regular meeting, December 13, 2017 regular meeting and April 10, 2019 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

5.4 Consideration of Resolution No. IPHMA 2019-02 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") OF THE CITY OF INDUSTRY, CALIFORNIA APPROVING AND ADOPTING THE FY 19-20 PROPOSED IPHMA BUDGET

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2019-02.*

5.5 Consideration of an Easement Grand Deed to the City of Industry for street widening purposes at 20137-20249 Walnut Drive South

*RECOMMENDED ACTION: Approve the Grant Deed.*

5.6 Consideration of Amendment No. 1 to the Maintenance Services Agreement with SureTeck Industrial and Commercial Services, Inc., for on-call maintenance services to extend the term to December 31, 2019

*RECOMMENDED ACTION: Approve the Amendment.*

6. **CITY MANAGER COMMENTS:**

7. Adjournment. Next regular meeting: Wednesday, July 10, 2019 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 May 8, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	86,901.21

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	86,901.21

**APPROVED PER CITY MANAGER**

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**Industry Property and Housing Management Authority**  
**Voided Checks**  
**May 8, 2019**

Check	Date	Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>			
21356	04/10/2019	04/12/2019 KLINE'S PLUMBING, INC.	(\$1,795.00)
	Invoice	VOIDED - CHECK SIGNED IN ERROR	Amount
	11018	03/04/2019 CLEAR ROOTS & REPLACE STORM DRAIN LINE - 16224	(\$1,575.00)
	11047	03/20/2019 SNAKE KITCHEN CLEANOUT - 16212 TEMPLE AVE	(\$220.00)

Checks	Status	Count	Transaction Amount
	Total	1	(\$1,795.00)

**Industry Property and Housing Management Authority**  
**Board Meeting**  
**May 8, 2019**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
21359	04/11/2019	INDUSTRY PUBLIC UTILITY COMMISSI		\$14.20
	Invoice	Date	Description	Amount
	2019-00001402	03/27/2019	02/10-03/10/19 SVC - 16229 TEMPLE AVE	\$7.66
	2019-00001403	03/27/2019	01/30-02/10/19 SVC - 16229 TEMPLE AVE	\$6.54
21360	04/11/2019	ROWLAND WATER DISTRICT		\$156.70
	Invoice	Date	Description	Amount
	2019-00001404	03/28/2019	02/13-03/14/19 SVC - 17217 CHESTNUT	\$94.10
	2019-00001405	03/28/2019	02/13-03/14/19 SVC - 17229 CHESTNUT	\$62.60
21361	04/16/2019	KLINE'S PLUMBING, INC.		\$1,795.00
	Invoice	Date	Description	Amount
	11018	03/04/2019	CLEAR ROOTS & REPLACE STORM DRAIN LINE - 16224	\$1,575.00
	11047	03/20/2019	SNAKE KITCHEN CLEANOUT - 16212 TEMPLE AVE	\$220.00
21362	04/24/2019	INDUSTRY PUBLIC UTILITY COMMISSI		\$103.51
	Invoice	Date	Description	Amount
	2019-00001490	04/12/2019	03/10-04/10/19 SVC - 16229 E TEMPLE AVE	\$21.53
	2019-00001491	04/12/2019	03/10-04/10/19 SVC - 16000 E TEMPLE AVE C	\$81.98
21363	04/24/2019	WALNUT VALLEY WATER DISTRICT		\$20.54
	Invoice	Date	Description	Amount
	3301003	04/11/2019	03/01-04/01/19 SVC - 20137 WALNUT DR	\$20.54
21364	04/30/2019	GOODSERVICE APPLIANCE REPAIR		\$79.00
	Invoice	Date	Description	Amount
	4/30/2019	04/30/2019	TROUBLESHOOTING FEE FOR REFRIGERATOR - 15736	\$79.00

**Industry Property and Housing Management Authority**  
**Board Meeting**  
**May 8, 2019**

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
21365	05/08/2019			<b>ABORTA-BUG PEST CONTROL</b>	<b>\$1,800.00</b>
	Invoice	Date	Description	Amount	
	12519	04/01/2019	APRIL 2019 PEST SVC @ \$75 PER HOUSE	\$1,575.00	
	12551	04/04/2019	RODENT CHECK - 15652 NELSON AVE	\$75.00	
	12553	04/05/2019	RODENT CHECK - 16224 TEMPLE	\$75.00	
	12356	03/07/2019	RODENT CHECK - 15652 NELSON AVE	\$75.00	
21366	05/08/2019			<b>AIR-BREE, INC</b>	<b>\$88.00</b>
	Invoice	Date	Description	Amount	
	1190402974	04/02/2019	INSPECT 2 CONDENSING UNITS - 16212 TEMPLE AVE	\$88.00	
21367	05/08/2019			<b>BRYAN PRESS</b>	<b>\$236.94</b>
	Invoice	Date	Description	Amount	
	81293-IPHMA	04/05/2019	IPHMA ENVELOPES	\$236.94	
21368	05/08/2019			<b>CHAD'S PROFESSIONAL CLEANING</b>	<b>\$200.00</b>
	Invoice	Date	Description	Amount	
	115	04/04/2019	CARPET CLEANING - 15702 NELSON AVE	\$200.00	
21369	05/08/2019			<b>CITY OF INDUSTRY</b>	<b>\$7,659.02</b>
	Invoice	Date	Description	Amount	
	4/9/19-IPHMA	04/09/2019	INSURANCE PREMIUM ALLOCATION FY 18-19	\$7,659.02	
21370	05/08/2019			<b>CNC ENGINEERING</b>	<b>\$19,197.50</b>
	Invoice	Date	Description	Amount	
	458409	03/28/2019	ROOF REPAIRS, DRAIN CLOG & PEST NOTICES - 16212	\$1,000.00	

**Industry Property and Housing Management Authority**  
**Board Meeting**  
**May 8, 2019**

Check	Date	Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>			
458410	03/28/2019	BEE REMOVAL & REPAIRS - 16200 TEMPLE AVE B	\$905.00
458411	03/28/2019	DRIVEWAY & STORM DRAIN COORDINATION - 16224 TE	\$762.50
458412	03/28/2019	WATER LEAK & MOLD ISSUES - 15702 NELSON AVE	\$7,872.50
458413	03/28/2019	DRYWALL PATCHING & RAIL LEAK SAFETY CHECK - 15	\$235.00
458440	04/11/2019	FOLLOW UP ON REPAIRS - 16200 TEMPLE AVE D	\$122.50
458441	04/11/2019	BEE REMOVAL - 16220 TEMPLE AVE	\$287.50
458442	04/11/2019	BASEBOARD REPAIRS - 17229 CHESTNUT ST	\$330.00
458443	04/11/2019	HVAC REPAIRS - 16212 TEMPLE AVE	\$495.00
458444	04/11/2019	FASCIA/SIDING REPAIRS - 16200 TEMPLE AVE B	\$247.50
458445	04/11/2019	FENCING REPAIRS - 16224 TEMPLE AVE	\$165.00
458446	04/11/2019	WATER LEAK & MOLD ISSUES - 15702 NELSON AVE	\$3,482.50
458447	04/11/2019	DRYWALL PATCHING & PAINTING - 15652 NELSON AVE	\$140.00
458505	04/25/2019	FOLLOW UP ON REPAIRS - 16200 TEMPLE AVE D	\$465.00
458506	04/25/2019	FOLLOW UP ON REPAIRS - 16220 TEMPLE AVE	\$700.00
458507	04/25/2019	MEMOS FOR PURCHASE REQUEST - IPHMA	\$142.50
458508	04/25/2019	COORDINATION OF WATER LEAK REPAIRS - 15702 NEL	\$1,845.00
<b>21371</b>	<b>05/08/2019</b>	<b>ENVIROCHECK, INC</b>	<b>\$595.00</b>
Invoice	Date	Description	Amount
167782	03/31/2019	POST REMEDIATION VERIFICATION - 15702 NELSON A\	\$595.00
<b>21372</b>	<b>05/08/2019</b>	<b>HOME DEPOT CREDIT SERVICES</b>	<b>\$706.81</b>
Invoice	Date	Description	Amount
9900705	04/24/2019	DISHWASHER - 16220 TEMPLE AVE	\$706.81
<b>21373</b>	<b>05/08/2019</b>	<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$3,500.00</b>
Invoice	Date	Description	Amount



**Industry Property and Housing Management Authority**  
**Board Meeting**  
**May 8, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	APR-19	04/24/2019	REIMBURSE PAYROLL - APRIL 2019	\$3,500.00
<b>21374</b>	05/08/2019		<b>KLINAKIS CONSTRUCTION CO., INC.</b>	<b>\$34,822.00</b>
	Invoice	Date	Description	Amount
	1041-1045	04/11/2019	WATER DAMAGE REPAIRS TO SUB FLOOR - 15702 NEL	\$34,822.00
<b>21375</b>	05/08/2019		<b>LAW OFFICES OF LIDDLE &amp; LIDDLE</b>	<b>\$1,161.00</b>
	Invoice	Date	Description	Amount
	6435	04/10/2019	4/3/19 LEGAL SERVICE	\$175.50
	6454	04/11/2019	4/11/19 LEGAL SERVICE	\$685.50
	6569	04/24/2019	4/22/19 LEGAL SVC	\$300.00
<b>21376</b>	05/08/2019		<b>OLMOS PROFESSIONAL SERVICES</b>	<b>\$315.00</b>
	Invoice	Date	Description	Amount
	190401	04/15/2019	POST-CONSTRUCTION CLEANING - 15702 NELSON AVE	\$315.00
<b>21377</b>	05/08/2019		<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$12,885.22</b>
	Invoice	Date	Description	Amount
	0319EHNHCS	03/28/2019	MARCH 2019 LANDSCAPE MAINTENANCE	\$12,885.22
<b>21378</b>	05/08/2019		<b>STANLEY STEEMER LOS ANGELES CC</b>	<b>\$1,125.00</b>
	Invoice	Date	Description	Amount
	863481	04/09/2019	CLEAN HVAC DUCTS - 15702 NELSON AVE	\$1,125.00
<b>21379</b>	05/08/2019		<b>SURETECK, INC.</b>	<b>\$2,235.77</b>
	Invoice	Date	Description	Amount
	03012019-IPHMA	04/01/2019	MARCH 2019 ON-CALL MAINTENANCE SVC - VARIOUS I	\$2,235.77

**Industry Property and Housing Management Authority**  
**Board Meeting**  
**May 8, 2019**

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking			

Check	Status	Count	Transaction Amount
Total		21	\$88,696.21

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**  
AUTHORIZATION FOR PAYMENT OF BILLS  
Board Meeting June 12, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	55,776.60

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	55,776.60

**APPROVED PER CITY MANAGER**

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**Industry Property and Housing Management Authority  
Board Meeting  
June 12, 2019**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21380</b>	05/09/2019	<b>INDUSTRY PUBLIC UTILITIES</b>		<b>\$1,185.12</b>
	Invoice	Date	Description	Amount
	2019-00001509	04/19/2019	02/15-04/19/19 SVC - 16200 TEMPLE CONDO A & B	\$154.26
	2019-00001510	04/19/2019	02/15-04/19/19 SVC - 16200 TEMPLE CONDO C & D	\$90.96
	2019-00001511	04/19/2019	02/15-04/19/19 SVC - 16212 TEMPLE AVE	\$177.18
	2019-00001512	04/19/2019	02/15-04/19/19 SVC - 16217 TEMPLE	\$86.76
	2019-00001513	04/19/2019	02/15-04/19/19 SVC - 16218 TEMPLE	\$93.06
	2019-00001514	04/19/2019	02/15-04/19/19 SVC - 16220 TEMPLE	\$80.46
	2019-00001515	04/19/2019	02/15-04/19/19 SVC - 16224 TEMPLE	\$82.82
	2019-00001516	04/19/2019	02/15-04/19/19 SVC - 16227 TEMPLE	\$82.56
	2019-00001517	04/19/2019	02/15-04/19/19 SVC - 16229 TEMPLE	\$67.86
	2019-00001518	04/19/2019	02/15-04/19/19 SVC - 16238 TEMPLE	\$68.12
	2019-00001519	04/19/2019	02/15-04/19/19 SVC - 16242 TEMPLE	\$91.22
	2019-00001520	04/19/2019	02/15-04/19/19 SVC - 14063 PROCTOR	\$109.86
<b>21381</b>	05/09/2019	<b>LA PUENTE VALLEY COUNTY WATER</b>		<b>\$606.42</b>
	Invoice	Date	Description	Amount
	2019-00001521	04/19/2019	02/15-04/19/19 SVC - 15652 NELSON	\$127.85
	2019-00001522	04/19/2019	02/15-04/19/19 SVC - 15702 NELSON	\$136.76
	2019-00001523	04/19/2019	02/15-04/19/19 SVC - 15714 NELSON	\$95.18
	2019-00001524	04/19/2019	02/15-04/19/19 SVC - 15722 NELSON	\$56.78
	2019-00001525	04/19/2019	02/15-04/19/19 SVC - 15730 NELSON	\$62.00
	2019-00001526	04/19/2019	02/15-04/19/19 SVC - 15736 NELSON	\$127.85
<b>21382</b>	05/09/2019	<b>ROWLAND WATER DISTRICT</b>		<b>\$167.25</b>
	Invoice	Date	Description	Amount
	2019-00001527	04/24/2019	03/14-04/11/19 SVC - 17217 CHESTNUT ST	\$100.95

**Industry Property and Housing Management Authority  
Board Meeting  
June 12, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	2019-00001528	04/24/2019	03/14-04/11/19 SVC - 17229 CHESTNUT ST	\$66.30
<b>21383</b>	05/15/2019		<b>GOODSERVICE APPLIANCE REPAIR</b>	<b>\$354.76</b>
	Invoice	Date	Description	Amount
	5/14/19	05/15/2019	PARTS TO REPAIR REFRIGERATOR - 15736 NELSON A <sup>N</sup>	\$354.76
<b>21384</b>	05/22/2019		<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$33.70</b>
	Invoice	Date	Description	Amount
	2019-00001651	05/04/2019	04/03-05/03/19 SVC - 15722 NELSON AVE	\$33.70
<b>21385</b>	05/22/2019		<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$20.54</b>
	Invoice	Date	Description	Amount
	3330266	05/08/2019	04/02-05/02/19 SVC - 20137 WALNUT DR	\$20.54
<b>21386</b>	05/29/2019		<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$74.38</b>
	Invoice	Date	Description	Amount
	2019-00001656	05/15/2019	04/10-05/10/19 SVC - 16000 E TEMPLE AVE C	\$74.38
<b>21387</b>	05/29/2019		<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$2.83</b>
	Invoice	Date	Description	Amount
	2019-00001657	05/15/2019	04/12-05/14/19 SVC - 20137 E WALNUT DR S	\$2.83
<b>21388</b>	06/12/2019		<b>ABORTA-BUG PEST CONTROL</b>	<b>\$1,800.00</b>
	Invoice	Date	Description	Amount
	12735	05/06/2019	MAY 2019 PEST SVC @ \$75 PER HOUSE	\$1,575.00
	12766	05/02/2019	RODENT CHECK - 15652 NELSON AVE	\$75.00
	12767	05/03/2019	RODENT CHECK - 16238 TEMPLE AVE	\$75.00

**Industry Property and Housing Management Authority  
Board Meeting  
June 12, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	12768	05/03/2019	RODENT CHECK - 16224 TEMPLE AVE	\$75.00
<b>21389</b>	06/12/2019		<b>AIR-BREE, INC</b>	<b>\$897.18</b>
	Invoice	Date	Description	Amount
	I190502127	05/02/2019	A/C & HEATER MAINTENANCE - 16212 TEMPLE AVE	\$372.51
	I190502128	05/02/2019	A/C & HEATER MAINTENANCE - 16220 TEMPLE AVE	\$343.03
	I190502129	05/02/2019	A/C & HEATER MAINTENANCE - 16224 TEMPLE AVE	\$181.64
<b>21390</b>	06/12/2019		<b>CNC ENGINEERING</b>	<b>\$9,745.23</b>
	Invoice	Date	Description	Amount
	458669	05/09/2019	LEAKING WATER METER - 16227 TEMPLE AVE	\$280.00
	458670	05/09/2019	REFRIGERATION REPAIR - 15736 NELSON AVE	\$1,920.00
	458671	05/09/2019	COORDINATION FOR PEST CONTROL - 16200 TEMPLE	\$82.50
	458672	05/09/2019	FOLLOW-UP ON REPAIRS - 16220 TEMPLE AVE	\$1,072.50
	458673	05/09/2019	A/C MAINTENANCE - VARIOUS HOUSES	\$550.00
	458674	05/09/2019	AIR SAMPLE COORDINATION - 15702 NELSON AVE	\$680.23
	458676	05/30/2019	SEWER LINE INSPECTION - BUNKHOUSE	\$140.00
	458677	05/30/2019	HVAC SVC & FASCIA REPAIRS - 16242 TEMPLE AVE	\$692.50
	458678	05/30/2019	WATER HEATER REPAIR - 16217 TEMPLE AVE	\$370.00
	458679	05/30/2019	HVAC SVC - 15730 NELSON AVE	\$140.00
	458680	05/30/2019	HVAC SVC - 15714 NELSON AVE	\$140.00
	458681	05/30/2019	FENCE REPAIRS - 16224 TEMPLE AVE	\$122.50
	458682	05/30/2019	HVAC SVC & APPLIANCE REPAIRS - 15652 NELSON AVE	\$470.00
	458683	05/30/2019	SHOWER VALVE REPAIRS - 16200 TEMPLE AVE D	\$330.00
	458684	05/30/2019	HVAC SVC & APPLIANCE REPAIRS - 15736 NELSON AVE	\$652.50
	458685	05/30/2019	WEATHER STRIPPING REPAIRS - 16200 TEMPLE AVE B	\$330.00
	458686	05/30/2019	HVAC SVC & WATER HEATER REPAIR - 16220 TEMPLE	\$370.00

**Industry Property and Housing Management Authority  
Board Meeting  
June 12, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	458687	05/30/2019	MAILBOX RELOCATION & HVAC SVC COORDINATION -	\$1,402.50
<b>21391</b>	06/12/2019		<b>ENVIROCHECK, INC</b>	<b>\$795.00</b>
	Invoice	Date	Description	Amount
	168955	04/30/2019	MICROBIOLOGICAL INSPECTION & SAMPLES - 15702 NI	\$795.00
<b>21392</b>	06/12/2019		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$2,500.00</b>
	Invoice	Date	Description	Amount
	MAY-19	05/28/2019	REIMBURSE PAYROLL - MAY 2019	\$2,500.00
<b>21393</b>	06/12/2019		<b>JANUS PEST MANAGEMENT</b>	<b>\$245.00</b>
	Invoice	Date	Description	Amount
	209970	04/01/2019	BEE REMOVAL SVC - 16220 TEMPLE AVE	\$245.00
<b>21394</b>	06/12/2019		<b>KLINE'S PLUMBING, INC.</b>	<b>\$1,750.00</b>
	Invoice	Date	Description	Amount
	11104	05/20/2019	REPLACE WATER HEATER - 16217 TEMPLE AVE	\$1,750.00
<b>21395</b>	06/12/2019		<b>LAW OFFICES OF LIDDLE &amp; LIDDLE</b>	<b>\$475.50</b>
	Invoice	Date	Description	Amount
	6153	03/14/2019	LEGAL SVC - 3/13/19	\$475.50
<b>21396</b>	06/12/2019		<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$28,125.71</b>
	Invoice	Date	Description	Amount
	0419EHNHCS	04/26/2019	APRIL 2019 LANDSCAPE MAINTENANCE	\$11,377.61
	0519EHNHCS	05/31/2019	MAY 2019 LANDSCAPE MAINTENANCE	\$16,748.10



**Industry Property and Housing Management Authority  
Board Meeting  
June 12, 2019**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21397</b>	06/12/2019	<b>SUNRISE ROOFING</b>		\$450.00
	Invoice	Date	Description	Amount
	3/6/19	03/06/2019	FURNACE & CHIMNEY SVC - 16212 TEMPLE AVE	\$450.00
<b>21398</b>	06/12/2019	<b>SURETECK, INC.</b>		\$6,547.98
	Invoice	Date	Description	Amount
	04012019-IPHMA	05/01/2019	APRIL 2019 ON-CALL MAINTENANCE SVC - VARIOUS HC	\$6,547.98

Checks	Status	Count	Transaction Amount
	Total	19	\$55,776.60

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.3

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
SEPTEMBER 13, 2017  
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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 Joseph Emmons at 5:06 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**FLAG SALUTE**

The flag salute was led by Chairman Joseph Emmons.

**ROLL CALL**

PRESENT: Joseph Emmons, Chairman  
Erin Schriever, Board Member

ABSENT: Saul Jauregui, Board Member

STAFF PRESENT: Paul Philips, City Manager; William Morrow, City Clerk; and Diane M. Schlichting, Assistant Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**BOARD MATTERS**

**CONSIDERATION OF THE REGISTER OF DEMANDS FOR SEPTEMBER 13, 2017**

MOTION BY CHAIRMAN EMMONS, AND SECOND BY BOARD MEMBER SCHRIEVER, TO APPROVE THE REGISTER OF DEMANDS FOR SEPTEMBER 13, 2017. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	JAUREGUI
ABSTAIN:	BOARD MEMBERS:	NONE

**DISCUSSION AND DIRECTION REGARDING REQUESTS TO SECURE RENTAL HOUSING IN THE CITY OF INDUSTRY**

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
SEPTEMBER 13, 2017  
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City Manager Philips presented a staff report and was available to answer any questions.

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY CHAIRMAN EMMONS, TO GIVE CONSIDERATION AS A FUTURE LESSEE TO A RESIDENTIAL UNIT. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	JAUREGUI
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION OF AN EXCLUSIVE NEGOTIATING AGREEMENT (ENA) WITH NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA (CORE) FOR AFFORDABLE HOUSING DESIGN BUILD OPPORTUNITY SITES.**

City Clerk Morrow presented a staff report and was available to answer any questions.

MOTION BY CHAIRMAN EMMONS, AND SECOND BY BOARD MEMBER SCHRIEVER, TO APPROVE THE AGREEMENT. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	JAUREGUI
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION OF SETTING A SPECIAL MEETING FOR THE PURPOSE OF TOURING AFFORDABLE HOUSING MANUFACTURING AND PROJECT SITES**

Planning Consultant, Tim D'Zmura presented a staff report and was available to answer any questions.

MOTION BY CHAIRMAN EMMONS, AND SECOND BY BOARD MEMBER SCHRIEVER TO SCHEDULE MONDAY, SEPTEMBER 25, 2017, FOR A SPECIAL MEETING TO TOUR HOUSE MANUFACTURING PROJECT SITES. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

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AYES:	BOARD MEMBERS:	SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	JAUREGUI
ABSTAIN:	BOARD MEMBERS:	NONE

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:28 p.m.

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Joseph Emmons, Chairman

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Diane M. Schlichting  
Assistant Secretary

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
DECEMBER 13, 2017  
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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 Joseph Emmons 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 Joseph Emmons.

**ROLL CALL**

PRESENT: Joseph Emmons, Chairman  
Saul Jauregui, Board Member  
Erin Schriever, Board Member

STAFF PRESENT: Paul Philips, City Manager; Tim D’Zmura, Planning Consultant/Annealta Group; William Morrow, City Clerk; and Diane M. Schlichting, Assistant Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**BOARD MATTERS**

**CONSIDERATION OF THE REGISTER OF DEMANDS FOR NOVEMBER 8, 2017**

MOTION BY BOARD MEMBER JAUREGUI, AND SECOND BY BOARD MEMBER SCHRIEVER, TO RATIFY THE REGISTER OF DEMANDS FOR NOVEMBER 8, 2017. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	JAUREGUI, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION OF THE REGISTER OF DEMANDS FOR DECEMBER 13, 2017**

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
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MOTION BY CHAIRMAN EMMONS, AND SECOND BY CHAIRMAN SCHRIEVER, TO APPROVE THE REGISTER OF DEMANDS FOR DECEMBER 13, 2017. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	JAUREGUI, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION AND DISCUSSION OF A FORMAL PROPOSAL FOR THE AFFORDABLE HOUSING PROJECT SUBMITTED BY NATIONAL COMMUNITY RENAISSANCE (“CORE”) PURSUANT TO THE EXCLUSIVE NEGOTIATING AGREEMENT**

Planning Consultant Tim D’Zmura, spoke of the process up to this point and said the next step was to enter into a Development and Disposition Agreement (DDA) with the chosen developer, National Community Renaissance (“CORE”), for the Affordable Housing Project. He then introduced Alexa Washburn, Vice President of Planning for CORE, who then made a presentation and provided a formal proposal.

Board Member Schriever asked when was the approximate completion date and Ms. Washburn responded that it was a 12 month construction schedule, finishing in January of 2019.

Board Member Jauregui suggested getting this process completed as soon as possible and to try to eliminate any hold ups.

MOTION BY BOARD MEMBER JAUREGUI, AND SECOND BY BOARD MEMBER SCHRIEVER, TO DIRECT STAFF TO PREPARE A DISPOSITION AND DEVELOPMENT AGREEMENT (“DDA”) AND RECOMMEND THE CITY COUNCIL APPROVE THE DDA WITH CORE, FOR THE AFFORDABLE HOUSING PROJECT. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	JAUREGUI, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
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City Clerk, William Morrow mentioned that Independent Monitor Lockyer who is very up on the housing issues and has previously mentioned in his reports, most recently December 8<sup>th</sup>, indicating a need for a formal application process for the city tenants and that it should be done soon.

Mr. Morrow suggested appointing one Chairperson from the Authority, preferable the Chairman, to join and serve as a working sub-committee to establish this application process with the idea of coming back on the next scheduled meeting.

After a discussion, it was determined the ad-hoc committee would not be decided today. No conclusion at this time.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:27 p.m.

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Joseph Emmons, Chairman

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Diane M. Schlichting  
Assistant Secretary



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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
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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 5:05 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; Jamie M. Casso, General Counsel; Bianca Sparks, Assistant General Counsel; 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 APRIL 10, 2019**

Board Member Calvo questioned why check # 21357, dated September 28, 2018, payable to R.P. Laurain & Associates, Inc., was on today's register.

City Manager Helling asked if the Register could be approved and the City will get back at the next meeting as to why a 2018 check request was on this Register.

MOTION BY BOARD MEMBER CALVO, AND SECOND BY VICE CHAIR COOK, TO APPROVE THE REGISTER OF DEMANDS FOR APRIL 10, 2019, AND THE CITY WILL PROVIDE AN EXPLANATION AT THE NEXT REGULAR MEETING FOR CHECK NO. 21357. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
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AYES: BOARD MEMBERS: CALVO, EMMONS, SCHRIEVER, VC/COOK,  
C/GORGINFAR  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: NONE  
ABSTAIN: BOARD MEMBERS: NONE

**5.2 CONSIDERATION OF THE MINUTES OF THE MARCH 13, 2019 REGULAR MEETING**

There was discussion regarding the verbiage used on the minutes regarding new and existing agreement. General Counsel Casso and City Manager Helling both spoke on the issue and came to the agreement that the verbiage was in fact accurate.

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY BOARD MEMBER EMMONS 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 RESOLUTION NO. IPHMA 2019-01 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA, TO AMEND THE BUDGET FOR FISCAL YEAR 2018-19**

Finance Director Yamini Pathak presented a Hand-Out and presentation on the three updates to the budget for fiscal year 2018-19. Board Member Calvo asked for an explanation for the amount under “Professional Services”.

City Manager Helling and General Counsel Casso explained the budget, logistics and background of this payment regarding National Core. This matter was discussed and resolved by the previous IPHMA Board and all documentation including the Settlement Agreement is within the City files and is available to review if needed.

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
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MOTION BY VICE CHAIR COOK, AND SECOND BY BOARD MEMBER SCHRIEVER TO ADOPT RESOLUTION NO. IPHMA 2019-01. 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 CONSIDERATION OF AMENDMENTS TO EXISTING RENTAL AGREEMENTS**

Assistant City Manager Hyun updated the Board Members on the amendments made to the Rental Agreement based on last month's discussion.

There was discussion regarding multiple issues between Staff, Legal Counsel and the CRIA members.

Board Member Calvo felt more work was needed and suggested bringing this back to the next meeting. He was not comfortable approving before seeing the final document.

Chair Gorginfar suggested moving forward with the agreement with minor changes; deletion of Section 3, and deleting the last sentence of Section 8. Chair Gorginfar also stated "knowing the City is being scrutinized by the media and auditors, primarily in regards to rent, this is a move in the right direction and this will get things moving. There are many other issues that need the Authorities attention and we will have time to do modifications later."

MOTION BY CHAIR GORGINFAR, AND SECOND BY BOARD MEMBER EMMONS TO APPROVE THE REVISED RESIDENTIAL RENTAL AGREEMENT (THE "AGREEMENT") AND REQUIRE EACH EXISTING TENANT TO EXECUTE A NEW AGREEMENT TO MAINTAIN RESIDENCY, WITH THE DELETION OF SECTION 3 AND THE LAST SENTENCE OF SECTION 8. MOTION CARRIED 4-1, BY THE FOLLOWING VOTE:

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
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AYES: BOARD MEMBERS: EMMONS, SCHRIEVER, VC/COOK,  
C/GORGINFAR  
NOES: BOARD MEMBERS: CALVO  
ABSENT: BOARD MEMBERS: NONE  
ABSTAIN: BOARD MEMBERS: NONE

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:50 p.m.

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Raheleh Gorginfar  
Chairman

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Julie Robles  
Assistant Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.4



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Troy Helling, City Manager *TH*

**STAFF:** Yamini Pathak, Director of Finance  
Dean Yamagata, Frazer, LLP – Financial Consultant

**DATE:** June 12, 2019

**SUBJECT:** Consideration of Resolution No. IPHMA 2019-02 – A Resolution of the Industry Property and Housing Management Authority ("IPHMA") of the City of Industry, California Approving and Adopting the FY 19-20 Proposed IPHMA Budget.

### Budget Recap

Below is a summary of the revenues and expenses for Industry Property and Housing Management Authority.

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
BUDGET COMPARISON TO PRIOR YEAR  
PROPOSED BUDGET 2019-2020

PROPOSED REVENUES			PROPOSED BUDGETED EXPENDITURES		
2019-2020	2018-2019	% - CHANGE	2019-2020	2018-2019	% - CHANGE
252,200	210,800	20%	571,240	1,155,145	-51%

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We have budgeted total revenues for Industry Property and Housing Management Authority in the amount of \$252,200.00 and \$571,240.00 of expenditures for 2019-2020. The shortfall of \$319,040.00 will be supported by transfers from City of Industry's General Fund.

City of Industry has included in its proposed budget for Capital Improvement \$300,000.00 to be spent on the assets of the Industry Property and Housing Management Authority.

### FISCAL IMPACT

The FY 20 Proposed IPHMA Budget will total \$571,240.00 in expenditures and be supported by \$252,200.00 in revenues and \$319,040.00 subsidy from the City's General Fund.

**RECOMMENDATION**

Staff recommends the Industry Property and Housing Management Authority Council to approve and adopt Resolution No. IPHMA 2019-02, adopting the Proposed Operating Budget for the Industry Property and Housing Management Authority for Fiscal Year 2019-2020.

**Attachments:**

1. Resolution No. IPHMA 2019-02 – Resolution Approving the FY 20 Proposed IPHMA Budget
2. Exhibit A – FY 2019-20 Proposed IPHMA Budget Section

## RESOLUTION NO. IPHMA 2019-02

### A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") OF THE CITY OF INDUSTRY, CALIFORNIA APPROVING AND ADOPTING THE FISCAL YEAR 2019-20 PROPOSED IPHMA BUDGET

**WHEREAS**, On June 11, 2019, the City Council of the City of Industry held a Special Budget Workshop meeting and received a presentation on the FY 2019-20 ("FY 20") Proposed Operating Budget and FY 20 Proposed Capital Improvement Program ("CIP") Budget for the City of Industry and all its affiliated entities, including the Industry Property Housing Management Authority ("IPHMA")

**WHEREAS**, on June 13, 2019, the City Council also is expected to approve and ratify the FY 20 proposed budgets for the IPHMA, pending the approval by the IPHMA Board; and

**WHEREAS**, in order for IPHMA's budget to take effect, it must be formally approved and adopted by IPHMA Board; and

**WHEREAS**, the IPHMA Board received a presentation on the City's FY 20 Proposed IPHMA Budget on June 12, 2019.

**NOW, THEREFORE, THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA 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.** By approving Resolution No. IPHMA 2019-02, the Proposed IPHMA Budget which consists of **\$252,200.00** in revenues and **\$319,040.00** transfer in from the General Fund, and total expenditures of **\$571,240.00** for Fiscal Year 2019-2020 is hereby approved and adopted.

**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 enter it into the book of original resolutions.



**PASSED, APPROVED AND ADOPTED** by the Industry Property Housing Management Authority at a regular meeting held on June 12, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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Raheleh Gorginfar, Chair

**ATTEST:**

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Julie Gutierrez -Robles, Secretary

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
 BUDGET COMPARISON TO PRIOR YEAR  
 PROPOSED BUDGET 2019-2020

Exhibit A

PROPOSED REVENUES			PROPOSED BUDGETED EXPENDITURES		
2019-2020	2018-2019	% - CHANGE	2019-2020	2018-2019	% - CHANGE
<u>252,200</u>	<u>210,800</u>	<u>-23%</u>	<u>571,240</u>	<u>1,155,145</u>	<u>-30%</u>

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**INDUSTRY HOUSING MAMNAGEMENT AUTHORITY  
PROPOSED ANNUAL BUDGET  
REVENUE DETAIL**

<u>REVENUE SUMMARY BY FUND</u>		<u>ADOPTED BUDGET 2017-18</u>	<u>AMENDED BUDGET 2017-18</u>	<u>ACTUAL 2017-18</u>	<u>ADOPTED BUDGET 2018-19</u>	<u>AMENDED BUDGET 2018-19</u>	<u>ACTUAL 3/31/2019</u>	<u>PROPOSED BUDGET 2019-20</u>
<b>IPHMA</b>								
4300.02	INVESTMENT INTEREST INCOME	\$ 600	\$ 600	\$ 449	\$ 600	\$ 600	\$ 82	\$ 200
4340	RENTAL INCOME	216,200	216,200	210,450	210,200	210,200	136,639	252,000
4355	OTHER INCOME	-	-	-	-	-	45,805	-
	<b>IPHMA TOTAL</b>	<b>\$ 216,800</b>	<b>\$ 216,800</b>	<b>\$ 210,899</b>	<b>\$ 210,800</b>	<b>\$ 210,800</b>	<b>\$ 182,527</b>	<b>\$ 252,200</b>

**CITY OF INDUSTRY  
PROPOSED ANNUAL BUDGET  
IPHMA EXPENDITURES**

<b>OBJECT #</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ADOPTED BUDGET 2017-18</b>	<b>AMENDED BUDGET 2017-18</b>	<b>ACTUAL 2017-18</b>	<b>ADOPTED BUDGET 2018-19</b>	<b>AMENDED BUDGET 2018-19</b>	<b>ACTUAL 3/31/2019</b>	<b>PROPOSED BUDGET 2019-20</b>
<b>IPHMA</b>								
5001	SALARIES	\$ 22,470	\$ 22,470	\$ 22,461	\$ -	\$ 33,000	\$ 23,125	\$ -
5011	BOARD SALARIES	-	-	-	22,965	22,965	-	39,000
5027	MEDICARE	330	330	328	330	330	335	600
5631	WORKERS COMPENSATION	-	-	-	810	810	-	-
5040	PARS - ARS	840	840	842	855	855	867	2,000
5030	STATE UNEMPLOYMENT	540	540	785	540	540	867	2,000
5031	DISABILITY	780	780	39	-	-	39	100
5032	STATE EMPLOYMENT & TRAINING TAX	15	15	22	15	15	22	40
5012	GENERAL INSURANCE AND BONDING	6,000	6,000	11,092	6,130	6,130	7,659	11,000
5018	OFFICE SUPPLIES AND POSTAGE	1,000	1,000	-	1,000	1,000	-	-
5025	MISCELLANEOUS	-	-	-	-	26,000	13,098	-
5036	BANK FEES	-	-	162	500	500	-	-
5068	LANDSCAPE MAINTNEANCE	150,000	150,000	137,469	155,000	155,000	99,811	137,000
5110	ACCOUNTING FEES	-	-	733	-	-	609	1,000
5120.01	PROFESSIONAL SERVICES	-	-	35,000	-	435,000	427,513	20,000
5120.02	LEGAL SERVICES	30,000	90,000	-	35,000	35,000	1,025	2,000
5130	PLANNING, SURVEY AND DESIGN	6,000	6,000	-	-	-	-	-
5610	TRAVEL AND MEETINGS	-	-	88	-	-	-	-
5640	ADVERTISING AND PRINTING	-	-	-	1,000	1,000	-	500
5730	UTILITIES	2,000	2,000	-	-	-	-	-
5730.01	UTILITIES - GAS	-	-	106	1,000	1,000	100	1,000
5730.02	UTILITIES - WATER	10,000	10,000	9,395	20,000	20,000	9,517	15,000
5730.03	UTILITIES - ELECTRIC	-	-	1,348	1,000	1,000	1,464	3,000
5740	PROPERTY TAXES AND ASSESSMENTS	60,000	60,000	45,580	65,000	65,000	90,404	102,000
5900	GENERAL ENGINEERING	40,000	40,000	2,968	40,000	40,000	55,198	85,000
8510	PROPERTY MAINTENANCE	150,000	200,000	104,539	150,000	150,000	58,249	150,000
8515	HOUSING IMPROVEMENTS	100,000	160,000	25,204	160,000	160,000	8,452	-
<b>TOTAL</b>		<b>\$ 579,975</b>	<b>\$ 749,975</b>	<b>\$ 398,161</b>	<b>\$ 661,145</b>	<b>\$ 1,155,145</b>	<b>\$ 798,354</b>	<b>\$ 571,240</b>

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.5



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Honorable Chair Gorginfar and Members of the Industry Property and Housing Management Authority

**FROM:** Troy Helling, City Manager *TH*

**STAFF:** Joshua Nelson, Contract City Engineer, CNC Engineering *JN*  
Sean Calvillo, Project Engineer, CNC Engineering *SC*

**DATE:** June 12, 2019

**SUBJECT:** Consideration of an Easement Grant Deed to the City of Industry for street widening purposes at 20137-20249 Walnut Drive South

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### **Background:**

The Industry Property and Housing Management Authority (“IPHMA”) is the owner of the property located at 20137-20249 Walnut Drive South. Currently, the right of way follows the existing roadway. As part of the City’s upcoming street widening and storm drain project, there are some improvements that will be encroaching onto the property. This includes the widened roadway, curb and gutter, sidewalk and utility relocations.

### **Discussion:**

Staff has prepared an Easement Grant Deed that will grant to the City the required portion of the property for these improvements. This will also provide the utility companies the access they require to maintain and replace their facilities, as needed. The City previously owned the property prior to granting ownership to the IPHMA and therefore no payment or escrow is required to grant the subject easement.

### **Fiscal Impact:**

There is no fiscal impact.

### **Recommendation:**

Approve the Easement Grant Deed to the City for street widening purposes at 20137-20249 Walnut Drive South.

### **Attachments:**

- A. Easement Grant Deed
  - B. Exhibit A - Legal Description
  - C. Exhibit B - Legal Description Map
- 

TH/JN/SC:jv

**ATTACHMENT A**

Easement Grant Deed





**ATTACHMENT B**

Exhibit A - Legal Description

**LEGAL DESCRIPTION  
DEDICATION FOR ROADWAY PURPOSES**

THOSE PORTIONS OF LOTS 4 AND 5, OF TRACT MAP NO. 5579, IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN IN BOOK 88, PAGES 52 AND 53 INCLUSIVE, OF TRACT MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE MOST SOUTHERLY CORNER OF LOT 5 OF SAID TRACT NO. 5579, ALSO BEING THE NORTHERLY LINE OF WALNUT DRIVE (40 FEET WIDE) AND THE SOUTHERLY LINE OF THE CITY OF INDUSTRY; THENCE NORTH  $87^{\circ}10'15''$  EAST ALONG SAID LINE, A DISTANCE OF 543.73 FEET; THENCE NORTH  $77^{\circ}35'15''$  EAST, A DISTANCE OF 253.31 FEET; THENCE NORTH  $59^{\circ}08'55''$  EAST, A DISTANCE OF 30.04 FEET TO THE SOUTHEASTERLY CORNER OF SAID LOT 5, ALSO BEING THE SOUTHERLY CORNER OF LOT 4 OF SAID TRACT NO. 5579; THENCE NORTH  $59^{\circ}08'55''$  EAST ALONG THE SOUTHEASTERLY LINE OF SAID LOT 4, A DISTANCE OF 277.23 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 450.00 FEET A RADIAL LINE THROUGH SAID CURVE BEARS NORTH  $81^{\circ}17'23''$  WEST AND A CENTRAL ANGLE OF  $12^{\circ}32'47''$ ; THENCE LEAVING THE SOUTHEASTERLY LINE OF SAID LOT 4 AND THE SOUTHERLY LINE OF THE CITY OF INDUSTRY, WESTERLY AND SOUTHWESTERLY ALONG SAID CURVE, A DISTANCE OF 98.54 FEET; THENCE SOUTH  $59^{\circ}09'50''$  WEST , A DISTANCE OF 144.21 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE NORTH HAVING A RADIUS OF 390.00 FEET AND A CENTRAL ANGLE OF CHECK THIS DELTA  $19^{\circ}30'47''$ ; THENCE SOUTHWESTERLY AND WESTERLY ALONG SAID CURVE, A DISTANCE OF 132.82 FEET; THENCE SOUTH  $78^{\circ}40'37''$  WEST TANGENT TO SAID CURVE, A DISTANCE OF 118.08 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE NORTH HAVING A RADIUS OF 968.00 FEET AND A CENTRAL ANGLE OF  $08^{\circ}22'38''$ ; THENCE WESTERLY ALONG SAID CURVE, A DISTANCE OF 141.53 FEET; THENCE SOUTH  $87^{\circ}03'15''$  WEST TANGENT TO SAID CURVE, A DISTANCE OF 464.80 FEET TO THE WESTERLY LINE OF LOT 5 OF SAID TRACT NO. 5579 ALSO BEING THE WESTERLY BOUNDARY OF THE CITY OF INDUSTRY; THENCE SOUTH  $12^{\circ}32'45''$  EAST ALONG SAID SOUTHWESTERLY LINE OF LOT 5 AND WESTERLY BOUNDARY OF THE CITY OF INDUSTRY, A DISTANCE OF 12.17 FEET TO THE **POINT OF BEGINNING**.

THE ABOVE DESCRIBED PARCEL CONTAINING 0.303 ACRES 13,187 SQUARE FEET OF  
LAND, MORE OR LESS.

AND AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART OF HEREOF.

---

CLEMENT N. CALVILLO, RCE 27743

CNC Engineering

Job No. C-1420 Legal No.1015R

Checked by: \_\_\_\_ April 12, 2019

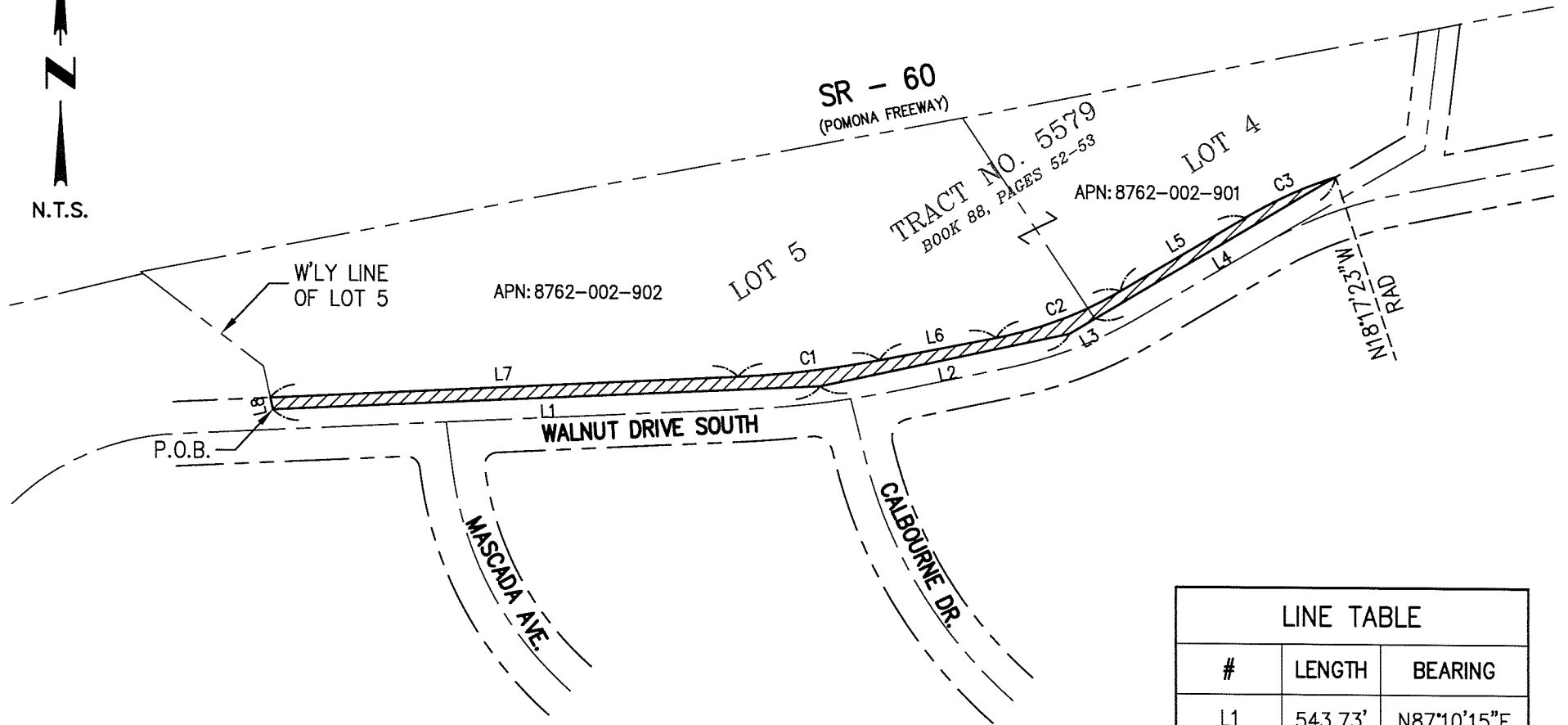
**ATTACHMENT C**

Exhibit B - Legal Description Map

# EXHIBIT B



N.T.S.



LINE TABLE		
#	LENGTH	BEARING
L1	543.73'	N87°10'15"E
L2	253.31'	N77°35'15"E
L3	30.04'	N59°08'55"E
L4	277.23'	N59°08'55"E
L5	144.21'	S59°09'50"W
L6	118.08'	S78°40'37"W
L7	464.80'	S87°03'15"W
L8	12.17'	S12°32'45"E

CURVE TABLE			
#	LENGTH	RADIUS	DELTA
C1	141.53'	968.00'	8°22'38"
C2	132.82'	390.00'	19°30'47"
C3	98.54'	450.00'	12°32'47"

## SHEET 1 OF 1

Prepared by:

**CNC ENGINEERING**

255 N. Hacienda Blvd, Suite 222

Industry, CA 91744

Phone (626) 333-0336

www.cnc-eng.com

Job No. CITY-1420R, April 12, 2019

Legal No. 1015R

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.6



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Honorable Chair Gorginfar and Members of the Industry Property and Housing Management Authority

**FROM:** Troy Helling, Executive Director *TH*

**STAFF:** Bing Hyun, Assistant Executive Director *BH*

**DATE:** June 12, 2019

**SUBJECT:** Consideration of Amendment No. 1 to the Maintenance Services Agreement with SureTeck Industrial & Commercial Services, Inc., for on-call maintenance services to extend the term to December 31, 2019

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### **Background:**

On May 24, 2018, Industry Property Housing Management Authority ("IPHMA") board approved a Maintenance Agreement ("Agreement") with SureTeck Industrial & Commercial Services, Inc. ("SureTeck"), for on-call maintenance services, from May 24, 2018 to May 24, 2019, for an amount of \$150,000.00. The company provides plumbing, electrical repairs, installation of fixtures, and general repair services for the houses located in the City.

### **Discussion:**

Staff is currently drafting a Request for Qualifications ("RFQ") to establish a list of companies that can work on various maintenance-related requests including plumbing, electrical, HVAC, tree, and general maintenance services. Staff anticipates the RFQ and contract execution process will take three to five months. Staff is requesting the Board approve Amendment No. 1. to the Agreement to extend the term through December 31, 2019, thereby permitting sufficient time to complete the procurement process and avoid a lapse in service.

### **Fiscal Impact:**

No fiscal impact.

### **Recommendation:**

- 1.) Approve Amendment No. 1 with SureTeck Industrial & Commercial Services, Inc., extending the term to December 31, 2019.

**Exhibit:**

- A. Amendment No. 1 with SureTeck Industrial & Commercial Services, Inc., dated May 24, 2019
- 

TH/BH:yp



**EXHIBIT A**

Amendment No. 1 with SureTeck Industrial & Commercial Services, Inc., dated  
May 24, 2019

[Attached]

**AMENDMENT NO. 1  
TO MAINTENANCE SERVICES AGREEMENT  
WITH SURETECK INDUSTRIAL AND COMMERCIAL SERVICES, INC.**

This Amendment No. 1 to the Agreement for Maintenance Services (“Agreement”), is made and entered into this 24th day of May, 2019, (“Effective Date”) by and between the Industry Property and Housing Management Authority, a public body (“IPHMA”) and SureTeck Industrial & Commercial Services, Inc. (“SureTeck”), a California corporation. The IPHMA and Consultant are hereinafter collectively referred to as the “Parties”.

**RECITALS**

**WHEREAS**, on or about May 24, 2018, the Agreement was entered into and executed between the IPHMA Board and Consultant to provide on-call maintenance services, for a period of one year; and

**WHEREAS**, the Parties desire to amend the Agreement to extend the term to December 31, 2019 to continue on-call maintenance services; and

**WHEREAS**, for the reasons set forth herein, the IPHMA Board and Consultant desire to enter into this Amendment No. 1, as set forth below.

**AMENDMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and agreements set forth herein, it is agreed the aforesaid Agreement and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided:

**Section 1. TERM**

The first sentence of Section 1 is hereby amended to read in its entirety as follows:

This Agreement shall commence on May 25, 2019, and shall remain and continue in effect until tasks described herein are completed, but in no event later than December 31, 2019 unless sooner terminated pursuant to the provisions of this Agreement

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 to the Agreement as of the Effective Date.


**“IPHMA”**

Industry Property and Housing Management  
Authority

**“CONSULTANT”**

SureTeck Industrial & Commercial  
Services, Inc.

By: \_\_\_\_\_  
Troy Helling, Executive Director

By:  \_\_\_\_\_  
Gino Garcia, CEO

**Attest:**

By: \_\_\_\_\_  
Julie Gutierrez-Robles, Board Secretary

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
James M. Casso, General Counsel