

CITY OF HIGHLAND SPECIAL MEETING OF THE HOUSING AUTHORITY AGENDA

SPECIAL MEETING

June 8, 2021

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

HOUSING AUTHORITY MEMBERS

PENNY LILBURN, CHAIR

LARRY McCALLON, VICE CHAIR

JESSE CHAVEZ, AUTHORITY MEMBER

ANAELI SOLANO, AUTHORITY MEMBER

JOHN P. TIMMER, AUTHORITY MEMBER

STAFF

Joseph A. Hughes - City Manager/Executive Director

Chuck Dantuono - Director of Administrative Services/City Treasurer

Betty Hughes - City Clerk/Secretary

Lawrence Mainez - Community Development Director/Asst. Executive Director

Carlos Zamano - Public Works Director/City Engineer

Maricela Marroquin - City Attorney/General Counsel

Mark Huebsch - Special Counsel

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Department at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting.

Any writings or documents provided to a majority of the Housing Authority regarding any item on this agenda will be made available for public inspection at the City Clerk's counter at City Hall located at 27215 Base Line, Highland, CA 92346, during normal business hours.

SPECIAL NOTICE REGARDING COVID-19

This meeting is being held in person. Please be advised, facial coverings or masks must be worn in the Council Chambers. If you do not have a facial covering or mask, one will be provided to you. The number of persons permitted in the Council Chambers will be limited to the available seats in order to adhere to social distancing guidelines. Temperature checks will be taken prior to entering the Council Chambers.

If there are no available seats in the Council Chambers, accommodations will be made for members of the public to listen to the meeting outside the Council Chambers. Seating will not be provided outside the Council Chambers.

Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting by the City Clerk. Email comments must be submitted by 5:00 p.m. on June 8, 2021, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the June 8, 2021 agenda, please identify the agenda item number in the subject line. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

Members of the public will be permitted to make public comments in person.

**SPECIAL MEETING OF THE HIGHLAND HOUSING AUTHORITY
JUNE 8, 2021 – 6:00 p.m. (or soon thereafter)**

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (ITEMS ON THIS AGENDA ONLY)

To address the Housing Authority, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the Housing Authority from taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

Comments received via email by June 8, 2021, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

BUSINESS ITEM

1. Minutes – December 8, 2020 Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Minutes – January 12, 2021 Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Resolution No. HA-2021 _____ Adopting a Biennial Budget for Fiscal Years 2021-2023
RECOMMENDATION: That the Housing Authority adopt Resolution No. HA2021-_____ adopting a Biennial Budget for fiscal years 2021-2023.

ADJOURN

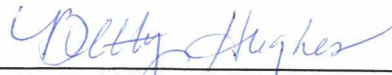
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on the 3rd day of June, 2021, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall Offices
27215 Base Line

Date: June 3, 2021



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE HOUSING AUTHORITY

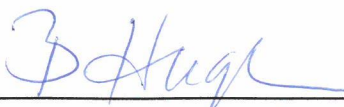
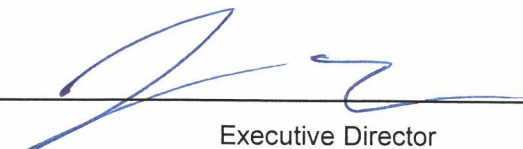
DATE: June 8, 2021

FROM: Joseph A. Hughes, Executive Director

PREPARED BY: Betty Hughes, MMC, Secretary

SUBJECT: Minutes – December 8, 2020 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Secretary		Executive Director	

**MINUTES
REGULAR MEETING OF THE HIGHLAND HOUSING AUTHORITY
DECEMBER 8, 2020**

This meeting was conducted as a videoconference meeting in the Donahue Council Chambers, 27215 Base Line, Highland, California. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the Highland Housing Authority was called to order at 7:09 p.m. by Chair Lilburn.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

PUBLIC COMMENT

None

BUSINESS ITEM

1. Minutes – December 10, 2019 Regular Meeting

A MOTION was made by Vice Chair McCallon, seconded by Authority Member Timmer, to approve the Minutes as submitted. Motion carried on a roll call vote, 5-0.

ADJOURN

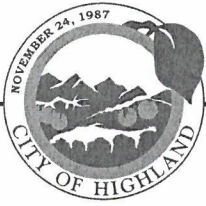
There being no further business, Chair Lilburn adjourned the meeting at 7:11 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Chair



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: June 8, 2021

FROM: Joseph A. Hughes, Executive Director

PREPARED BY: Betty Hughes, MMC, Secretary

SUBJECT: Minutes – January 12, 2021 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Secretary		Executive Director	

**MINUTES
JOINT CITY COUNCIL AND HOUSING AUTHORITY SPECIAL MEETING
JANUARY 12, 2021**

The meeting was conducted as a teleconference meeting in City Hall at 27215 Base Line, Highland, California.

CALL TO ORDER

The special meeting of the City Council/Housing Authority of the City of Highland was called to order at 5:03 p.m. by Mayor/Chair Lilburn.

PUBLIC COMMENT

None

ROLL CALL

Present: Lilburn, McCallon, Solano, Timmer
Absent: Chavez

CLOSED SESSION

At 5:03 p.m., City Manager Hughes read the Council/Housing Authority into closed session regarding the following:

HOUSING AUTHORITY-CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8:

Property Locations:	Two vacant lots along Central Avenue, south of Base Line Road 7433 Central Avenue, APN 0191-191-04 Central Avenue, APN 0191-191-05 (Adjacent Parcel) 13 vacant lots along Lillian Lane east of Community Park APNs 1192-257-40 thru 46 and 1192-591-05 thru 09
Negotiators:	Joseph A. Hughes, City Manager/Executive Director and Housing Ventures I
Under Negotiation:	Price and terms of purchase.

CITY COUNCIL-CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8:

Property: Northwest corner of Victoria Avenue and 6th Street
(APN 1192-281-12-0000)

Agency Negotiator: Joseph Hughes

Negotiating Parties: Kevin Rice, Patriot Partners, LLC or an affiliated special
purpose entity

Under Negotiation: Price and terms of payment.

ADJOURN

There being no further business, Mayor/Chair Lilburn adjourned the meeting at 5:18
p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Chair



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: June 8, 2021

FROM: Joseph A. Hughes, Executive Director

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer 

SUBJECT: Resolution No. HA2021-___ adopting a Biennial Budget for fiscal years 2021-2023.

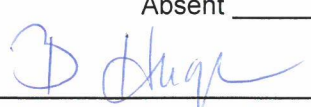
RECOMMENDATION: Housing Authority adopt Resolution No. HA2021-___ adopting a Biennial Budget for fiscal years 2021-2023.

FISCAL IMPACT: Expenditures of \$313,290 for Fiscal Year 2021-2022 and \$236,805 for Fiscal Year 2022-2023.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: The Housing Authority Board reviewed in detail the proposed Biennial budget at the May 18, 2021 Study Session.

The Board did not make any changes at the Study Session.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

RESOLUTION NO. HA2021-

**A RESOLUTION OF THE HIGHLAND HOUSING AUTHORITY OF THE
CITY OF HIGHLAND, CALIFORNIA, ADOPTING A BIENNIAL BUDGET
FOR FISCAL YEARS 2021-2023**

WHEREAS, Pursuant to Health and Safety Code Section 34175(b), on February 1, 2012, all assets, properties, contracts, leases, books and records, buildings and equipment of the former Highland Redevelopment Agency transferred to the control of the Successor Agency to the Highland Redevelopment Agency by operation of law;

WHEREAS, Pursuant to Health and Safety Code Section 34175(b), the City Council of the City of Highland adopted Resolution No. 2012-005 electing for the City not to retain the housing functions previously performed by the former Agency, and determining that all of the assets, as allowed by law, and all rights, powers, liabilities, duties and obligations associated with the housing activities of the former Agency be transferred to the Highland Housing Authority;

WHEREAS, the Housing Authority would like to adopt a biennial budget in conjunction with the City of Highland 2-year budget process;

NOW, THEREFORE, the Highland Housing Authority does hereby resolve the following:

SECTION 1. That the biennial budget for fiscal years 2021-2023, a condensed copy of which is attached as Exhibit A and made a part hereof, and is hereby adopted for the Housing Authority, with total estimated revenues of \$181,410 and \$179,220, estimated fund balance reserves of \$4,482,671 and \$4,425,086, and total estimated expenditures of \$313,290 and \$236,805 for fiscal years 2021-2022 and 2022-2023 respectively.

PASSED, APPROVED AND ADOPTED this 8th day of June 2021.

Penny Lilburn, Chairman

ATTEST:

Betty Hughes, Secretary

Exhibit A

Revenues

Housing Authority

Acct #	Housing Authority-070	2018-2019 Actual (Audited)	2019-2020 Actual (Audited)	2020-2021 Adjusted Budget	2020-2021 Year End Estimate	2021-2022 Adopted Budget	2022-2023 Adopted Budget
MISCELLANEOUS REVENUE:							
8600	INTEREST	101,771	101,346	80,000	58,000	56,910	54,720
8650	PERCENTAGE RENTS	120,000	120,000	120,000	120,000	120,000	120,000
8900	MISCELLANEOUS	4,599	4,599	4,500	4,500	4,500	4,500
8905	PAYOFF DEMANDS	-	-	-	-	-	-
	TOTAL MISCELLANEOUS REVENUE	226,369	225,944	204,500	182,500	181,410	179,220
TOTAL HOUSING AUTHORITY		226,369	225,944	204,500	182,500	181,410	179,220

Expenditures

Housing Authority

Acct #	Housing Authority-070 Housing Authority-7000	2018-2019 Actual (Audited)	2019-2020 Actual (Audited)	2020-2021 Adjusted Budget	2020-2021 Year End Estimate	2021-2022 Adopted Budget	2022-2023 Adopted Budget
SALARIES & WAGES:							
3010	SALARIES	85,393	91,092	100,870	100,870	109,315	111,475
3050	COMPENSATORY TIME	-	-	-	-	-	-
3100	SICK LEAVE	-	1,909	-	-	-	-
3110	HOLIDAY	4,329	4,390	-	-	-	-
3120	VACATION	3,774	5,742	-	-	-	-
3125	MANAGEMENT LEAVE	4,281	1,849	-	-	-	-
	TOTAL SALARIES & WAGES	97,777	104,983	100,870	100,870	109,315	111,475
BENEFITS:							
3510	CAFETERIA PLAN	10,063	11,745	11,340	11,340	12,600	13,050
3530	MEDICARE & SOCIAL SECURITY	2,444	2,073	1,465	1,465	1,585	1,615
3560	PERS-RETIREMENT	23,650	27,038	27,840	27,840	30,735	32,220
3580	DEFERRED COMPENSATION	403	414	420	420	420	420
3590	LIFE INSURANCE	302	318	335	335	360	370
3600	AUTO ALLOWANCE	1,320	1,360	1,320	1,320	1,320	1,320
3605	ANNUAL CREDIT MONITORING ALLOWANCE	-	-	-	70	75	75
3650	VACATION BUYBACK	4,488	869	-	-	-	-
3655	SICK LEAVE INCENTIVE PROGRAM	2,123	2,518	-	-	-	-
3660	ADMIN LEAVE BUYBACK	907	948	-	-	-	-
	TOTAL BENEFITS	45,700	47,283	42,720	42,790	47,095	49,070
OPERATIONS & MATERIALS:							
4080	BUILDING SERVICES DEPARTMENT CHARGE	4,850	6,995	7,010	7,010	13,790	12,820
4199	INSURANCE DEPARTMENT CHARGE	6,575	5,148	5,980	5,980	8,090	8,440
4203	EQUIPMENT/FURNITURE	-	-	-	-	-	-
4210	POSTAGE	-	-	-	-	-	-
	TOTAL OPERATIONS & MATERIALS	11,425	12,143	12,990	12,990	21,880	21,260
CONTRACTUAL SERVICES:							
4520	CONTRACT SERVICES-ATTORNEY	9,801	6,525	30,000	5,000	50,000	30,000
4554	CONTRACT SERVICES-CONSULTANT	3,463	3,020	-	-	-	-
4556	CONTRACT SERVICES-DEMOLITION	-	-	-	-	40,000	-
4611	CONTRACT SERVICES-LMI HOUSING	-	350	25,000	25,000	45,000	25,000
	TOTAL CONTRACTUAL SERVICES	13,263	9,895	55,000	30,000	135,000	55,000
	TOTAL HOUSING AUTHORITY	168,164	174,303	211,580	186,650	313,290	236,805