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## **City of Industry Property and Housing Management Authority**



REGULAR MEETING AGENDA  
SEPTEMBER 7, 2022  
10:30 a.m.

Chair Ken Calvo  
Vice Chair Tim Seal  
Board Member James Bickel  
Board Member, Phil Cook  
Board Member Timothy O'Gorman

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

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### **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: 307 252 09# 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 Tuesday, September 6, 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**

5.1 Consideration of the Register of Demands for September 7, 2022

*RECOMMENDED ACTION: Approve the Register of Demands.*

5.2 Consideration of Resolution No. IPHMA 2022-11 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2022-11.*

6. **BOARD MATTERS**

6.1 Consideration of Resolution No. IPHMA 2022-12 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA, ADOPTING RENTAL APPLICATION GUIDELINES.

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2022-12*

6.2 Discussion and direction regarding rent increase for existing tenants

*RECOMMENDED ACTION: Provide direction to Staff.*

7. **EXECUTIVE DIRECTOR REPORTS**
8. **AB 1234 REPORTS**
9. **BOARD MEMBER COMMUNICATIONS**
10. Adjournment. Next regular meeting: Wednesday, October 12, 2022, 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 September 7, 2022

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	4,780.00
160	INDUSTRY PROPERTY & HOUSING	32,455.14
TOTAL ALL FUNDS		37,235.14

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	37,235.14
TOTAL ALL BANKS		37,235.14

**APPROVED PER CITY MANAGER**

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**Industry Property and Housing Management Authority**  
**Voided Checks**  
**September 7, 2022**

Check	Date		Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
200257	07/13/2022		PERFORMING ART FLOORING, INC.	(\$4,234.00)
	Invoice	Date	VOIDED - CK NEVER RECEIVED	Amount
	22025-1	06/13/2022	REPLACE KITCHEN TILE - 16220 TEMPLE AVE	(\$4,234.00)

Checks	Status	Count	Transaction Amount
	Total	1	(\$4,234.00)

**Industry Property and Housing Management Authority  
Board Meeting  
September 7, 2022**

Check	Date		Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
<b>200278</b>	08/10/2022		<b>ROWLAND WATER DISTRICT</b>	<b>\$275.57</b>
	Invoice	Date	Description	Amount
	2023-00000206	07/27/2022	06/07-07/06/22 SVC - 17217 & 17229 CHESTNUT - IRR	\$135.59
	2023-00000207	07/27/2022	06/07-07/06/22 SVC - 17217 CHESTNUT ST	\$85.23
	2023-00000208	07/27/2022	06/07-07/06/22 SVC - 17229 CHESTNUT ST	\$54.75
<b>200279</b>	08/10/2022		<b>PERFORMING ART FLOORING, INC.</b>	<b>\$4,234.00</b>
	Invoice	Date	Description	Amount
	22025-1	06/13/2022	REPLACE KITCHEN TILE - 16220 TEMPLE AVE	\$4,234.00
<b>200280</b>	08/16/2022		<b>SOUTHERN CALIFORNIA EDISON</b>	<b>\$16.29</b>
	Invoice	Date	Description	Amount
	2023-00000231	08/03/2022	07/05-08/02/22 SVC - 15722 NELSON AVE	\$1.46
	2023-00000232	08/03/2022	07/05-08/02/22 SVC - 15652 NELSON AVE	\$14.83
<b>200281</b>	08/22/2022		<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>	<b>\$10.27</b>
	Invoice	Date	Description	Amount
	2023-00000288	08/10/2022	07/01-08/01/22 SVC - 17229 CHESTNUT ST	\$3.58
	2023-00000289	08/10/2022	07/01-08/01/22 SVC - 16229 E TEMPLE AVE	\$6.69
<b>200282</b>	08/22/2022		<b>SOUTHERN CALIFORNIA EDISON</b>	<b>\$15.01</b>
	Invoice	Date	Description	Amount
	2023-00000290	08/12/2022	07/14-08/11/22 SVC - 20137 E WALNUT DR S	\$15.01
<b>200283</b>	08/22/2022		<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$121.56</b>
	Invoice	Date	Description	Amount
	4414514	08/11/2022	07/01-08/01/22 SVC - 20137 WALNUT DR	\$85.96

**Industry Property and Housing Management Authority  
Board Meeting  
September 7, 2022**

Check	Date		Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
	4410053	08/10/2022	07/01-07/31/22 SVC - 22002 VALLEY BLVD	\$35.60
<b>200284</b>	08/31/2022		<b>SOCALGAS</b>	<b>\$28.08</b>
	Invoice	Date	Description	Amount
	2023-00000291	08/08/2022	07/06-08/04/22 SVC - 16200 TEMPLE AVE APT 202 BUNK	\$28.08
<b>200285</b>	09/07/2022		<b>B2 PRINT, LLC</b>	<b>\$440.86</b>
	Invoice	Date	Description	Amount
	11539-B	07/30/2022	IPHMA ENVELOPES	\$440.86
<b>200286</b>	09/07/2022		<b>BENJAMIN A ROMERO II</b>	<b>\$500.00</b>
	Invoice	Date	Description	Amount
	215625014	07/19/2022	REPAIR DAMAGED DRYWALL & DOOR JAMB - 16224 TE	\$500.00
<b>200287</b>	09/07/2022		<b>CNC ENGINEERING</b>	<b>\$22,622.50</b>
	Invoice	Date	Description	Amount
	506033	08/25/2022	COORDINATION FOR ELECTRICAL REPAIRS - 16242 E	\$555.00
	506034	08/25/2022	CRDINTN FOR ELECTRICAL & APPLIANCE REPAIRS - 16	\$555.00
	506035	08/25/2022	CRDNTN FOR STRUCTURAL, PLUMB, & ELEC REPAIRS	\$462.50
	506036	08/25/2022	COORDINATION FOR ELECTRICAL REPAIRS - 15736 NE	\$370.00
	506037	08/25/2022	CRDNTN FOR PLUMB & ELEC REPAIRS - 16200 E TEMP	\$1,387.50
	506038	08/25/2022	COORDINATION FOR MISC & ELEC REPAIRS - 17229 CH	\$832.50
	506039	08/25/2022	COORDINATION FOR ELECTRICAL REPAIRS - 16200 E	\$277.50
	506040	08/25/2022	COORDINATION FOR FLOORING REPAIRS - 15652 NEL	\$92.50
	506041	08/25/2022	COORDINATION FOR MISC & ELEC REPAIRS - 17217 CH	\$2,035.00
	506042	08/25/2022	CRDNTN FOR ELEC, HVAC, PLUMB & MISC REPAIR - 22	\$1,932.50
	506043	08/25/2022	COORDINATION FOR ELEC & APPLIANCE REPAIRS - 16	\$277.50



**Industry Property and Housing Management Authority  
Board Meeting  
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Check	Date		Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
506044	08/25/2022		CRDNTN FOR ELEC & MISC REPAIR & FLOOR PRPSL -	\$370.00
506045	08/25/2022		COORDINATION FOR ELECTRICAL REPAIRS - 16238 E	\$370.00
506046	08/25/2022		COORDINATION FOR INSPECTION REQUEST - 16200 E	\$92.50
506047	08/25/2022		COORDINATION FOR ELEC, PLUMB, & MISC REPAIR - 1	\$740.00
506048	08/25/2022		COORDINATION FOR ELECTRICAL REPAIRS - 16227 E	\$555.00
506049	08/25/2022		COORDINATION FOR SAFETY REPAIRS - 16200 TEMPLI	\$2,312.50
506050	08/25/2022		COORDINATION FOR MISC REPAIRS - GENERAL	\$4,162.50
506051	08/25/2022		COORDINATION FOR PLUMB REPAIRS & INSPECTION -	\$462.50
506052	08/25/2022		MISC HOUSING CAPITAL IMPROVEMENTS - REVIEW PL	\$4,780.00
<b>200288</b>	09/07/2022		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$4,000.00</b>
Invoice	Date	Description	Amount	
SEP-22	08/29/2022	REPLENISH PAYROLL ACCOUNT FOR SEPTEMBER 202	\$4,000.00	
<b>200289</b>	09/07/2022		<b>KLINE'S PLUMBING, INC.</b>	<b>\$545.00</b>
Invoice	Date	Description	Amount	
12378	07/05/2022	REPAIR UPSTAIRS TOILET - 16224 TEMPLE AVE	\$120.00	
12422	08/16/2022	PLUMBING SVC - 15714 NELSON AVE	\$425.00	
<b>200290</b>	09/07/2022		<b>PURCOR PEST SOLUTIONS</b>	<b>\$1,575.00</b>
Invoice	Date	Description	Amount	
9785782	08/01/2022	JULY 2022 PEST SVC @ \$75 PER HOUSE	\$1,575.00	
<b>200291</b>	09/07/2022		<b>TEMP AIR SYSTEM INC.</b>	<b>\$7,085.00</b>
Invoice	Date	Description	Amount	
14677	08/01/2022	REPLACE HVAC MATERIALS & CLEAN ATTIC - 14063 PF	\$4,400.00	
14239	06/06/2022	HVAC MAINTENANCE - 16220 TEMPLE AVE	\$195.00	

**Industry Property and Housing Management Authority  
Board Meeting  
September 7, 2022**

Check	Date	Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>			
14215	05/12/2022	HVAC MAINTENANCE - 16242 TEMPLE AVE	\$390.00
14209	05/09/2022	HVAC MAINTENANCE - 15714 NELSON AVE	\$195.00
14208	05/09/2022	HVAC MAINTENANCE - 15736 NELSON AVE	\$195.00
14229	05/13/2022	HVAC MAINTENANCE - 16212 TEMPLE AVE	\$390.00
14234	05/13/2022	HVAC MAINTENANCE - 16000 TEMPLE AVE CONDO A	\$345.00
14235	05/13/2022	HVAC MAINTENANCE - 16000 TEMPLE AVE CONDO C	\$195.00
14214	05/12/2022	HVAC MAINTENANCE - 16228 TEMPLE AVE	\$390.00
14286	05/20/2022	HVAC MAINTENANCE - 16217 TEMPLE AVE	\$390.00

Checks	Status	Count	Transaction Amount
	Total	14	\$41,469.14

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

## RESOLUTION NO. IPHMA 2022-11

### 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 its meetings; 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 IPHMA conduct its 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 measures to promote social distancing, and strongly recommend masks for all regardless of vaccination status in an effort to slow the transmission of COVID-19 throughout the State and Los Angeles County; and

**WHEREAS**, 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, the Board adopted Resolution No. IPHMA 2021-06 on November 4, 2021, Resolution No. IPHMA 2021-07 on December 4, 2021, Resolution No. IPHMA 2022-01 on January 3, 2022, Resolution No. IPHMA 2022-02 on February 2, 2022, Resolution No. IPHMA 2022-04 on March 4, 2022, Resolution No. IPHMA 2022-05 on April 3, 2022, Resolution No. IPHMA 2022-06 on May 3, 2022, Resolution No. IPHMA 2022-08 on June 2, 2022, and Resolution No. IPHMA 2022-10 on August 11, 2022, 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 2022-10 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 September 10, 2022, and shall be effective until the earlier of October 10, 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 September 7, 2022, by the following vote:

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

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Ken Calvo, Chairman

**ATTEST:**

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Julie Gutierrez-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:** September 7, 2022

**SUBJECT: RESOLUTION NO. IPHMA 2022-12 - A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA, ADOPTING RENTAL APPLICATION GUIDELINES**

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### **Background:**

The Industry Property and Housing Management Authority (“IPHMA”) Ad Hoc Committee (“Ad Hoc”) was established by the Chair on February 9, 2022. The Ad Hoc was established to develop recommendations on a formal rental application process for consideration by the IPHMA’s Board (the “Board”), including a statement of objective, method for advertising vacancies, application, eligibility requirements, selection process, and rental amounts.

### **Discussion:**

The Ad Hoc met initially on February 23, 2022, and, after seven meetings and two tours of IPHMA properties, has prepared the following recommendations for the rental application process with the Board:

- **Statement of Objective** - “To provide decent, safe, and affordable 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.’”
- **Method for Advertising Vacancies** - A Notice of Rental Unit Availability will be mailed to property owners and occupants of all residential dwelling units within the City of Industry, notifying prospective tenants of any potential rental unit





# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

availability, including the address, number of bedrooms, bathrooms and stories, approximate square footage, and rental amount of the available unit(s). Anyone wishing to apply would then be required to fill out and submit a Rental Application Interest Card by a specified date and time. Only those persons submitting a Rental Application Interest Card would be eligible to receive a Rental Application.

- **Eligibility Requirements** - Applicant must be a current resident of the City of Industry, with continuous residency in a residential dwelling unit during the last twelve (12) months preceding the Rental Application filing deadline and the total number of occupants identified on the Application must be less than two persons per room in order to be eligible for prospective tenancy.
- **Selection Process** - Once the IPHMA has directed that one or more rental units shall be made available for rent, the IPHMA Chair shall establish a Rental Application Ad Hoc Committee, composed of two (2) members of the IPHMA to review applications, with support provided by IPHMA staff. The Rental Application Ad Hoc Committee will review the Rental Application Interest Cards, determine eligibility, and oversee the distribution and intake of applications and select the tenant(s). The Rental Application Ad Hoc Committee shall transmit the final recommendation to the IPHMA for full Board approval.
- **Rent Amount** - Monthly rent amounts will be calculated at \$0.70 per square foot for all interior building square footage of the rental unit, not including garages; however, the monthly rent amount will not be less than \$900 per month for any unit.

For reference, the \$0.70 per square foot value was intended to recover costs for maintaining the housing units. This figure was derived by adding all maintenance costs for the structures and grounds that would be necessary, regardless of whether units are occupied. Based on the past three fiscal years, the annual average for those costs equaled \$0.77 per square foot. The Ad Hoc recommended that this total maintenance cost be shared by assigning 2/3 or 66% of these costs to the IPHMA and the remaining 1/3 or 33% of these costs to the tenants. Using rounded figures, the \$0.77 per square foot rate would be distributed at \$0.52 per square foot to the IPHMA and \$0.25 per square foot to the tenant. In addition, those costs determined to be associated directly with tenant use of the property were added. Based on the past three fiscal years, the average annual maintenance cost for the occupied units was \$0.45 per square foot. Since those costs were directly related to tenant use of the property, the Ad Hoc recommended that this maintenance cost of \$0.45 per square foot be fully incorporated into the rental amounts. Combined, the \$0.25 per square foot cost for general property maintenance added to the \$0.45 per square foot cost for direct tenant use of the property equals \$0.70 per square foot.



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## **Fiscal Impact:**

For new applicants, 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 and thorough fiscal impact can be calculated once the guidelines are finalized.

## **Recommendation:**

Approve Resolution No. IPHMA 2022-12.

## **Exhibit:**

**RESOLUTION NO. IPHMA 2022-12 - A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA, ADOPTING RENTAL APPLICATION GUIDELINES**

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JN/BH:lh

**RESOLUTION NO. IPHMA 2022-12**

**A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA, ADOPTING RENTAL APPLICATION GUIDELINES**

**RECITALS**

**WHEREAS**, the Industry Property and Housing Management Authority (“IPHMA”) is the owner and manager of housing units within the City of Industry and may elect to offer those housing units for rent; and

**WHEREAS**, the IPHMA seeks to establish a statement of objective for its housing units, a method for advertising vacancies, a standard application, eligibility requirements, a selection process, and methodology for determining rent amount; and

**WHEREAS**, the IPHMA Chair directed the establishment of an Ad Hoc Committee (“Ad Hoc”) to review and prepare recommendations; and

**WHEREAS**, the Ad Hoc met to discuss and develop Rental Application Guidelines (“Guidelines”) on the following dates: February 23, 2022, March 9, 2022, March 17, 2022, April 13, 2022, May 11, 2022, June 16, 2022, and August 29, 2022; and

**WHEREAS**, the Ad Hoc directed staff to transmit the final recommendation for the Guidelines to the IPHMA on August 29, 2022; and

**WHEREAS**, the adoption and implementation of Rental Application Guidelines is only administrative with no physical change to the environment. Pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines, “(t)he activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.”

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

**SECTION 1:** The Industry Property and Housing Management Authority (“IPHMA”) adopts the Rental Application Guidelines, attached as Exhibit A to this Resolution, which shall serve as the process for offering housing units owned and managed by the IPHMA for rent and establishes a statement of objective for owning and renting housing units, a method for advertising vacancies, a standard application, eligibility requirements, a selection process, and methodology for determining rent amount; and

**SECTION 2:** 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 3:** That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

**PASSED, APPROVED AND ADOPTED** by the Industry Property and Housing Management Authority of the City of Industry at a regular meeting held on September 7, 2022 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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Ken Calvo, Chair

**ATTEST:**

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Julie Gutierrez-Robles, City Clerk

**EXHIBIT**

IPHMA Rental Application Guidelines

[Attached]

**INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (IPHMA)  
RENTAL APPLICATION GUIDELINES**

**1. STATEMENT OF OBJECTIVE**

To provide decent, safe, and affordable 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."

**2. ADVERTISEMENT**

- a. A Notice of Rental Unit Availability will be sent regular mail to property owners and occupants of all residential dwelling units within the City of Industry, notifying prospective tenants of a rental unit availability and that any prospective tenant must submit a Rental Application Interest Card by a specified date determined by staff.
- b. The completed Rental Application Interest Card may be submitted by mail, delivery, or email, but must be received by close of business on the date specified in the Notice of Rental Unit Availability.
- c. Exhibit "A" shall serve as the Notice of Rental Unit Availability and shall indicate the address(es), number of bedrooms, number of bathrooms, number of stories, approximate square footage, and rental amount of the available rental unit(s).
- d. Exhibit "B" shall serve as the Rental Application Interest Card.

**3. APPLICATION**

- a. Only prospective applicants that respond to the Notice of Rental Unit Availability by submitting the Rental Application Interest Card shall be eligible to receive a Rental Application.
- b. Rental Applications shall be completed in full and submitted by a specified date determined by staff.
- c. The completed Rental Application may be submitted by mail, delivery, or email, but must be received by close of business on the date specified in the letter transmitting the Rental Application.
- d. Exhibit "C" shall serve as the Rental Application.

**4. ELIGIBILITY**

- a. If the total number of occupants stated on the Rental Application identifies more than two persons per room, then the Rental Application shall not be considered.
- b. Not less than one of the prospective Tenants must be a current resident of the City of Industry, with continuous residency in a residential dwelling unit

in the twelve (12) months preceding the Rental Application filing deadline.  
An Occupant is not considered a Tenant.

**5. SELECTION PROCESS**

- a. The IPHMA Chair shall appoint a Rental Application Ad Hoc Committee composed of two (2) IPHMA board members who will work with the Executive Director and staff.
- b. The Rental Application Ad Hoc Committee will review the Rental Application Interest Cards, determine eligibility, and oversee the distribution and intake of applications and select the tenant(s).
- c. The Rental Application Ad Hoc Committee shall transmit the final recommendation to the IPHMA for full Board approval.

**6. RENT AMOUNT**

Monthly rent amount shall be calculated at \$0.70 per square foot of all interior building square footage of the rental unit, not including garages, but shall not be less than \$900 per month for any unit.

## EXHIBIT A

### Notice of Rental Unit Availability





# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## Notice of Rental Unit Availability

MONTH DAY, 2022

Dear City of Industry Resident,

I am pleased to inform you of the possibility that the Industry Property and Housing Management Authority may be preparing to offer the following unit(s) for rent in the future:

Address	Bedrooms	Bathrooms	Single Story?	Square Feet	Rental Amount
15652 Nelson Avenue	3	2	Yes	1,033	\$_____
15722 Nelson Avenue	2	1	Yes	1,225	\$_____
15730 Nelson Avenue	3	3	Yes	1,650	\$_____
16229 Temple Avenue	2	2	Yes	1,496	\$_____
22036 Valley Boulevard	3	2	Yes	2,640	\$_____
17229 Chestnut Street	4	2	Yes	2,230	\$_____

If you would be interested in applying for any of these units, please fill out completely the enclosed Rental Application Interest Card and submit via mail, email, or hand delivery to Industry City Hall, located at 15625 Mayor Dave Way, City of Industry, CA 91744. The Rental Application Interest Card must be received no later than close of business, at 4:00 p.m. on \_\_\_\_\_ to qualify for further consideration. In addition, please note that only current residents of the City of Industry who have maintained continuous residency in a residential dwelling unit within the City of Industry for the past twelve (12) consecutive months may apply.

If you have any questions, please contact Bing Hyun at (626) 333-2211, extension 108, or [iphma@cityofindustry.org](mailto:iphma@cityofindustry.org). Thank you for making the City of Industry your home and for your consideration of this exciting opportunity.

Regards,

Joshua Nelson  
Executive Director

## **EXHIBIT B**

Rental Application Interest Card



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## RENTAL APPLICATION INTEREST CARD

(1 per applicant)

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please list all proposed occupants:

Name	Minor?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Pets?  Yes  No If Yes, describe: \_\_\_\_\_

Have you lived in the City of Industry for the past twelve (12) months?  Yes  No

Please mark Yes or No for each of the following:

Address	Are you interested in applying for this unit?
15652 Nelson Avenue	<input type="checkbox"/> Yes <input type="checkbox"/> No
15722 Nelson Avenue	<input type="checkbox"/> Yes <input type="checkbox"/> No
15730 Nelson Avenue	<input type="checkbox"/> Yes <input type="checkbox"/> No
16229 Temple Avenue	<input type="checkbox"/> Yes <input type="checkbox"/> No
22036 Valley Boulevard	<input type="checkbox"/> Yes <input type="checkbox"/> No
17229 Chestnut Street	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please return your completed form by 4:00 p.m. on Friday, \_\_\_\_\_, to [iphma@cityofindustry.org](mailto:iphma@cityofindustry.org) or mail to:

IPHMA  
Attn: Bing Hyun  
15625 Mayor Dave Way  
City of Industry, CA 91744

## **EXHIBIT C**

### Rental Application

- Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

## RENTAL APPLICATION

Co-applicant(s)

(All sections must be completed)

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Date of Birth		Mobile/Cell Phone Number	
Home Phone Number		Work Phone Number		E-mail Address			
Photo ID Type		Number		Issuing Government		Exp. Date	Other ID
1.	Present Address			City		State	Zip Code
	Date In	Date Out	Landlord Name			Landlord Phone Number	
	Reason for Moving Out				Current Rent Amount per Month \$		
2.	Previous Address			City		State	Zip Code
	Date In	Date Out	Landlord Name			Landlord Phone Number	
	Reason for Moving Out				Rent Amount per Month at Move-out \$		
3.	Next Previous Address			City		State	Zip Code
	Date In	Date Out	Landlord Name			Landlord Phone Number	
	Reason for Moving Out				Rent Amount per Month at Move-out \$		
Proposed Occupants: List all in addition to yourself	Name			Relationship			Minor? Y/N
	Name			Relationship			Minor? Y/N
	Name			Relationship			Minor? Y/N
	Name			Relationship			Minor? Y/N
	Name			Relationship			Minor? Y/N
	Name			Relationship			Minor? Y/N
Number of Pets		Describe Type/Breed					
Waterbed? Y/N		How did you hear about this rental?					

- Tenant
- Guarantor

Name of Applicant:

A.	Current Employer Name		Job Title		Dates of Employment	
	Employer Address		City		State	Zip Code
	Employer Phone Number	Name of Supervisor/HR Manager		Current Gross Income \$ Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		
B.	Prior Employer Name		Job Title		Dates of Employment	
	Employer Address		City		State	Zip Code
	Employer Phone Number	Name of Supervisor/HR Manager				
Other Income Source		Amount \$		Frequency		
Other Income Source		Amount \$		Frequency		

Name of your bank	Branch or Address	Account Number	Type of Acct
1.			
2.			

**Please list ALL of your financial obligations below.**

Name of Creditor	Address	Phone Number	Monthly Pmt. Amt.
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

- Tenant
- Guarantor

Name of Applicant:

Personal References (Not Living with You)	Address: Street, City, State, Zip	Length of Acquaintance	Relationship	Phone
1.				
2.				

Automobile Make	Model	License #	Year	Color
1.				
2.				
3.				
4.				

List Other Motor Vehicles

Have you filed for bankruptcy in the last 7 years? If yes, please explain.

Have you been evicted or asked to move in the last 10 years? If yes, please explain.

- Tenant
- Guarantor

Name of Applicant:

**NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

Landlord does not intend to request an investigative consumer report regarding the Applicant. Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

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Name of Agency

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Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

- I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

The undersigned Applicant is applying to rent the premises designated as:

Address \_\_\_\_\_

The rent for which is \$\_\_\_\_\_ per\_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due before occupancy, including first month's rent, which may be prorated based on the effective date of the lease.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (signature required)



- Tenant
- Guarantor

Name of Applicant:

## **INDUSTRY PROPERTY and HOUSING MANAGEMENT AUTHORITY (IPHMA) CODE FOR EQUAL HOUSING OPPORTUNITY**

The IPHMA supports the spirit and intent of all local, state, and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The IPHMA reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, we agree to abide by the following provisions of this Code for Equal Housing Opportunity

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

*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:** Joshua Nelson, Executive Director *JN*

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

**DATE:** September 7, 2022

**SUBJECT: Discussion and Direction Regarding Rent Increase for Existing Tenants**

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### **Background:**

On August 11, 2022, the Industry Property and Housing Management Authority ("IPHMA") discussed rent increases for existing tenants. Given that an Ad Hoc Committee ("Ad Hoc") had already been established and was already discussing rent amounts for the vacant rental units, the Chair referred the matter to the Ad Hoc for recommendation.

### **Discussion:**

For vacant units to be offered for rent, the Ad Hoc discussed various methodologies for determining the rent amount. The final recommendation of the Ad Hoc proposed a monthly rent of \$0.70 per square foot for all interior building square footage of the rental unit, not including garages, with the monthly rent amount for any unit not being less than \$900 per month.

For all existing occupied units, the Ad Hoc recommended that rent amounts eventually conform to that same methodology. Using this approach, the interior building square footage of each existing occupied rental unit would need to be measured and the planned rent amount would be calculated at \$0.70 per square foot. Once the planned rent amount for each unit was determined, the IPHMA would be annually scheduled to consider the amount that rents would be increased, in compliance with State law, for that year, until the planned rent amount was reached. For budget planning purposes, it is recommended that the annual discussion of rent increases be scheduled for January, to provide ample time for inclusion in the budget and notification of tenants to become effective at the beginning of the fiscal year on July 1.



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

Using estimated building sizes and \$0.70 per square foot, the planned rent for units would increase by \$68 to \$1,113 per month, depending upon unit size. In addition, the rent for some units may actually decrease, due to the smaller floor area.

If the IPHMA determines that calculating planned rent amounts for each rental unit at \$0.70 per square foot is appropriate, then staff should be directed to obtain precise measurements of each rental unit and schedule consideration of rent increases at the January 2023 meeting.

## **Fiscal Impact:**

Any increase in rent amount for existing tenants will provide a corresponding increase in revenues.

## **Recommendation:**

Direct staff as deemed appropriate.

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JN/BH:lh