



CITY OF HIGHLAND

HOUSING AUTHORITY AGENDA

Special Meeting
May 13, 2025 at 6:30 PM (or soon thereafter)
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

Gregory Hogan, Member
District 1

Jimmy Saldana, Member
District 2

John P. Timmer, Member
District 4

STAFF

Carlos Zamano, City Manager

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
May 13, 2025 - 6:30 p.m. (or soon thereafter)**

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (ITEMS NOT 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 May 13, 2025 at 5:30 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 10, 2024 Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.

2. Re-instituting the Single-Family Rehabilitation Grant Program to Address Residential Property Damage in the East Highlands Village Resulting from the February 2025 Rainstorm, Mud and Debris Flows
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the Highland Housing Authority adopt Resolution No. HA2025-___ to re-institute the Single-Family Grant Rehabilitation Program on an as-needed basis for residential properties in the East Highlands Village affected by flooding, mud and debris flows.

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before May 8, 2025 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), and City Hall (27215 Base Line).

Date: May 8, 2025



Alondra Muñoz
City Clerk



STAFF REPORT

TO THE HOUSING AUTHORITY

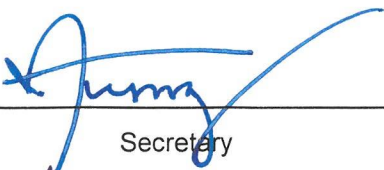

DATE: May 13, 2025

FROM: Carlos Zamano, Executive Director

PREPARED BY: Alondra Muñoz, Secretary

SUBJECT: Minutes - December 10, 2024 Special 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	

CALL TO ORDER

The regular meeting of the Housing Authority of the City of Highland was called to order at 7:14 p.m. by Chair Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

ROLL CALL

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

PUBLIC COMMENT

None

BUSINESS ITEMS

- 1. Minutes - September 10, 2024 Special Meeting

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

ADJOURN

There being no further business, Chair Lilburn adjourned the meeting at 7:14 p.m.

Submitted By:

Approved By:

Alondra Muñoz
Secretary

Penny Lilburn
Chair





STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: May 13, 2025

FROM: Carlos Zamano, Executive Director

REVIEWED BY: Lawrence A. Mainez, Assistant Executive Director 

PREPARED BY: Kim Stater, Assistant Community Development Director 

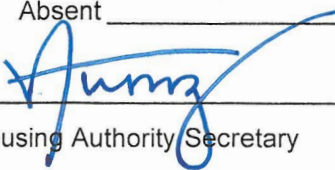

SUBJECT: Reinstating the Single Family Rehabilitation Grant Program to address residential property damage in the East Highlands Village resulting from the February 2025 rainstorm, mud and debris flow.

RECOMMENDATION: The Finance Subcommittee recommends the Housing Authority adopt Resolution No. 2025 - ____ to reinstitute the Single Family Grant Rehabilitation Program on an as-needed basis for residential properties in the East Highlands Village affected by flooding, mud and debris flows.

FISCAL IMPACT: The fiscal impact will vary based on the parameters of the Program as determined by the Housing Authority. Grant funds and staff time would be borne by the Low and Moderate Income (LMI) Housing Fund and former Redevelopment Agency (RDA) Capital funds. Additional details follow below.

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

BACKGROUND: This item was originally proposed by staff in response to the February 13-14, 2025, flooding and debris flow event. Staff recommended the Finance Subcommittee review the item and recommend the Housing Authority consider reviving a program similar to the former Redevelopment Agency's Low-Moderate Income (RDA LMI) Single Family Rehabilitation Grant Program (Grant Program). The Grant Program could provide funding for residential properties in the East Highlands Village for the purpose of conducting mud-outs and repairing property damage related to the mud and debris flow.

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

The Grant Program originated in the late 1990s and was originally offered in the Ward/Cunningham Neighborhood within in the City’s Redevelopment Project Area. It continued until the dissolution of the Redevelopment Agency in 2012. Subsequently, the assets of the Agency, including the “7000” Budget fund were transferred to the City’s Housing Authority. This Fund receives the majority of its revenue from an agreement with Housing Ventures 1, in the amount of \$120,000 annually. This Fund is used for the ongoing expenditures of the Housing Authority, its staff, and projects including the future construction of a senior housing development at 7433 Central Avenue in coordination with Wakeland Housing and Development Corporation (Disposition and Development Affordable Housing Agreement approved on May 9, 2023).

The current Housing Authority Fund (070-7000) balance is approximately \$4.6M. After consideration of ongoing annual costs of approximately \$260,000 (FY 2024-2025 Budget), and \$3,363,500 committed to the Wakeland Communities to help fund the affordable senior housing project on Central Avenue, there is approximately \$976,500 available for other qualified projects such as the proposed Grant/Loan Program.

It is worth noting that staff is also exploring allocating a portion of these available funds to Wakeland to help offset the significant increases in labor and material cost since the DDA was approved in 2023. This adjustment in Wakeland funding would require City Council / Housing Authority approval.

If the Housing Authority so chose, a portion of these funds could be allocated to individual grants in the East Highlands Village, similar to the City’s response of the 2010 flooding event. Traditionally, RDA LMI funds are made available to property owners with damaged homes who reside in their house and income qualify within the US Department of Housing and Urban Development (HUD) criteria. The grant is structured to be forgiven over five (5) years, amortized with 0% interest.

For reference, here is an excerpt from the HUD guidelines that demonstrate the maximum eligible income for a family:

<i>Income Level</i>	<i>1 person household</i>	<i>2 person household</i>	<i>3 person household</i>	<i>4 person household</i>	<i>5 person household</i>	<i>6 person household</i>	<i>7 person household</i>	<i>8 person household</i>
<i>Moderate</i>	\$81,900	\$93,600	\$105,300	\$117,000	\$126,350	\$135,700	\$145,100	\$154,450

In 2010, there were additional concessions made to fund rental properties, families earning above the established income criteria, and structures outside the mud flow, but within the East Highland Village. These grants were funded with RDA capital funds (commonly referred to as the “80% funds”), not LMI (commonly referred to as the “20% funds”).

PREVIOUS ACTION & ANALYSIS: As of the date of this staff report, there were 16 homes which had mud flow onto their property during the February 2025 storm. Six (6) of these had mud intrusion into an accessory structure such as a garage or carport, and 1 had mud intrusion into the main residence. Mud-outs and restoration for individual properties can be estimated to be between \$100 and \$30,000. Prevailing wage would apply to non-LMI applicants (California Health and Safety Code Section 37912).

On April 8, 2025, the Finance Subcommittee met to discuss this item. The Subcommittee reviewed the data and recommended that the Housing Authority reinstitute and fund a Grant Program with the following parameters:

- 1) The grant shall be available only to the homes affected by water and mud intrusion, not available to all residences within the Village.
- 2) Funding shall be limited to storm damage restoration, not other unrelated maintenance or improvements (ie. unrelated upgrades to roofing, painting, interior improvements).
- 3) Individual grants will be limited to \$25,000 per property.
- 4) All labor costs submitted for reimbursement must be completed by licensed contractors.
- 5) The grant will be structured as a 5-year forgivable loan, amortized and due upon sale prior to the 5th anniversary. This is equivalent to the grant structure pre-2012.
- 6) Grants will be available to tenants and homeowners who exceed HUD's LMI income criteria. These particular grants will be funded by RDA Fund Acct No. 010-3830.
- 7) Refund expenditures that were already completed by the homeowner if they can provide sufficient receipts/back up.
- 8) Vacant lots are not eligible to receive funding.

If it is the desire of the Authority to move forward, a resolution is attached for consideration.

Attachments: A. Map of damaged homes
 B. Resolution to Reinstitute the Program


ATTACHMENT "A"
Map of Damaged Homes




 Yellow Tag Issued

 Significant Mud on lots

 Mud on lots

 Accessory structure (garage/carport/shed) with Mud or water settled against underneath or inside.

 Initial damage assessment

ATTACHMENT “B”

Resolution

RESOLUTION NO. 2025 - ____

**A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
HIGHLAND, CALIFORNIA, ESTABLISHING A SINGLE FAMILY
RESIDENTIAL REHABILITATION GRANT PROGRAM TO REMEDIATE
PRIVATE PROPERTY DAMAGE IN THE EAST HIGHLANDS VILLAGE
RESULTING FROM THE FEBRUARY 2025 RAIN, MUD AND DEBRIS
FLOW**

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying a proclamation of a local emergency and extended it five times through May 26, 2025.

WHEREAS, the Line Fire burned 43,978 acres in San Bernardino County. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, on the evening of February 13 and into the morning of February 14, 2025, there was substantial rainfall that caused surface flooding, mud and debris flows exacerbated by the Line Fire burn scars. Residential properties within the "East Highlands Village", generally located south of Old Greenspot Road, east of Church Street, and north and west of Merris Street experienced damage as a result. Approximately 16 homes were affected by mud flows. Six (6) of these had mud intrusion into accessory structures and one (1) into the main residence.

WHEREAS, the Housing Authority has funding available to assist private properties in remediating the damage caused by flood waters, mud and debris flows.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the Housing Authority that Staff shall establish a Single Family Residential Rehabilitation Program with the same general parameters as the Former Redevelopment Agency's Single Family Residential Grant Program which was made available to in 2011. This Grant Program shall be made available to residents within the East Highlands Village to repair damage caused by the February 2025 storm.

PASSED, APPROVED AND ADOPTED on the 13th day of May 2025.

Penny Lilburn
Chairwoman

ATTEST:

Alondra Muñoz
Housing Authority Secretary