
CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 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 10:32 a.m., telephonically using Conference Call Number, 657-204-3264, Conference ID: 838 998 17#.

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 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 September 9, 2020.*

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**5.3 CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 9, 2020
REGULAR MEETING**

RECOMMENDED ACTION: *Approve as submitted.*

MOTION BY VICE CHAIR COOK, AND SECOND BY BOARD MEMBER EMMONS 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

BOARD MATTERS

Assistant City Manager Bing Hyun asked the Council to proceed with item 6.2 before item 6.1, of which the Council agreed.

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 unity, 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.*

Assistant City Manager Bing Hyun provided a staff report and reviewed each recommendation.

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Conversation ensued and it was agreed upon to make two changes; Item 4. To include the verbiage of “on a case by case basis” and Item 5. Replace “closest vacant unit” to “available property”.

MOTION BY CHAIR GORGINFAR, AND SECOND BY BOARD MEMBER COOK TO AGREE TO THE SIX RECOMMENDATIONS LISTED ABOVE WITH THE CHANGES MENTIONED TO ITEM 4. AND ITEM 5. 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

Board Member Tim Seal left the meeting at 11:15 a.m.

6.1 CONSIDERATION OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY RENTAL APPLICATION PROCESS

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

Assistant City Manager, Bing Hyun provided a staff report and was available to answer any questions. Conversation ensued among the Board Members with feedback on each option on the Exhibit A.

Items discussed were raising the amount of ten applications to receiving closer to thirty applications under Advertisement, remove “same as adjacent unit” from item c. under Rent Amount Option. Also, under Rent Amount Option, it was agreed to remove the 30% of household income from item b. but should be based on appraisal and a scoring system. The idea of an Ad Hoc Committee was well accepted.

MOTION BY CHAIR GORGINFAR, AND SECOND BY BOARD MEMBER CALVO TO CONTINUE DISCUSSION AT THE NEXT MEETING. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

6.3 CONSIDERATION OF AN APPOINTMENT OF A CHAIRPERSON AND VICE CHAIRPERSON

RECOMMENDED ACTION: Consider nominations and make appointments.

Chair Gorginar nominated Phil Cook as Chair.

MOTION BY CHAIR GORGINFAR, AND SECOND BY BOARD MEMBER EMMONS TO NOMINATE PHIL COOK AS CHAIR. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

Board Member Calvo nominated Tim Seal as Vice Chair. There was not a second – Motion failed.

Board Member Cook nominated Ken Calvo as Vice Chair.

MOTION BY BOARD MEMBER COOK, AND SECOND BY CHAIR GORGINFAR TO NOMINATE KEN CALVO AS VICE CHAIR. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

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EXECUTIVE DIRECTOR COMMENTS:

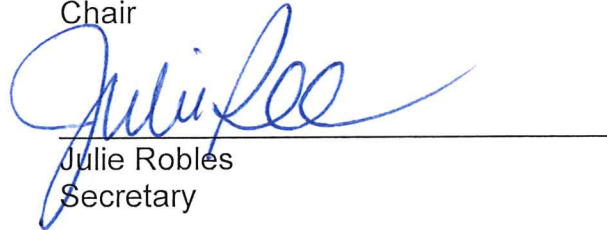
There were none.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 11:34 a.m.



Phil Cook
Chair



Julie Robles
Secretary