



CITY OF HIGHLAND

HOUSING AUTHORITY AGENDA

Special Meeting
July 9, 2024 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

HOUSING AUTHORITY MEMBERS

Penny Lilburn, Chair
District 3

Larry McCallon, Vice Chair
District 5

Jesse Chavez-Cordova, Member
District 1

Anaeli Solano, Member
District 2

John P. Timmer, Member
District 4

STAFF

Carlos Zamano, City Manager/Public Works Director/City Engineer/Executive Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Lawrence Mainez, Community Development Director/Asst. Executive Director
Maricela Marroquin, City Attorney/RDA General Counsel
Alondra Muñoz, City Clerk/RDA Secretary

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.

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 accommodations, including 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 Highland Housing Authority members 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.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

**HIGHLAND HOUSING AUTHORITY SPECIAL MEETING
JULY 9, 2024 - 6:00 p.m. (or soon thereafter)**

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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 July 9, 2024 at 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 12, 2023 Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.

2. Resolution No. HA2024-_____ Authorizing Investment of the Highland Housing Authority Monies in the Local Agency Investment Fund (LAIF)
RECOMMENDATION: That the Highland Housing Authority adopt Resolution No. HA2024-_____ authorizing investment of the Highland Housing Authority monies in the Local Agency Investment Fund (LAIF).

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before July 3, 2024, 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
27215 Base Line

Date: July 3, 2024





Alondra Muñoz
City Clerk



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: July 9, 2024
FROM: Carlos Zamano, Executive Director
REVIEWED BY: Alondra Muñoz, Secretary
PREPARED BY: Alondra Muñoz, Secretary
SUBJECT: Minutes - December 12, 2023 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 12, 2023**

CALL TO ORDER

The regular meeting of the Highland Housing Authority was called to order at 6:28 p.m. by Chair Lilburn.

ROLL CALL

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

PUBLIC COMMENT

None

BUSINESS ITEM

1. Minutes - June 13, 2023 Special Meeting

A MOTION was made by Vice Chair McCallon, seconded by Authority Member Solano, to approve the minutes as submitted. Motion carried, 5-0.

ADJOURN

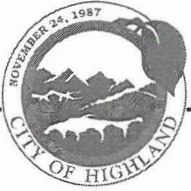
There being no further business, Chair Lilburn adjourned the meeting at 6:28 p.m.

Submitted By:

Approved By:

Alondra Muñoz
City Clerk

Penny Lilburn
Chair



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: July 9, 2024

FROM: Carlos Zamano, Executive Director

PREPARED BY: Leticia Nava-Cruz, Finance Officer *LNC*

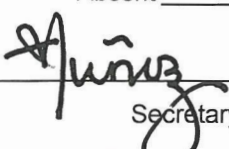

SUBJECT: Resolution No HA2024-___ authorizing investment of the Highland Housing Authority monies in the Local Agency Investment Fund (LAIF).

RECOMMENDATION: That the Highland Housing Authority adopt Resolution No. HA2024-___ authorizing investment of the Highland Housing Authority monies in the Local Agency Investment Fund (LAIF).

FISCAL IMPACT: None.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: This resolution will add Carlos Zamano, Executive Director; remove Chuck Dantuono as Finance Officer and replace him with Leticia Nava-Cruz and add Michelle Gomez, Assistant Director of Administrative Services, to the list of authorized Highland Housing Authority Officers to order the deposit or withdrawal of monies in the Local Agency Investment Fund. Carlos Zamano is replacing Joseph Hughes and Leticia Nava-Cruz is replacing Chuck Dantuono.

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

RESOLUTION NO. HA2024-001

A RESOLUTION OF THE HIGHLAND HOUSING AUTHORITY OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND AND REPEALING RESOLUTION NO. HA2018-001

WHEREAS, pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the Highland Housing Authority does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Highland Housing Authority; and

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Highland Housing Authority does hereby authorize the deposit and withdrawal of the Highland Housing Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Highland Housing Authority officers shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Carlos Zamano
Executive Director

Leticia Nava-Cruz
Finance Officer

Michelle Gomez
Assistant Director of Administrative
Services

Section 2. This Resolution shall remain in full force and effect until rescinded by the Board of Directors of the Highland Housing Authority by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

Section 3. Repealer. The following Resolutions are repealed in their entirety or portions repealed as noted below:

Resolution No. HA2018-001 repeal in its entirety.

All resolutions and other actions of the Highland Housing Authority in conflict with the contents of this Resolution are hereby repealed.

PASSED, APPROVED AND ADOPTED on this 9th day of July, 2024.

Penny Lilburn
Chair

ATTEST:

Alondra Muñoz
Secretary