

CITY OF HIGHLAND SPECIAL MEETING HOUSING AUTHORITY AGENDA

SPECIAL MEETING

June 13, 2023
6:30 p.m. or soon thereafter
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

HOUSING AUTHORITY MEMBERS

Larry McCallon, Chair
Penny Lilburn, Vice Chair
Jesse Chavez-Cordova, 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

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

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on June 13, 2023, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the June 13, 2023 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

**SPECIAL MEETING OF THE HIGHLAND HOUSING AUTHORITY
JUNE 13, 2023 – 6:30 p.m. (or soon thereafter)**

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

To address the Highland 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. Those wishing to speak on an item ON THE AGENDA will be heard at this time. State Law prohibits the Highland 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 13, 2023, 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 ITEMS

1. Minutes – December 13, 2022 Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Minutes – May 9, 2023 Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Resolution No. HA2023-_____ Adopting a Biennial Budget for Fiscal Years 2023-2025
RECOMMENDATION: That the Housing Authority adopt Resolution No. HA2023-_____ adopting a Biennial Budget for Fiscal Years 2023-2025.

ADJOURN

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on the 8th day of June, 2023, 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 8, 2023



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: June 13, 2023

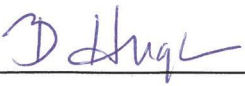
FROM: Joseph A. Hughes, Executive Director

REVIEWED BY: Betty Hughes, MMC, Secretary

PREPARED BY: Alondra Muñoz, Secretary

SUBJECT: Minutes – December 13, 2022 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 13, 2022**

CALL TO ORDER

The regular meeting of the Highland Housing Authority was called to order at 6:49 p.m. by Chair McCallon.

ROLL CALL

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

PUBLIC COMMENT

None

BUSINESS ITEM

1. Minutes – July 12, 2022 Special Meeting

A MOTION was made by Authority Member Chavez, seconded by Authority Member Timmer, to approve the Minutes as submitted. Motion carried, 5-0.

ADJOURN

There being no further business, Chair McCallon adjourned the meeting at 6:50 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Chair



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: June 13, 2023

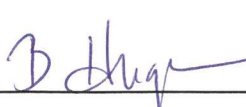
FROM: Joseph A. Hughes, Executive Director

REVIEWED BY: Betty Hughes, MMC, Secretary

PREPARED BY: Alondra Muñoz, Secretary

SUBJECT: Minutes – May 9, 2023 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 MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY
REGULAR CITY COUNCIL MEETING AND
SPECIAL HOUSING AUTHORITY MEETING
MAY 9, 2023**

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Council Member Timmer.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

CITY COUNCIL CONSENT CALENDAR

CITY COUNCIL PUBLIC HEARING

CITY COUNCIL LEGISLATIVE

ANNOUNCEMENTS

CLOSED SESSION

ADJOURN CITY COUNCIL MEETING

JOINT CITY COUNCIL AND HOUSING AUTHORITY MEETING

CALL TO ORDER

The joint meeting of the Highland City Council and Highland Housing Authority of the City of Highland was called to order at 6:41 p.m. by Mayor/Chair McCallon.

ROLL CALL

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

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL AND HOUSING AUTHORITY PUBLIC HEARING

20. Disposition and Development/Affordable Housing Agreement and Ground Lease with Wakeland Highland LP for the Development of a Ninety (90) Unit Affordable Senior Household Rental Housing Project (Inclusive of One Manager's Unit)

City Attorney Marroquin stated Vice Chair/Mayor Pro Tem Lilburn is recusing herself from this item. She has a conflict of interest as her real property is located within 1,000 feet of the proposed development, so she will be leaving the room.

Chair/Mayor McCallon opened the item for staff's presentation.

Community Development Director Mainez gave a review of the staff report by stating in December 2021, the Housing Authority declared the subject properties to be surplus land and directed staff to proceed with the legal notice of availability. There were two interest letters received, but one was later withdrawn. The other letter of interest was from Wakeland Housing and Development Corporation (Wakeland). A closed session was held March 2022, during which the Housing Authority directed staff to negotiate with Wakeland on a project as described in the Notice of Availability (NA). July 2022, the Housing Authority approved an Exclusive Negotiating Agreement (ENA) with Wakeland for the development of 90 apartment complex units, with 89 affordable senior housing apartments and one manager's unit. March 2023, the ENA was extended for an additional 90 days by the Housing Authority Executive Director to allow more time to negotiate the agreement before you this evening. The goal of the ENA was to get to this stage this evening and for City Council and Housing Authority consideration this evening. As the Chair/Mayor introduced, it is a depth disposition, development and affordable housing agreement inclusive of a ground lease and density bonus. Under this agreement, Wakeland is to develop a 90-unit apartment complex that will include 89 senior apartments and one manager's unit to be rented at affordable rents with prescribed income levels. The prescribed income levels are listed in the agreement and

summarized in the staff report. In short, 27 units will be rented to extremely low-income seniors, 17 units will be rented to very low-income seniors and the remaining 45 units will be rented to very low-income and low-income seniors. It is important to note that these units will be credited towards the City's Housing Element obligations through the Regional Housing Needs Allocation (RHNA) obligations. I think all the Council Members are aware of that obligation. The agreement further stipulates that the property will be on a ground lease for a minimum of 68 years. This term is based on an operating period of 65 years and an estimated three-year period to secure the essential project funding. As noted on attachment three of the agreement, Wakeland has until June 2026 to secure the essential funding. The agreement also stipulates that construction must commence within 30 days after closing escrow. In other words, a lot of work is front loaded, such as the design review approval by the Planning Commission, plan checking and building permit preparation. Prior to closing escrow, as part of the agreement, the City of Highland and the Housing Authority are committed to providing \$4,577,540 in funding to a project that is estimated to cost a little over \$49 million. A breakdown of this commitment is located on the second page of the staff report.

Chair/Mayor McCallon requested clarification on the amount of \$578,950 from the 13 single family lot subdivision.

Community Development Director Mainez replied the amount was set aside as a bond for improvements for that tract back when we were redevelopment. It has been sitting there and they plan to apply that to this project for things like sidewalks, curbs and gutters.

Chair/Mayor McCallon asked if the 13 single family lot still belonged to the City?

Community Development Director Mainez responded that it is still in our portfolio. The developer that buys it will be responsible for all those improvements. For the City Council and Housing Authority consideration this evening, the agreement includes Wakeland's proposed density bonus agreement that will grant them four incentive items, two waiver items and one statute adjustment. The first incentive requested includes the exterior storage space to be interior rather than exterior, resulting in cost savings of about \$360,000. The second incentive is the laundry facilities are proposed as community laundry facilities rather than washers and dryers in each unit, resulting in a cost savings of about \$252,000. The third incentive is the covered parking proposed by Wakeland includes eight handicap spaces covered by carports and 60 uncovered spaces shaded by trees. This results in cost savings of approximately \$450,000. The fourth incentive is the masonry wall, masonry block wall or other design as approved by the Planning Commission will be required to be installed along the easterly, southerly, and partially along the westerly property line. Wakeland proposes a tubular steel type fence instead of a block wall. This results in cost savings of approximately \$850,000. In terms of the two-development code standard waivers, for the first waiver, Wakeland is proposing a waiver to the required unit sizes. This results in

a reduction of approximately 8,342 square feet of building area for cost savings of approximately \$2,085,000. The second waiver includes the individual open space requirement to be replaced with common open space in a small private seating area near each single-story unit. This will result in cost savings of approximately \$450,000. The one statute requirement requested by Wakeland includes a parking adjustment to the City's required 113 parking spaces. Wakeland is proposing to construct 68 parking spaces in total, which then produced a parking analysis which is included as attachment five to your staff report to demonstrate that 68 parking spaces will be sufficient for this affordable senior housing. In terms of the zoning designation, the properties zoned are four multi-family with a minimum density of 20 dwellings per acre and a maximum density of 30 dwellings per acre. The proposed project consists of 24 dwelling units per acre, which includes a two-story building along Central Avenue surrounding an interior plaza connecting to a linear park and then four single-story buildings surrounding that linear park. The conceptual site plan elevations are included in the staff report. Wakeland tonight is prepared to provide a short presentation about the corporation and the services and management proposed for the Highland Senior Housing project. Rebecca Lewis, the President and CFO of Wakeland will come to the podium and continue this presentation.

Wakeland President/CEO Lewis stated she was here probably about a year ago. She's excited to be back with all the progress that has been made and to see this become a reality. Wakeland is incredibly excited about this project and has been around since 1998. In that time, they've developed almost 7,900 affordable homes throughout California in 57 affordable housing communities. They started doing a lot of family housing, and now they do a lot more special needs housing for seniors and others. Wakeland tries to bring a lot of partners into their projects. They try not to recreate the wheel when they come into a community. They like to work closely with the communities they are with, so they come in and look for people that are already doing stuff and partner up. Resident services are their thing, this is what drives them as a non-profit. As is known, it is not enough just to build housing, it is really about what you do with the housing and what you have there. For the residents, once they move in, especially seniors who are prone to isolation and have health issues, Wakeland focuses on adult enrichment. Wakeland knows the importance of it not being just a home, it is what you do when you are there; thus, they focus on adult enrichment. Technology classes are offered, getting people onto e-mail and skilled on computers, as well as classes on financial literacy, budgeting, and living on a tight budget. A lot of seniors are living on fixed incomes, learning how to get the most out of that is important. Professional development and higher education are another focus. They have many seniors that go back to work and go back to school. They have after school programs for the youth. They focus on community involvement and host parties at their properties such as game nights where there is bingo played. It involves trying to fight the isolation that everyone is prone to post COVID, but that especially affects seniors. Shown are some of their residents, they are all fantastic. Ricky was one of the first ones that moved into supportive housing. Dennis teaches art classes now. These guys were once all homeless when they came in, and now they have been at Wakeland's

properties for years and thriving. Their health and attitude changed. They rush up and want to help. Bruce was a veteran who was homeless for seven years. These seniors were once homeless. Many of the seniors were one incident away from homelessness. It is amazing when their stories are heard. Usual cases are they got sick and did not have great health insurance. Other cases are their rents went up more than their Social Security. Since Social Security does not really go up, it is a group that lives really close on the edge. Bruce formed an advocacy network and goes around and advocates for senior housing. He is great and one of their longtime residents. Shown are some of their other projects that they have done for seniors.

Focusing on the project on the agenda, Larry did a great job covering most of it. Wakeland is proposing 90 homes, 89 of which will be for seniors. A mix of one and two bedrooms. The new construction will have on-site property management. Wakeland works with a group called Conam Management and they are fantastic. One of the things that makes Wakeland stand out is they are a nonprofit which allows them to stay in these properties forever and are really hands on owners. Wakeland does not turn it over to proper management and walk away. They are a team and stay very involved because they like it. Staff likes coming by and visiting. There are community rooms with kitchen and community areas, outdoor park areas with seating, barbecues, resident gardens, and pet relief areas because everybody has a pet nowadays. On-site programs geared to enhance their quality of life, help them remain independent as they age. That is a focus with the design, with the intention of having people be able to age in place. Features are then placed in the units that allow them to be if they are not already accessible, easily converted. It is great if people can come to a community and just stay there and thrive. With this property, they are matching it with their Inclusive Care for the Elderly (PACE) program. It is a Medicaid billing program, not administered by Wakeland. It is administered by a service provider, but they get a certain amount per resident that is enrolled in the program. Whether that person has triple heart surgery or is living independently on their own, they get the same amount, so they are really motivated to keep people healthy and living independently. They constantly check in on residents and make sure they have everything they need so they do not start to decline and must have major surgeries. Regarding the site plan, it will be a community with a mix of one and two-story buildings. Wakeland wanted to stick with a low-density bungalow looking design but with high density. The goal was to fit in with the community around. They think it is a beautiful design. Shown are some of the elevations. It is all still very early, there are still design review processes to go through with the City.

Chair/Mayor McCallon asked how many elevators were in the two-story buildings? Wakeland President/CEO Lewis stated they would all be walk-up, so if someone needed an elevator, they would place them on the bottom.

Chair/Mayor McCallon asked again how many elevators were in the two-story buildings?

Community Development Director Mainez clarified elevators were called out in the construction and Mayor McCallon was inquiring on their location.

Wakeland President/CEO Lewis stated she did not know their location.

Community Development Director Mainez stated he recalls there were two, one on each end of the building. Details will be finalized during the design and construction, but they were informed that there would be elevators.

Chair/Mayor McCallon acknowledged the need for them.

Authority/Council Member Timmer stated on the first slide of the presentation, it showed a three-story building but, on the plans, and documents provided, it only depicts one and two-story buildings.

Wakeland President/CEO Lewis confirmed only one and two-story buildings.

Authority/Council Member Timmer stated on the site layout, the south end shows a blue or gray line that depicts access. If residents must access from the north end of the project, some of the elderly have to walk a long distance to get to some of those buildings.

Community Development Director Mainez clarified to Wakeland President/CEO Lewis that Council Member Timmer is pointing to the blue shaded part along the south part of the site plan. He clarified those are water quality management facilities used for water retention.

Authority/Council Member Timmer asked if it was an access for drivers?

Community Development Director Mainez mentioned it was not. There is a walkway along that leading up to all the front doors. What Wakeland's approach was as he understood, is that residents that had mobility issues would probably be in the two-story buildings versus the ones that are more independent would be in the single-story buildings enjoying the activity of being able to walk.

Authority/Council Member Timmer pointed out that from the parking area, they would still have a long way to carry their groceries.

Community Development Director Mainez agreed to that statement and added that part of Wakeland's service was the PACE program as well as a CORE program where they reach out to independent tenants that really need help getting the groceries or they have groceries delivered to them. Because a lot of them won't have vehicles and won't go shopping, they will need certain assistance with their roller carts getting in and out of their units.

Wakeland President/CEO Lewis stated their on-site service staff is always watching out to see what people's needs are. If they see someone is in need, they will try and coordinate assistance with them.

Authority/Council Member Timmer stated the presentation included children's programs, but this is a senior project.

Wakeland President/CEO Lewis confirmed Wakeland offers children programs but not at this proposed facility.

Authority/Council Member Timmer asked on the administration of the company, what kind of restrictions are in place in the lease agreement, or how do you restrict children or grandchildren from living there?

Wakeland President/CEO Lewis stated the primary lease holder has to be a senior. They could have kids but it is really restricted by the unit size too. That would also affect their income qualifications, that problem does not come up very often. Wakeland can't really restrict this if the primary lease holder is of age but terms such as unit size, restrictions on occupancy, how many people you can have there are all in place to deter it.

Authority/Council Member Timmer stated because he hears stories of seniors having their grandkids moving in and never moving out. Grandkids are not compatible with senior lifestyles, and they cause a lot of problems. Will this project pay all the development impact fees?

Community Development Director Mainez stated it will.

Authority/Council Member Timmer asked one last question, under the first option, it is talking about the \$450,000 that says, "the payment will be made upon the condition of closing being satisfied". Is that pulling all building permits or when the project has all the funding, what does that mean?

Community Development Director Mainez stated those two things are really good. Those are the top two. Getting the full funding for the project as well as paying all their fees and having all that wherewithal. Then getting to design review there is a checklist.

Authority/Council Member Timmer asked if the amount is released up front or until they have all approvals?

Community Development Director Mainez confirmed his statement. It was put forward very early in the negotiation process. The City did not want to give the developer money up front.

Chair/Mayor McCallon stated he had one concern about one way in and one way out. He noticed there are indications of the ability for a fire truck to turn around, but the fire truck is not going to turn around, it is going to want to back-up and pull forward and back-up gain to turn around another way. Normally there is not just one way in and one way out.

Wakeland President/CEO Lewis stated that was one of the trade offs made during the design. The layout with more bungalows is a trade-off for parking and pull in area.

Chair/Mayor McCallon stated he was concerned about safety issues as staff reviewed this project.

Community Development Director Mainez stated that is a good concern. Through the preliminary design, the City Fire Marshall has reviewed it with the Battalion Chief but will get this refined a bit more. That is why in all documentation they indicated this is a conceptual design subject to revision.

Chair/Mayor McCallon reiterated this is a valid point of concern.

Authority/Council Member Timmer stated Chair/Mayor McCallon brought up a good point that didn't dawn on him. Accessing the fire equipment is his concern though, not necessarily the in and out points of the property or making turns. His concern is fire trucks being close to the buildings. Is the brick area intended for fire trucks to get closer?

Community Development Director Mainez confirmed that was the intention of the brick paved area.

Authority/Council Member Timmer then mentioned they would lay 3,000 feet of the hose to get to the building instead of 2,000.

Community Development Director Mainez stated they are going to refine that; it is still in the works.

Chair/Mayor McCallon opened it up to questions and comments from the public.

A MOTION was made by Authority/Council Member Timmer, seconded by Chair/Mayor McCallon, to:

- 1) Adopt Housing Authority Resolution No. HA2023-001, approving entering into a Disposition and Development/Affordable Housing Agreement and Ground Lease with Wakeland Highland LP, and Authorizing the Disbursement of \$4,577,450.00 to Wakeland Highland, LP upon the conditions of closing being satisfied;
- 2) Adopt City of Highland Resolution No. 2023-018 approving entering into a Disposition and Development/Affordable Housing Agreement, and Density Bonus Agreement with Wakeland Highland LP, and Authorizing the Disbursement of \$1,213,950 to the Housing Authority; and
- 3) Direct staff to file a Notice of Exemption with the County Clerk of the Board. Motion carried, 4-0, with Vice Chair Lilburn abstaining.

RESOLUTION NO. HA 2023-001

A RESOLUTION OF THE HIGHLAND HOUSING AUTHORITY APPROVING (1) A DISPOSITION AND DEVELOPMENT/AFFORDABLE HOUSING AGREEMENT AND GROUND LEASE WITH WAKELAND HIGHLAND, LP, (2) AUTHORIZING THE DISBURSEMENT OF \$4,577,450.00 TO WAKELAND HIGHLAND, CP UPON THE CONDITIONS OF CLOSING BEING SATISFIED, AND (3) MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

RESOLUTION NO. 2023-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING (1) A DISPOSITION AND DEVELOPMENT/AFFORDABLE HOUSING AGREEMENT WITH WAKELAND HIGHLAND, LP, (2) AUTHORIZING THE DISBURSEMENT OF \$1,213,950 TO THE HIGHLAND HOUSING AUTHORITY TO BE USED FOR THE CONSTRUCTION OF A SENIOR HOUSING PROJECT AT 7433 CENTRAL AVENUE AND THE ADJACENT VACANT PARCEL, (3) APPROVING A DENSITY BONUS, AND (4) MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

ADJOURN JOINT CITY COUNCIL AND HOUSING AUTHORITY MEETING

There being no further business, Chair McCallon adjourned the meeting at 7:06 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
Secretary

Larry McCallon
Chair



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: June 13, 2023

FROM: Joseph A. Hughes, Executive Director

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer JD
Leticia Nava-Cruz, Assistant Director of Administrative Services LNC

SUBJECT: Resolution No. HA2023-___ adopting a Biennial Budget for fiscal years 2023-2025.

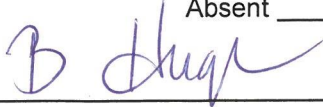
RECOMMENDATION: Housing Authority adopt Resolution No. HA2023-___ adopting a Biennial Budget for fiscal years 2023-2025.

FISCAL IMPACT: Expenditures of \$286,695 for Fiscal Year 2023-2024 and \$260,130 for Fiscal Year 2024-2025.

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 16, 2023 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. HA2023

**A RESOLUTION OF THE HIGHLAND HOUSING AUTHORITY OF THE
CITY OF HIGHLAND, CALIFORNIA, ADOPTING A BIENNIAL BUDGET
FOR FISCAL YEARS 2023-2025**

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 2023-2025, 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 \$240,465 and \$246,605, estimated fund balance reserves of \$4,411,569 and \$4,398,044, and total estimated expenditures of \$286,695 and \$260,130 for fiscal years 2023-2024 and 2024-2025 respectively.

PASSED, APPROVED AND ADOPTED this 13th day of June 2023.

Larry McCallon, Chairman

ATTEST:

Betty Hughes, Secretary

Exhibit A

Revenues

Housing Authority

Acct #	Housing Authority-070	2020-2021 Actual (Audited)	2021-2022 Actual (Audited)	2022-2023 Adjusted Budget	2022-2023 Year End Estimate	2023-2024 Adopted Budget	2024-2025 Adopted Budget
MISCELLANEOUS REVENUE:							
8600	INTEREST	35,916	52,892	54,720	54,720	111,630	117,750
8650	PERCENTAGE RENTS	120,000	120,000	120,000	120,000	120,000	120,000
8900	MISCELLANEOUS	4,597	4,599	4,500	4,600	4,600	4,600
8905	PAYOFF DEMANDS	-	41,162	-	-	-	-
	TOTAL MISCELLANEOUS REVENUE	160,514	218,652	179,220	179,320	236,230	242,350
CURRENT SERVICE CHARGES:							
9780	CITY ADMINISTRATION	-	-	-	-	4,235	4,255
	TOTAL CURRENT SERVICE CHARGES	-	-	-	-	4,235	4,255
TOTAL HOUSING AUTHORITY		160,514	218,652	179,220	179,320	240,465	246,605

Expenditures

Housing Authority

Acct #	Housing Authority-070 Housing Authority-7000	2020-2021 Actual (Audited)	2021-2022 Actual (Audited)	2022-2023 Adjusted Budget	2022-2023 Year End Estimate	2023-2024 Adopted Budget	2024-2025 Adopted Budget
SALARIES & WAGES:							
3010	SALARIES	93,056	103,389	111,475	111,475	120,505	126,485
3050	COMPENSATORY TIME	-	-	-	-	-	-
3100	SICK LEAVE	292	-	-	-	-	-
3110	HOLIDAY	4,200	5,684	-	-	-	-
3120	VACATION	3,122	4,833	-	-	-	-
3125	MANAGEMENT LEAVE	2,574	3,120	-	-	-	-
	TOTAL SALARIES & WAGES	103,244	117,027	111,475	111,475	120,505	126,485
BENEFITS:							
3510	CAFETERIA PLAN	11,869	13,288	13,050	13,050	13,500	13,950
3530	MEDICARE & SOCIAL SECURITY	1,740	2,221	1,615	1,615	1,750	1,835
3560	PERS-RETIREMENT	29,048	31,857	32,220	32,220	35,290	36,965
3580	DEFERRED COMPENSATION	421	451	420	420	500	500
3590	LIFE INSURANCE	325	364	370	370	400	420
3600	AUTO ALLOWANCE	1,324	1,370	1,320	1,320	1,320	1,320
3605	ANNUAL CREDIT MONITORING ALLOWANCE	170	175	75	75	75	75
3650	VACATION BUYBACK	4,209	3,158	-	-	-	-
3655	SICK LEAVE INCENTIVE PROGRAM	886	2,701	-	-	-	-
3660	ADMIN LEAVE BUYBACK	986	862	-	-	-	-
	TOTAL BENEFITS	50,977	56,448	49,070	49,070	52,835	55,065
OPERATIONS & MATERIALS:							
4080	BUILDING SERVICES DEPARTMENT CHARGE	7,010	13,790	12,820	12,820	19,620	19,555
4199	INSURANCE DEPARTMENT CHARGE	5,980	8,090	8,440	8,440	8,735	9,025
4203	EQUIPMENT/FURNITURE	-	-	-	-	-	-
4210	POSTAGE	-	56	-	-	-	-
	TOTAL OPERATIONS & MATERIALS	12,990	21,936	21,260	21,260	28,355	28,580
CONTRACTUAL SERVICES:							
4520	CONTRACT SERVICES-ATTORNEY	9,281	27,913	30,000	30,000	40,000	20,000
4554	CONTRACT SERVICES-CONSULTANT	-	-	-	-	-	-
4556	CONTRACT SERVICES-DEMOLITION	-	-	47,575	50,200	-	-
4611	CONTRACT SERVICES-LMI HOUSING	6,105	26,463	25,000	25,000	45,000	30,000
	TOTAL CONTRACTUAL SERVICES	15,386	54,376	102,575	105,200	85,000	50,000
TOTAL HOUSING AUTHORITY		182,597	249,786	284,380	287,005	286,695	260,130