

---

---

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



REGULAR MEETING AGENDA  
DECEMBER 11, 2019  
5:00 p.m.

Chair Raheleh Gorginfar  
Vice Chair Phil Cook  
Board Member Ken Calvo  
Board Member Joseph Emmons  
Board Member Tim Seal

---

Location: City Council Chamber, 15651 East Stafford Street, 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 three-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 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. 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.*

### **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 East Stafford Street, 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.*

- 
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), the public, or staff request specific items be removed from the Consent Calendar for separate action.

5.1 Consideration of the Register of Demands for December 11, 2019

*RECOMMENDED ACTION: Approve the Register of Demands for December 11, 2019.*

5.2 Consideration of the minutes of the July 11, 2018 regular meeting, October 9, 2019 regular meeting and November 13, 2019 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

6. **BOARD MATTERS**

6.1 Consideration of Amendment No. 2 to the Maintenance Services Agreement with SureTeck Industrial and Commercial Services, Inc., for on-call maintenance services to extend the term to December 31, 2020

*RECOMMENDED ACTION: Approve the Amendment.*

7. **EXECUTIVE DIRECTOR COMMENTS:**

8. Adjournment. Next regular meeting: Wednesday, January 8, 2020 at 5:00 p.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 December 11, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	16,298.76

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	16,298.76

**APPROVED PER CITY MANAGER**

---

**Industry Property and Housing Management Authority  
Board Meeting  
December 11, 2019**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
21485	11/20/2019	INDUSTRY PUBLIC UTILITIES		\$132.61
	Invoice	Date	Description	Amount
	2020-00000710	10/18/2019	08/19-10/18/19 SVC - BUNK HOUSE	\$132.61
21486	11/20/2019	ROWLAND WATER DISTRICT		\$468.98
	Invoice	Date	Description	Amount
	2020-00000711	10/30/2019	09/12-10/15/19 SVC - 17217 & 17229 CHESTNUT - IRR	\$227.23
	2020-00000712	10/30/2019	09/12-10/15/19 SVC - 17229 CHESTNUT ST	\$113.00
	2020-00000713	10/30/2019	09/12-10/15/19 SVC - 17217 CHESTNUT ST	\$128.75
21487	11/20/2019	SO CALIFORNIA EDISON COMPANY		\$49.31
	Invoice	Date	Description	Amount
	2020-00000714	11/02/2019	10/02-11/01/19 SVC - 15652 NELSON AVE	\$49.31
21488	11/20/2019	SOCALGAS		\$43.31
	Invoice	Date	Description	Amount
	2020-00000715	11/04/2019	10/02-10/31/19 SVC - 16200 TEMPLE AVE APT 202 - BUN	\$38.54
	2020-00000716	11/05/2019	10/03-11/01/19 SVC - 15722 NELSON AVE	\$4.77
21489	11/26/2019	INDUSTRY PUBLIC UTILITY COMMISSI		\$111.66
	Invoice	Date	Description	Amount
	2020-00000781	11/15/2019	10/10-11/10/19 SVC - 16229 E TEMPLE AVE	\$7.31
	2020-00000782	11/15/2019	10/10-11/10/19 SVC - 16218 E TEMPLE AVE	\$104.35
21490	11/26/2019	WALNUT VALLEY WATER DISTRICT		\$20.54
	Invoice	Date	Description	Amount
	3497853	11/07/2019	10/01-10/30/19 SVC - 20137 WALNUT DR	\$20.54

**Industry Property and Housing Management Authority  
Board Meeting  
December 11, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21491</b>	12/11/2019		<b>ABORTA-BUG PEST CONTROL</b>	<b>\$1,650.00</b>
	Invoice	Date	Description	Amount
	14343-	11/01/2019	RODENT CHECK - 16224 TEMPLE AVE	\$75.00
	14290	11/04/2019	NOVEMBER 2019 PEST SVC @ \$75 PER HOUSE	\$1,575.00
<b>21492</b>	12/11/2019		<b>CNC ENGINEERING</b>	<b>\$9,340.00</b>
	Invoice	Date	Description	Amount
	459735	11/14/2019	COORDINATION FOR PLUMBING REPAIRS - 15714 NELSON AVE	\$1,180.00
	459736	11/14/2019	INSPECTION OF IRRIGATION SYSTEM - 20137-20249 E 1ST AVE	\$255.00
	459737	11/14/2019	COORDINATION FOR WATER HEATER REPAIR - 16229 TEMPLE AVE	\$487.50
	459738	11/14/2019	COORDINATION FOR FLAG POLE INSTALL - 16000 TEMPLE AVE	\$97.50
	459739	11/14/2019	VACANT HOME WALKTHROUGH - 16218 TEMPLE AVE	\$267.50
	459740	11/14/2019	PLANTER REMOVAL & REPAIR - 15702 NELSON AVE	\$645.00
	459741	11/14/2019	MOLD CONCERNS FOLLOW-UP - 16224 TEMPLE AVE	\$292.50
	459743	11/27/2019	COORDINATION FOR RAIN GUTTER REPAIR - 16000 TEMPLE AVE	\$97.50
	459744	11/27/2019	WATER METER & PERIMETER FENCING REPAIRS - 220 E 1ST AVE	\$862.50
	459745	11/27/2019	PLUMBING REPAIRS & SECURITY LIGHTS - 16220 TEMPLE AVE	\$627.50
	459746	11/27/2019	COORDINATION FOR HVAC REPAIRS - 16227 TEMPLE AVE	\$627.50
	459747	11/27/2019	COORDINATION FOR VARIOUS REPAIRS - 17217 CHESAPEAKE AVE	\$1,170.00
	459748	11/27/2019	COORDINATION TO REPAIR GAS LEAK - GENERAL	\$1,365.00
	459749	11/27/2019	COORDINATION FOR LIGHT REPAIRS - 15736 NELSON AVE	\$292.50
	459750	11/27/2019	COORDINATION FOR FIREPLACE REPAIRS - 16242 TEMPLE AVE	\$195.00
	459751	11/27/2019	COORDINATION FOR DRYWALL REPAIRS - 16229 TEMPLE AVE	\$585.00
	459752	11/27/2019	COORDINATION FOR FLAG POLE INSTALL - 16000 TEMPLE AVE	\$195.00
	459753	11/27/2019	REPAIRS TO EXHAUST FANS - 16224 TEMPLE AVE	\$97.50

**Industry Property and Housing Management Authority  
Board Meeting  
December 11, 2019**

Check	Date	Payee Name			Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>					
<b>21493</b>	12/11/2019	IPHMA - PAYROLL ACCOUNT			\$3,600.00
	Invoice	Date	Description	Amount	
	DEC-19	11/25/2019	REPLENISH PAYROLL ACCOUNT FOR DECEMBER 2019	\$3,600.00	
<b>21494</b>	12/11/2019	IRRI-CARE PLUMBING & BACKFLOW T			\$882.35
	Invoice	Date	Description	Amount	
	10369	09/26/2019	BACKFLOW TESTING - VARIOUS HOUSES	\$480.00	
	10429	10/16/2019	BACKFLOW REPAIRS - 16212 & 16218 TEMPLE AVE	\$402.35	

Checks	Status	Count	Transaction Amount
	Total	10	\$16,298.76

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JULY 11, 2018  
PAGE 1

---

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Joseph Emmons at 5:01 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**FLAG SALUTE**

The flag salute was led by Chairman Joseph Emmons.

**ROLL CALL**

PRESENT: Joseph Emmons, Chairman  
Raheleh Gorginfar, Board Member

ABSENT: Erin Schriever, Board Member

STAFF PRESENT: Troy Helling, Acting City Manager; James M. Casso, General Counsel; and Diane M. Schlichting, Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**BOARD MATTERS**

**5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JULY 11, 2018**

*RECOMMENDED ACTION: Approve the Register of Demands for July 11, 2018.*

MOTION BY BOARD MEMBER GORGINFAR, AND SECOND BY CHAIRMAN EMMONS, TO APPROVE THE REGISTER OF DEMANDS FOR JULY 11, 2018. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	GORGINFAR, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	SCHRIEVER
ABSTAIN:	BOARD MEMBERS:	NONE

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JULY 11, 2018  
PAGE 2

---

**5.2 DISCUSSION AND DIRECTION REGARDING ESTABLISHING AN APPLICATION PROCESS FOR EXISTING AND FUTURE VACANT HOMES**

*RECOMMENDED ACTION: Provide direction to staff.*

**5.3 DISCUSSION AND DIRECTION REGARDING ESTABLISHING MARKET RATE RENTS FOR EXISTING AND FUTURE VACANT HOMES**

*RECOMMENDED ACTION: Provide direction to staff.*

**5.4 DISCUSSION AND DIRECTION REGARDING RENT INCREASE FOR EXISTING TENANTS**

*RECOMMENDED ACTION: Provide direction to staff.*

**5.5 DISCUSSION AND DIRECTION REGARDING UTILITY COSTS AND UNIT METERING**

*RECOMMENDED ACTION: Provide direction to staff.*

Acting City Manager, Troy Helling, proposed that staff get started with an application process for Items 5.2, 5.3, 5.4, and 5.5, and bring back at the next meeting.

MOTION BY CHAIRMAN EMMONS, AND SECOND BY BOARD MEMBER GORGINFAR, TO BEGIN THE PROCESS OF IMPLEMENTING AN APPLICATION PROCESS AND BRING BACK AT THE NEXT MEETING. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	GORGINFAR, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	SCHRIEVER
ABSTAIN:	BOARD MEMBERS:	NONE

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JULY 11, 2018  
PAGE 3

---

**CLOSED SESSION**

Secretary Schlichting announced there was a need for Closed Session as follows:

- 6.1 CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation  
Significant exposure to litigation pursuant to Government Code Section  
54956.9(d)(2) (1 Potential Case)

There were no public comments on the Closed Session item.

Chairman Emmons recessed the meeting into Closed Session at 5:25 p.m.

**RECONVENE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT  
AUTHORITY MEETING**

Chairman Emmons reconvened the meeting at 5:48 p.m. All Board Members were present except for Board Member Schriever. General Counsel Casso reported out of Closed Session.

With regard to the Closed Session Item 6.1, direction was given to the Authority Counsel and no further action was taken.

Nothing further to report at this time.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:49 p.m.

---

Joseph Emmons  
Chairman

---

Diane M. Schlichting  
Secretary

---

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
OCTOBER 9, 2019  
PAGE 1

---

---

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Raheleh Gorginfar at 5:00 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**FLAG SALUTE**

The flag salute was led by Chair Raheleh Gorginfar

**ROLL CALL**

PRESENT: Raheleh Gorginfar, Chair  
Phil Cook, Vice Chair  
Ken Calvo, Board Member  
Joseph Emmons, Board Member  
Tim Seal, Board Member

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; Bianca Sparks, Assistant General Counsel; Julie Robes, Secretary; and Lynn Thompson, Administrative Technician II.

**PUBLIC COMMENTS**

There were no public comments.

**BOARD MATTERS**

**5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR SEPTEMBER 11, 2019**

*RECOMMENDED ACTION: Ratify the Register of Demands.*

MOTION BY BOARD MEMBER CALVO, AND SECOND BY VICE CHAIR COOK TO RATIFY THE REGISTER OF DEMANDS. MOTION CARRIED 4-0, WITH BOARD MEMBER SEAL ABSTAINING, BY THE FOLLOWING VOTE:

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

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
OCTOBER 9, 2019  
PAGE 2

---

**5.2 CONSIDERATION OF THE REGISTER OF DEMANDS FOR OCTOBER 9, 2019**

*RECOMMENDED ACTION: Approve the Register of Demands for October 9, 2019.*

MOTION BY VICE CHAIR COOK, AND SECOND BY BOARD MEMBER CALVO TO APPROVE THE REGISTER OF DEMANDS FOR OCTOBER 9, 2019. MOTION CARRIED 4-0, WITH BOARD MEMBER SEAL ABSTAINING, BY THE FOLLOWING VOTE:

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

**5.3 CONSIDERATION OF THE MINUTES OF THE AUGUST 7, 2019 REGULAR MEETING**

*RECOMMENDED ACTION: Approve as submitted.*

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY VICE CHAIR COOK TO APPROVE AS SUBMITTED. MOTION CARRIED 3-0, WITH BOARD MEMBERS CALVO AND SEAL ABSTAINING, BY THE FOLLOWING VOTE:

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

**5.4 CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH C & C ENGINEERING, INC., FOR ENGINEERING SERVICES FROM OCTOBER 9, 2019 TO MARCH 21, 2021**

Assistant City Manager Bing Hyun provided a staff report to the Council and was available to answer any questions.

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
OCTOBER 9, 2019  
PAGE 3

---

MOTION BY VICE CHAIR COOK, AND SECOND BY BOARD MEMBER CALVO TO APPROVE THE AGREEMENT. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

**EXECUTIVE DIRECTOR COMMENTS:**

Executive Director Troy Helling, mentioned the Governor signed into law yesterday AB1482, requiring the City to provide changes to the Rental Agreement. The agreement will be brought back at the next meeting.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:17 p.m.

---

Raheleh Gorginfar  
Chair

---

Julie Robles  
Assistant Secretary

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
NOVEMBER 13, 2019  
PAGE 1

---

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Raheleh Gorginfar at 5:00 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**FLAG SALUTE**

The flag salute was led by Chair Raheleh Gorginfar

**ROLL CALL**

PRESENT: Raheleh Gorginfar, Chair  
Ken Calvo, Board Member  
Joseph Emmons, Board Member  
Tim Seal, Board Member

ABSENT: Phil Cook, Vice Chair

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; Bianca Sparks, Assistant General Counsel; Julie Robles, Secretary; and Lynn Thompson, Administrative Technician II.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT CALENDAR**

**5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR NOVEMBER 13, 2019**

*RECOMMENDED ACTION:*  
*November 13, 2019.*

*Approve the Register of Demands for*

MOTION BY BOARD MEMBER SEAL, AND SECOND BY BOARD MEMBER CALVO TO APPROVE THE REGISTER OF DEMANDS FOR NOVEMBER 13, 2019. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
NOVEMBER 13, 2019  
PAGE 2

---

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

**5.2 CONSIDERATION OF THE MINUTES OF THE JULY 11, 2018 REGULAR MEETING AND OCTOBER 9, 2019 REGULAR MEETING**

*RECOMMENDED ACTION: Approve as submitted.*

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY CHAIR GORGINFAR TO APPROVE AS SUBMITTED. MOTION FAILED 2-2, BY THE FOLLOWING VOTE:

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

Discussion ensued regarding the approval of prior meeting minutes that was before the time board members had joined the Authority. Assistant General Counsel, Bianca Sparks, advised that as long as the minutes have been read, the members could approve as submitted. Otherwise, potentially the minutes may never get approved if a majority abstained. Therefore this item was suggested to come back at the next meeting with a full quorum, and give everyone a chance to read the minutes and approve.

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY CHAIR GORGINFAR TO BRING BACK AT THE NEXT MEETING. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
NOVEMBER 13, 2019  
PAGE 3

---

**BOARD MATTERS**

**6.1 CONSIDERATION OF AMENDMENTS TO EXISTING RENTAL AGREEMENTS TO COMPLY WITH REVISIONS TO STATE LAW (AB 1482)**

*RECOMMENDED ACTION:* *Approve the revised Residential Rental Agreement.*

Assistant City Manager Bing Hyun provided a staff report and spoke about the revisions to the rental agreements to comply with State Law AB1482. Discussed was the reduction in the rental rates, a clause required regarding rent increases and termination of tenancy, and a sentence added to the agreement to clarify that possessory interest tax will be paid by the IPHMA, which is the current practice.

Assistant City Manager Bing Hyun confirmed to Board Member Calvo that this was for existing rentals only, and not for future applications.

City Manager Troy Helling, said he would provide the authority with an updated list of homes.

MOTION BY BOARD MEMBER SEAL, AND SECOND BY BOARD MEMBER CALVO TO APPROVE THE REVISED RESIDENTIAL RENTAL AGREEMENT WITH THE CORRECTION OF SECTION 2, TO READ AS; NOT MORE THAN ONCE ANNUALLY, INSTEAD OF NOT MORE THAN TWICE ANNUALLY. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

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

**EXECUTIVE DIRECTOR COMMENTS:**

There were none.

---

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
NOVEMBER 13, 2019  
PAGE 4

---

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:31 p.m.

---

Raheleh Gorginfar  
Chair

---

Julie Robles  
Assistant Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.1



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Honorable Chair Gorginfar and Members of the Industry Property and Housing Management Authority

**FROM:** Troy Helling, Executive Director *TH*

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

**DATE:** December 11, 2019

**SUBJECT:** Consideration of Amendment No. 2 to the Maintenance Services Agreement with SureTeck Industrial & Commercial Services, Inc., for on-call maintenance services to extend the term to December 31, 2020

---

### **Background:**

On May 24, 2018, the Industry Property Housing Management Authority (“IPHMA”) Board approved a Maintenance Agreement (“Agreement”) with SureTeck Industrial & Commercial Services, Inc. (“SureTeck”), for on-call maintenance services, from May 24, 2018 to May 24, 2019, in the amount of \$150,000.00. On June 12, 2019, Amendment No. 1 was approved to extend the term of the Agreement to December 31, 2019. The company provides plumbing, electrical repairs, installation of fixtures, and general repair services for the houses located in the City.

### **Discussion:**

Staff has been working on issuing a Request for Qualifications (“RFQ”) to establish a list of companies that can work on various maintenance-related requests including plumbing, electrical, HVAC, tree, and general maintenance services. This process has taken longer than anticipated. Staff is requesting the Board approve Amendment No. 2 to the Agreement to extend the term through December 31, 2020, thereby permitting sufficient time to complete the procurement process and avoid a lapse in service.

### **Fiscal Impact:**

No fiscal impact.

### **Recommendation:**

- 1.) Approve Amendment No. 2 with SureTeck Industrial & Commercial Services, Inc., extending the term to December 31, 2020.

**Exhibit:**

- A. Amendment No. 2 with SureTeck Industrial & Commercial Services, Inc., dated December 11, 2019
- 

TH/BH:yp

**EXHIBIT A**

Amendment No. 2 with SureTeck Industrial & Commercial Services, Inc., dated  
December 11, 2019

[Attached]

**AMENDMENT NO. 2  
TO MAINTENANCE SERVICES AGREEMENT  
WITH SURETECK INDUSTRIAL AND COMMERCIAL SERVICES, INC.**

This Amendment No. 2 to the Agreement for Maintenance Services (“Agreement”), is made and entered into this 11th day of December, 2019, (“Effective Date”) by and between the Industry Property and Housing Management Authority, a public body (“IPHMA”) and SureTeck Industrial & Commercial Services, Inc. (“SureTeck”), a California corporation. The IPHMA and Consultant are hereinafter collectively referred to as the “Parties”.

**RECITALS**

**WHEREAS**, on or about May 24, 2018, the Agreement was entered into and executed between the IPHMA and Consultant to provide on-call maintenance services, for a period of one year; and

**WHEREAS**, on or about June 12, 2019, IPHMA Board approved Amendment No. 1 extending the term to December 31, 2019; and

**WHEREAS**, the Parties desire to amend the Agreement to extend the term to December 31, 2020 to continue on-call maintenance services, and to revise the address for the IPHMA’s General Counsel; and

**WHEREAS**, for the reasons set forth herein, the IPHMA and Consultant desire to enter into this Amendment No. 2, as set forth below.

**AMENDMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and agreements set forth herein, it is agreed the aforesaid Agreement and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided:

**Section 1. TERM**

The first sentence of Section 1 is hereby amended to read in its entirety as follows:

This Agreement shall commence on the Effective Date, and shall remain and continue in effect until tasks described herein are completed, but in no event later than December 31, 2020 unless sooner terminated pursuant to the provisions of this Agreement

**Section 15. NOTICES**

The address for James M. Casso is hereby revised to read in its entirety as follows:

James M. Casso, General Counsel  
Casso & Sparks, LLP  
13300 Crossroads Parkway North, Suite 410  
City of Industry, CA 91746  
Tel: (626) 269-2980  
jcasso@cassosparks.com

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 2 to the Agreement as of the Effective Date.

**“IPHMA”**  
Industry Property and Housing Management  
Authority

**“CONSULTANT”**  
SureTeck Industrial & Commercial  
Services, Inc.

By: \_\_\_\_\_  
Troy Helling, Executive Director

By: \_\_\_\_\_  
Gino Garcia, CEO

**Attest:**

By: \_\_\_\_\_  
Julie Gutierrez-Robles, Board Secretary

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
James M. Casso, General Counsel