

---

---

## City of Industry Property and Housing Management Authority



SPECIAL MEETING AGENDA  
JUNE 30, 2020  
10:00 a.m.

Chair Raheleh Gorginfar  
Vice Chair Phil Cook  
Board Member Ken Calvo  
Board Member Joseph Emmons  
Board Member Tim Seal

---

Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California

---

**Addressing the Authority:**

### **NOTICE OF TELEPHONIC MEETING:**

- ***Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the special meeting of the Industry Property and Housing Management Authority Meeting shall be held telephonically. Members of the public shall be able to attend the meeting telephonically, and offer public comment by calling the following conference call number: 657-204-3264, and entering the following Conference ID: 543 941 585#. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public, Council Chambers will not be open for the meeting, and all public participation must occur by telephone at the number set forth above. Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the IPHMA meeting (including assisted listening devices), please contact the City Clerk's Office at (626) 333-2211 by 5:00 p.m. on Friday, June 26, 2020, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.***

---

**Addressing the Authority:**

**Public Comments (Agenda Items Only):** *During public comments, if you wish to address the Authority during this Special Meeting, under Government Code Section 54954.3(a), you may only address the legislative bodies concerning any item that has been described in the notice for the Special 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.*

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

5. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the Industry Property & Housing Management Authority (IPHMA), the public, or staff request specific items be removed from the Consent Calendar for separate action.

- 5.1 Consideration of the Register of Demands for April 8, 2020, May 13, 2020 and June 10, 2020

*RECOMMENDED ACTION: Ratify the Register of Demands.*

- 5.2 Consideration of the minutes of the March 11, 2020 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

6. **BOARD MATTERS**

- 6.1 **Consideration of Resolution No. IPHMA 2020-03 - A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") ADOPTING THE FISCAL YEAR 2020-21 IPHMA BUDGET**

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2020-03.*

- 6.2 **Consideration of Resolution No. IPHMA 2020-04 - A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE ORDERS FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY 2020-2021**

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2020-04.*

7. **CITY MANAGER COMMENTS:**

8. Adjournment. Next regular meeting: Wednesday, July 8, 2020 at 10:30 a.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 April 08, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	61,708.57

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	61,708.57

**APPROVED PER CITY MANAGER**

---

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**BofA Voided Checks**

**April 8, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21547</b>	04/08/2020		<b>INDUSTRY PUBLIC UTILITIES</b>	<b>(\$1,420.39)</b>
	Invoice	Date	Description	Amount
	2020-00001348	03/01/2020	12/18-2/18/20 SVC -HANDORF LOOP-IRRIGATION	\$46.20
	2020-00001349	03/01/2020	12/18-2/18/20 SVC- HANDORF LOOP-IRRIGATION BOOS	\$61.56
	2020-00001350	03/01/2020	12/18-2/18/20 SVC -16200 TEMPLE CONDO C&D	\$124.56
	2020-00001351	03/01/2020	12/18-2/18/20 SVC- 16200 TEMPLE CONDO A&B	\$143.46
	2020-00001352	03/01/2020	12/18-2/18/2 SVC -16212 TEMPLE	\$174.48
	2020-00001353	03/01/2020	12/18-2/18/20 SVC -16227 HANDORF (TEMPLE)	\$76.26
	2020-00001354	03/01/2020	12/18-2/18 SVC- 16229 HANDORF (TEMPLE)	\$63.66
	2020-00001355	03/01/2020	12/18-2/18/20 SVC- 16200 TEMPLE-BUNKHOUSE	\$124.21
	2020-00001356	03/01/2020	12/18-2/18/20 SVC- 16217 HANDORF ( TEMPLE)	\$82.56
	2020-00001357	03/01/2020	12/18-2/18/20 SVC- 16218 HANDORF (TEMPLE)	\$65.76
	2020-00001358	03/01/2020	12/18-2/18/20 SVC- 16220 HANDORF (TEMPLE)	\$80.46
	2020-00001359	03/01/2020	12/18-2/18/20 SVC-16224 HANDORF (TEMPLE)	\$82.82
	2020-00001360	03/01/2020	12/18-2/18/20 SVC- 16242 TEMPLE (TEMPLE)	\$87.02
	2020-00001361	03/01/2020	12/18-2/18/20 SVC- 16238 HANDORF (TEMPLE)	\$97.52
	2020-00001362	03/01/2020	12/18-2/18/20 SVC -14063 PROCTOR	\$109.86
<b>21548</b>	04/08/2020		<b>LA PUENTE VALLEY COUNTY WATER</b>	<b>(\$573.53)</b>
	Invoice	Date	Description	Amount
	2020-00001363	03/01/2020	12/18-2/18/20 SVC -15652 NELSON AVE	\$146.94
	2020-00001364	03/01/2020	12/18-2/18/20 SVC- 15702 NELSON AVE	\$108.66
	2020-00001365	03/01/2020	12/18-2/18/20 SVC- 15714 NELSON AVE	\$95.90
	2020-00001366	03/01/2020	12/18-2/18/20 SVC- 15722 NELSON AVE	\$68.51
	2020-00001367	03/01/2020	12/18-2/18/20 SVC -15730 NELSON AVE	\$79.95
	2020-00001368	03/01/2020	12/18-2/18/20 SVC -15736 NELSON AVE	\$73.57

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

BofA Voided Checks

April 8, 2020

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

IPHMA.CHK - IPHMA BofA Checking

Check	Date	Description	Amount	
21549	04/08/2020	04/08/2020 ROWLAND WATER DISTRICT	(\$449.64)	
	Invoice	Date	Description	Amount
	2020-00001369	02/26/2020	1/13-2/12/20 SVC -17217 CHESTNUT ST	\$98.85
	2020-00001370	02/26/2020	1/13-2/12/20 SVC- 17229 CHESTNUT ST	\$174.98
	2020-00001371	02/26/2020	1/13-2/12/20 SVC -17217 & 17229 CHESTNUT-IRR	\$175.81

Checks	Status	Count	Transaction Amount
	Total	3	(\$2,443.56)

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

April 8, 2020

Check	Date	Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>			
<b>21547</b>	04/08/2020	04/08/2020 <b>INDUSTRY PUBLIC UTILITIES</b>	<b>\$1,420.39</b>
	Invoice	Date Description	Amount
	2020-00001348	03/01/2020 12/18-2/18/20 SVC -HANDORF LOOP-IRRIGATION	\$46.20
	2020-00001349	03/01/2020 12/18-2/18/20 SVC- HANDORF LOOP-IRRIGATION BOOS	\$61.56
	2020-00001350	03/01/2020 12/18-2/18/20 SVC -16200 TEMPLE CONDO C&D	\$124.56
	2020-00001351	03/01/2020 12/18-2/18/20 SVC- 16200 TEMPLE CONDO A&B	\$143.46
	2020-00001352	03/01/2020 12/18-2/18/2 SVC -16212 TEMPLE	\$174.48
	2020-00001353	03/01/2020 12/18-2/18/20 SVC -16227 HANDORF (TEMPLE)	\$76.26
	2020-00001354	03/01/2020 12/18-2/18 SVC- 16229 HANDORF (TEMPLE)	\$63.66
	2020-00001355	03/01/2020 12/18-2/18/20 SVC- 16200 TEMPLE-BUNKHOUSE	\$124.21
	2020-00001356	03/01/2020 12/18-2/18/20 SVC- 16217 HANDORF (TEMPLE)	\$82.56
	2020-00001357	03/01/2020 12/18-2/18/20 SVC- 16218 HANDORF (TEMPLE)	\$65.76
	2020-00001358	03/01/2020 12/18-2/18/20 SVC- 16220 HANDORF (TEMPLE)	\$80.46
	2020-00001359	03/01/2020 12/18-2/18/20 SVC-16224 HANDORF (TEMPLE)	\$82.82
	2020-00001360	03/01/2020 12/18-2/18/20 SVC- 16242 TEMPLE (TEMPLE)	\$87.02
	2020-00001361	03/01/2020 12/18-2/18/20 SVC- 16238 HANDORF (TEMPLE)	\$97.52
	2020-00001362	03/01/2020 12/18-2/18/20 SVC -14063 PROCTOR	\$109.86
<b>21548</b>	04/08/2020	04/08/2020 <b>LA PUENTE VALLEY COUNTY WATER</b>	<b>\$573.53</b>
	Invoice	Date Description	Amount
	2020-00001363	03/01/2020 12/18-2/18/20 SVC -15652 NELSON AVE	\$146.94
	2020-00001364	03/01/2020 12/18-2/18/20 SVC- 15702 NELSON AVE	\$108.66
	2020-00001365	03/01/2020 12/18-2/18/20 SVC- 15714 NELSON AVE	\$95.90
	2020-00001366	03/01/2020 12/18-2/18/20 SVC- 15722 NELSON AVE	\$68.51
	2020-00001367	03/01/2020 12/18-2/18/20 SVC -15730 NELSON AVE	\$79.95
	2020-00001368	03/01/2020 12/18-2/18/20 SVC -15736 NELSON AVE	\$73.57



# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

April 8, 2020

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
<b>21549</b>	04/08/2020		04/08/2020	<b>ROWLAND WATER DISTRICT</b>	<b>\$449.64</b>
	Invoice	Date	Description		Amount
	2020-00001369	02/26/2020	1/13-2/12/20 SVC -17217 CHESTNUT ST		\$98.85
	2020-00001370	02/26/2020	1/13-2/12/20 SVC- 17229 CHESTNUT ST		\$174.98
	2020-00001371	02/26/2020	1/13-2/12/20 SVC -17217 & 17229 CHESTNUT-IRR		\$175.81
<b>21550</b>	03/16/2020			<b>INDUSTRY PUBLIC UTILITIES</b>	<b>\$1,420.39</b>
	Invoice	Date	Description		Amount
	2020-00001348	03/01/2020	12/18-2/18/20 SVC -HANDORF LOOP-IRRIGATION		\$46.20
	2020-00001349	03/01/2020	12/18-2/18/20 SVC- HANDORF LOOP-IRRIGATION BOOS		\$61.56
	2020-00001350	03/01/2020	12/18-2/18/20 SVC -16200 TEMPLE CONDO C&D		\$124.56
	2020-00001351	03/01/2020	12/18-2/18/20 SVC- 16200 TEMPLE CONDO A&B		\$143.46
	2020-00001352	03/01/2020	12/18-2/18/2 SVC -16212 TEMPLE		\$174.48
	2020-00001353	03/01/2020	12/18-2/18/20 SVC -16227 HANDORF (TEMPLE)		\$76.26
	2020-00001354	03/01/2020	12/18-2/18 SVC- 16229 HANDORF (TEMPLE)		\$63.66
	2020-00001355	03/01/2020	12/18-2/18/20 SVC- 16200 TEMPLE-BUNKHOUSE		\$124.21
	2020-00001356	03/01/2020	12/18-2/18/20 SVC- 16217 HANDORF ( TEMPLE)		\$82.56
	2020-00001357	03/01/2020	12/18-2/18/20 SVC- 16218 HANDORF (TEMPLE)		\$65.76
	2020-00001358	03/01/2020	12/18-2/18/20 SVC- 16220 HANDORF (TEMPLE)		\$80.46
	2020-00001359	03/01/2020	12/18-2/18/20 SVC-16224 HANDORF (TEMPLE)		\$82.82
	2020-00001360	03/01/2020	12/18-2/18/20 SVC- 16242 TEMPLE (TEMPLE)		\$87.02
	2020-00001361	03/01/2020	12/18-2/18/20 SVC- 16238 HANDORF (TEMPLE)		\$97.52
	2020-00001362	03/01/2020	12/18-2/18/20 SVC -14063 PROCTOR		\$109.86
<b>21551</b>	03/16/2020			<b>LA PUENTE VALLEY COUNTY WATER</b>	<b>\$573.53</b>

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

April 8, 2020

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
	Invoice	Date	Description		Amount
	2020-00001363	03/01/2020	12/18-2/18/20 SVC -15652 NELSON AVE		\$146.94
	2020-00001364	03/01/2020	12/18-2/18/20 SVC- 15702 NELSON AVE		\$108.66
	2020-00001365	03/01/2020	12/18-2/18/20 SVC- 15714 NELSON AVE		\$95.90
	2020-00001366	03/01/2020	12/18-2/18/20 SVC- 15722 NELSON AVE		\$68.51
	2020-00001367	03/01/2020	12/18-2/18/20 SVC -15730 NELSON AVE		\$79.95
	2020-00001368	03/01/2020	12/18-2/18/20 SVC -15736 NELSON AVE		\$73.57
<b>21552</b>	03/16/2020	<b>ROWLAND WATER DISTRICT</b>			<b>\$449.64</b>
	Invoice	Date	Description		Amount
	2020-00001369	02/26/2020	1/13-2/12/20 SVC -17217 CHESTNUT ST		\$98.85
	2020-00001370	02/26/2020	1/13-2/12/20 SVC- 17229 CHESTNUT ST		\$174.98
	2020-00001371	02/26/2020	1/13-2/12/20 SVC -17217 & 17229 CHESTNUT-IRR		\$175.81
<b>21553</b>	03/19/2020	<b>L A COUNTY TAX COLLECTOR</b>			<b>\$695.23</b>
	Invoice	Date	Description		Amount
	894014905919	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 16217 TEMPLE AVE		\$695.23
<b>21554</b>	03/19/2020	<b>L A COUNTY TAX COLLECTOR</b>			<b>\$7,255.99</b>
	Invoice	Date	Description		Amount
	894014902018S	03/01/2020	SUPP PROPERTY TAX FY 18/19 - 16238 TEMPLE AVE		\$183.26
	894014902019	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 16238 TEMPLE AVE		\$867.44
	894014906019	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 16229 TEMPLE AVE		\$546.37
	894014905719	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 15736 NELSON AVE		\$704.66
	894014905819	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 16000 TEMPLE AVE U		\$852.82
	894014905619	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 16220 TEMPLE AVE		\$775.02

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

April 8, 2020

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
	894014905419	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 15730 E NELSON AVE		\$885.05
	894014905418S	03/01/2020	SUPP PROPERTY TAX FY 18/19 - 15730 E NELSON		\$154.49
	894014906819	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 16000 TEMPLE AVE #		\$1,708.18
	894014906119	03/01/2020	SUPP PROPERTY TAX FY 19/20 - 17217 CHESTNUT ST		\$578.70
<b>21555</b>	03/19/2020	<b>SO CALIFORNIA EDISON COMPANY</b>			<b>\$42.46</b>
	Invoice	Date	Description	Amount	
	2020-00001464	03/05/2020	2/3-3/4/20 SVC-15652 NELSON AVE	\$26.47	
	2020-00001465	03/05/2020	2/3-3/4/20 SVC-15722 NELSON AVE	\$15.99	
<b>21556</b>	03/19/2020	<b>SOCALGAS</b>			<b>\$4.93</b>
	Invoice	Date	Description	Amount	
	2020-00001463	03/09/2020	2/4-3/5/20 SVC-15722 NELSON AVE	\$4.93	
<b>21557</b>	04/08/2020	<b>ABORTA-BUG PEST CONTROL</b>			<b>\$1,800.00</b>
	Invoice	Date	Description	Amount	
	15163	03/17/2020	RODENT CHECK - 16224 TEMPLE AVE	\$75.00	
	15164	03/17/2020	RODENT CHECK - 16000 TEMPLE AVE #A-D	\$150.00	
	15117	03/02/2020	MARCH 2020 PEST SVC @75 PER HOUSE	\$1,575.00	
<b>21558</b>	04/08/2020	<b>CNC ENGINEERING</b>			<b>\$8,495.00</b>
	Invoice	Date	Description	Amount	
	500520	03/26/2020	COORDINATION FOR PLUMBING, SEWER REPAIRS-162	\$3,030.00	
	500519	03/26/2020	COORDINATION FOR ELECTRICAL REPAIRS - 16224 E.	\$432.50	
	500518	03/26/2020	COORDINATION WITH CITY STAFF REGARDING MISC. I	\$692.50	
	500517	03/26/2020	COORDINATION FOR PLUMBING REPAIRS-16242 E. TEI	\$432.50	

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

April 8, 2020

Check	Date	Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>			
500516	03/26/2020	COORDINATION LIGHTING REPAIRS-15714 NELSON AV	\$195.00
500515	03/26/2020	COORDINATION FOR MISCELLANEOUS REPAIRS - 1622	\$195.00
500513	03/26/2020	COORDINATION FOR PLUMBING REPAIRS-16227 E TEI	\$3,077.50
500514	03/26/2020	COORDINATION FOR HEATER REPAIRS - 15702 NELSO	\$440.00
<b>21559</b>	04/08/2020	<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$13.76</b>
Invoice	Date	Description	Amount
2020-00001510	03/16/2020	2/10-3/10/20 SVC-16218 E TEMPLE AVE	\$8.16
2020-00001511	03/16/2020	2/10-3/10/20 SVC - 16229 E TEMPLE AVE	\$5.60
<b>21560</b>	04/08/2020	<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$7,000.00</b>
Invoice	Date	Description	Amount
APR-20	03/25/2020	REPLENISH PAYROLL ACCOUNT FOR APRIL 2020	\$7,000.00
<b>21561</b>	04/08/2020	<b>KLINE'S PLUMBING, INC.</b>	<b>\$4,750.00</b>
Invoice	Date	Description	Amount
11362	03/16/2020	PLUMBING REPAIRS-16220 TEMPLE AVE	\$4,400.00
11356	03/05/2020	TOILET REPAIRS - 16242 TEMPLE AVE	\$350.00
<b>21562</b>	04/08/2020	<b>L A COUNTY TAX COLLECTOR</b>	<b>\$135.65</b>
Invoice	Date	Description	Amount
894014905618010	03/19/2020	SUPP PROPERTY TAX FY 18/19 - 16220 TEMPLE AVE	\$135.65
<b>21563</b>	04/08/2020	<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$28,241.38</b>
Invoice	Date	Description	Amount
0220EHNHCS	02/27/2020	FEBRUARY 2020 LANDSCAPE MAINTENANCE	\$13,371.91

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

April 8, 2020

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
	0320EHNHCS	03/30/2020	MARCH 2020 LANDSCAPE MAINTENANCE		\$14,869.47
<b>21564</b>	04/08/2020			<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$14.94</b>
	Invoice	Date	Description		Amount
	2020-00001512	03/14/2020	2/12-3/13/20 SVC - 20137 E WALNUT DR SOUTH		\$14.94
<b>21565</b>	04/08/2020			<b>STEINKE ELECTRIC, KIRK</b>	<b>\$450.00</b>
	Invoice	Date	Description		Amount
	275	03/13/2020	TRIPPING BREAKER FOR LIGHTS - 16224 TEMPLE AVE		\$450.00
<b>21566</b>	04/08/2020			<b>SURETECK, INC.</b>	<b>\$95.00</b>
	Invoice	Date	Description		Amount
	SUR 2-2020-99	03/04/2020	ON CALL MAINTENANCE - 16227 TEMPLE		\$95.00
<b>21567</b>	04/08/2020			<b>TEMP AIR SYSTEM INC.</b>	<b>\$250.00</b>
	Invoice	Date	Description		Amount
	600199	03/17/2020	REPAIR THE HEATING SYSTEM - 15702 NELSON AVE		\$250.00
<b>21568</b>	04/08/2020			<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$20.67</b>
	Invoice	Date	Description		Amount
	3609211	03/12/2020	1/29-2/26/20 SVC-20137 WALNUT DRIVE		\$20.67

Checks	Status	Count	Transaction Amount
	Total	22	\$64,152.13

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**AUTHORIZATION FOR PAYMENT OF BILLS**

**Board Meeting May 13, 2020**

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	22,969.86

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	22,969.86

**APPROVED PER CITY MANAGER**

---

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

May 13, 2020

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
<b>21569</b>	04/16/2020		04/30/2020	<b>ROWLAND WATER DISTRICT</b>	<b>\$568.80</b>
	Invoice	Date	Description	Amount	
	2020-00001657	03/25/2020	2/12-3/17/20 SVC - 17217 CHESTNUT ST	\$112.09	
	2020-00001658	03/25/2020	2/12-3/17/20 SVC - 17229 CHESTNUT ST	\$198.15	
	2020-00001659	03/25/2020	2/12-3/17/20 SVC - 17217 & 17229 CHESTNUT	\$258.56	
<b>21570</b>	04/16/2020		04/30/2020	<b>SOCALGAS</b>	<b>\$81.15</b>
	Invoice	Date	Description	Amount	
	2020-00001656	04/06/2020	2/3-3/4/20 SVC - 16200 TEMPLE AVE APT 202	\$81.15	
<b>21571</b>	05/13/2020			<b>ABORTA-BUG PEST CONTROL</b>	<b>\$3,300.00</b>
	Invoice	Date	Description	Amount	
	15332	04/06/2020	MARCH 2020 PEST SVC @ \$75 PER HOUSE	\$1,575.00	
	15564	05/04/2020	APRIL 2020 PEST SVC @ 75 PER HOUSE	\$1,575.00	
	15380	04/19/2020	RODENT CONTROL AND APPLIANCE REPAIRS-16200 TI	\$150.00	
<b>21572</b>	05/13/2020			<b>CNC ENGINEERING</b>	<b>\$635.00</b>
	Invoice	Date	Description	Amount	
	500673	04/30/2020	COORDINATION FOR PLUMBING REPAIRS-16220 TEMP	\$97.50	
	500670	04/30/2020	COORDINATION FOR REPAIRS - 16200 TEMPLE UNIT D	\$390.00	
	500671	04/30/2020	COORDINATION FOR MISC REPAIRS -16229 TEMPLE A\	\$97.50	
	500672	04/30/2020	COORDINATION WITH CITY STAFF REGARDING MISC. I	\$50.00	
<b>21573</b>	05/13/2020			<b>INDUSTRY PUBLIC UTILITIES</b>	<b>\$1,316.53</b>
	Invoice	Date	Description	Amount	
	2020-00001764	05/01/2020	2/18-4/20/20 SVC - 16217 TEMPLE	\$84.66	

# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

May 13, 2020

Check	Date	Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>			
	2020-00001765	05/01/2020 2/18-4/20/20 SVC -16200 TEMPLE - BUNKHOUSE	\$122.11
	2020-00001766	05/01/2020 2/18-4/20/20 SVC - 14063 PROCTOR	\$109.86
	2020-00001767	05/01/2020 2/18-4/20/20 SVC - 16238 TEMPLE	\$76.52
	2020-00001768	05/01/2020 2/18-4/20/20 SVC - 16242 TEMPLE	\$82.82
	2020-00001769	05/01/2020 2/18-4/20/20 SVC - 16224 TEMPLE	\$87.02
	2020-00001770	05/01/2020 2/18-4/20/20 SVC - 16220 TEMPLE	\$84.66
	2020-00001771	05/01/2020 2/18-4/20/20 SVC - 16218 TEMPLE	\$63.66
	2020-00001772	05/01/2020 2/18-4/20/20 SVC - 16229 TEMPLE	\$61.56
	2020-00001773	05/01/2020 2/18-4/20/20 SVC - 16227 TEMPLE	\$74.16
	2020-00001774	05/01/2020 2/18-4/20/20 SVC - 16212 TEMPLE	\$169.08
	2020-00001775	05/01/2020 2/18-4/20/20 SVC - 16200 TEMPLE CONDO A & B	\$159.66
	2020-00001776	05/01/2020 2/18-4/20/20 SVC - 16200 TEMPLE CONDO C & D	\$140.76
<hr/>			
<b>21574</b>	05/13/2020	<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$16.18</b>
	Invoice	Date Description Amount	
	2020-00001755	04/15/2020 3/10-4/10/20 SVC - 16229 E TEMPLE AVE	\$6.75
	2020-00001756	04/15/2020 3/10-4/10/20 SVC - 16218 E TEMPLE AVE	\$9.43
<hr/>			
<b>21575</b>	05/13/2020	<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$3,600.00</b>
	Invoice	Date Description Amount	
	2020-00001760	04/30/2020 REPLENISH PAYROLL ACCOUNT FOR MAY 2020	\$3,600.00
<hr/>			
<b>21576</b>	05/13/2020	<b>ROWLAND WATER DISTRICT</b>	<b>\$337.10</b>
	Invoice	Date Description Amount	
	2020-00001757	04/22/2020 3/17-4/13/20 SVC - 17217 & 17229 CHESTNUT - IRR	\$56.65
	2020-00001758	04/22/2020 3/17-4/13/20 SVC - 17729 CHESTNUT ST	\$178.29



# INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

## Board Meeting

May 13, 2020

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
	2020-00001759	04/22/2020	3/17-4/13/20 SVC - 17217 CHESTNUT ST		\$102.16
<b>21577</b>	05/13/2020			<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$12,109.43</b>
	Invoice	Date	Description	Amount	
	0420EHNH	04/29/2020	APRIL 2020 LANDSCAPE MAINTENANCE	\$12,109.43	
<b>21578</b>	05/13/2020			<b>TEMP AIR SYSTEM INC.</b>	<b>\$985.00</b>
	Invoice	Date	Description	Amount	
	600266	04/29/2020	REPAIR HVAC SYSTEM - 15730 NELSON	\$985.00	
<b>21579</b>	05/13/2020			<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$20.67</b>
	Invoice	Date	Description	Amount	
	3637014	04/09/2020	2/27-3/30/20 SVC - 20137 WALNUT DR	\$20.67	

**Grand Totals:**

Checks	Status	Count	Transaction Amount
	Total	11	\$22,969.86

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**AUTHORIZATION FOR PAYMENT OF BILLS**

Board Meeting June 10, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	9,738.47

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	9,738.47

**APPROVED PER ACTING CITY MANAGER**

---

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**BofA Voided Checks**

**June 10, 2020**

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

21583	05/21/2020	05/21/2020	SOCALGAS	(\$39.93)
	Invoice	Date	Description	Amount
	2020-00001899	05/05/2020	4/2-5/01/20 SVC - 16200 TEMPLE AVE APT 202	\$39.93

Checks	Status	Count	Transaction Amount
	Total	5	(\$39.93)

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**Board Meeting**

**June 10, 2020**

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
<b>21580</b>	05/21/2020			<b>INDUSTRY PUBLIC UTILITIES</b>	<b>\$107.76</b>
	Invoice	Date	Description	Amount	
	2020-00001891	05/01/2020	2/18-4/20/20 SVC - HANDORF LOOP RD	\$61.56	
	2020-00001892	05/01/2020	2/18-4/20/20 SVC - HANDORF LOOP RD	\$46.20	
<b>21581</b>	05/21/2020			<b>LA PUENTE VALLEY COUNTY WATER</b>	<b>\$488.06</b>
	Invoice	Date	Description	Amount	
	2020-00001893	05/01/2020	2/18-4/20/20 SVC - 15730 NELSON	\$79.95	
	2020-00001894	05/01/2020	2/18-4/20/20 SVC - 15722 NELSON	\$53.55	
	2020-00001895	05/01/2020	2/18-4/20/20 SVC - 15714 NELSON	\$70.38	
	2020-00001896	05/01/2020	2/18-4/20/20 SVC - 15702 NELSON	\$108.66	
	2020-00001897	05/01/2020	2/18-4/20/20 SVC - 15652 NELSON	\$118.23	
	2020-00001898	05/01/2020	2/18-4/20/20 SVC - 15736 NELSON	\$57.29	
<b>21582</b>	05/21/2020			<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$14.98</b>
	Invoice	Date	Description	Amount	
	2020-00001900	05/05/2020	4/2-5/4/20 SVC - 15652 NELSON AVE	\$14.98	
<b>21583</b>	05/21/2020	05/21/2020			<b>SOCALGAS</b>
	Invoice	Date	Description	Amount	
	2020-00001899	05/05/2020	4/2-5/01/20 SVC - 16200 TEMPLE AVE APT 202	\$39.93	
<b>21584</b>	05/21/2020			<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$20.67</b>
	Invoice	Date	Description	Amount	
	3664636	05/06/2020	3/31-4/29/20 SVC - 20137 WALNUT DR	\$20.67	

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**Board Meeting**

**June 10, 2020**

Check	Date			Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
<b>21585</b>	05/28/2020			<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$18.90</b>
	Invoice	Date	Description	Amount	
	2020-00001903	05/15/2020	4/10-5/10/20 SVC - 16229 E TEMPLE AVE	\$5.78	
	2020-00001904	05/15/2020	4/10-5/10/20 SVC - 16218 E TEMPLE AVE	\$13.12	
<b>21586</b>	05/28/2020			<b>SOCALGAS</b>	<b>\$39.93</b>
	Invoice	Date	Description	Amount	
	2020-00001899	05/05/2020	4/2-5/01/20 SVC - 16200 TEMPLE AVE APT 202	\$39.93	
<b>21587</b>	06/10/2020			<b>ABORTA-BUG PEST CONTROL</b>	<b>\$1,800.00</b>
	Invoice	Date	Description	Amount	
	15622	05/15/2020	RODENT CHECK - 16224 TEMPLE	\$75.00	
	15623	05/15/2020	RODENT CHECK - 16000 TEMPLE AVE #A-D	\$150.00	
	15829	06/01/2020	MAY 2020 PEST SVC @ 75 PER HOUSE	\$1,575.00	
<b>21588</b>	06/10/2020			<b>CNC ENGINEERING</b>	<b>\$1,512.50</b>
	Invoice	Date	Description	Amount	
	500888	05/28/2020	COORDINATION FOR MISC. MAINTENANCE-15730 NELS	\$342.50	
	500889	05/28/2020	COORDINATION TO REPLACE EXTERIOR LIGHTS-16238	\$195.00	
	500890	05/28/2020	COORDINATION FOR ELECTRICAL REPAIRS - 16224 E.	\$292.50	
	500891	05/28/2020	COORDINATION WITH CITY STAFF REGARDING MISC. I	\$195.00	
	500892	05/28/2020	COORDINATION FOR PLUMBING, RELATED REPAIRS -	\$487.50	
<b>21589</b>	06/10/2020			<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$3,600.00</b>
	Invoice	Date	Description	Amount	
	JUN-20	05/28/2020	REPLENISH PAYROLL ACCOUNT FOR JUNE 2020	\$3,600.00	

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**Board Meeting**

**June 10, 2020**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21590</b>	06/10/2020	<b>KLINE'S PLUMBING, INC.</b>		<b>\$1,225.00</b>
	Invoice	Date	Description	Amount
	11383	04/07/2020	INSPECT MAINLINE & REPLACE KITCHEN GARBAGE - 1	\$675.00
	11339	02/18/2020	MAINLINE STOPPAGE REPAIRS - 16220 TEMPLE	\$375.00
	11428	05/27/2020	TOILET REPAIRS - 16238 E TEMPLE AVE	\$175.00
<b>21591</b>	06/10/2020	<b>ROWLAND WATER DISTRICT</b>		<b>\$468.67</b>
	Invoice	Date	Description	Amount
	2020-00001969	05/27/2020	4/13-5/13/20 SVC - 17229 CHESTNUT ST	\$211.39
	2020-00001970	05/27/2020	4/13-5/13/20 SVC - 17217 CHESTNUT ST	\$108.78
	2020-00001971	05/27/2020	4/13-5/13/20 SVC - 17217 & 17229 CHESTNUT - IRR	\$148.50
<b>21592</b>	06/10/2020	<b>STATE WATER RESOURCES CONTROL</b>		<b>\$442.00</b>
	Invoice	Date	Description	Amount
	SW-0192369	05/06/2020	ANNUAL PERMIT FEE - 20137 WALNUT DR SOUTH	\$442.00
<b>Checks</b>				<b>Transaction Amount</b>
<b>Status</b>		<b>Count</b>		
<b>Total</b>		<b>13</b>	<b>\$9,778.40</b>	

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
MARCH 11, 2020  
PAGE 1

---

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Raheleh Gorginfar at 10:30 a.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**FLAG SALUTE**

The flag salute was led by Chair Raheleh Gorginfar.

**ROLL CALL**

PRESENT: Raheleh Gorginfar, Chair  
Phil Cook, Vice Chair  
Joseph Emmons, Board Member  
Tim Seal, Board Member

ABSENT: Ken Calvo, Board Member

STAFF PRESENT: Bing Hyun, Assistant City Manager; Bianca Sparks, Assistant General Counsel; Julie Robles, Secretary; and Lynn Thompson, Administrative Technician II.

**PUBLIC COMMENTS**

There were none.

**CONSENT CALENDAR**

**5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR MARCH 11, 2020**

*RECOMMENDED ACTION:* Approve the Register of Demands for March 11, 2020.

**5.2 CONSIDERATION OF THE MINUTES OF THE FEBRUARY 12, 2020 REGULAR MEETING**

*RECOMMENDED ACTION:* Approve as submitted.



---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
MARCH 11, 2020  
PAGE 2

---

MOTION BY BOARD MEMBER SEAL, AND SECOND BY BOARD MEMBER EMMONS TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

**BOARD MATTERS**

**6.1 CONSIDERATION OF RESOLUTION NO. IPHMA 2020-02 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY APPROVING AND ADOPTING THE FISCAL YEAR 2019-20 PROPOSED MID-YEAR BUDGET ADJUSTMENTS**

*RECOMMENDED ACTION:* *Adopt Resolution No. IPHMA 2020-02.*

Director of Finance Yamini Pathak, provided a staff report along with a Power Point Presentation to the Authority, and was available to answer any questions.

MOTION BY VICE CHAIR COOK, AND SECOND BY BOARD MEMBER SEAL TO ADOPT RESOLUTION NO. IPHMA 2020-02. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

**6.2 CONSIDERATION OF A LICENSE AGREEMENT WITH SHRI GURU SINGH SABHA, INC., FOR ACCESS TO ASSESSOR'S PARCEL NUMBERS 8762-002-901 AND 8762-002-902 LOCATED AT 20137 EAST WALNUT DRIVE SOUTH TO BE USED AS OVERFLOW PARKING FOR SPECIAL EVENTS**

*RECOMMENDED ACTION:* *Approve the Agreement.*

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
MARCH 11, 2020  
PAGE 3

---

Assistant City Manager Bing Hyun provided a staff report and explained that Shri Guru Singh Sabha, Inc., was a non-profit organization and like all agreements with non-profits, the cost was offered to them for a \$1.00 per day. Board Member Seal asked about the possibility of an accident on the property and Assistant City Manager Bing Hyun, along with Assistant General Counsel Bianca Sparks, both spoke on this issue. The agreement requires that Shri Guru Singh Sabha, Inc., carry liability insurance and indemnify the City. Should anything occur, the insurance would pay for all of the city's legal costs.

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY VICE CHAIR COOK TO APPROVE THE AGREEMENT. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

**EXECUTIVE DIRECTOR COMMENTS:**

There were none.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:39 a.m.

---

Raheleh Gorginfar  
Chair

---

Julie Robles  
Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.1



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Board of Directors

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

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

**DATE:** June 30, 2020

**SUBJECT:** Consideration of Resolution No. IPHMA 2020-03 – A Resolution of the City of Industry Property and Housing Management Authority ("IPHMA") Adopting the FY 20-21 IPHMA Budget

### Budget Recap

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

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
BUDGET COMPARISON TO PRIOR YEAR  
PROPOSED BUDGET 2020-2021

	PROPOSED REVENUES			PROPOSED BUDGETED EXPENDITURES		
	2020-2021	2019-2020	% - CHANGE	2020-2021	2019-2020	% - CHANGE
160 IPHMA	161,100	252,200	-36%	538,400	571,240	-6%

Staff has budgeted total revenues for the IPHMA in the amount of \$161,100.00 rental income, and are anticipating \$538,400.00 in expenditures for FY 2020-2021, which are mainly for property and landscape maintenances, general engineering, property taxes and assessments and legal services. The shortfall of \$377,300.00 will be supported by transfers from City of Industry's General Fund.

### FISCAL IMPACT

The FY 2020-21 IPHMA Budget total \$538,400.00 in expenditures and is supported by \$161,100.00 in revenues, and a \$377,300.00 subsidy from the City's General Fund.

The FY 2020-21 Proposed Capital Budget for the IPHMA totals \$200,000 and is supported by City funds, as included in the City's FY 2020-21 Adopted CIP Budget

### **RECOMMENDATION**

Staff recommends that the Board adopt Resolution No. IPHMA 2020-03, adopting the Budget for the Industry Property and Housing Management Authority for Fiscal Year 2020-2021.

### **Attachments:**

1. Resolution No. IPHMA 2020-03 – Resolution Approving the FY 2020-21 IPHMA Budget
2. Exhibit A – FY 2020-21 IPHMA Budget Section

**RESOLUTION NO. IPHMA 2020-03**

**A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) ADOPTING THE FISCAL YEAR 2020-21 IPHMA BUDGET**

**WHEREAS**, on June 11, 2020, the City Council of the City of Industry held a Special Budget Workshop meeting and received a presentation on the FY 2020-21 (“FY 2021”) Proposed Operating Budget and FY 2021 Proposed Capital Improvement Program (“CIP”) Budget for the City and its affiliated entities, including the IPHMA; and

**WHEREAS**, the purpose of the Budget Workshop was to give the City Council an opportunity to thoroughly review the proposed budget, ask questions, and provide comments and direction to Staff in preparation for the budget adoption meeting; and

**WHEREAS**, on June 25, 2020, the City Council adopted the City of Industry’s Operating Budget for FY 21, which included funding for IPHMA’s FY 2021 Budget; and

**WHEREAS**, it is necessary for the Board to adopt IPHMA’s FY 2021 Budget; and

**WHEREAS**, the IPHMA Board received a presentation on the FY 2021 Budget on June 30, 2020.

**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 21 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 30, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

---

Raheleh Gorginfar, Chair

**ATTEST:**

---

Julie Gutierrez-Robles, Secretary

INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
 PROPOSED ANNUAL BUDGET  
 REVENUE DETAIL

Exhibit A

REVENUE SUMMARY BY FUND	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	ACTUAL 2018-19	ADOPTED BUDGET 2019-20	AMENDED BUDGET 2019-20	ACTUAL 3/31/2020	PROPOSED BUDGET 2020-2021
<b>IPHMA</b>							
4300.02 INVESTMENT INTEREST INCOME	\$ 600	\$ 600	\$ 79	\$ 200	\$ 200	\$ 58	\$ 100
4340 RENTAL INCOME	210,200	210,200	178,059	252,000	162,000	126,175	161,000
4355 OTHER INCOME	-	-	556,612	-	-	-	-
<b>IPMHA TOTAL</b>	<b>\$ 210,800</b>	<b>\$ 210,800</b>	<b>\$ 734,751</b>	<b>\$ 252,200</b>	<b>\$ 162,200</b>	<b>\$ 126,233</b>	<b>\$ 161,100</b>



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
 PROPOSED ANNUAL BUDGET  
 IPHMA EXPENDITURES

OBJECT #	ACCOUNT DESCRIPTION	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	ACTUAL 2018-19	ADOPTED BUDGET 2019-20	AMENDED BUDGET 2019-20	ACTUAL 3/31/2020	PROPOSED BUDGET 2020-2021
IPHMA								
5001	SALARIES	\$ -	\$ 33,000	\$ 32,500	\$ 39,000	\$ -	\$ -	
5011	BOARD SALARIES	22,965	22,965	-	39,000	39,000	28,125	38,000
5027	MEDICARE	330	330	471	600	600	408	600
5631	WORKERS COMPENSATION	810	810	-	-	-	-	-
5040	PARS - ARS	855	855	1,219	2,000	2,000	1,055	2,000
5030	STATE UNEMPLOYMENT	540	540	1,223	2,000	2,000	1,218	2,000
5031	DISABILITY	-	-	39	100	100	-	100
5032	STATE EMPLOYMENT & TRAINING TAX	15	15	32	40	40	17	100
5012	GENERAL INSURANCE AND BONDING	6,130	6,130	7,659	11,000	11,000	-	11,000
5018	OFFICE SUPPLIES AND POSTAGE	1,000	1,000	237	-	1,000	341	500
5025	MISCELLANEOUS	-	26,000	6,456	-	-	-	-
5036	BANK FEES	500	500	-	-	-	-	-
5068	LANDSCAPE MAINTNEANCE	155,000	155,000	155,904	137,000	137,000	93,733	137,000
5110	ACCOUNTING FEES	-	-	782	1,000	1,000	639	1,000
5120.01	PROFESSIONAL SERVICES	-	435,000	427,513	20,000	5,000	568	5,000
5120.02	LEGAL SERVICES	35,000	35,000	23,417	2,000	40,000	18,897	40,000
5640	ADVERTISING AND PRINTING	1,000	1,000	-	500	500	-	500
5730.01	UTILITIES - GAS	1,000	1,000	150	1,000	1,600	382	1,600
5730.02	UTILITIES - WATER	20,000	20,000	15,471	15,000	15,000	12,928	15,000
5730.03	UTILITIES - ELECTRIC	1,000	1,000	2,148	3,000	3,000	954	3,000
5740	PROPERTY TAXES AND ASSESSMENTS	65,000	65,000	90,404	102,000	37,000	45,343	46,000
5900	GENERAL ENGINEERING	40,000	40,000	100,044	85,000	85,000	56,756	85,000
8510	PROPERTY MAINTENANCE	150,000	150,000	172,896	150,000	150,000	94,748	150,000
8515	HOUSING IMPROVEMENTS	160,000	160,000	9,837	-	-	-	-
<b>TOTAL</b>		<b>\$ 661,145</b>	<b>\$ 1,155,145</b>	<b>\$ 1,048,402</b>	<b>\$ 610,240</b>	<b>\$ 530,840</b>	<b>\$ 356,112</b>	<b>\$ 538,400</b>

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.2



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

TO: Board of Directors

FROM: Troy Helling, Executive Director *TH*

STAFF: Yamini Pathak, Director of Finance *YP*

DATE: June 30, 2020

**SUBJECT: Consideration of Resolution No. IPHMA 2020-04, 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 2020-2021**

---

### **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 30, 2020, the IPHMA approved and adopted its budget for FY 2020-21 (“FY 21”). The FY 20 BPO Vendor List was developed in line with the FY 21 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 materials 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 materials to tend to its day-to-day operations.

BPOs are not intended to bypass or supersede the bidding provisions as outlined in the City’s Code (which applies to the IPHMA), or intended to bypass IPHMA’s standard agreements and terms. The IPHMA 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 the City's Code, as it pertains to the Purchasing (Section 3.04) and Bidding Procedures (Section 3.52), that departments must follow and adhere to when obtaining goods and services.

**Supplies & Equipment** (Section 3.04.050)- For supplies and equipment, purchases of \$100,000.00 and under may be made at the discretion of the Executive Director on the open market with the solicitation of at least three (3) written proposals. 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 21.

Pursuant to Section 3.04.040 of the City's 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.

### **BPO Vendor List for FY 21**

The BPO Vendor List for FY 21, attached as Exhibit A, includes all vendors with whom IPHMA regularly conducts business with. The BPO amounts are estimated amounts based on historical spending levels; all BPO amounts are in line with the FY 21 Adopted Budget.

BPOs will also be utilized for all 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 \$110,000.00. This has been accounted for and included in the FY 21 Adopted Budget.

### **RECOMMENDED ACTION:**

Staff recommends the Board adopt Resolution No. IPHMA-2020-04, approving the BPO Vendor List for vendors totaling \$10,000.00 and over for FY 21.

Attachments:

1. Resolution No. IPHMA 2020-04-Resolution Approving the FY 20-21 Blanket Purchase Orders for Vendors Totaling \$10,000 and Over.
2. Exhibit A – FY 21 Blanket Purchase Order Vendor List

**RESOLUTION NO. IPHMA 2020-04**

**RESOLUTION OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE  
ORDERS FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY  
2020-2021**

**WHEREAS**, in FY 2016-17 (“FY 17”), the Financial Services Department (“Finance Department”) 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 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, the Finance Department 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 30, 2020, the IPHMA approved and adopted its budget for FY 2020-21 (“FY 21”); and

**WHEREAS**, the FY 20 BPO Vendor List was developed in accordance with the City of Industry’s Municipal Code (“IMC”) (which applies to the IPHMA) as it pertains to purchasing (IMC Section 3.04) and Bidding Procedures (IMC Section 3.52); and

**WHEREAS**, the FY 21 BPO Vendor List was also developed in accordance with the FY 21 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 IPHMA Board of Directors hereby approves the list of Blanket Purchase Orders (“BPOs”), attached hereto as Exhibit A, and incorporated herein by reference, for all vendors that total \$10,000.00 and over for FY 2020-21.

**Section 3.** The IPHMA Board of Directors authorizes the Executive Director, and/or his designee, 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 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 special meeting held on June 30, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

---

Raheleh Gorginfar, Chair

**ATTEST:**

---

Julie Gutierrez-Robles, Secretary

Industry Property and Housing Management Authority  
Blanket Purchase Order Vendor List for FY 2020-21 ("FY 21")  
Exhibit A  
Vendors Totaling \$10,000 and Over

Item #	Vendor Name	FY 21 Proposed Amount	Primary Purpose
1	Bryan Press	10,000	Office Supplies - City Letterhead, Envelopes, & Business Cards
2	County Estate Fence Co. Inc.	10,000	Supplies-Vinyl fencing
3	Ferguson	10,000	Supplies-plumbing supply house
4	Grainger	10,000	Supplies-General building materials
5	Home Depot	20,000	Property Maintenance Supplies
6	Locks Plus	10,000	Supplies-Key, locks and materials only
7	Lowe's	20,000	Property Maintenance Supplies
8	Merritt's Ace Hardware	10,000	Property Maintenance Supplies
9	Resource Building Materials	10,000	Facility Materials and Supplies
<b>Grand Totals</b>		<b>\$ 110,000.00</b>	