



## City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA  
MARCH 13, 2024  
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](http://www.microsoft.com/microsoft-teams/join-a-meeting)

Meeting ID: 216 744 408 622

Passcode: AqKoK3

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Or call in (audio only)

+1 657-204-3264 United States

Phone Conference ID: 150 209 489#

### 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- IPHMA Milestone Recognition

6. **CONSENT CALENDAR**

- 6.1 Consideration of the Register of Demands for March 13, 2024

*RECOMMENDED ACTION:* Approve the Register of Demands.

- 6.2 Consideration of the minutes of the February 7, 2024 special meeting

*RECOMMENDED ACTION:* Approve as submitted.

7. **ACTION ITEMS**

- 7.1 Discussion and direction regarding rent increases for existing tenants

*RECOMMENDED ACTION:* 1) Direct staff to:  
A. Increase rent for existing tenants by \_\_\_% effective July 1, 2024, not to exceed the target rent amounts set on July 1, 2023.  
B. Provide advanced notice of changes in rent amounts to affected tenants.

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, April 10, 2024, 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 March 13, 2024

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	2,325.00
160	INDUSTRY PROPERTY & HOUSING	106,032.17
TOTAL ALL FUNDS		108,357.17.

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	108,357.17
TOTAL ALL BANKS		108,357.17

APPROVED PER EXECUTIVE DIRECTOR

  
\_\_\_\_\_

DATE

3/7/2024  
\_\_\_\_\_

**Industry Property and Housing Management Authority  
Board Meeting  
March 13, 2024**

Check	Date	Payee Name		Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
200596	02/14/2024	SOCALGAS		\$26.23
	Invoice	Date	Description	Amount
	2024-00001400	02/05/2024	1/4-2/1/24 SVC-16200 TEMPLE APT 202	\$26.23
200597	02/14/2024	WALNUT VALLEY WATER DISTRICT		\$65.11
	Invoice	Date	Description	Amount
	4906290	02/07/2024	1/1-1/31/24 SVC-22002 VALLEY BLVD	\$37.75
	4910801	02/08/2024	1/3-1/31/24 SVC-20137 WALNUT DR	\$27.36
200598	02/21/2024	L A COUNTY TAX COLLECTOR		\$564.87
	Invoice	Date	Description	Amount
	8940149063S	02/15/2024	SUPP PROP TAX FY 23/24-16212 TEMPLE AVE	\$164.61
	8940149063S1	02/15/2024	SUPP PROP TAX FY 23/24-16212 TEMPLE AVE	\$15.51
	8940149042S	02/15/2024	SUPP PROP TAX FY 23/24-16000 E TEMPLE AVE #A	\$384.75
200599	02/21/2024	SOUTHERN CALIFORNIA EDISON		\$31.41
	Invoice	Date	Description	Amount
	2024-00001422	02/12/2024	1/11-2/11/24 SVC-20137 E WALNUT DR S	\$31.41
200600	02/21/2024	WELLS FARGO		\$1,336.54
	Invoice	Date	Description	Amount
	IPH-2/2-3/3/24	01/10/2024	SPEED QUEEN WASHER-15652 NELSON AVE	\$1,336.54
200601	02/28/2024	SOCALGAS		\$5.10
	Invoice	Date	Description	Amount
	2024-00001423	02/15/2024	1/13-2/13/24 SVC-22036 VALLEY BLVD	\$5.10

**Industry Property and Housing Management Authority  
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March 13, 2024**

Check	Date	Payee Name			Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>					
200602	03/13/2024	CASO & SPARKS, LLP			\$947.63
	Invoice	Date	Description	Amount	
	20909	02/12/2024	JULY 2023-JAN 2024 LEGAL SVC-IPHMA	\$947.63	
200603	03/13/2024	CELCO CONSTRUCTION SERVICES INC			\$20,823.94
	Invoice	Date	Description	Amount	
	#3-IPHMA-011	03/01/2024	MISC IMPROVEMENTS @ 22036 E VALLEY BLVD	\$20,823.94	
200604	03/13/2024	CNC ENGINEERING			\$14,463.75
	Invoice	Date	Description	Amount	
	509753	02/29/2024	ADMINISTRATIVE SVC-GENERAL	\$5,486.25	
	509739	02/29/2024	GENERAL ENG SVC/MAINT-17229 CHESTNUT ST	\$97.50	
	509738	02/29/2024	GENERAL ENG SVC/MAINT-16229 E TEMPLE AVE	\$146.25	
	509737	02/29/2024	GENERAL ENG SVC/MAINT-16238 E TEMPLE AVE	\$146.25	
	509736	02/29/2024	GENERAL ENG SVC/MAINT-17217 CHESTNUT ST	\$190.00	
	509735	02/29/2024	GENERAL ENG SVC/MAINT-16212 TEMPLE AVE	\$956.25	
	509740	02/29/2024	GENERAL ENG SVC/MAINT-16200 TEMPLE AVE BUNKH	\$195.00	
	509741	02/29/2024	GENERAL ENG SVC/MAINT-16200 TEMPLE AVE UNIT B	\$195.00	
	509742	02/29/2024	GENERAL ENG SVC/MAINT-15702 NELSON AVE	\$566.25	
	509743	02/29/2024	GENERAL ENG SVC/MAINT-16200 TEMPLE AVE UNIT C	\$48.75	
	509744	02/29/2024	GENERAL ENG SVC/MAINT-15652 NELSON AVE	\$495.00	
	509745	02/29/2024	GENERAL ENG SVC/MAINT-16200 TEMPLE AVE UNIT A	\$233.75	
	509747	02/29/2024	GENERAL ENG SVC/MAINT-16224 E TEMPLE AVE	\$48.75	
	509746	02/29/2024	GENERAL ENG SVC/MAINT-15722 NELSON AVE	\$48.75	
	509748	02/29/2024	GENERAL ENG SVC/MAINT-16242 E TEMPLE AVE	\$533.75	

**Industry Property and Housing Management Authority  
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Check	Date	Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>			
509749	02/29/2024	GENERAL ENG SVC/MAINT-22036 E VALLEY BLVD	\$120.00
509750	02/29/2024	GENERAL ENG SVC/MAINT-16217 E TEMPLE AVE	\$570.00
509751	02/29/2024	GENERAL ENG SVC/MAINT-15714 NELSON AVE	\$420.00
509752	02/29/2024	IPHMA-MISC IMPROVEMENTS-22036 E VALLEY BLVD	\$1,641.25
509754	02/29/2024	IPHMA-MISC DRAINAGE ISSUES-INDUSTRY HILLS	\$570.00
509755	02/29/2024	IPHMA-VARIOUS ROOF REPLACEMENTS	\$1,755.00
<b>200605</b>	<b>03/13/2024</b>	<b>GOODSERVICE APPLIANCE REPAIR</b>	<b>\$2,664.72</b>
Invoice	Date	Description	Amount
2747	08/18/2023	REPLACED ICE MAKER -REFRIGERATOR @ 15736 NEL	\$424.09
2756	01/24/2024	APPLIANCE REPLACEMENT-REFRIGERATOR/ICE MAKE	\$95.00
2757	01/24/2024	APPLIANCE REPAIR SVC-TRASH COMPACTOR @ 1621	\$149.00
2758	01/24/2024	APPLIANCE REPAIR SVC-WASHER @ 16212 TEMPLE	\$323.14
2753	12/04/2023	APPLIANCE REPLACEMENT-REFRIGERATOR @16217 T	\$95.00
2759	02/03/2024	DRYER SVC REPAIR @16229 TEMPLE	\$336.05
2755	12/28/2023	APPLIANCE REPLACEMENT-DISHWASHER @ 16242 TE	\$95.00
2751	10/30/2023	APPLIANCE REPLACEMENT-OVEN RANGE @ 16000 TEI	\$95.00
2749	09/27/2023	REFRIGERATOR REPAIR SVC-16000 TEMPLE UNIT B	\$238.94
2752	11/28/2023	APPLIANCE REPLACEMENT-DRYER @ 15730 NELSON	\$89.00
2750	10/13/2023	APPLIANCE REPLACEMENT-WASHER @ 15702 NELSOI	\$95.00
2754	12/27/2023	APPLIANCE REPLACEMENT-WASHER @ 15652 NELSOI	\$95.00
2748	08/18/2023	DRYER VENT REPLACED @ 17229 CHESTNUT	\$95.00
2746	07/31/2023	DRYER VENT CLEANED @ 17229 CHESTNUT	\$95.00
2778	02/14/2024	DIAGNOSE AND REPAIR SAMSUNG DRYER-16217 TEMI	\$344.50
<b>200606</b>	<b>03/13/2024</b>	<b>HOME DEPOT CREDIT SVC - DEPT 32-</b>	<b>\$562.77</b>



**Industry Property and Housing Management Authority  
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Check	Date	Payee Name		Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
	Invoice	Date	Description	Amount
	902141	02/21/2024	OVER THE RANGE MICROWAVE-16224 TEMPLE AVE	\$562.77
<b>200607</b>	03/13/2024	<b>IPHMA - PAYROLL ACCOUNT</b>		<b>\$1,000.00</b>
	Invoice	Date	Description	Amount
	FEB-24	02/20/2024	REPLENISH PAYROLL ACCOUNT FOR FEBRUARY 2024	\$1,000.00
<b>200608</b>	03/13/2024	<b>KLINE'S PLUMBING, INC.</b>		<b>\$1,182.50</b>
	Invoice	Date	Description	Amount
	13287	02/13/2024	PLUMBING SVC'S INSTALL NEW TOILET-17217 CHESTN	\$410.00
	13294	02/15/2024	PLUMBING SVC & INSTALLATION OF DISHWASHER@16	\$487.50
	13296	02/15/2024	PLUMBING & MAINT SVC'S-16224 TEMPLE AVE	\$285.00
<b>200609</b>	03/13/2024	<b>MORTISE &amp; TENON BUILDING CORP</b>		<b>\$10,069.13</b>
	Invoice	Date	Description	Amount
	156250201	02/05/2024	REPAIRS TO KITCHEN @ 16000 TEMPLE CONDO C	\$5,979.01
	156250202	01/27/2024	INTERIOR MAINTENANCE @ 15652 NELSON	\$2,179.47
	156250218	02/21/2024	MAINT SVC'S-15652 NELSON AVE	\$592.21
	156250211	02/12/2024	REPAIRS & MAINT SVC'S-15714 NELSON AVE	\$934.32
	156250220	02/26/2024	HANDYMAN MAINT SVC-ROOF LEAK REPAIR@16212 TI	\$384.12
<b>200610</b>	03/13/2024	<b>PURCOR PEST SOLUTIONS</b>		<b>\$1,660.00</b>
	Invoice	Date	Description	Amount
	2111C	02/15/2024	FEBRUARY 2024 PEST SVC-MULTIPLE HOUSES	\$1,660.00
<b>200611</b>	03/13/2024	<b>SATSUMA LANDSCAPE &amp; MAINT.</b>		<b>\$51,578.47</b>

**Industry Property and Housing Management Authority  
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Check	Date	Payee Name	Check Amount
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**IPHMA.WF.CHK - IPHMA Wells Fargo Checking**

Invoice	Date	Description	Amount
0124EHNHCS	01/23/2024	JANUARY 2024 LANDSCAPE MAINTENANCE	\$25,121.75
0224EHNHCS	02/16/2024	FEBRUARY 2024 LANDSCAPE MAINTENANCE	\$26,456.72

<b>200612</b>	<b>03/13/2024</b>	<b>TEMP AIR SYSTEM INC.</b>	<b>\$1,375.00</b>
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Invoice	Date	Description	Amount
18443	02/09/2024	REPLACE THERMOSTAT-15652 NELSON AVE	\$525.00
18489	02/16/2024	HEATER MAINT SVC-15702 NELSON AVE	\$850.00

Checks	Status	Count	Transaction Amount
<b>Total</b>		<b>17</b>	<b>\$108,357.17</b>

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.2

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
FEBRUARY 7, 2024  
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The Special Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Ken Calvo at 10:31 a.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California.

**FLAG SALUTE**

The flag salute was led by Chair Ken Calvo.

**AB 2449 VOTE ON EMERGENCY CIRCUMSTANCES (IF NECESSARY)**

There was no need for AB 2449 vote since there were no Board Members taking part remotely. The webcast was then terminated.

**ROLL CALL**

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

STAFF PRESENT: Josh Nelson, Executive Director; Bing Hyun, Assistant Executive Director; James M. Casso, General Counsel; and Julie Gutierrez Robles, Secretary.

**PRESENTATION**

There were none.

**CONSENT CALENDAR**

**6.1 CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY THE FINANCE DEPARTMENT FOR FEBRUARY 8, 2024**

*RECOMMENDED ACTION:* Approve the Register of Demands.

**6.2 CONSIDERATION OF THE MINUTES OF THE DECEMBER 13, 2023 AND THE JANUARY 10, 2024 REGULAR MEETINGS**

*RECOMMENDED ACTION:* Approve as submitted.

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
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Board Member Cook asked about the \$624.12 charge for lighting under check #200588. Justin Aguilar, Field Operation Project Manager, with CNC Engineering explained the cost was for a total of 7 lights throughout the house on Valley. Board Member O’Gorman asked about check #200586 for roof replacements. Josh Nelson indicated this was not for any roof replacements but for preventative repairs. None of the houses had roof leaks during this recent rainstorm except for one, which has since been taken care of. This was done through an informal bid process since it was under \$200,000.00, and much of the work was done in September and October. Also this year because of our preventative maintenance, with trimming of the trees, we had no damage from falling trees which is unusual especially under the severity of the storm.

There were no public comments.

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER O’GORMAN TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	COOK, O’GORMAN, VC/SEAL, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	NONE
ABSTAIN	BOARD MEMBERS:	NONE

## **ACTION ITEMS**

### **7.1 DISCUSSION AND DIRECTION REGARDING RENT INCREASES FOR EXISTING TENANTS**

*RECOMMENDED ACTION:*

*Provide direction to Staff.*

Executive Director Josh Nelson explained that there is not a big rush to conclude today. The main thing is to get the numbers into Finance Director Yamini Pathak in time, for the next fiscal year budget. If direction today requires action from the Board, we can discuss it today and bring it back at the next meeting. The direction today is, what do you want to do?

A draft handout was distributed to the Board Members explaining the different calculations, still based on 70 cents per square foot. Each member voiced their opinion

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
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and a discussion ensued as to the best possible method of going forward. The option to split the maximum cost in half and re-evaluate again in six months was considered.

Enough direction was provided for Executive Director Josh Nelson, and he suggested getting another document out for review before the next meeting for each of them to have time to evaluate before deciding. A resolution can be provided with blank dollar amounts to be inserted at the next meeting.

There were no public comments.

**PUBLIC HEARING - NONE**

**CLOSED SESSION - NONE**

**EXECUTIVE DIRECTOR REPORTS**

Executive Director, Josh Nelson said he had nothing else to discuss other than how the city fared during the storm.

Chair Ken Calvo asked if there were any tenants that needed construction and if so, would they need to vacate. Josh Nelson said there is one house needing some repair outside, but no evacuation should be necessary. We do have one capital project planned for piping from the backyard to the street which is the house we provided preventative sandbags. Josh Nelson said the house questioned on the slope, does have drains.

**AB 1234 REPORTS**

There were none.

**BOARD MEMBER COMMUNICATIONS**

There were none.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 11:02 a.m.

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
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Ken Calvo  
Chair

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Julie Gutierrez-Robles  
Secretary

*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: Bing Hyun, Assistant Executive Director

DATE: 03/13/2024

SUBJECT: Discussion and Direction Regarding Rent Increases for Existing Tenants

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### BACKGROUND

On February 8, 2023, the Industry Property and Housing Management Authority ("IPHMA") discussed rent increases for existing tenants. Target rent amounts were set for each unit, based on a calculation of \$0.70 per square foot for all interior building square footage of a rental unit, not including garages, rounded down to the nearest 5 dollars. In addition, the rent amount for all units would be not less than \$900.00 per month.

After establishing the target rent amounts, the IPHMA Board directed Staff to increase rent for existing tenants by 10 percent (or less if the 10 percent increase would exceed the target rent amount for that unit) and decrease rent for one existing tenant that exceeded the target rent amount, effective July 1, 2023.

The IPHMA Board also directed Staff to schedule consideration of rent increases annually thereafter, for discussion.

### DISCUSSION

California State law establishes that rent amounts may only be increased annually by either a maximum of 5% of the current rent amount, plus the local rate of inflation; or 10% of the current rent amount, whichever is lower. Based on the Los Angeles-Long Beach-Anaheim area Consumer Price Index ("CPI") percent change in price of 2.8% for the 12-month period ending in November 2023, the maximum amount that rent may be increased in a 12-month period, beginning July 1, 2024, is 7.8%.

In short, the IPHMA Board may direct an increase of rent by 7.8% or lower. At the February 7, 2024, IPHMA meeting, the Board directed Staff to bring back the item to resume the discussion and determine whether rent for existing tenants would be increased by the CPI percent change of 2.8% percent, or 3.9%, half of the maximum amount allowed by law.

### FISCAL IMPACT

The increase in monthly revenues will be determined by the rent increase set by the IPHMA Board.

### RECOMMENDATION

1) Direct staff to:

- A. Increase rent for existing tenants by \_\_\_% effective July 1, 2024, not to exceed the target rent amounts set on July 1, 2023.
- B. Provide advanced notice of changes in rent amounts to affected tenants.