



CITY OF HIGHLAND

HOUSING AUTHORITY AGENDA

**Adjourned Special Meeting
June 24, 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 ADJOURNED SPECIAL MEETING
JUNE 24, 2025 - 6:30 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 24, 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. Resolution No. HA2025-_____ Adopting a Biennial Budget for Fiscal Years 2025-2027
RECOMMENDATION: That the Housing Authority adopt Resolution No. HA2025-_____ adopting a Biennial Budget for Fiscal Years 2025-2027.

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before June 11, 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: June 11, 2025



Alondra Muñoz
City Clerk



STAFF REPORT

TO THE HOUSING AUTHORITY

DATE: June 24, 2025

FROM: Carlos Zamano, Executive Director

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer *unc*
Michelle Gomez, Assistant Director of Administrative Services

SUBJECT: Resolution No. HA2025-___ adopting a Biennial Budget for fiscal years 2025-2027.

RECOMMENDATION: Housing Authority adopt Resolution No. HA2025-___ adopting a Biennial Budget for fiscal years 2025-2027.

FISCAL IMPACT: Expenditures of \$271,345 for Fiscal Year 2025-2026 and \$265,820 for Fiscal Year 2026-2027.

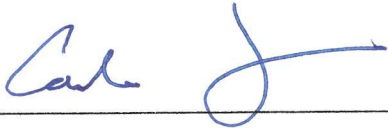
PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution 2011-047 and on the City's website.

BACKGROUND: The Housing Authority Board reviewed in detail the proposed Biennial budget at the May 21, 2025 Study Session. The Board did not make any changes at the Study Session.

This item was included in the June 10, 2025 Housing Authority Board meeting.

Attachments

Attachment 1: Resolution No. HA2025-_____
Exhibit A: Revenues and Expenditures

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

RESOLUTION NO. HA2025

**A RESOLUTION OF THE HIGHLAND HOUSING AUTHORITY OF THE
CITY OF HIGHLAND, CALIFORNIA, ADOPTING A BIENNIAL BUDGET
FOR FISCAL YEARS 2025-2027**

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 2025-2027, 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 \$4,523,647 and \$4,504,432, and total estimated expenditures of \$271,345 and \$265,820 for fiscal years 2025-2026 and 2026-2027 respectively.

PASSED, APPROVED AND ADOPTED this 24th day of June 2025.

Penny Lilburn, Chairman

ATTEST:

Alondra Muñoz, Secretary

Exhibit A

Revenues

Housing Authority

Acct #	Housing Authority-070	2022-2023 Actual (Audited)	2023-2024 Actual (Audited)	2024-2025 Adjusted Budget	2024-2025 Year End Estimate	2025-2026 Adopted Budget	2026-2027 Adopted Budget
MISCELLANEOUS REVENUE:							
8600	INTEREST	119,484	182,762	117,750	117,750	111,630	117,750
8601	GASB 31 INTEREST INCOME ADJ	(54,914)	41,071	-	-	-	-
8650	PERCENTAGE RENTS	120,000	120,167	120,000	120,000	120,000	120,000
8900	MISCELLANEOUS	4,599	(3,678)	4,600	4,600	4,600	4,600
	TOTAL MISCELLANEOUS REVENUE	189,169	340,322	242,350	242,350	236,230	242,350
CURRENT SERVICE CHARGES:							
9780	CITY ADMINISTRATION	-	829	4,255	-	4,235	4,255
	TOTAL CURRENT SERVICE CHARGES	-	829	4,255	-	4,235	4,255
	TOTAL HOUSING AUTHORITY	189,169	341,151	246,605	242,350	240,465	246,605

Expenditures

Housing Authority

Acct #	Housing Authority-070 Housing Authority-7000	2022-2023 Actual (Audited)	2023-2024 Actual (Audited)	2024-2025 Adjusted Budget	2024-2025 Year End Estimate	2025-2026 Adopted Budget	2026-2027 Adopted Budget
SALARIES & WAGES:							
3010	SALARIES	102,077	105,103	126,485	126,485	134,275	141,005
3040	OVERTIME	-	268	-	-	-	-
3100	SICK LEAVE	-	6,569	-	-	-	-
3110	HOLIDAY	4,713	8,660	-	-	-	-
3120	VACATION	7,474	10,006	-	-	-	-
3125	MANAGEMENT LEAVE	1,443	3,996	-	-	-	-
	TOTAL SALARIES & WAGES	115,707	134,601	126,485	126,485	134,275	141,005
BENEFITS:							
3510	CAFETERIA PLAN	13,388	13,428	13,950	13,950	14,400	14,850
3530	MEDICARE & SOCIAL SECURITY	1,934	2,252	1,835	1,835	1,950	2,045
3560	PERS-RETIREMENT	33,551	34,149	36,965	36,965	39,850	42,320
3580	DEFERRED COMPENSATION	477	924	500	500	500	500
3590	LIFE INSURANCE	385	393	420	420	445	465
3600	AUTO ALLOWANCE	1,363	1,270	1,320	1,320	3,960	3,960
3605	ANNUAL CREDIT MONITORING ALLOWANCE	175	75	75	75	75	75
3650	VACATION BUYBACK	1,761	4,158	-	-	-	-
3655	SICK LEAVE INCENTIVE PROGRAM	2,647	2,354	-	-	-	-
3660	ADMIN LEAVE BUYBACK	720	2,636	-	-	-	-
	TOTAL BENEFITS	56,401	61,639	55,065	55,065	61,180	64,215
OPERATIONS & MATERIALS:							
4080	BUILDING SERVICES DEPARTMENT CHARGE	12,820	15,153	19,555	19,555	25,275	24,785
4199	INSURANCE DEPARTMENT CHARGE	6,753	6,515	9,025	9,025	10,615	10,815
4210	POSTAGE	231	-	-	-	-	-
	TOTAL OPERATIONS & MATERIALS	19,804	21,669	28,580	28,580	35,890	35,600
CONTRACTUAL SERVICES:							
4520	CONTRACT SERVICES-ATTORNEY	27,082	3,036	20,000	20,000	15,000	10,000
4556	CONTRACT SERVICES-DEMOLITION	50,181	-	-	-	-	-
4611	CONTRACT SERVICES-LMI HOUSING	27,413	5,965	30,000	30,000	25,000	15,000
	TOTAL CONTRACTUAL SERVICES	104,676	9,001	50,000	50,000	40,000	25,000
	TOTAL HOUSING AUTHORITY	296,588	226,910	260,130	260,130	271,345	265,820