



City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA
OCTOBER 11, 2023
10:30 a.m.

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

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

Addressing the Authority:

- ▶ **Agenda Items:** Members of the public may address the Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a one-minute time limit per person for any matter listed on the Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker’s Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Authority.
- ▶ **Public Comments (Non-Agenda Items):** Anyone wishing to address the 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 one-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. Anyone wishing to speak to the Authority is asked to complete a Speaker’s Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called by the City Clerk and prior to the individual being heard by the Authority.

At the time of publication, no Board Members intend to take part in the meeting remotely under the provisions of AB 2449. Should that change between the time of publication and the start of the meeting, a live webcasting of the meeting will be accessible via the link, meeting ID, and meeting passcode listed below. Whenever possible, an announcement will be made at the start of the meeting via the live webcast to confirm whether or not a Board Member will join remotely. If they will not be joining remotely, then the live webcast will terminate after the announcement.

www.microsoft.com/microsoft-teams/join-a-meeting

Meeting ID: 279 573 869 366

Passcode: jyBpx4

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 657-204-3264](tel:+16572043264), United States

Phone Conference ID: 153 762 759#

Americans with Disabilities Act:

- ▶ In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk’s Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

Agendas and other writings:

- ▶ *In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 Mayor Dave Way, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.*

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1. Call to Order
 2. Flag Salute
 3. AB 2449 Vote on Emergency Circumstances (if necessary)
 4. Roll Call
 5. Presentations
 6. **CONSENT CALENDAR**

6.1 Consideration of the Register of Demands for October 11, 2023

RECOMMENDED ACTION: Approve the Register of Demands.

7. **ACTION ITEMS**

7.1 Consideration of Change Order No. 1 in the amount of \$7,533.22 for Contract No. IPHMA-0011, Miscellaneous Improvements at 22036 E. Valley Boulevard with CELCO Construction Services, Inc.

RECOMMENDED ACTION: Approve Change Order No. 1

8. **PUBLIC HEARING- NONE**

9. **CLOSED SESSION -NONE**

10. **EXECUTIVE DIRECTOR REPORTS**

11. **AB 1234 REPORTS**

12. **BOARD MEMBER COMMUNICATIONS**

13. **PUBLIC COMMENTS**

14. Adjournment. Next regular meeting: Wednesday, November 8, 2023, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

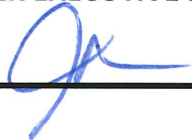
AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting October 11, 2023

<u>FUND</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
124	IPHMA - CAPITAL IMPROVEMENT	67,837.50
160	INDUSTRY PROPERTY & HOUSING	58,408.42
TOTAL ALL FUNDS		126,245.92

<u>BANK</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
IPHMA.WF.CHK	WELLS FARGO CHECKING	126,245.92
TOTAL ALL BANKS		126,245.92

APPROVED PER EXECUTIVE DIRECTOR



DATE

10/5/23

**Industry Property and Housing Management Authority
Board Meeting
October 12, 2023**

Check	Date	Payee Name		Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200511	09/13/2023	LA PUENTE VALLEY COUNTY WATER		\$1,935.18
	Invoice	Date	Description	Amount
	2024-00000379	09/01/2023	06/16-08/17/23 SVC - 15625 NELSON	\$416.25
	2024-00000380	09/01/2023	06/16-08/17/23 SVC - 15702 NELSON	\$289.53
	2024-00000381	09/01/2023	06/16-08/17/23 SVC - 15714 NELSON	\$447.93
	2024-00000382	09/01/2023	06/16-08/17/23 SVC - 15722 NELSON	\$186.57
	2024-00000383	09/01/2023	06/16-08/17/23 SVC - 15730 NELSON	\$344.97
	2024-00000384	09/01/2023	06/16-08/17/23 SVC - 15736 NELSON	\$249.93
200512	09/20/2023	INDUSTRY PUBLIC UTILITIES		\$2,145.74
	Invoice	Date	Description	Amount
	2024-00000405	09/01/2023	06/16-8/17/23 SVC - HANDORF LOOP RD-IRRIG BOOSTE	\$79.21
	2024-00000406	09/01/2023	06/16-8/17/23 SVC - HANDORF LOOP RD-IRRIGATION	\$53.47
	2024-00000407	09/01/2023	06/16-8/17/23 SVC - 14063 PROCTOR	\$162.51
	2024-00000408	09/01/2023	06/16-8/17/23 SVC - 16200 TEMPLE CONDOS A & B	\$365.53
	2024-00000409	09/01/2023	06/16-8/17/23 SVC - 16200 TEMPLE CONDOS C & D	\$361.61
	2024-00000410	09/01/2023	06/16-8/17/23 SVC - 16212 TEMPLE	\$239.51
	2024-00000411	09/01/2023	06/16-8/17/23 SVC - 16217 TEMPLE	\$108.62
	2024-00000412	09/01/2023	06/16-8/17/23 SVC - 16218 TEMPLE	\$132.38
	2024-00000413	09/01/2023	06/16-8/17/23 SVC - 16220 TEMPLE	\$99.71
	2024-00000414	09/01/2023	06/16-8/17/23 SVC - 16224 TEMPLE	\$118.55
	2024-00000415	09/01/2023	06/16-8/17/23 SVC - 16227 TEMPLE	\$90.80
	2024-00000416	09/01/2023	06/16-8/17/23 SVC - 16229 TEMPLE	\$102.68
	2024-00000417	09/01/2023	06/16-8/17/23 SVC - 16238 TEMPLE	\$100.73
	2024-00000418	09/01/2023	06/16-8/17/23 SVC - 16242 TEMPLE	\$130.43
200513	09/20/2023	SOCALGAS		\$25.07

Industry Property and Housing Management Authority
Board Meeting
October 12, 2023

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	Invoice	Date	Description	Amount
	2024-00000419	09/05/2023	08/02-08/31/23 SVC - 16200 TEMPLE AVE APT 202	\$25.07
200514	09/27/2023		SOCALGAS	\$4.93
	Invoice	Date	Description	Amount
	2024-00000501	09/15/2023	08/14-09/13/23 SVC - 22036 VALLEY BLVD	\$4.93
200515	09/27/2023		WALNUT VALLEY WATER DISTRICT	\$288.21
	Invoice	Date	Description	Amount
	4768478	09/13/2023	08/01-08/31/23 SVC - 22002 VALLEY BLVD	\$128.61
	4772914	09/14/2023	08/01-08/31/23 SVC - 20137 WALNUT DR	\$159.60
200516	10/04/2023		INDUSTRY PUBLIC UTILITIES	\$178.75
	Invoice	Date	Description	Amount
	2024-00000554	09/01/2023	06/16-08/17/23 SVC - BUNKHOUSE	\$178.75
200517	10/04/2023		SOUTHERN CALIFORNIA EDISON	\$21.03
	Invoice	Date	Description	Amount
	2024-00000555	09/12/2023	08/11-09/11/23 SVC - 20137 WALNUT DR S	\$21.03
200518	10/11/2023		CNC ENGINEERING	\$35,272.50
	Invoice	Date	Description	Amount
	508844	09/28/2023	CRDNTN FOR ELECTRICAL REPAIRS - 16000 TEMPLE A	\$95.00
	508845	09/28/2023	CRDNTN FOR ELECTRICAL REPAIRS - 15736 NELSON F	\$47.50
	508846	09/28/2023	CRDNTN FOR WATER LEAK REPAIR - 16000 TEMPLE A'	\$2,970.00
	508847	09/28/2023	CRDNTN FOR APPLIANCE INSTALL - 16217 E TEMPLE A'	\$285.00
	508848	09/28/2023	CRDNTN FOR HVAC REPAIR - 16227 E TEMPLE AVE	\$47.50

Industry Property and Housing Management Authority
Board Meeting
October 12, 2023

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	508849	09/28/2023	CRDNTN GOT APPLIANCE REPAIR - 17229 CHESTNUT :	\$285.00
	508850	09/28/2023	CRDNTN FOR PAINT & FLOOR REPAIRS - 22036 E VALL	\$1,072.50
	508851	09/28/2023	MISC IMPROVEMENTS - 22036 E VALLEY BLVD	\$8,617.50
	508852	09/28/2023	ADMINISTRATIVE SVC - GENERAL	\$6,220.00
	508853	09/28/2023	MISC HOUSING CAPITAL IMPROVEMENTS - REVIEW PL	\$7,417.50
	508854	09/28/2023	MISC HOUSING CAPITAL IMPROVEMENTS - REVIEW PL	\$8,215.00
200519	10/11/2023		HOME DEPOT CREDIT SVC - DEPT 32-	\$868.76
	Invoice	Date	Description	Amount
	WJ39801584	09/05/2023	DISHWASHER - 16217 TEMPLE AVE	\$868.76
200520	10/11/2023		INDEPENDENT ROOFING CONSULTAN	\$3,875.00
	Invoice	Date	Description	Amount
	0082047	08/31/2023	PROJECT AUDITS - MULTIPLE HOUSES	\$2,925.00
	0082257	09/20/2023	PROJECT AUDIT - MULTIPLE HOUSES	\$950.00
200521	10/11/2023		IPHMA - PAYROLL ACCOUNT	\$3,800.00
	Invoice	Date	Description	Amount
	OCT-23	09/25/2023	REPLENISH PAYROLL ACCOUNT FOR OCTOBER 2023	\$3,800.00
200522	10/11/2023		MORTISE & TENON BUILDING CORP	\$348.91
	Invoice	Date	Description	Amount
	156250176	09/21/2023	REROUTE DRYER VENT - 17229 CHESTNUT ST	\$348.91
200523	10/11/2023		MUKAI CONSTRUCTION	\$48,330.00
	Invoice	Date	Description	Amount
	#1-IPHMA-009	10/01/2023	VARIOUS ROOF REPAIRS	\$48,330.00

**Industry Property and Housing Management Authority
Board Meeting
October 12, 2023**

Check	Date	Payee Name		Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200524	10/11/2023	PURCOR PEST SOLUTIONS		\$3,320.00
Invoice	Date	Description	Amount	
2106 C	09/15/2023	SEPTEMBER 2023 PEST SVC - MULTIPLE HOUSES	\$1,660.00	
2103C	06/15/2023	JUNE 2023 PEST SVC - MULTIPLE HOUSES	\$1,660.00	
200525	10/11/2023	SATSUMA LANDSCAPE & MAINT.		\$24,301.84
Invoice	Date	Description	Amount	
15730	09/28/2023	SEPTEMBER 2023 LANDSCAPE MAINTENANCE	\$24,301.84	
200526	10/11/2023	TEMP AIR SYSTEM INC.		\$1,530.00
Invoice	Date	Description	Amount	
16439	05/29/2023	HVAC MAINTENANCE - 16238 TEMPLE AVE	\$640.00	
16422	05/29/2023	HVAC MAINTENANCE - 17217 CHESTNUT ST	\$445.00	
16420	05/29/2023	HVAC MAINTENANCE - 16229 TEMPLE AVE	\$445.00	

Checks	Status	Count	Transaction Amount
Total		16	\$126,245.92

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 7.1



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: Mathew Hudson, Engineering Manager; Gerardo Perez, Senior Construction Manager, CNC Engineering
DATE: 10/11/2023
SUBJECT: Consideration of Change Order No. 1, in the amount of \$7,533.22, for Contract No. IPHMA-0011, Miscellaneous Improvements at 22036 E. Valley Boulevard, with CELCO Construction Services, Inc.

BACKGROUND

On May 4, 2023, the Executive Director approved Negotiated Contract No. IPHMA-0011, Miscellaneous Improvements at 22036 E. Valley Boulevard, with CELCO Construction Services, Inc., in the amount of \$57,648.00. This project includes miscellaneous interior and exterior improvements including but not limited to, demolition, electrical, framing, plumbing and kitchen upgrades. Exterior improvements include, but not limited to, concrete slab, synthetic turf installation and fencing.

DISCUSSION

During construction, the Contractor incurred additional costs due to unforeseen conditions and inconsistencies in the scope of work.

- Change Order No. 1 -- During demolition of the existing pantry, an unforeseen electrical conduit had to be rerouted. Also, during remodeling of the shower enclosure additional plumbing fittings had to be replaced. The following items were omitted from the original negotiated contract: a) Installation of a shower glass door b) internal blinds were added to the patio doors and c) installation of an additional 16 6-inch can lights with separate switches. Additional costs were also incurred, due to miscommunication and different expectations with the Contractor regarding the relocation and extension of the pantry. The total cost for this change order is \$7,533.22.

Unfortunately, due to these unforeseen conditions, the contract amount will now exceed the \$60,000 limit for negotiated contracts. However, at this point, it would be difficult to pull the work out and bid it separately. Doing so would require another contractor to take responsibility for an existing contractor's work and warranties on work could be voided. It is in the best interest of the use of public funds to process a change order. This change order represents nine percent of the negotiated contract.

FISCAL IMPACT

Table 1 - Summary of Extra Costs

Contract Amount	\$57,648.00
Change Order No. 1	\$7,533.22
Revised Project Cost	\$65,181.22

The fiscal impact for Change Order No. 1 is \$7,533.22. This work is budgeted in the adopted FY 23-24 General Fund budget (Account No. 160-300-8510, MP 12-06 #11).

RECOMMENDATION

Approve Change Order No. 1 in the amount of \$7,533.22 and authorize the Chairman to execute the approved Change Order.

Attachments

A. Change Order No. 1 dated October 11, 2023

**INDUSTRY PROPERTY
HOUSING MANAGEMENT
AUTHORITY**

CHANGE ORDER

15625 Mayor Dave Way
City of Industry, CA 91744
(626)333-2211

Change Order No. 1

Project Miscellaneous Improvements at 22036 E. Valley Boulevard Contract No. IPHMA-011 Date 10/11/2023

Type Project Residential Building Remodel Contractor CELCO Construction Services, Inc.

Location Valley Boulevard

Explanation:

An unforeseen electrical conduit had to be rerouted in the pantry area. Additional plumbing fittings needed to be replaced in the shower enclosure. Added shower glass doors, internal blinds for the new patio door and 16 additional 6" can lights.
Additional costs were incurred to for the relocation and extension of the pantry.

Extra Work by: Contract Items X Negotiated T & M

The contractor is hereby directed to perform all labor and to provide all materials necessary to carry out the work described below:

ITEM NO.	ITEM	QUANTITY	UNIT PRICE	TOTALS (\$)	
				+	-
1	Additional costs incurred as per the above-noted extra work	1	\$ 7,533.22	\$ 7,533.22	
TOTAL COST				\$ 7,533.22	

T & M SUMMARY

*Labor Cost	Total Labor per Day
*Equipment Cost (See attached breakdown)	Total Equipment per Day
*Material Cost	Sub-Total \$ -
(*Attach breakdown of labor, equipment and materials)	
CHANGE ORDER SUMMARY	Other Additive (Profit & Bond Fee)
Original Contract Amount \$ 57,648.00	Total T & M \$ -
Total Previous Change Orders 0.00%	
Total Change Orders \$ 7,533.22 13.07%	Pay This CHANGE ORDER \$ 7,533.22 13.07%

Additional Contract Days _____

I hereby certify that the quantities shown and/or amounts shown for equipment, material and labor costs (if any) are correct to the best of my knowledge and the total cost shown above shall be considered final payment for the work specified by this change order. The total cost includes compensation for any delay in the preparation of this change order and the time to complete the specified work.


Contractor Representative Date 10/3/2023
Mathew Hudson - Engineering Manager Date

Joshua Nelson - Executive Director Date 10.3.23

Gerardo Perez - Sr. Construction Manager Date



CELCO Construction Services, Inc.
 1004 W. West Covina Pkwy., Suite 502
 West Covina, CA 91790
 Tel: 626.956.3556 Fax: 626.956.0833
 celcoservices.com

PROPOSAL

PREPAIRD BY	DATE
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Jesus Muñoz	9/15/2023
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Customer Information

City of industry
 22036 Valley Blvd
 Walnut, CA 91789

JOB NUMBER

01-09-012166REM

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
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Labor & Materials for the following:

Shower Glass Door: Clear glass 3/8 tempered Flat polished , Hinges Beveled chrome wiith the 8" pull handle.	1	1,400.00 \$	1,400.00
Kitchen Pantry: Extend kitchen pantry into requested size 2 times.	1	1,500.00 \$	1,500.00
Patio Door: Adiitonal funds	1	1,000.00 \$	1,000.00
Electrical: Reroute kitchen pantry electrical to selected location.	1	760.00 \$	760.00
Electrical: Labor and materials Electrical - install additional 16 - 6" can lights on its separate switch in all 3 bedrooms. *Please note additional labor hours due to the lack of attic space.	1	2,351.00 \$	2,351.00
Plumber: Replace shower valve cartridge . valve trime & shower head pipe thread	1	522.22 \$	522.22

Thank you for your business!

Please Note: The proposal is for work to be done during working hours and is valid for 30 Days. The amounts are based on preliminary figures and can be subject to change. Should you have any questions or concerns, please do not hesitate to contact us at 626-956-3556

SUBTOTAL		7,533.22
TAX RATE		0%
TAX	\$	-
TOTAL	\$	7,533.22

Approval Signature _____

Date ____/____/____

Printed Name _____