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## City of Industry Property and Housing Management Authority



REGULAR MEETING AGENDA  
DECEMBER 9, 2020  
10:30 a.m.

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

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

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**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: 838 998 17#. 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 Monday, December 7, 2020, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.**

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- **Agenda Items:** Members of the public may address the Industry Property and Housing Management 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.
  - **Public Comments (Non-Agenda Items Only):** Anyone wishing to address the Industry Property and Housing Management 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.

### **Agendas and other writings:**

- In compliance with Government Code Section 54957.5(b), 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 of the City Council during regular business hours, Monday through Thursday, 8:00 a.m. to 5:00 p.m., Fridays 8:00 a.m. to 4:00 p.m. City Hall doors open to the public Monday through Friday 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 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. **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 October 7, 2020 and November 11, 2020

*RECOMMENDED ACTION: Ratify the Register of Demands.*

- 5.2 Consideration of the Register of Demands for December 9, 2020

*RECOMMENDED ACTION: Approve the Register of Demands for December 9, 2020.*

- 5.3 Consideration of the minutes of the September 9, 2020 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

6. **BOARD MATTERS**

- 6.1 Consideration of Industry Property and Housing Management Authority Rental Application Process

*RECOMMENDED ACTION: Continue to January 13, 2021 IPHMA regular meeting.*

6.2 Consideration of Maintenance and Repair of Existing Rental Units

*RECOMMENDED ACTION:* 1) Schedule Property Inspections with Tenants and Professional Home Inspection Service to identify needed maintenance and repair items; 2) During inspection, ask Tenant to submit list of any other requested items (e.g. paint, flooring, window blinds, other cosmetic items) for IPHMA consideration; 3) Obtain cost estimates for each existing rental unit, including requested items from Tenant; 4) Determine if maintenance and/or repair to any particular rental units are substantial enough that temporary re-location is necessary; 5) If temporary re-location is necessary, then the cost of maintaining and repairing items in the closest vacant unit from their current residence; 6) Submit report to IPHMA for authorization to proceed.

6.3 Consideration of an appointment of a Chairperson and Vice Chairperson

*RECOMMENDED ACTION:* Consider nominations and make appointments.

7. **EXECUTIVE DIRECTOR COMMENTS:**

8. Adjournment. Next regular meeting: Wednesday, January 13, 2021 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 October 7, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	13,436.46

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	13,436.46

APPROVED PER CITY MANAGER

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**Industry Property and Housing Management Authority  
Board Meeting  
October 7, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
21635	09/16/2020		SO CALIFORNIA EDISON COMPANY	\$42.31
	Invoice	Date	Description	Amount
	2021-00000433	09/03/2020	08/04-09/02/20 SVC - 15652 NELSON AVE	\$28.40
	2021-00000434	09/03/2020	08/04-09/02/20 SVC - 15722 NELSON AVE	\$13.91
21636	09/16/2020		SOCALGAS	\$48.02
	Invoice	Date	Description	Amount
	2021-00000435	09/03/2020	08/03-08/31/20 SVC - 15722 NELSON AVE	\$4.60
	2021-00000436	09/02/2020	07/31-08/31/20 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$43.42
21637	09/16/2020		WALNUT VALLEY WATER DISTRICT	\$20.67
	Invoice	Date	Description	Amount
	3775176	09/09/2020	08/04-09/01/20 SVC - 20137 WALNUT DR	\$20.67
21638	09/23/2020		SO CALIFORNIA EDISON COMPANY	\$15.67
	Invoice	Date	Description	Amount
	2021-00000473	09/15/2020	08/13-09/14/20 SVC - 20137 E WALNUT DR S	\$15.67
21639	09/30/2020		INDUSTRY PUBLIC UTILITY COMMISSI	\$28.93
	Invoice	Date	Description	Amount
	2021-00000477	09/16/2020	08/10-09/10/20 SVC - 16229 TEMPLE AVE	\$6.92
	2021-00000478	09/21/2020	08/10-09/10/20 SVC - 16218 TEMPLE AVE	\$22.01
21640	10/07/2020		ABORTA-BUG PEST CONTROL	\$1,725.00
	Invoice	Date	Description	Amount
	16667	09/07/2020	SEPTEMBER 2020 PEST SVC @ \$75 PER HOUSE	\$1,575.00

**Industry Property and Housing Management Authority  
Board Meeting  
October 7, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
16733	09/10/2020		RODENT CHECK - 17217 CHESTNUT ST	\$75.00
16784	09/16/2020		RODENT CHECK - 16224 TEMPLE AVE	\$75.00
<b>21641</b>	10/07/2020		<b>CNC ENGINEERING</b>	<b>\$7,680.00</b>
Invoice	Date	Description	Amount	
501539	09/24/2020	INSPECTIONS FOR LEAKS - BUNKHOUSE	\$262.50	
501540	09/24/2020	FOLLOW-UP/COORDINATION FOR IRRIGATION ISSUES	\$300.00	
501541	09/24/2020	MISC. MAINTENANCE COORDINATION - 16200 TEMPLE	\$987.50	
501542	09/24/2020	ELECTRICAL REPAIR COORDINATION - 16220 TEMPLE	\$300.00	
501543	09/24/2020	MAINTENANCE TO WATER SYSTEM - 16200 TEMPLE AVE	\$962.50	
501544	09/24/2020	PEST CONTROL COORDINATION - 17217 CHESTNUT ST	\$1,205.00	
501545	09/24/2020	MISC MAINTENANCE - 15730 NELSON AVE	\$400.00	
501546	09/24/2020	SECURITY INQUIRY & CORRESPONDENCE - 16200 TEMPLE	\$100.00	
501547	09/24/2020	APPLIANCE DELIVERY & INSTALLATION - 17229 CHESTNUT	\$200.00	
501548	09/24/2020	HVAC & SCREEN DOOR REPAIRS - 16238 TEMPLE AVE	\$400.00	
501549	09/24/2020	SCREEN DOOR & OTHER VARIOUS REPAIRS - 16224 TEMPLE	\$962.50	
501550	09/24/2020	MISC MAINTENANCE & REPAIRS - VARIOUS HOUSES	\$1,600.00	
<b>21642</b>	10/07/2020		<b>HOME DEPOT CREDIT SERVICES</b>	<b>\$810.25</b>
Invoice	Date	Description	Amount	
9107934	08/26/2020	NEW AWNING - 16224 TEMPLE AVE	\$810.25	
<b>21643</b>	10/07/2020		<b>LOWE'S/SYNCHRONY BANK</b>	<b>\$1,839.13</b>
Invoice	Date	Description	Amount	
996675	07/31/2020	REFRIGERATOR - 15730 NELSON AVE	\$1,839.13	

**Industry Property and Housing Management Authority  
Board Meeting  
October 7, 2020**

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

21644	10/07/2020			
	Invoice	Date	Description	Amount
	04-1459201	09/17/2020	GATE REPAIRS - 17217 & 17229 CHESTNUT ST	\$1,226.48

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Checks	Status	Count	Transaction Amount
	Total	10	\$13,436.46



**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**AUTHORIZATION FOR PAYMENT OF BILLS**

Board Meeting November 11, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	96,836.60

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	96,836.60

**APPROVED PER CITY MANAGER**

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**Industry Property and Housing Management Authority**  
**Voided Checks**  
**November 11, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
21618	08/12/2020	10/14/2020	KLINE'S PLUMBING, INC.	(\$1,215.00)
			VOIDED - CK NEVER RECEIVED	
	Invoice	Date	Description	Amount
	11509	07/27/2020	PLUMBING REPAIRS - 16224 TEMPLE AVE	(\$375.00)
	11510	07/27/2020	LEAK REPAIRS - 16000 TEMPLE AVE CONDO C	(\$840.00)

Checks	Status	Count	Transaction Amount
	Total	1	(\$1,215.00)

**Industry Property and Housing Management Authority  
Board Meeting  
November 11, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21645</b>	10/07/2020		<b>ROWLAND WATER DISTRICT</b>	<b>\$433.09</b>
	Invoice	Date	Description	Amount
	2021-00000541	09/23/2020	08/18-09/14/20 SVC - 17229 CHESTNUT ST	\$82.30
	2021-00000542	09/23/2020	08/18-09/14/20 SVC - 17217 CHESTNUT ST	\$105.47
	2021-00000543	09/23/2020	08/18-09/14/20 SVC - 17217 & 17229 CHESTNUT - IRR	\$245.32
<b>21646</b>	10/14/2020		<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$48.11</b>
	Invoice	Date	Description	Amount
	2021-00000598	10/06/2020	09/02-10/05/20 SVC - 15652 NELSON AVE	\$32.20
	2021-00000599	10/06/2020	09/02-10/05/20 SVC - 15722 NELSON AVE	\$15.91
<b>21647</b>	10/14/2020		<b>SOCALGAS</b>	<b>\$48.51</b>
	Invoice	Date	Description	Amount
	2021-00000600	10/05/2020	08/31-10/01/20 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$42.12
	2021-00000601	10/06/2020	08/31-10/02/20 SVC - 15722 NELSON AVE	\$6.39
<b>21648</b>	10/14/2020		<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$422.02</b>
	Invoice	Date	Description	Amount
	VALLEY BLVD-20	10/01/2020	ASSESSMENT/SPECIAL TAX FY 20/21 - VALLEY BLVD	\$135.20
	WALNUT DR-20	10/01/2020	ASSESSMENT/SPECIAL TAX FY 20/21 - WALNUT DR	\$286.82
<b>21649</b>	10/14/2020		<b>KLINE'S PLUMBING, INC.</b>	<b>\$1,215.00</b>
	Invoice	Date	Description	Amount
	11509	07/27/2020	PLUMBING REPAIRS - 16224 TEMPLE AVE	\$375.00
	11510	07/27/2020	LEAK REPAIRS - 16000 TEMPLE AVE CONDO C	\$840.00
<b>21650</b>	10/21/2020		<b>L A COUNTY TAX COLLECTOR</b>	<b>\$40,090.77</b>

**Industry Property and Housing Management Authority  
Board Meeting  
November 11, 2020**

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

Invoice	Date	Description	Amount
8940 149 061 20	10/01/2020	PROP TAX FY 20/21 - 17217 CHESTNUT ST	\$2,355.61
8940 149 062 20	10/01/2020	PROP TAX FY 20/21 - 16224 TEMPLE AVE	\$1,539.03
8940 149 063 20	10/01/2020	PROP TAX FY 20/21 - 16212 TEMPLE AVE	\$2,117.27
8940 149 068 20	10/01/2020	PROP TAX FY 20/21 - 16000 TEMPLE AVE CONDO C	\$2,021.48
8940 149 020 20	10/01/2020	PROP TAX FY 20/21 - 16238 TEMPLE AVE	\$2,056.05
8940 149 029 20	10/01/2020	PROP TAX FY 20/21 - 16227 TEMPLE AVE	\$1,686.58
8940 149 031 20	10/01/2020	PROP TAX FY 20/21 - 14063 PROCTOR AVE	\$2,351.97
8940 149 035 20	10/01/2020	PROP TAX FY 20/21 - 16242 TEMPLE AVE	\$1,870.22
8940 149 038 20	10/01/2020	PROP TAX FY 20/21 - 15714 NELSON AVE	\$1,748.07
8940 149 042 20	10/01/2020	PROP TAX FY 20/21 - 16000 TEMPLE AVE CONDO A	\$2,022.84
8940 149 045 20	10/01/2020	PROP TAX FY 20/21 - 16000 TEMPLE AVE CONDO B	\$2,542.33
8940 149 046 20	10/01/2020	PROP TAX FY 20/21 - 17229 CHESTNUT ST	\$1,776.68
8940 149 051 20	10/01/2020	PROP TAX FY 20/21 - 15702 NELSON AVE	\$3,877.21
8940 149 054 20	10/01/2020	PROP TAX FY 20/21 - 15730 NELSON AVE	\$2,091.79
8940 149 056 20	10/01/2020	PROP TAX FY 20/21 - 16220 TEMPLE AVE	\$1,926.21
8940 149 057 20	10/01/2020	PROP TAX FY 20/21 - 15736 NELSON AVE	\$1,784.57
8940 149 058 20	10/01/2020	PROP TAX FY 20/21 - 16000 TEMPLE AVE CONDO D	\$2,071.64
8940 149 059 20	10/01/2020	PROP TAX FY 20/21 - 16217 TEMPLE AVE	\$2,071.58
8940 149 060 20	10/01/2020	PROP TAX FY 20/21 - 16229 TEMPLE AVE	\$2,179.64
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<b>21651</b>	10/21/2020	10/31/2020	<b>\$14.78</b>
	Invoice	Date	Amount
	2021-00000622	10/15/2020	\$14.78
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<b>21652</b>	10/21/2020	10/31/2020	<b>\$20.67</b>
	Invoice	Date	Amount

**Industry Property and Housing Management Authority  
Board Meeting  
November 11, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	3802707	10/07/2020	09/02-10/01/20 SVC - 20137 WALNUT DR	\$20.67
<b>21653</b>	10/28/2020		<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$95.96</b>
	Invoice	Date	Description	Amount
	2021-00000661	10/15/2020	09/10-10/10/20 SVC - 16218 TEMPLE AVE	\$34.72
	2021-00000662	10/15/2020	09/10-10/10/20 SVC - 16229 TEMPLE AVE	\$61.24
<b>21654</b>	11/11/2020		<b>ABORTA-BUG PEST CONTROL</b>	<b>\$3,825.00</b>
	Invoice	Date	Description	Amount
	16968	10/05/2020	OCTOBER 2020 PEST SVC @ \$75 PER HOUSE	\$1,575.00
	17077	10/06/2020	RODENT CHECK - 17217 CHESTNUT ST	\$75.00
	17105	10/19/2020	RODENT CHECK - TEMPLE AVE CONDOS	\$75.00
	16490	08/13/2020	RODENT TRAP INSTALLATION - 14063 PROCTOR AVE	\$450.00
	17224	11/02/2020	NOVEMBER 2020 PEST SVC @ \$75 PER HOUSE	\$1,575.00
	17293	11/03/2020	RODENT SVC - 17217 CHESTNUT ST	\$75.00
<b>21655</b>	11/11/2020		<b>CNC ENGINEERING</b>	<b>\$6,457.50</b>
	Invoice	Date	Description	Amount
	501888	10/29/2020	MISC MAINTENANCE & REPAIRS - VARIOUS HOUSES	\$2,705.00
	501889	10/29/2020	APPLIANCE REPLACEMENT COORDINATION - 16200 TE	\$900.00
	501890	10/29/2020	APPLIANCE REPAIR COORDINATION - 17217 CHESTNU	\$800.00
	501891	10/29/2020	HVAC REPAIR COORDINATION - 16242 TEMPLE AVE	\$600.00
	501895	10/29/2020	RESOLVE SECURITY CONCERNS - 15722 NELSON AVE	\$200.00
	501892	10/29/2020	PLUMBING REPAIR COORDINATION - 15730 NELSON A'	\$500.00
	501893	10/29/2020	PLUMBING REPAIR COORDINATION - 15702 NELSON A'	\$452.50
	501894	10/29/2020	ELECTRICAL REPAIR COORDINATION - 15714 NELSON	\$300.00

**Industry Property and Housing Management Authority  
Board Meeting  
November 11, 2020**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
21656	11/11/2020	<b>INDUSTRY PUBLIC UTILITIES</b>		\$1,669.69
	Invoice	Date	Description	Amount
		2021-00000738	11/01/2020 08/18-10/19/20 SVC - HANDORF LOOP-IRRIGATION	\$46.20
		2021-00000739	11/01/2020 08/18-10/19/20 SVC - HANDORF LOOP-IRRIGATION-BOC	\$61.56
		2021-00000740	11/01/2020 08/18-10/19/20 SVC - 16200 TEMPLE AVE CONDOS C & I	\$159.66
		2021-00000741	11/01/2020 08/18-10/19/20 SVC - 16200 TEMPLE AVE CONDOS A & E	\$197.46
		2021-00000742	11/01/2020 08/18-10/19/20 SVC - 16212 TEMPLE AVE	\$201.48
		2021-00000743	11/01/2020 08/18-10/19/20 SVC - 16227 TEMPLE AVE	\$72.06
		2021-00000744	11/01/2020 08/18-10/19/20 SVC - 16229 TEMPLE AVE	\$61.56
		2021-00000745	11/01/2020 08/18-10/19/20 SVC - 16217 TEMPLE AVE	\$84.66
		2021-00000746	11/01/2020 08/18-10/19/20 SVC - 16218 TEMPLE AVE	\$67.86
		2021-00000747	11/01/2020 08/18-10/19/20 SVC - 16220 TEMPLE AVE	\$84.66
		2021-00000748	11/01/2020 08/18-10/19/20 SVC - 16224 TEMPLE AVE	\$84.92
		2021-00000749	11/01/2020 08/18-10/19/20 SVC - 16242 TEMPLE AVE	\$91.22
		2021-00000750	11/01/2020 08/18-10/19/20 SVC - 16238 TEMPLE AVE	\$74.42
		2021-00000751	11/01/2020 08/18-10/19/20 SVC - 14063 PROCTOR AVE	\$251.46
		2021-00000752	11/01/2020 08/18-10/19/20 SVC - BUNKHOUSE	\$130.51
21657	11/11/2020	<b>IPHMA - PAYROLL ACCOUNT</b>		\$2,500.00
	Invoice	Date	Description	Amount
		NOV-20	10/29/2020 REPLENISH PAYROLL ACCOUNT FOR NOVEMBER 2020	\$2,500.00
21658	11/11/2020	<b>JANUS PEST MANAGEMENT</b>		\$1,198.00
	Invoice	Date	Description	Amount
		228283	09/25/2020 RODENT SVC - 17217 CHESTNUT ST	\$225.00
		228187	09/18/2020 PEST SVC - 17217 CHESTNUT ST	\$48.00
		228186	09/04/2020 PEST SVC - 17217 CHESTNUT ST	\$48.00

**Industry Property and Housing Management Authority  
Board Meeting  
November 11, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	230395	09/18/2020	RODENT SVC - 17217 CHESTNUT ST	\$96.00
	230394	09/04/2020	RODENT SVC - 17217 CHESTNUT ST	\$96.00
	230393	09/08/2020	RODENT SVC - 17217 CHESTNUT ST	\$500.00
	230392	09/04/2020	INITIAL SETUP FOR RODENT SVC - 17217 CHESTNUT S	\$185.00
<b>21659</b>	11/11/2020		<b>KLINE'S PLUMBING, INC.</b>	<b>\$175.00</b>
	Invoice	Date	Description	Amount
	11593	09/30/2020	PLUMBING SVC - 15702 NELSON AVE	\$175.00
<b>21660</b>	11/11/2020		<b>LA PUENTE VALLEY COUNTY WATER</b>	<b>\$1,494.12</b>
	Invoice	Date	Description	Amount
	2021-00000773	11/01/2020	08/18-10/19/20 SVC - 15736 NELSON AVE	\$162.89
	2021-00000774	11/01/2020	08/18-10/19/20 SVC - 15730 NELSON AVE	\$233.07
	2021-00000775	11/01/2020	08/18-10/19/20 SVC - 15722 NELSON AVE	\$245.83
	2021-00000776	11/01/2020	08/18-10/19/20 SVC - 15714 NELSON AVE	\$344.72
	2021-00000777	11/01/2020	08/18-10/19/20 SVC - 15702 NELSON AVE	\$252.21
	2021-00000778	11/01/2020	08/18-10/19/20 SVC - 15652 NELSON AVE	\$255.40
<b>21661</b>	11/11/2020		<b>ROWLAND WATER DISTRICT</b>	<b>\$446.33</b>
	Invoice	Date	Description	Amount
	2021-00000779	10/28/2020	09/14-10/13/20 SVC - 17229 CHESTNUT ST	\$69.06
	2021-00000780	10/28/2020	09/14-10/13/20 SVC - 17217 CHESTNUT ST	\$135.26
	2021-00000781	10/28/2020	09/14-10/13/20 SVC - 17217 & 17229 CHESTNUT - IRR	\$242.01
<b>21662</b>	11/11/2020		<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$33,388.59</b>
	Invoice	Date	Description	Amount
	0920EHNHCS	09/30/2020	SEPTEMBER 2020 LANDSCAPE MAINTENANCE	\$20,287.91

**Industry Property and Housing Management Authority  
Board Meeting  
November 11, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	1020EHNHCS	10/30/2020	OCTOBER 2020 LANDSCAPE MAINTENANCE	\$13,100.68
<b>21663</b>	11/11/2020		<b>SURETECK, INC.</b>	<b>\$1,626.06</b>
	Invoice	Date	Description	Amount
	05-2020-99	10/30/2020	MAY 2020 ON-CALL MAINTENANCE SVC - VARIOUS HOI	\$1,626.06
<b>21664</b>	11/11/2020		<b>VORTEX INDUSTRIES, INC.</b>	<b>\$2,882.40</b>
	Invoice	Date	Description	Amount
	04-1463553	10/29/2020	GATE REPAIRS - 17217 & 17229 CHESTNUT ST	\$2,882.40

Checks	Status	Count	Transaction Amount
	Total	20	\$98,051.60



*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

**AUTHORIZATION FOR PAYMENT OF BILLS**

Board Meeting December 9, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	48,750.24

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	48,750.24

**APPROVED PER CITY MANAGER**

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**Industry Property and Housing Management Authority  
Board Meeting  
December 9, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21665</b>	11/12/2020		<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$28.09</b>
	Invoice	Date	Description	Amount
	2021-00000808	11/04/2020	10/05-11/03/20 SVC - 15652 NELSON AVE	\$28.09
<b>21666</b>	11/12/2020		<b>SOCALGAS</b>	<b>\$45.07</b>
	Invoice	Date	Description	Amount
	2021-00000809	11/04/2020	10/01-11/02/20 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$45.07
<b>21667</b>	11/18/2020		<b>SOCALGAS</b>	<b>\$6.42</b>
	Invoice	Date	Description	Amount
	2021-00000837	11/05/2020	10/02-11/03/20 SVC - 15722 NELSON AVE	\$6.42
<b>21668</b>	11/18/2020		<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$20.67</b>
	Invoice	Date	Description	Amount
	3830266	11/10/2020	10/02-11/02/20 SVC - 20137 WALNUT DR	\$20.67
<b>21669</b>	11/24/2020		<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$93.92</b>
	Invoice	Date	Description	Amount
	2021-00000872	11/16/2020	10/10-11/10/20 SVC - 16218 E TEMPLE AVE	\$7.94
	2021-00000873	11/16/2020	10/10-11/10/20 SVC - 16229 E TEMPLE AVE	\$85.98
<b>21670</b>	11/24/2020		<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$14.88</b>
	Invoice	Date	Description	Amount
	2021-00000874	11/14/2020	10/14-11/13/20 SVC - 20137 E WALNUT DR S	\$14.88
<b>21671</b>	12/02/2020		<b>ROWLAND WATER DISTRICT</b>	<b>\$462.88</b>
	Invoice	Date	Description	Amount

**Industry Property and Housing Management Authority  
Board Meeting  
December 9, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	2021-00000905	11/25/2020	10/13-11/13/20 SVC - 17217 & 17229 CHESTNUT - IRR	\$255.25
	2021-00000906	11/25/2020	10/13-11/13/20 SVC - 17229 CHESTNUT ST	\$72.37
	2021-00000907	11/25/2020	10/13-11/13/20 SVC - 17217 CHESTNUT ST	\$135.26
<b>21672</b>	12/02/2020		<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$13.61</b>
	Invoice	Date	Description	Amount
	2021-00000908	11/04/2020	10/05-11/03/20 SVC - 15722 NELSON AVE	\$13.61
<b>21673</b>	12/09/2020		<b>CNC ENGINEERING</b>	<b>\$4,230.00</b>
	Invoice	Date	Description	Amount
	502054	11/25/2020	COORDINATION FOR PLUMBING REPAIRS - 16227 TEM	\$400.00
	502055	11/25/2020	COORDINATION TO CLEAR PLUMBING STOPPAGE - 16:	\$200.00
	502056	11/25/2020	COORDINATION FOR WINDOW REPAIRS - 16200 TEMPI	\$100.00
	502057	11/25/2020	COORDINATION FOR DOOR & WINDOW REPAIRS - 172	\$500.00
	502058	11/25/2020	COORDINATION FOR RESTROOM REPAIRS - 16224 TEM	\$400.00
	502059	11/25/2020	COORDINATION WITH CITY STAFF FOR MAINT & REPA	\$1,477.50
	502060	11/25/2020	COORDINATION TO CLEAR PLUMBING STOPPAGE - 16:	\$100.00
	502061	11/25/2020	COORDINATION FOR PEST CONTROL - 17217 CHESTNI	\$200.00
	502062	11/25/2020	COORDINATION FOR HVAC REPAIRS - 16242 TEMPLE /	\$152.50
	502063	11/25/2020	COORDINATION FOR LIGHTING REPAIRS - 15730 NELS	\$100.00
	502064	11/25/2020	ELECTRICAL & WATER SYSTEM REPAIRS - 15714 NELS	\$600.00
<b>21674</b>	12/09/2020		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$4,000.00</b>
	Invoice	Date	Description	Amount
	DEC-20	11/23/2020	REPLENISH PAYROLL ACCOUNT FOR DECEMBER 2020	\$4,000.00
<b>21675</b>	12/09/2020		<b>JANUS PEST MANAGEMENT</b>	<b>\$192.00</b>

**Industry Property and Housing Management Authority  
Board Meeting  
December 9, 2020**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	Invoice	Date	Description	Amount
	230400	10/02/2020	PEST SVC - 17217 CHESTNUT ST	\$96.00
	230401	10/16/2020	PEST SVC - 17217 CHESTNUT ST	\$96.00
<b>21676</b>	12/09/2020		<b>KLINE'S PLUMBING, INC.</b>	<b>\$175.00</b>
	Invoice	Date	Description	Amount
	11640	11/11/2020	CLEAR CLOGGED LINES - 16212 TEMPLE AVE	\$175.00
<b>21677</b>	12/09/2020		<b>LOWE'S/SYNCHRONY BANK</b>	<b>\$2,280.74</b>
	Invoice	Date	Description	Amount
	972401-FTPYVZ	10/01/2020	NEW WASHER & DRYER - 16000 TEMPLE AVE UNIT B	\$2,280.74
<b>21678</b>	12/09/2020		<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$28,269.96</b>
	Invoice	Date	Description	Amount
	1120EC	11/30/2020	NOVEMBER 2020 LANDSCAPE MAINTENANCE	\$28,269.96
<b>21679</b>	12/09/2020		<b>STEINKE ELECTRIC, KIRK</b>	<b>\$8,217.00</b>
	Invoice	Date	Description	Amount
	296	11/09/2020	MOTION LIGHT UPGRADE - 16212 TEMPLE AVE	\$4,374.00
	297	11/09/2020	MOTION LIGHT UPGRADE - 15714 NELSON AVE	\$2,221.00
	299	11/09/2020	MOTION LIGHT UPGRADE - 15722 NELSON AVE	\$1,173.00
	298	11/09/2020	MOTION LIGHT UPGRADE - 15730 NELSON AVE	\$449.00
<b>21680</b>	12/09/2020		<b>TEMP AIR SYSTEM INC.</b>	<b>\$700.00</b>
	Invoice	Date	Description	Amount
	800008	10/02/2020	REPAIR A/C UNIT - 16242 TEMPLE AVE	\$700.00

**Industry Property and Housing Management Authority  
Board Meeting  
December 9, 2020**

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

Checks	Status	Count	Transaction Amount
Total		16	\$48,750.24

*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 9, 2020  
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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 Chair Raheleh Gorginfar at 10:30 a.m., telephonically using Conference Call Number, 657-204-3264, Conference ID: 995 842 668#.

**FLAG SALUTE**

The flag salute was led by Chair Raheleh Gorginfar.

**ROLL CALL**

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

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; Josh Nelson, Director of Public Works/City Engineer/Assistant City Manager; James M. Casso, General Counsel; Julie Robles, Secretary; and Lynn Thompson, Administrative Technician III.

**PUBLIC COMMENTS**

There were none.

**CONSENT CALENDAR**

**5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JULY 8, 2020 AND AUGUST 12, 2020**

*RECOMMENDED ACTION:* *Ratify the Register of Demands.*

**5.2 CONSIDERATION OF THE REGISTER OF DEMANDS FOR SEPTEMBER 9, 2020**

*RECOMMENDED ACTION:* *Approve the Register of Demands for September 9, 2020.*



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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
SEPTEMBER 9, 2020  
PAGE 2

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**5.3 CONSIDERATION OF THE MINUTES OF THE JUNE 30, 2020 SPECIAL MEETING**

*RECOMMENDED ACTION:* *Approve as submitted.*

**5.4 CONSIDERATION OF THE STATEMENT OF INVESTMENT POLICY**

*RECOMMENDED ACTION:* *Approve as submitted.*

MOTION BY BOARD MEMBER SEAL, AND SECOND BY BOARD MEMBER CALVO TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

**EXECUTIVE DIRECTOR COMMENTS:**

City Manager Troy Helling mentioned that Assistant City Manager Bing Hyun is currently working on an item regarding housing that will be on the October agenda.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:33 a.m.

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Raheleh Gorginfar  
Chair

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Julie Robles  
Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.1



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

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

**FROM:** Troy Helling, Executive Director

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

**DATE:** December 9, 2020

**SUBJECT:** Consideration of Industry Property and Housing Management Authority Rental Application Process

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### **Discussion:**

The purpose of this agenda item is to initiate discussion of the rental application process for future vacancies. Since there are options that the Industry Property and Housing Management Authority (IPHMA) may consider, the intentions are to review the process, along with the options, then give additional time for the IPHMA to consider the information. Staff recommends having the Rental Application Process scheduled for consideration and adoption at a future IPHMA meeting.

For reference, the following are recommendations from the Draft 2018 State Controller Report:

- Establish a clear objective and strategic plan for the IPHMA, to align with its operating activities
- Establish formal policies and procedures for the application process
- Advertise vacancies to create a fair opportunity to receive rental applications
- Develop a methodology to determine the rental value for rental properties

Exhibit A outlines steps in the IPHMA rental application process. Some steps have listed options for IPHMA consideration.

### **Fiscal Impact:**

No fiscal impact at this time.

### **Recommendation:**

- 1.) Continue to January 13, 2021 IPHMA regular meeting.

**Exhibit:**

A. Draft IPHMA Rental Application Process

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TH/BH:yp

**EXHIBIT A**

IPHMA Rental Application Process

[Attached]

## EXHIBIT A

### 1. STATEMENT OF OBJECTIVE - OPTIONS

- a. To provide decent, safe, and sanitary housing; or
- b. To provide decent, safe, and sanitary housing in support of the City's guiding vision of the General Plan to "Be an employment base and commercial and business hub for the San Gabriel Valley and Los Angeles metropolitan area"; or
- c. Defer until Housing Element is adopted, to allow City Council to further define comprehensive housing vision.

### 2. ADVERTISEMENT - OPTIONS

- a. Post vacancy on City website for ten (10) days, or until ten (10) applications received, whichever comes first; and/or
- b. Post at Public Locations

### 3. APPLICATION

- a. California Apartment Association application template is recommended.

### 4. ELIGIBILITY

- a. Staff will review applications, only to verify accuracy/conduct basic background check (e.g. obtain credit report, criminal history, verify employment/income) and disqualify any applications that would result in overcrowding (maximum of two persons per bedroom).

### 5. SELECTION PROCESS - OPTIONS

- a. *Executive Director* - final recommendation to be transmitted for full Board approval; or
- b. *IPHMA Ad Hoc Committee* – IPHMA Chair designates or Board votes on nominations to form Tenant/Rental Application Ad Hoc Committee, composed of two (2) IPHMA boardmembers. Ad Hoc Committee will review applications and select tenant. IPHMA Ad Hoc Committee final recommendation to be transmitted for full Board approval; or
- c. *IPHMA Board* – All applications submitted for consideration at open meeting; or
- d. *Scoring System* – Applications will be scored and prioritized based on certain information provided in the application (e.g. income, occupation, household size, etc.).

### 6. RENT AMOUNT – OPTIONS

- a. *Rent, as determined by appraisal* – seeks highest rental income; or
- b. *Lower of the following: Rent, as determined by appraisal, or 30% of household income (to ensure household is not overpaying for housing)* – seeks highest rent value affordable to selected tenant; or
- c. *Same as similar/adjacent unit* – establishes same rent amount for similar units.

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.2



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

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

**FROM:** Troy Helling, Executive Director

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

**DATE:** December 9, 2020

**SUBJECT:** Maintenance and Repair of Existing Rental Units

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### Discussion:

Based upon calls for service and general inspection of the rental units by City staff and contractors, substantial maintenance and repairs are needed to the existing occupied rental units. Examples may include:

- Plumbing (e.g. leaks/dripping, slow drainage/potential sewer issues, low water pressure, valves need servicing, loose fixtures and handles, corroded shutoff valves)
- Electrical (e.g. double tapped/lugged breakers, outlets without power, GFCI replacement, exposed wiring)
- Air conditioner/heater (e.g. nonresponsive thermostat, inoperable, ducting air leaks, bent ductwork, weak air flow, compressor not cooling properly, filter replacement, refrigerant line insulation, vent height needs to be extended)
- Appliances (e.g. dishwasher discharge, vent covers to prevent rodent entry)
- Water heater (e.g. strapping, venting, rust/corrosion, overflow line sloping)
- Staining/blistering in walls and ceilings (e.g. indicative of potential moisture from leaks)
- General Interior (e.g. moisture on interior wood members/foundation walls, loose stair handrails, light fixtures need to be re-secured/replaced, loose exhaust vents, closet door guides missing)
- General Exterior (e.g. deteriorated siding, window sealing, roof abrasion from tree branches, dented doors, deteriorated eaves/fascia, patio/porch reinforcement, ponding on roof, weathered/cracked roofing mastic)
- Termite infestation
- Paint, carpeting/flooring, window coverings, and other cosmetic conditions were not evaluated and additional work may be advisable.

It should be noted that inspections have not been conducted on all occupied units. The aforementioned conditions were identified during an evaluation by a professional



inspection company of the vacant units, as well as some of the occupied units upon request by the tenant during execution of the new rental agreements. Due to substantial deferred maintenance, the list is indicative of conditions that are anticipated in other occupied rental units. Addressing the deferred maintenance issues is important to maintaining an appropriate condition for the tenants, as well as preserving the housing stock and preventing greater or more costly damage.

For the above stated reasons, staff recommends that maintenance and repair of the existing rental units be a priority.

**Fiscal Impact:**

Cost of inspection is estimated at \$500-700 per unit for 24 units, for a total of approximately \$16,800. Actual cost for maintenance and repairs will be estimated after the inspection reports are evaluated and requests from Tenants for other maintenance and/or repairs are obtained.

**Recommendation:**

That the IPHMA direct staff to:

- 1.) Schedule Property Inspections with Tenants and Professional Home Inspection Service to identify needed maintenance and repair items; and
  - 2.) During inspection, ask Tenant to submit list of any other requested items (e.g. paint, flooring, window blinds, other cosmetic items) for IPHMA consideration; and
  - 3.) Obtain cost estimates for each existing rental unit, including requested items from Tenant; and
  - 4.) Determine if maintenance and/or repair to any particular rental units are substantial enough that temporary re-location is necessary; and
  - 5.) If temporary re-location is necessary, then the cost of maintaining and repairing items in the closest vacant unit from their current residence; and
  - 6.) Submit report to IPHMA for authorization to proceed.
-