
City of Industry Property and Housing Management Authority



REGULAR MEETING AGENDA
JANUARY 12, 2022
10:30 a.m.

Chair Ken Calvo
Vice Chair Tim Seal
Board Member Phil Cook
Board Member, Raheleh Gorginfar
Board Member Timothy O’Gorman

Location: City Council Chamber, 15651 Mayor Dave Way, City of Industry, California

Addressing the Authority:

NOTICE OF TELEPHONIC MEETING:

- ***Pursuant to AB 361 (Government Code Section 54953(e), this meeting will be held in person and telephonically. Members of the public can attend the hybrid meeting and offer public comments either in person or telephonically, by calling the following conference call number: 657-204-3264, then entering the following Conference ID: 919 038 579#. In accordance with Section 4 of the County of Los Angeles Department of Public Health, Order of the Health Officer, dated July 30, 2021, and the State of California Health Officer Order dated January 5, 2022, all individuals who attend the meeting in person must wear a mask. Pursuant to the Governor’s Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Industry Property and Housing Authority meeting (including assisted listening devices), please contact the City Clerk’s Office at (626) 333-2211 by 5:00 p.m. on Monday, January 10, 2022, 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 IPHMA 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 Mayor Dave Way, 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., Fridays 8:00 a.m. to 4:00 pm. City Hall doors are closed between 12:00 p.m. to 1:00 p.m. each day. 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) request specific items be removed from the Consent Calendar for separate action.

5.1 Consideration of the Register of Demands for January 12, 2022

RECOMMENDED ACTION: *Approve the Register of Demands for December 8, 2021.*

5.2 Consideration of Resolution No. IPHMA 2022-01 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECOMMENDED ACTION: *Adopt Resolution No. IPHMA 2022-01, continuing the authorization of remote teleconferencing meetings pursuant to AB 361.*

6. **BOARD MATTERS**

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

RECOMMENDED ACTION: *Direct Staff as deemed appropriate.*

7. **EXECUTIVE DIRECTOR COMMENTS**
8. **AB 1234 REPORTS**
9. **BOARD MEMBER COMMUNICATIONS**
10. Adjournment. Next regular meeting: Wednesday, February 9, 2022, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.1

Backup Material to be distributed prior to Meeting

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY
JANUARY 12, 2022*

ITEM NO. 5.1
HAND-OUT ITEM

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting January 12, 2022

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	892.50
160	INDUSTRY PROPERTY & HOUSING	163,663.80
TOTAL ALL FUNDS		164,556.30

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.CHK	IPHMA BOFA CKING	93,913.58
IPHMA.WF.CHK	WELLS FARGO CHECKING	70,642.72
TOTAL ALL BANKS		164,556.30

APPROVED PER CITY MANAGER

Industry Property and Housing Management Authority

Board Meeting

January 12, 2022

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

Check	Date	Description	Amount
21751	12/21/2021	INDUSTRY PROPERTY & HOUSING	\$93,913.58
	Invoice		
	12/21/21	TRANSFER FROM IPHMA B OF A TO IPHMA WELLS TO WELLS - TO CLOSE ACCOUNT	\$93,913.58

Check	Status	Count	Transaction Amount
	Total	1	\$93,913.58

**Industry Property and Housing Management Authority
Board Meeting
January 12, 2022**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200128	12/08/2021		ROWLAND WATER DISTRICT	\$388.82
	Invoice	Date	Description	Amount
	2022-00000934	11/24/2021	10/10-11/08/21 SVC - 17217 CHESTNUT ST	\$84.22
	2022-00000935	11/24/2021	10/10-11/08/21 SVC - 17217 & 17229 CHESTNUT IRR	\$262.02
	2022-00000936	11/24/2021	10/10-11/08/21 SVC - 17229 CHESTNUT ST	\$42.58
200129	12/15/2021		SO CALIFORNIA EDISON COMPANY	\$61.67
	Invoice	Date	Description	Amount
	2022-00001010	12/03/2021	11/02-12/02/21 SVC - 15652 NELSON AVE	\$14.58
	2022-00001011	12/03/2021	11/02-12/02/21 SVC - 15722 NELSON AVE	\$47.09
200130	12/22/2021		SOCALGAS	\$62.23
	Invoice	Date	Description	Amount
	2022-00001037	12/09/2021	11/04-12/07/21 SVC - 15722 NELSON AVE	\$9.87
	2022-00001038	12/08/2021	11/03-12/06/21 SVC - 16200 TEMPLE AVE APT 202 BUNK	\$52.36
200131	12/22/2021		WALNUT VALLEY WATER DISTRICT	\$76.92
	Invoice	Date	Description	Amount
	2022-00001039	12/08/2021	11/02-12/01/21 SVC - 20137 WALNUT DR	\$76.92
200132	12/23/2021		INDUSTRY PUBLIC UTILITY COMMISSI	\$71.63
	Invoice	Date	Description	Amount
	2022-00001045	12/16/2021	11/10-12/10/21 SVC - 17229 CHESTNUT ST	\$10.45
	2022-00001046	12/16/2021	11/10-12/10/21 SVC - 16229 E TEMPLE AVE	\$8.76
	2022-00001047	12/16/2021	11/10-12/10/21 SVC - 16218 E TEMPLE AVE	\$52.42
200133	12/23/2021		SO CALIFORNIA EDISON COMPANY	\$15.74

**Industry Property and Housing Management Authority
Board Meeting
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Check	Date		Payee Name	Check Amount	
IPHMA.WF.CHK - IPHMA Wells Fargo Checking					
	Invoice	Date	Description	Amount	
	2022-00001044	12/14/2021	11/12-12/13/21 SVC - 20137 E WALNUT DR S	\$15.74	
200134	12/23/2021		12/31/2021	WALNUT VALLEY WATER DISTRICT	\$22.39
	Invoice	Date	Description	Amount	
	4187817	12/07/2021	11/11-11/30/21 SVC - 22002 VALLEY BLVD	\$22.39	
200135	01/06/2022			ROWLAND WATER DISTRICT	\$395.76
	Invoice	Date	Description	Amount	
	2022-00001146	12/22/2021	11/08-12/07/21 SVC - 17217 CHESTNUT ST	\$108.51	
	2022-00001147	12/22/2021	11/08-12/07/21 SVC - 17229 CHESTNUT ST	\$46.05	
	2022-00001148	12/22/2021	11/08-12/07/21 SVC - 17217 & 17229 CHESTNUT - IRR	\$241.20	
200136	01/12/2022			ABORTA-BUG PEST CONTROL	\$1,575.00
	Invoice	Date	Description	Amount	
	20314	12/06/2021	DEC 2021 PEST SVC @ \$75 PER HOUSE	\$1,575.00	
200137	01/12/2022			BENJAMIN A ROMERO II	\$656.00
	Invoice	Date	Description	Amount	
	15625003	11/18/2021	CLEANING SVC - 20137 WALNUT DR	\$656.00	
200138	01/12/2022			CNC ENGINEERING	\$15,892.50
	Invoice	Date	Description	Amount	
	504368	12/09/2021	COORDINATION WITH CONSULTANT - BUNKHOUSES @	\$180.00	
	504369	12/09/2021	COORDINATION FOR FURNACE SVC - 15702 NELSON A	\$360.00	
	504370	12/09/2021	COORDINATION FOR FURNACE SVC - 15714 NELSON A	\$180.00	
	504371	12/09/2021	COORDINATION FOR FURNACE SVC - 16217 E TEMPLE	\$360.00	

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Check	Date	Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking			
504372	12/09/2021	COORDINATION FOR FURNACE SVC - 15736 NELSON A	\$360.00
504373	12/09/2021	COORDINATION FOR FURNACE SVC - 16224 E TEMPLE	\$270.00
504374	12/09/2021	COORDINATION FOR FURNACE SVC - 16242 E TEMPLE	\$360.00
504376	12/09/2021	COORDINATION FOR FURNACE SVC - 15652 NELSON A	\$540.00
504375	12/09/2021	COORDINATION FOR FURNACE SVC - 16220 E TEMPLE	\$270.00
504377	12/09/2021	COORDINATION FOR FURNACE SVC - 16229 E TEMPLE	\$360.00
504378	12/09/2021	COORDINATION FOR FURNACE SVC - 15722 NELSON A	\$270.00
504379	12/09/2021	COORDINATION FOR FURNACE SVC & INSPECTION- 157	\$360.00
504380	12/09/2021	COORDINATION FOR FURNACE SVC - 16227 E TEMPLE	\$180.00
504381	12/09/2021	COORDINATION FOR HVAC INSTALLATION - 16218 E TEMPLE	\$1,650.00
504382	12/09/2021	GENERAL - CONSULTANT COORDINATION	\$850.00
504383	12/09/2021	MISC HOUSING CAPITAL IMPROVEMENTS	\$892.50
504500	01/04/2022	COORDINATION FOR HVAC SVC - 17217 CHESTNUT ST	\$450.00
504501	01/04/2022	COORDINATION FOR MISC REPAIRS - 16238 E TEMPLE	\$720.00
504502	01/04/2022	COORDINATION FOR HVAC SVC - 16200 E TEMPLE AVE	\$270.00
504503	01/04/2022	COORDINATION FOR MISC REPAIRS & HVAC SVC - 172	\$1,350.00
504504	01/04/2022	COORDINATION FOR HVAC SVC - 16200 E TEMPLE AVE	\$90.00
504505	01/04/2022	COORDINATION FOR HVAC SVC - 16200 E TEMPLE AVE	\$270.00
504506	01/04/2022	COORDINATION FOR APPLIANCE REPAIRS - 16200 E TEMPLE	\$720.00
504507	01/04/2022	COORDINATION FOR PLUMBING REPAIRS - 15702 NELSON AVE	\$270.00
504508	01/04/2022	COORDINATION FOR APPLIANCE REPLACEMENT - 157	\$1,170.00
504509	01/04/2022	COORDINATION FOR HVAC SVC - 16217 E TEMPLE AVE	\$530.00
504510	01/04/2022	COORDINATION FOR DATA ENTRY - 15736 NELSON AV	\$90.00
504511	01/04/2022	COORDINATION FOR MISC REPAIRS & TREE TRIM - 162	\$630.00
504512	01/04/2022	COORDINATION FOR MISC REPAIRS & HVAC SVC - 162	\$360.00
504513	01/04/2022	COORDINATION FOR DATA ENTRY - 15652 NELSON AV	\$90.00
504514	01/04/2022	COORDINATION FOR DATA ENTRY - 15722 NELSON AV	\$90.00

**Industry Property and Housing Management Authority
Board Meeting
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	504515	01/04/2022	COORDINATION FOR DATA ENTRY - 15730 NELSON AV	\$90.00
	504516	01/04/2022	COORDINATION FOR CARPET REPLACEMENT - 16227	\$450.00
	504517	01/04/2022	COORDINATION FOR HVAC SVC & WALKTHROUGH - 16	\$810.00
200139	01/12/2022		COSTA & ASSOCIATES, INC.	\$1,872.00
	Invoice	Date	Description	Amount
	4053	11/30/2021	STRUCTURAL INSPECTION - 16200 TEMPLE AVE UNIT I	\$1,872.00
200140	01/12/2022		HOME DEPOT CREDIT SERVICES	\$81.88
	Invoice	Date	Description	Amount
	2022-00001088	12/06/2021	SHOWER DOOR SEAL - 16000 TEMPLE AVE UNIT B & 16	\$81.88
200141	01/12/2022		IPHMA - PAYROLL ACCOUNT	\$3,600.00
	Invoice	Date	Description	Amount
	JAN-22	12/22/2021	REPLENISH PAYROLL ACCOUNT FOR JANUARY 2022	\$3,600.00
200142	01/12/2022		JANUS PEST MANAGEMENT	\$59.00
	Invoice	Date	Description	Amount
	242372	11/05/2021	PEST SVC - 16212 TEMPLE AVE	\$59.00
200143	01/12/2022		KLINE'S PLUMBING, INC.	\$11,420.55
	Invoice	Date	Description	Amount
	12102	11/03/2021	WATER PRESSURE INSPECTION - 16000 TEMPLE AVE	\$1,435.00
	12124	11/22/2021	INSTALL SEDIMENT TRAP - 15722 NELSON AVE	\$250.00
	12125	12/05/2021	PLUMBING SVC - 15652 NELSON AVE	\$8,735.55
	12113	11/12/2021	INSTALL EARTHQUAKE STRAP - 16000 TEMPLE AVE UN	\$350.00
	12148	12/15/2021	PLUMBING SVC - 15702 NELSON AVE	\$650.00

**Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200144	01/12/2022		LOCKS PLUS, INC.	\$878.77
	Invoice	Date	Description	Amount
	35242	12/02/2021	INSTALL FRONT & BACK DOOR LOCKS - 16000 TEMPLE	\$878.77
200145	01/12/2022		OLMOS PROFESSIONAL SERVICES	\$1,040.00
	Invoice	Date	Description	Amount
	2022-00001089	10/22/2021	CLEANING SVC - 16218 TEMPLE AVE	\$400.00
	2022-00001090	11/11/2021	CLEANING SVC - 15730 NELSON AVE	\$640.00
200146	01/12/2022		SATSUMA LANDSCAPE & MAINT.	\$28,308.93
	Invoice	Date	Description	Amount
	1121EHNHCS	11/30/2021	NOVEMBER 2021 LANDSCAPE MAINTENANCE	\$13,659.00
	1221EHNHCS	12/28/2021	DEC 2021 LANDSCAPE MAINTENANCE	\$14,649.93
200147	01/12/2022		TEMP AIR SYSTEM INC.	\$3,320.00
	Invoice	Date	Description	Amount
	801374	12/07/2021	FURNACE INSPECTION - 16000 TEMPLE AVE UNIT A	\$195.00
	801353	11/30/2021	FURNACE INSPECTION - 15722 NELSON AVE	\$195.00
	801361	12/02/2021	FURNACE INSPECTION - 16229 TEMPLE AVE	\$195.00
	801352	11/30/2021	FURNACE INSPECTION - 15652 NELSON AVE	\$195.00
	801366	12/03/2021	FURNACE INSPECTION - 15714 NELSON AVE	\$195.00
	801365	12/03/2021	FURNACE INSPECTION - 15736 NELSON AVE	\$195.00
	801354	11/30/2021	FURNACE INSPECTION - 15730 NELSON AVE	\$195.00
	801356	12/01/2021	FURNACE INSPECTION - 16224 TEMPLE AVE	\$195.00
	801359	12/02/2021	FURNACE INSPECTION - 16212 TEMPLE AVE	\$390.00
	801355	12/01/2021	FURNACE INSPECTION - 16242 TEMPLE AVE	\$390.00

**Industry Property and Housing Management Authority
Board Meeting
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
801375	12/07/2021		FURNACE INSPECTION - 16000 TEMPLE AVE UNIT C	\$195.00
801350	12/01/2021		FURNACE INSPECTION - 16227 E TEMPLE AVE	\$395.00
801379	12/08/2021		FURNACE INSPECTION - 16217 TEMPLE AVE	\$195.00
801364	12/03/2021		FURNACE INSPECTION - 15702 NELSON AVE	\$195.00
200148	01/12/2022		WALNUT VALLEY GLASS & MIRROR	\$842.93
	Invoice	Date	Description	Amount
	18520	11/15/2021	INSTALL TEMPERED GLASS & REPLACE SEALS - 16000	\$842.93

Checks	Status	Count	Transaction Amount
	Total	21	\$70,642.72

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

RESOLUTION NO. IPHMA 2022-01

A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECITALS

WHEREAS, the Industry Property and Housing Management Authority (“IPHMA”) is committed to preserving and encouraging public access and participation in meetings of its legislative bodies; and

WHEREAS, all meetings of the IPHMA are open and public, as required by the Ralph M. Brown Act (Gov. Code §§54950 – 54963) (“Brown Act”), so that any member of the public may attend, participate, and observe the legislative bodies conduct their business; and

WHEREAS, in March 2020 as a response to the ongoing COVID-19 pandemic, Governor Newsom issued Executive Orders N-25-20 and N-29-20. These orders suspended certain elements of the Brown Act and specifically allowed for legislative bodies as defined by the Brown Act to hold their meetings entirely electronically with no physical meeting place. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which provided that the provisions in Executive Order N-29-20 suspending certain elements of the Brown Act would continue to apply through September 30, 2021; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code §54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code §54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, one of the conditions required is that a state of emergency has been declared by the Governor pursuant to Government Code §8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code §8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, in March 2020, in response to the spread of COVID-19 in the State of California, the Governor Proclaimed a State of Emergency pursuant to Government Code §8625, and issued a number of executive orders aimed at containing the COVID-19 virus, and the County of Los Angeles through various Orders of the Los Angeles County Health Officer, continues to impose or recommend measures to promote social distancing; and

WHEREAS, Los Angeles County officials have recommended and imposed measures to promote social distancing, and requiring masks for all regardless of vaccination status in an effort to slow the continuously high levels of transmission of COVID-19 throughout the State and Los Angeles County; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least 6 feet from others outside the household; and

WHEREAS, due to the rise in COVID-19 cases caused by the Omicron variant, the IPHMA is concerned about the health and safety of all individuals of the public who attend public meetings; and

WHEREAS, as a consequence of the continued state of emergency, on November 4, 2021, the Board adopted Resolution No. IPHMA 2021-06, and on December 4, 2021, the Board adopted Resolution No. IPHMA 2021-07, finding and determining that the IPHMA would continue to conduct its meetings without compliance with Government Code §54953(b)(3), as authorized by Government Code §54953(e), and that the IPHMA would continue to comply with the requirements to provide the public with access to all public meetings as prescribed in §54953(e)(2); and

WHEREAS, pursuant to the provisions of AB 361, the IPHMA Board hereby finds and determines that the findings set forth in Resolution No. IPHMA 2021-07 remain, and that it is thereby necessary to continue to conduct its meetings without compliance with Government Code §54953(b)(3), as authorized by Government Code §54953(e).

NOW, THEREFORE, THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1: All of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

SECTION 2: The IPHMA hereby considers the existing conditions of the state of emergency, local officials in Los Angeles County have recommended or imposed measures to promote social distancing in connection with COVID-19. Based on these facts, findings, and determinations, the IPHMA authorizes staff to conduct remote teleconference meetings of the IPHMA, under the provisions of Government Code §54953(e).

SECTION 3: The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution and AB 361, including continuing to conduct open and public meetings in accordance with the Brown Act.

SECTION 4: This Resolution shall take effect January 3, 2022, and shall be effective until the earlier of February 2, 2022, or such time as the IPHMA adopts a

subsequent resolution in accordance with Government Code §54953(e)(3) to extend the time during which the IPHMA may continue to meet by teleconference.

PASSED, APPROVED AND ADOPTED by the Industry Property and Housing Management Authority at a regular meeting held on January 12, 2022, by the following vote:

AYES:	BOARD MEMBERS:
NOES:	BOARD MEMBERS:
ABSTAIN:	BOARD MEMBERS:
ABSENT:	BOARD MEMBERS:

Ken Calvo, Chairman

ATTEST:

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: Joshua Nelson, Executive Director 

STAFF: Bing Hyun, Assistant Executive Director

DATE: January 12, 2022

SUBJECT: Review of Rental Application Process

Discussion:

Previously, the Industry Property and Housing Management Authority (IPHMA) discussed the Rental Application Process. To continue the discussion, Exhibit A identifies steps in the Rental Application Process, including multiple options for advertising vacancies, eligibility requirements, selection process, and determining rent amount.

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

The IPHMA may continue discussing the process and add, delete, or modify the steps or options. Upon final determination, the IPHMA should direct staff to prepare a Resolution for adoption to formalize the process for all future vacancies.

Fiscal Impact:

Depending upon the selected process, there may be costs associated with obtaining and reviewing credit reports, criminal background checks, employment/income verification, or obtaining a third-party service to conduct any portion of the review.

Recommendation:

- 1.) Direct staff as deemed appropriate.

Exhibit:

- A. Draft IPHMA Rental Application Process
-

JN/BH

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 where meeting agendas are normally posted.

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 Rental Application Review Ad Hoc Committee, composed of two (2) IPHMA boardmembers. Ad Hoc Committee will review applications and recommend an applicant. The Ad Hoc Committee's final recommendation will 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.

- d. *IPHMA determination* - Prior to advertising the notice of availability, a fair market rent appraisal may be obtained from an appraiser licensed by the State of California Bureau of Real Estate Appraisers and submitted to the IPHMA. IPHMA may set the rent at the amount determined by the appraisal or direct staff to obtain another fair market rent appraisal.