

Housing Authority of the City of Madera



205 North G Street • Madera, CA 93637 • (559) 674-5695 • Fax: (559) 674-5701 • TTY: 711 • www.maderaha.org

REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

Notice and Agenda

6:00 PM
Wednesday, November 13, 2024

Madera City Hall
Council Chambers
205 W. 4th Street
Madera, CA 93637

This Notice, Meeting Agendas, Board Meeting Packets, and Meeting Minutes can be viewed electronically on the Housing Authority's website - located at www.maderaha.org. There, you can access the tab "About Us" and then open the tab "Board Meeting Agenda."

This meeting of the Housing Authority's Board of Commissioners is open to the public. Members of the public may participate in the meeting and comment on an Agenda item in person or remotely by logging onto Zoom:

[Zoom Meeting Link](https://cityofmadera.zoom.us/j/81027188118?pwd=hP5bMAABL8QVn20nOyyG2uiis8CtT9.1)

<https://cityofmadera.zoom.us/j/81027188118?pwd=hP5bMAABL8QVn20nOyyG2uiis8CtT9.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No: 456 605 1574.

Written materials related to an item on the Agenda for the open session portion of this meeting distributed to the Board of Commissioners less than 72 hours before this scheduled meeting, are available for public inspection during normal business hours at the Housing Authority's office located at 205 N G Street, Madera, CA 93637.

Comments may also be sent via email to Ms. Giselle Flores at giselle@maderaha.org or by regular mail sent to the Housing Authority at 205 N G Street, Madera, CA 93637, Attention Giselle Flores.

The meeting room is accessible to the physically disabled and the services of a translator can be made available upon request. Any accommodation for the disabled, language signers, assistive listening devices, or translation services needed to facilitate an individual's participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting by contacting the City of Madera's Human Resources Dept. at (559) 661-5400, Ext. 8704 or the Housing Authority at (559) 674-5695 Ext. 222 between the business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Those who are hearing impaired can call 711 or 1.800.867.4323 for a TTY Relay Service.

CALL TO ORDER:

Chairperson Elsa Mejia

ROLL CALL:

Chairperson Elsa Mejia,
Vice-Chairperson Anita Evans,
Commissioner Cece Gallegos,
Commissioner Jose Rodriguez,
Commissioner Santos Garcia,
Commissioner Steve Montes, and
Commissioner Artemio Villegas.

INVOCATION: Vice-Chair Anita Evans will lead the invocation.

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

PUBLIC COMMENT:

The first fifteen minutes of the meeting are reserved for members of the public to address the Board of Commissioners on items which are within the subject matter jurisdiction of the Housing Authority. Speakers shall be limited to three (3) minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold their comment until that item is called. Comments regarding items listed for "Public Hearing" on the agenda, should be held until the Public Hearing is opened. The Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to a public comment at this time.

A. PRESENTATIONS: Presentation of Family Self-Sufficiency (FSS) Graduation recipients:

FSS Graduate R. Ruiz

FSS Graduate B. McDaniel

B. CONSENT CALENDAR:

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and a single vote. There will be no separate discussion of each of these items. If any Commissioner or member of the public wishes to discuss a matter listed on the Consent Calendar, they can request that such an item be removed from the Consent Calendar and such an item will be considered separately.

B-1 Approval of October 9, 2024, Board Meeting Minutes, Special and Regular meeting.

B-2 Approval of Register Audited Demands for October 2024.

B-3 2025 HACM Calendar and Holiday Schedule

B-4 Informational item only: Update to the Public Housing Flat Rents and Utility Allowance rates.

C. RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:

C-1 RESOLUTION NO. 1308 of The Housing Authority of the City of Madera to Consider Authorizing the Operating Budget Fiscal Year 2024-2025.

C-2 RESOLUTION NO. 1309 of The Housing Authority of the City of Madera to Consider Authorizing the Executive Director to Submit the Section Eight Management Assessment Program (SEMAP) Certification to the U.S. Department of Housing and Urban Development.

C-3 RESOLUTION NO. 1310 of The Housing Authority of the City of Madera to Consider Authorizing approval of Housing Programs Manager Job Description.

C-4 RESOLUTION NO. 1311 of The Housing Authority of the City of Madera to Consider Authorizing approval of Executive Administrative Assistant Job Description.

D. WRITTEN COMMUNICATIONS: Giselle Flores, Executive Administrative Assistant

E. ADMINISTRATIVE REPORTS: Blanca Mendoza-Navarro, Executive Director

E-1: Monthly Housing Activity Report

	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec
Section 8	Section 8											
Households Assisted	748	761	734	751	715	731	736	788	730	773		
YTD Lease Up projection	93%	95%	91%	93%	89%	91%	92%	98%	91%	96%		
MTD HAP Expenses	\$437,236	\$444,106	\$444,106	\$464,536	\$486,624	\$466,894	\$467,991	\$496,536	\$592,583	\$525,877		
Waiting List	516	516	516	269	270	270	270	270	216	269		
Public Housing	Public Housing											
Vacancies	2	5	2	2	2	2	2	0	5	2		
Waiting List	2794	2800	2800	4382	2,825	2,830	2830	2831	2831	2831		
Unit Turnover	0	1	2	2	1	1	1	3	3	2		
Farm Labor	Farm Labor											
Vacancies	2	2	1	2	2	2	2	3	4	5		
Waiting List	17	20	17	17	14	11	14	12	7	9		
Unit Turnover	1	0	1	2	1	1	1	0	2	2		
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
Open Work Orders	17	14	17	65	52	53	218	213	210	153		
Average days	5	2.4	2.5	15.5	2.4	2.9	26.1	21.2	12.5	23.52		
Farm Labor	Farm Labor											
Open Work Orders	3	2	3	13	25	20	18	21	24	21		

Housing Authority of the City of Madera



205 North G Street • Madera, CA 93637 • (559) 674-5695 • Fax: (559) 674-5701 • TTY: 711 • www.maderaha.org

MINUTES OF THE OCTOBER 9TH, 2024 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The October 9th, 2024, Regular Meeting for the Housing Authority of the City of Madera was called to order by Commissioner Cece Gallegos at 6:25 p.m.

The meeting was held in person at the City of Madera Council Chambers, located at 205 West 4th Street, Madera, CA 93637, pursuant to California AB 361, AB 2449, and CA Govt. Codes §§ 54953 and 54954.2. The meeting was made available simultaneously to the public via Zoom.

COMMISSIONERS PRESENT:

Commissioner Cece Gallegos	(In Person at the City of Madera Council Chambers)
Commissioner Steve Montes	(In Person at the City of Madera Council Chambers)
Commissioner Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

Chair Elsa Mejia	(Absent)
Vice Chair Anita Evans	(Absent)
Commissioner Santos Garcia	(Absent)

GUESTS/STAFF PRESENT:

HACM Executive Director Blanca Mendoza-Navarro (In Person)
HACM Executive Administrative Assistant Giselle Flores (In Person)
HACM Legal Counsel Emilio J. Huerta (Via Zoom)
HACM Finance Manager Alex Estrada (Via Zoom)
HACM Programs Manager Lucia Lopez (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Maintenance Employee Thomas Gonzales (In Person)

INVOCATION:

Commissioner Cece Gallegos led the invocation.

PLEDGE OF ALLEGIANCE

Commissioner Steve Montes led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Commissioner J. Rodriguez moved to approve the Agenda; Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

PUBLIC COMMENT:

HACM Maintenance Worker II, Thomas Gonzalez, raised concerns about a topic from the Special Board Meeting. He was worried about the Maintenance Worker who is scheduled on-call for the week of December 22nd, especially regarding the day off on December 26th. His main concern was whether the on-call worker would be paid for that day off, as he might be the one on-call. He also pointed out that major maintenance issues could arise during the holiday week, adding to his concerns.

A. WORKSHOPS:

No workshops.

B. CONSENT CALENDAR:

Approval of consent items.

B-1 Approval of September 11th, 2024, Board Meeting Minutes.

B-2 Approval of Registered Audited Demands for September 2024.

B-3 RESOLUTION NO. 1304 of The Housing Authority of the City of Madera, consideration of approval to renew Agreement with Madera Police Department beginning October 1, 2024.

B-4 RESOLUTION NO. 1305 of The Housing Authority of the City of Madera, consideration of approval for disposal of non-working appliances from the Public Housing and Farm Labor programs.

There were no comments from the public in attendance nor via zoom.

Commissioner S. Montes moved to approve the Consent Calendar Items. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

C. RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:

C-1 RESOLUTION NO. 1306 of The Housing Authority of the City of Madera authorizing Executive Director to execute and submit electronically the Form 50071, SF-424 (application for federal assistance) and related forms for CY2025 Public Operating Subsidy Funding.

Executive Director Blanca Mendoza-Navarro presented Resolution No. 1306, outlining the annual public operating subsidy funding process. The deadline for submission is October 22nd, 2024. Due to the tight timeline, Ms. Mendoza-Navarro is seeking the Board's authorization to submit the documents electronically. The Agency is set to receive \$931,580 in public operating subsidy, which is great news.

Commissioner C. Gallegos moved to approve the Consent Calendar Items. Commissioner J. Rodriguez seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

E-1: Monthly Housing Activity Report:

Executive Director Blanca Mendoza-Navarro presented the Monthly Housing Activity Report for the Agency's programs for the month of September. The Housing Voucher Services (HCV) department experienced a decline in assisted households by about 7%, although there was an increase in the program's subsidy. The HCV department is currently processing 216 applications and is continuing efforts to close the waitlist, though the busy season has made this challenging.

The Public Housing (PH) department saw an increase in vacancies, currently totaling 5, along with 3-unit turnovers. Staff is working diligently to fill these vacancies as soon as possible. Households have been pulled from the list, which remains open. Work orders are being addressed through NSPIRE inspections, resulting in an average turnover time of 12.5 days per work order.

The Farm Labor (FML) department has 4 vacancies and 2-unit turnovers. The department is facing a low number of applicants, and some families are moving out because they no longer qualify for assistance for the program. FML is currently managing 24 open work orders with an average completion time of 10 days.

F. EXECUTIVE DIRECTOR REPORT:

Executive Director Blanca Mendoza-Navarro presented the Executive Director Report for September 2024. The Housing Voucher Services (HCV) department continues to issue vouchers for year-end reporting. They are also preparing for the Section 8 Management Assessment Program (SEMAP) reporting period, which covers the fiscal year from October 1, 2023, to September 30, 2024. The team is ensuring compliance with all requirements, including rent increases, quality assurance inspections, and annual certifications, before submitting the report to the U.S. Department of Housing and Urban Development (HUD). Given last year's low scores, staff anticipates better results this year, which should improve the Agency's status.

The FSS/ROSS program is working on issuing escrow payments for a participant who recently graduated from the program. Staff plans to present this check during the next Board Meeting.

Public Housing (PH) staff is focused on leasing vacancies and completing annual certifications, maintaining 100% reporting each month, which helps keep the program on track. The Farm Labor (FML) department continues to lease vacancies and is actively participating in community events to market their units and attract applicants.

The Finance department is preparing the Fiscal Year 2024-2025 budget and working on the year-end process for Fiscal Year 2024, which spans from October 1, 2023, to September 30, 2024. They are also finalizing the classification and compensation salary study, which will be discussed in the upcoming closed session meeting. Additionally, the Finance team is collaborating with BDO (fee accountant) to submit the necessary documents for the recently approved operating subsidy.

The Maintenance department is diligently processing work orders and finalizing the window replacement project.

The Administration department is reviewing the classification compensation salary study. Submitted the 30-day update for the HUD PHARS review to ensure the Agency can exit the PHARS agreement. Continuous investment in staff training is a priority, with Ms. Mendoza-Navarro and Board Chair Elsa Mejia attending the 2024 National NAHRO Conference in Orlando, Florida. Ms. Mendoza-Navarro participated in sessions such as the Executive Director Boot Camp and sessions for small housing agencies, gaining valuable insights from other Executive Directors. Additionally, the Maintenance Management and Housing Program Manager are currently attending a maintenance management training through NAHRO for four hours per day this whole week. While much of the training covers basic topics, it also includes important reminders and updates essential for their roles.

Ms. Mendoza-Navarro provided some updates about the Executive Administrative Assistant and Housing Programs Compliance Manager positions. She mentioned that these roles are still under review in the classification and compensation studies. Once these studies are completed, the positions will be open to recruitment.

G. COMMISSIONER REPORTS:

1. Commissioner S. Montes had nothing to report.
2. Commissioner J. Rodriguez had nothing to report.
3. Commissioner A. Villegas had nothing to report.
4. Commissioner C. Gallegos reported receiving positive feedback from two Housing Authority residents. They expressed their appreciation for the newly added green grass in their yards. Commissioner Gallegos thanked the Agency for promptly addressing her concern from the last meeting by ensuring the grass was added quickly. She also reminded everyone about Hurricane Milton, expected to hit at 9 p.m. that night, and encouraged prayers for those affected by the natural disaster.

H. CLOSED SESSION: Attorney Emilio J. Huerta

Pursuant to CA Govt. Code 54956.9 (d)(4), the Board of Commissioners temporarily adjourned from the open session and met in closed session at 6:46 p.m. regarding the following:

H-1: Discussion of litigation matters pursuant to CA Govt. Code Sections listed below:

- A. Labor Negotiations: CA Govt. Code Section 54954.5(f) – Classification/Salary Study discussion;
- B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) – 3 cases.

During the closed session, Attorney Emilio J. Huerta reported that the main topic of discussion was labor negotiations. The only action taken was the appointment of Commissioner J. Rodriguez and Commissioner S. Montes to a salary survey Ad-Hoc Committee.

Nothing else to report.

I. ADJOURNMENT:

Commissioner Gallegos announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, November 13th, 2024, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:58 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing October 9th, 2024, Regular Board Meeting Minutes of the Housing Authority of the City of Madera (HACM) were reviewed and approved by the Housing Authority of the City of Madera's Board of Commissioners at a duly noticed meeting on November 13th, 2024, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 13th day of November 2024.

By: _____
Giselle Flores
Executive Administrative Assistant
Housing Authority of the
City of Madera

Average days	7.8	4.8	2.6	3.4	3.5	3.6	6.23	3.9	10.9	20.4		
--------------	-----	-----	-----	-----	-----	-----	------	-----	------	------	--	--

F. EXECUTIVE DIRECTOR REPORT: Blanca Mendoza-Navarro, Executive Director

G. COMMISSIONER REPORTS:

H. CLOSED SESSION: Attorney Emilio J. Huerta

The Board of Commissioners will adjourn into closed session to discuss the following items.

H-1: Discussion of litigation matters pursuant to CA Govt. Code Sections listed below:

- A. Labor Negotiations: CA Govt. Code Section 54954.5(f) – Classification Compensation/Salary Study discussion.
- B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) - 3 cases;
- C. Real Estate Negotiations: CA Govt. Code Section 54956.8
 - 1. Beal Property, Woodward Way, Madera, CA 93637
 - 2. Cal Trans Property, Woodward Way, Madera, CA 93637

I. ADJOURNMENT:

The next Regular Monthly Meeting will be Wednesday December 11th, at 6:00 p.m., in the City of Madera, Council Chambers.

Certificate of Posting

I, Giselle Flores, declare under the penalty of perjury under the laws of the State of California, that I am an employee of the Housing Authority of the City of Madera, and that **on November 8, 2024**, I posted the above **November 13th** Agenda for the Regular Meeting of the Housing Authority of the City of Madera’s Board of Commissioners, near the front entrance of the office of Housing Authority located at 205 North G Street, Madera, CA 93637, on the Housing Authority’s Website, and at the front entrance of the Madera City Hall, located at 205 W. 4th Street, Madera, CA 93637, at or about 3:45 p.m.

Executed this 8th day of November.

Giselle Flores

Giselle Flores
Executive Administrative Assistant
Housing Authority of the City of Madera

Housing Authority of the City of Madera



205 North G Street • Madera, CA 93637 • (559) 674-5695 • Fax: (559) 674-5701 • TTY: 711 • www.maderaha.org

MINUTES OF THE OCTOBER 9TH, 2024 SPECIAL BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The October 9th, 2024, Special Board Meeting for the Housing Authority of the City of Madera was called to order by Commissioner Cece Gallegos at 6:04 p.m.

The meeting was held in person at the City of Madera Council Chambers, located at 205 West 4th Street, Madera, CA 93637, pursuant to California AB 361, AB 2449, and CA Govt. Codes §§ 54953 and 54954.2. The meeting was made available simultaneously to the public via Zoom.

COMMISSIONERS PRESENT:

Commissioner Cece Gallegos	(In Person at the City of Madera Council Chambers)
Commissioner Steve Montes	(In Person at the City of Madera Council Chambers)
Commissioner Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

Chair Elsa Mejia	(Absent)
Vice Chair Anita Evans	(Absent)
Commissioner Santos Garcia	(Absent)

GUESTS/STAFF PRESENT:

HACM Executive Director Blanca Mendoza-Navarro (In Person)
HACM Executive Administrative Assistant Giselle Flores (In Person)
HACM Legal Counsel Emilio J. Huerta (Via Zoom)
HACM Finance Manager Alex Estrada (Via Zoom)
HACM Programs Manager Lucia Lopez (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Maintenance Employee Thomas Gonzales (In Person)

INVOCATION:

Commissioner C. Gallegos led the invocation.

PLEDGE OF ALLEGIANCE

Commissioner Steve Montes led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Commissioner J. Rodriguez moved to approve the Agenda; Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

PUBLIC COMMENT:

There were no comments from the public in attendance nor via Zoom.

A. WORKSHOPS:

No workshops.

B. CONSENT CALENDAR:

None.

There were no comments from the public in attendance nor via zoom.

C. RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:

C-1 RESOLUTION NO. 1307 of The Housing Authority of the City of Madera authorizing Executive Director to increase the Employer Contributions for Health Benefits commencing January 2025.

Executive Director Blanca Mendoza-Navarro presented resolution No. 1307, a memorandum requesting an increase in employer contributions for health benefits. Despite an anticipated 10% rise in health insurance premiums, the actual increase was 4%. The proposal includes a \$75 employer contribution for all premium options (Employee Only, Employee Plus 1, and Family) to help reduce the premium cost for employees, minimizing their financial burden.

Commissioner J. Rodriguez moved to approve the Item C-1; Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

C-2 DIRECTION to Executive Director of proposed Holiday Office Closure, December 26, 2024.

Executive Director Blanca Mendoza-Navarro presented item C-2, proposing a holiday closure in December 2024. She explained that the Agency typically does not have a backout period during office shutdowns. This year, the observed holidays are Tuesday, December 24th, Wednesday, December 25th, and Friday, December 27th, which is specifically for office closure.

Staff is requesting to discuss the potential closure of Thursday, December 26th. However, employees would need to use vacation time to be compensated for that day. The purpose of this proposal is to streamline operations and avoid skeleton shifts that would require some staff to work. Additionally, several employees have already requested December 26th off. If approved, this day off would be unpaid unless vacation hours are used.

Commissioner C. Gallegos moved to approve Item C-2; Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,

Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

D. WRITTEN COMMUNICATIONS:

No written communication was received.

E. ADMINISTRATIVE REPORTS:

None.

F. EXECUTIVE DIRECTOR REPORT:

None.

G. COMMISSIONER REPORTS:

None.

H. CLOSED SESSION: Attorney Emilio J. Huerta

No closed session items to discuss.

I. ADJOURNMENT:

The meeting was adjourned at 6:24 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing October 9th, 2024, Special Board Meeting Minutes of the Housing Authority of the City of Madera (HACM) were reviewed and approved by the Housing Authority of the City of Madera's Board of Commissioners at a duly noticed meeting on November 13th, 2024, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 13th day of November 2024.

By: _____
Giselle Flores
Executive Administrative Assistant
Housing Authority of the
City of Madera

Payment Summary

Bank=revfund AND mm/yy=10/2024-10/2024 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	0	spec001 - Charter Communications Holdings, LLC	10/14/2024	10/2024	0.00	
revfund - WF Revolving Fund	1	spec001 - Charter Communications Holdings, LLC	10/14/2024	10/2024	11,098.42	
revfund - WF Revolving Fund	47045	pge01 - P. G. & E.	10/02/2024	10/2024	66.00	
revfund - WF Revolving Fund	47046	rub0002 - Rubio	10/02/2024	10/2024	57.00	
revfund - WF Revolving Fund	47047	saa0002 - Saavedra	10/02/2024	10/2024	75.00	
revfund - WF Revolving Fund	47048	ser0001 - Serrano	10/02/2024	10/2024	31.00	
revfund - WF Revolving Fund	47049	2466 - Lopez-Palos	10/02/2024	10/2024	325.75	
revfund - WF Revolving Fund	47050	app00 - APPLEONE EMPLOYMENT SVCS	10/02/2024	10/2024	2,858.52	
revfund - WF Revolving Fund	47051	att06 - AT&T CALNET	10/02/2024	10/2024	335.37	
revfund - WF Revolving Fund	47052	bct00 - BCT CONSULTING, INC.	10/02/2024	10/2024	763.73	
revfund - WF Revolving Fund	47053	CWS01 - CORBIN WILLITS SYSTEM INC	10/02/2024	10/2024	755.50	
revfund - WF Revolving Fund	47054	DIA01 - DIAMOND COMMUNICATION,INC	10/02/2024	10/2024	204.00	
revfund - WF Revolving Fund	47055	FER04 - FERGUSON ENTERPRISES, INC	10/02/2024	10/2024	1,810.52	
revfund - WF Revolving Fund	47056	hartford - THE HARTFORD	10/02/2024	10/2024	757.24	
revfund - WF Revolving Fund	47057	hds00 - HD SUPPLY FACILITIES MAINTENANCE	10/02/2024	10/2024	2,929.87	
revfund - WF Revolving Fund	47058	mad02 - CITY OF MADERA UTILITY BILLING	10/02/2024	10/2024	12,871.16	
revfund - WF Revolving Fund	47059	map00 - MAPA PLUMBING SERVICES	10/02/2024	10/2024	150.00	
revfund - WF Revolving Fund	47060	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	10/02/2024	10/2024	250.00	
revfund - WF Revolving Fund	47061	met00 - METROPOLITAN LIFE INSURANCE COMPANY	10/02/2024	10/2024	1,078.53	
revfund - WF Revolving Fund	47062	mis01 - MISSION UNIFORM SERVICE 3	10/02/2024	10/2024	143.46	
revfund - WF Revolving Fund	47063	nav04 - NAVIA BENEFIT SOLUTIONS,	10/02/2024	10/2024	200.00	
revfund - WF Revolving Fund	47064	off02 - ODP BUSINESS SOLUTIONS, LLC	10/02/2024	10/2024	797.56	
revfund - WF Revolving Fund	47065	pera4 - PERIMETER PEST CONTROL	10/02/2024	10/2024	300.00	
revfund - WF Revolving Fund	47066	pge01 - P. G. & E.	10/02/2024	10/2024	10,561.08	
revfund - WF Revolving Fund	47067	qua06 - QUADIENT LEASING USA, INC	10/02/2024	10/2024	681.69	
revfund - WF Revolving Fund	47068	qua07 - QUADIENT FINANCE USA, INC	10/02/2024	10/2024	1,000.00	
revfund - WF Revolving Fund	47069	ric05 - RICOH USA, INC.	10/02/2024	10/2024	5,020.10	
revfund - WF Revolving Fund	47070	rot01 - ROTH STAFFING COMPANIES, L.P.	10/02/2024	10/2024	3,713.37	
revfund - WF Revolving Fund	47071	smith001 - Smith Marion & Co., Inc	10/02/2024	10/2024	4,500.00	
revfund - WF Revolving Fund	47072	spe00 - SPECIALTY LANDSCAPE, INC.	10/02/2024	10/2024	22,280.00	
revfund - WF Revolving Fund	47073	ste00 - STEAMRITE	10/02/2024	10/2024	145.00	
revfund - WF Revolving Fund	47074	t0005661 - Morales	10/02/2024	10/2024	33.25	
revfund - WF Revolving Fund	47075	t0005670 - Martinez	10/02/2024	10/2024	313.00	
revfund - WF Revolving Fund	47076	t0005672 - Lopez	10/02/2024	10/2024	86.00	
revfund - WF Revolving Fund	47077	t0005692 - Verdugo	10/02/2024	10/2024	240.00	
revfund - WF Revolving Fund	47078	TMO00 - T-MOBILE USA INC.	10/02/2024	10/2024	854.74	
revfund - WF Revolving Fund	47079	van00 - VAN DE POL ENTERPRISES	10/02/2024	10/2024	408.12	
revfund - WF Revolving Fund	47080	VIL00 - VILLA GARDENING SERVICE,	10/02/2024	10/2024	58,377.00	
revfund - WF Revolving Fund	47081	WAT02 - WATER CONNECTION INC.	10/02/2024	10/2024	1,620.00	
revfund - WF Revolving Fund	47082	WIL01 - SHERWIN WILLIAMS COMPANY	10/02/2024	10/2024	199.35	
					147,891.33	



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: November 7, 2024

AGENDA ITEM: C-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: November 13, 2024

SUBJECT: RESOLUTION #1308 of the Housing Authority of the City of Madera to Consider Authorizing the Executive Director to Submit the Section Eight Management Assessment Program (SEMAP) Certification to The U.S. Department of Housing and Urban Development.

EXECUTIVE SUMMARY:

The U.S. Department of Housing and Urban Development (HUD) under 24 CFR 985 established the Section Eight Management Assessment Program (SEMAP) to measure the performance of the public housing agencies (PHAs) that administer the Housing Choice Voucher program in fourteen (14) key areas. SEMAP helps target monitoring and assistance to the PHA programs that need the most improvement. The fourteen (14) key areas are assessed point values to each indicator and show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by Federal housing legislation. The indicators measure the following:

1. Proper selection of applicants from the HCV waiting list,
2. Sound determination of reasonable rent for each unit lease,
3. Establishment of payment standards within the required range of HUD fair market rent,
4. Accurate verification of family income,
5. Timely annual reexaminations of family income,
6. Correct calculation of the tenant share of rent and the housing assistance payment,
7. Maintenance of current schedule of allowances for tenant utility cost,
8. Ensure units comply with the HQS inspection standards prior to lease up and PHAs enter into housing assistance contacts,
9. Timely HQS inspections,
10. Performing of quality control inspections to ensure housing quality,
11. Ensure that landlords and participants promptly correct HQS deficiencies,
12. Ensure that all available vouchers are used,
13. Expand housing choice outside areas of poverty or minority concentration, and
14. Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increased employment income.





Housing Authority of the City of Madera

PHAs are required to document compliance or noncompliance in these fourteen key areas and submit the information electronically to HUD. The total point value earned under SEMAP translates into the following rating:

- “High” performer (90% or above);
- “Standard” performer (60% to 89%); or
- “Troubled” performer (below 60%).

Staff has conducted the assessment and determined that based on a possible 135 points, HACM is currently at 110 points, or 81%, HACM received a rating of “**Standard Performer**” in 2024.

Staff have been working diligently to ensure the improvement to the SEMAP score, embracing the training that has been afforded and will continue as needed based on changes in regulations. HQS inspections and quality control HQS inspections were complete. Therefore, the 2024 HACM will certify 110 points which translates to 81% under these indicators and is considered “Standard Performer” for year end 09/30 SEMAP reporting. Once the 09/30/2024 SEMAP is submitted, HACM will no longer be considered “Troubled”.

Details on indicators, points and HACM scoring for the 2024 SEMAP reports created are included with this Board Memorandum including the HUD-52648 form that requires Board approval.

RECOMMENDATION:

Staff recommends the Board of Commissioners approve and adopt the resolution authorizing the Executive Director and the Board Chair to sign and submit the SEMAP certification to HUD by the November 29, 2024, deadline.

FISCAL IMPACT:

There is no Fiscal Impact for this item.



RESOLUTION NO. 1308

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

A. **WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) established the Section Eight Management Assessment Program (SEMAP) to measure management, capabilities, and identifiable deficiencies of agencies administering the Housing Choice Voucher (HCV) program;

B. **WHEREAS**, there are fourteen (14) required indicators and one (1) bonus indicator with assessed point values assigned to each indicator, which HUD uses to measure performance levels of a Public Housing Authority (PHA);

C. **WHEREAS**, PHAs, such as the Housing Authority of the City of Madera (Housing Authority), are required to document compliance or noncompliance in these fourteen key areas and submit such information electronically to HUD;

D. **WHEREAS**, the total point value earned under HUD's SEMAP program translates into the following rating:

“High” performer (90% or above);
“Standard” performer (60% to 89%); or
“Troubled” performer (below 60%).

E. **WHEREAS**, a PHA could potentially qualify to receive a total of 135 SEMAP points;

F. **WHEREAS**, the Housing Authority currently ranks at 110 points, or 81%, thereby requiring HUD to classify the Housing Authority as a “Standard Performer” in 2024; and

G. **WHEREAS**, staff under the Executive Director's leadership has worked diligently to ensure that all required documentation is in all participants files, continued training, standard operating procedure (SOPs) are in place, lease up is completed, and ensure that all HQS inspections have been completed including quality control of the HQS inspections; and

H. **WHEREAS**, the Housing Authority's 2024 SEMAP will certify 110 points under these indicators and will be considered a “Standard Performer” for the year end 09/30 SEMAP reporting period.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA DOES HEREBY RESOLVE AS FOLLOWS:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

2. The Executive Director is Authorized to Submit the 09/30 Year End SEMAP Report certifying the Housing Authority's SEMAP rating at 110 Points – A Standard Performer. That the HACM Board of Commissioners has considered the proposed resolution and herein authorizes HACM Executive Director Blanca Mendoza-Navarro to certify to HUD the 09/30 Year End SEMAP rating of 110 Points – as a “Standard Performer.”

3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the City of Madera this 13th day of November, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Chairperson Elsa Mejia

Executive Director
Blanca Mendoza-Navarro

Giselle Flores, Clerk for the Housing Authority of the City of Madera herein attests or certifies, as a witness to a board meeting held on October 9th, 2024, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended

By: _____
Giselle Flores, Executive Administrative Assistant

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☐ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☐ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☐ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☐ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☐ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☐ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☐ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☐ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR _____	1-BR FMR _____	2-BR FMR _____	3-BR FMR _____	4-BR FMR _____
PS _____	PS _____	PS _____	PS _____	PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☐ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☐ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☐ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☐ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☐ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable ☐

PHA Response

Yes ☐

No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes ☐ No ☐

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: November 13, 2024

AGENDA ITEM: C-2

FROM: Alex Estrada, Financial Services
Manager

AUTHOR: Alex Estrada, Financial Services Manager

DATE: November 14, 2023

SUBJECT: RESOLUTION #1309 of the Housing Authority of the City Of Madera (HACM) to Consider Authorizing the Operating Budget Fiscal Year 2023/2024.

EXECUTIVE SUMMARY:

The Board of Commissioners will consider a Resolution Authorizing Adoption of the Operating Budget for Fiscal Year 2024/2025. copies of the 2024/2025 Fiscal Year Budgets have been provided for your review.

FISCAL IMPACT:

The Proposed Budget is the Housing Authority's fiscal plan of operations for the Fiscal Year 2024/2025. It supports estimated expenditures of \$10,976,799 for the Fiscal Year 2024/2025 operations of the Housing Authority.

RECOMMENDATION:

Staff recommends The Board of Commissioners Adopt the Resolution approving the Operating Budget for Fiscal Year 2024/2025.

ATTACHMENTS:

1. Resolution
2. Proposed FY 2024/2025 Operating Budget



RESOLUTION NO. 1309

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA
ADOPTING AN ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2024/2025.**

A. **WHEREAS**, the Housing Authority of the City of Madera (HACM), is required to adopt an operating budget each fiscal year demonstrating how it will fulfill its mission of providing clean safe affordable housing; and

B. **WHEREAS**, the Housing Authority Executive Director and staff have prepared and presented a proposed operating budget for fiscal year 2024/2025.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Approval of Fiscal Year 2024/2025 Annual Operating Budget. That the HACM Board of Commissioners has considered and approved the Fiscal Year 2024/2025 Annual Operating Budget.

Section 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the City of Madera this 13th day of November 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elsa Mejia, Chairperson

ATTEST:

Blanca Mendoza-Navarro
Executive Director

Giselle Flores, the Clerk for the Housing Authority of the City of Madera herein attests or certifies, as a witness to a board meeting held on November 13, 2024, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Giselle Flores
Clerk

Approved as to Legal Form:

Emilio J. Huerta, General Counsel



Housing Authority of The City of Madera

2024-2025 ANNUAL BUDGET



Chairperson, Elsa Mejia

Executive Director, Blanca Mendoza-Navarro

Financial Services Manager, Alex Estrada

Housing Authority of the City of Madera

Annual Budget 2024-2025

Submitted by:

Blanca Mendoza-Navarro, Executive Director
Alex Estrada, Financial Services Manager

TABLE OF CONTENTS

Title	Page
Board of Commissioners	1
Budget Program Summary	2
Program Summaries	7
Programs	
Revolving Fund	8
Public Housing	9
Capital Fund	10
Resident Opportunities and Self-Sufficiency (ROSS)	11
Family Self-Sufficiency (FSS)	12
Farm Labor	13
Pomona Ranch	14
Housing Choice Voucher	15
Salary and Benefits	
Salary Projections Schedule	16
Salary and Benefit Projections Schedule	17
Salary and Benefit Allocations by Program	18

Housing Authority of the City of Madera

Board of Commissioners

Chairperson

Elsa Mejia

Vice-Chairperson

Anita Evans

Commissioners

Cecelia Gallegos

Santos Garcia

Steve Montes

Jose Rodriguez

Artemio Villegas

Executive Director

Blanca Mendoza-Navarro

Financial Services Manager

Alex Estrada

HOUSING AUTHORITY OF THE CITY OF MADERA
BUDGET PROGRAM SUMMARY
FISCAL YEAR 2024-2025

Category	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget	Increase/ (Decrease)
HAP Contribution	4,904,075	5,610,840	5,563,176	(47,664)
Admin. Fee	832,643	822,084	747,672	(74,412)
Tenant Rents	2,420,908	2,216,528	2,494,296	277,768
Subsidy	343,737	1,558,240	1,656,521	98,281
Grant	117,481	133,951	213,143	79,192
USDA Loan Proceeds			-	-
Other Revenue	423,395	317,173	486,252	169,079
Reserve for Capital Replacement			-	-
Reserve for Operating	-	62,952	126,306	63,354
Total Revenue	9,042,239	10,721,768	11,287,366	565,598
Salary - Administration	661,031	393,346	414,116	20,770
Salary - Tenant Services	206,394	494,177	509,369	15,192
Salary - Maintenance	218,749	411,586	434,957	23,371
Benefits - Health Insurance & PERS	618,074	917,179	971,274	54,095
Temporary Staff	67,366	35,000	-	(35,000)
Total Salary & Benefits	1,771,614	2,251,288	2,329,716	78,428
Travel/Training/Meals	26,724	16,000	18,500	2,500
Office Expense	20,393	19,700	18,000	(1,700)
Computer/Software	198,048	125,500	115,100	(10,400)
Other Equipment/Maint.	32,269	31,000	34,150	3,150
Telecom	28,050	28,275	72,718	44,443
Insurance	170,620	142,270	198,582	56,312
Audit	5,865	54,625	34,195	(20,430)
Accounting Services	13,150	87,875	20,000	(67,875)
Dues & Subscriptions	5,666	7,500	5,750	(1,750)
Legal	75,801	120,000	94,925	(25,075)
Postage	15,395	13,350	11,320	(2,030)
Other	121,168	41,750	73,385	31,635
Total Administration	713,149	687,845	696,625	8,780
Housing Assistance Payments	5,561,985	5,610,840	5,508,176	(102,664)
FSS Escrow	55,169		75,000	75,000
Program Expense-Tenant Services	9,417	24,266	12,800	(11,466)
Utilities	587,618	647,544	736,500	88,956
Space Rental	79,810	75,670	64,412	(11,258)
Staff Training	731	8,000	9,000	1,000
Travel		4,000	5,000	1,000
Management Fee	20,701	32,415	38,625	6,210
Vacancy Loss			-	-
Loan Forgiveness/Repay			-	-
Law Enforcement/Security	66,460	74,700	144,239	69,539
Total Tenant Services	6,381,891	6,477,435	6,593,752	116,317
Supplies & Materials	96,365	158,500	132,000	(26,500)
Contracted Services	382,549	364,385	270,050	(94,335)
Vehicle Expense	11,246	21,400	20,760	(640)
Space Rental	136,848	135,168	135,168	-
Total Maintenance	627,008	679,453	557,978	(121,475)
Capital Outlay	199,474	201,981	415,192	213,211
Contribution to Reserve		35,000	120,000	85,000
Debt Service	253,421	237,545	237,536	(9)
Bad Debt		13,500	15,000	1,500
Transfers	-		-	-
Total Capital Activities	452,895	488,026	787,728	299,702
Total Expense	9,946,557	10,584,047	10,965,799	381,752
Net Income/(Loss)	(904,318)	137,721	321,567	183,846

HOUSING AUTHORITY OF THE CITY OF MADERA

BUDGET PROGRAM SUMMARY NOTES

FISCAL YEAR 2024-2025

Category	Increase/ (Decrease) from FYE Budget 2024 to 2025	Notes
HAP Contribution	(47,664)	HUD funding - Based on proposed HUD Funding
Admin. Fee	(74,412)	HUD funding - Based on proposed HUD Funding and leased vouchers
Tenant Rents	277,768	Increased Farm Labor rents by approximately 12% effective 10/01/2024
Subsidy	98,281	Increased Operating Subsidy grant from HUD
Grant	79,192	Pomona Ranch Rehab for roundabout landscaping
USDA Loan Proceeds	-	
Other Revenue	169,079	Increase higher anticipated interest income than anticipated at 10/01/2023
Reserve for Capital Replacement	-	
Reserve for Operating	63,354	Funding from reserve for HCV operating budget.
Total Revenue	\$ 565,598	
Salary - Administration	20,770	Based on projected salary allocation.
Salary - Tenant Services	15,192	Based on projected salary allocation.
Salary - Maintenance	23,371	Based on projected salary allocation.
Benefits - PERS, Tax, etc.	54,095	Increase due to more employee elections and rising health premiums
Temporary Staff	(35,000)	Agency does not anticipate the needs of temporary staff this fiscal year
Total Salary & Benefits	\$ 78,428	
Travel/Training/Meals	2,500	Increase due to anticipated staff training needs
Office Expense	(1,700)	Anticipated decrease in postage based on projected FYE 2024 actuals.
Computer/Software	(10,400)	Decrease due to retiring a software sytem (MRI Software)
Other Equipment/Maint.	3,150	Increase due to anticipated costs of Ricoh printers contract
Telecom	44,443	Increase due to the Pomona Ranch broadband expenses
Insurance	56,312	Increased property insurance premiums
Audit	(20,430)	Decrease due to only auditing for one fiscal year.
Accounting Services	(67,875)	Decrease due to reduced accounting consultant needs.
Dues & Subscriptions	(1,750)	Anticipated decrease in postage based on projected FYE 2024 actuals.
Legal	(25,075)	Anticipated increase in Legal Expenses based on projected FYE 2024 actuals
Postage	(2,030)	Anticipated decrease in postage based on projected FYE 2024 actuals.
Other	31,635	Anticipated decrease in postage based on projected FYE 2024 actuals, including HR consulting services
Total Administration	\$ 8,780	
Housing Assistance Payments	(102,664)	HUD funding - Based on proposed HUD Funding
FSS Escrow	75,000	Anticipated based on projected FYE 2024 actuals.
Tenant Supplies/Expense	(11,466)	Anticipated based on projected FYE 2024 actuals.
Utilities	88,956	Anticipated based on projected FYE 2024 actuals.
Space Rental	(11,258)	Consolidation of funds.

Category	Increase/ (Decrease) from FYE Budget 2024 to 2025	Notes
Staff Training	1,000	Increase due to anticipated staff training needs
Travel	1,000	Increase due to anticipated staff training needs
Management Fee	6,210	Increase due to increased Pomona Ranch Management Fee
Vacancy Loss	-	
Loan Forgiveness/Repay	-	
Law Enforcement/Security	69,539	Increase due to new Police Services Contract
Total Tenant Services	\$ 116,317	
Supplies & Materials	(26,500)	Anticipated based on projected FYE 2024 actuals.
Contracted Services	(94,335)	Anticipated based on projected FYE 2024 actuals, combined with Reserve Requests when needed
Vehicle Expense	(640)	Anticipated based on projected FYE 2024 actuals.
Space Rental	-	
Total Maintenance	\$ (121,475)	
Capital Outlay	213,211	Increase due to Maintenance Shop plumbing, Maintenance truck purchases, and potential Public Housing Capital projects
Contribution to Reserve	85,000	USDA annual reserve contribution requirement
Debt Service	(9)	Anticipated based on projected FYE 2024 actuals.
Bad Debt	1,500	Anticipated bad debt expense of delinquent tenants.
Transfers	-	
Total Capital Activities	\$ 299,702	
Total Expense	\$ 381,752	
Net Income/(Loss)	\$ 183,846	

Category	Revolving Fund	Public Housing & Capital Fund Grant	Resident Opportunities and Self-Sufficiency (ROSS)	Family Self-Sufficiency (FSS)	Farm Labor	Pomona Ranch	Housing Choice Voucher	FYE 2025 Budget
HAP Contribution	-	-	-	-	-	-	5,563,176	5,563,176
Admin. Fee	-	-	-	-	-	-	747,672	747,672
Tenant Rents	-	1,704,000	-	-	790,296	-	-	2,494,296
Subsidy	-	927,149	-	-	264,954	464,418	-	1,656,521
Grant	-	-	79,750	65,201	-	68,192	-	213,143
USDA Loan Proceeds	-	-	-	-	-	-	-	-
Other Revenue	328,752	108,300	-	-	21,700	3,500	24,000	486,252
Reserve for Capital Replacement	-	-	-	-	-	-	-	-
Reserve for Operating	-	-	-	-	-	-	126,306	126,306
Total Revenue	328,752	2,739,449	79,750	65,201	1,076,950	536,110	6,461,154	11,287,366
Salary - Administration	60,894	141,359	-	-	59,677	-	152,187	414,116
Salary - Tenant Services	26,028	133,439	23,129	23,129	46,505	52,217	204,922	509,369
Salary - Maintenance	18,090	266,739	-	-	102,662	47,466	-	434,957
Salary - O.T. Maintenance	-	-	-	-	-	-	-	-
Benefits - Health Insurance	-	-	-	-	-	-	-	-
Benefits - PERS, Tax, etc.	68,667	387,458	20,462	20,462	147,238	89,510	237,476	971,274
Temporary Staff	-	-	-	-	-	-	-	-
Total Salary & Benefits	173,679	928,996	43,591	43,591	356,082	189,192	594,584	2,329,716
Travel/Training/Meals	2,325	3,900	2,500	-	1,650	1,000	7,125	18,500
Office Expense	2,500	4,500	500	-	3,000	2,500	5,000	18,000
Computer/Software	14,000	30,000	500	-	5,000	-	65,600	115,100
Other Equipment/Maint.	5,000	11,000	-	-	1,500	-	16,650	34,150
Telecom	3,600	6,020	-	-	5,000	48,298	9,800	72,718
Insurance	1,100	116,828	-	-	56,894	16,500	7,260	198,582
Audit	5,115	8,550	-	-	3,630	1,600	15,300	34,195
Consulting Services	3,100	5,200	-	-	2,200	-	9,500	20,000
Dues & Subscriptions	1,050	1,700	-	-	-	-	3,000	5,750
Legal	14,725	24,700	-	-	10,500	-	45,000	94,925
Postage	1,500	3,120	-	-	1,300	-	5,400	11,320
Other	10,600	17,000	-	-	3,300	24,985	17,500	73,385
Total Administration	64,615	232,518	3,500	-	93,974	94,883	207,135	696,625

Category	Revolving Fund	Public Housing & Capital Fund Grant	Resident Opportunities and Self-Sufficiency (ROSS)	Family Self-Sufficiency (FSS)	Farm Labor	Pomona Ranch	Housing Choice Voucher	FYE 2025 Budget
Housing Assistance Payments	-	-	-	-	-	-	5,508,176	5,508,176
FSS Escrow	-	20,000	-	-	-	-	55,000	75,000
Program Expense-Tenant Services	-	12,500	300	-	-	-	-	12,800
Space Rental	-	25,728	-	-	8,324	-	30,360	64,412
Staff Training	-	4,000	-	-	1,500	-	3,500	9,000
Travel	-	2,000	-	-	1,500	-	1,500	5,000
Management Fee	-	-	-	-	-	38,625	-	38,625
Vacancy Loss	-	-	-	-	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-	-	-	-	-
Law Enforcement/Security	500	82,000	-	-	26,000	-	35,739	144,239
Total Tenant Services	8,000	576,228	300	-	228,124	127,425	5,653,675	6,593,752
Supplies & Materials	3,000	90,000	-	-	20,000	17,500	1,500	132,000
Contracted Services	7,500	205,000	-	-	35,000	21,050	1,500	270,050
Vehicle Expense	1,000	12,500	-	-	1,800	2,700	2,760	20,760
Space Rental	-	129,168	-	-	6,000	-	-	135,168
Total Maintenance	11,500	436,668	-	-	62,800	41,250	5,760	557,978
Capital Outlay	7,500	332,975	-	-	6,525	68,192	-	415,192
Contribution to Reserve	-	-	-	-	85,000	35,000	-	120,000
Debt Service	-	-	-	-	232,995	4,541	-	237,536
Bad Debt	-	5,000	-	-	10,000	-	-	15,000
Transfers	-	-	-	-	-	-	-	-
Total Capital Activities	7,500	337,975	-	-	334,520	107,733	-	787,728
Total Expense	265,294	2,512,385	47,391	43,591	1,075,500	560,483	6,461,154	10,965,799
Net Income/(Loss)	63,458	227,064	32,359	21,610	1,450	(24,373)	(0)	321,567

Program Summaries

The following two tables describe the programs of the Housing Authority. For each program, detail is provided showing:

- * FYE 2022 Actuals
- * FYE 2023 Actuals
- * FYE 2024 Budget
- * FYE 2025 Budget

The following table provides a brief description of each program:

Program	Units Available/ (Funding Source)	Description
Section 8 Housing Choice Voucher & Project Based Voucher	717 (HUD)	The Housing Authority of the City of Madera (HACM) receives housing assistance payments (HAP) from HUD. There are two (2) types of assistance, Housing Choice (Tenant Based) and Project Based (Project Based), both are HAP that is used to subsidize the difference between the participant's portion and the approved contract rent (Fair Market/Payment standards) to the private owner/apartment management company. HACM has the homeownership program which allows a portion of the mortgage to be paid to eligible participants in place of a rental subsidy. The HCV/PBV program expenses are paid by an administrative fee which is determined by HUD.
Housing Choice Voucher - VASH	54 (HUD)	In May 2010, HACM was awarded 50 Veterans Affairs Supportive Housing Vouchers (VASH) for eligible Veterans. In 2018 the agency received an additional four (4) VASH vouchers.
Emergency Housing Voucher (EHV)	33 (HUD)	The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD is providing 70,000 housing choice vouchers to local public housing authorities in order to assist individuals and families who are homeless, at - risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. These families are referred by partnering agencies such as Department of Social Services (DSS).
Public Housing	244 (HUD)	Units owned and managed by HACM. HACM receives tenant rents based on either the tenant's 30% of their adjusted monthly income or flat rents, based on bedroom size, which are set at no less than 80% of the HUD published Fair Market Rents minus utilities. HACM receives an operating subsidy based the Public Housing Operating Budget, which is certified and approved annually.
Farm labor	100 (USDA)	Units owned and managed by HACM. HACM receives rent from tenants based on 30% of their adjusted monthly income or "Basic" (contract) rent. The Basic rent is approved annually by USDA. When the tenant rent is less than the Basic rent the difference is subsidized by rental assistance (RA).
Pomona Ranch	50 (OMS)	Seasonal housing for migrant farm workers open from June to December. HACM receives a fixed budget for operating the center. Minimal rents determined by the Office of Migrant Services (OMS) are collected from tenants, but are all remitted back to OMS.
Capital Fund	(HUD)	Annual grant provided by HUD to maintain and modernize Conventional Public Housing units.
FSS	(HUD)	Family Self Sufficiency programs are designed to improve the lives of participants and enable them to become self-sufficient. Program activities include participant educational opportunities, homeownership counseling, job training, credit repair and education.
Revolving Fund		This program is the agency-wide business or general fund. It is funded through charges to other programs for office space and management fees.
ROSS	(HUD)	This program links those under the Public Housing program to public and private resources, supportive services and resident empowerment activities to reduce or eliminate the need for welfare assistance and work towards economic independence. It assists elderly or disabled residents improve living conditions and enables residents to age-in-place.

The following schedule shows a summary budget of the combined HACM's budget. Following this schedule are individual program budget sheets which shows how each program contributes to the combined HACM's budget.

HOUSING AUTHORITY OF THE CITY OF MADERA
REVOLVING FUND BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	-	-	-	-
Admin. Fee	-	-	-	-
Tenant Rents	-	-	-	-
Subsidy	-	-	-	-
Grant	-	-	-	-
USDA Loan Proceeds	-	-	-	-
Other Revenue	338,911	319,372	259,073	328,752
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	62,952	-
Total Revenue	338,911	319,372	322,025	328,752
Salary - Administration	44,251	66,090	69,625	60,894
Salary - Tenant Services	6,137	7,276	18,782	26,028
Salary - Maintenance	7,835	7,204	-	18,090
Benefits - Health Insurance & PERS	51,092	81,621	53,949	68,667
Temporary Staff	17,632	2,818	-	-
Total Salary & Benefits	126,948	165,008	142,356	173,679
Travel/Training/Meals	1,931	3,113	3,000	2,325
Office Expense	2,962	1,884	3,000	2,500
Computer/Software	5,595	3,803	4,000	14,000
Other Equipment/Maint.	2,253	6,180	3,500	5,000
Telecom	1,817	3,963	2,500	3,600
Insurance	819	3,515	1,200	1,100
Audit	16,466	467	17,293	5,115
Accounting Services	3,535	5,242	75,275	3,100
Dues & Subscriptions	337	485	500	1,050
Legal	13,852	16,925	15,000	14,725
Postage	750	1,545	1,500	1,500
Other	12,623	14,967	10,000	10,600
Total Administration	62,939	62,090	136,768	64,615
Housing Assistance Payments	-	-	-	-
FSS Escrow	-	-	-	-
Tenant Supplies/Expense	-	-	-	-
Utilities	3,387	4,263	5,800	7,500
Space Rental	18,400	18,400	18,400	-
Management Fee	-	-	-	-
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	836	-	1,000	500
Total Tenant Services	22,623	22,663	25,200	8,000
Supplies & Materials	757	2,130	1,500	3,000
Contracted Services	1,307	3,170	10,000	7,500
Vehicle Expense	826	1,063	1,200	1,000
Space Rental	-	-	-	-
Total Maintenance	2,891	6,363	12,700	11,500
Capital Outlay	-	-	-	7,500
Contribution to Reserve	-	-	-	-
Debt Service	-	-	-	-
Bad Debt	-	-	5,000	-
Transfers	-	-	-	-
Total Capital Activities	-	-	5,000	7,500
Total Expense	215,400	256,124	322,024	265,294
Net Income/(Loss)	123,511	63,248	1	63,458

HOUSING AUTHORITY OF THE CITY OF MADERA
PUBLIC HOUSING FUND BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	-	-	-	-
Admin. Fee	-	-	-	-
Tenant Rents	1,379,735	1,582,354	1,493,112	1,704,000
Subsidy	500,288	197,283	840,000	927,149
Grant	418,970	-	-	-
USDA Loan Proceeds	-	-	-	-
Other Revenue	52,770	74,210	42,100	108,300
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	-	-
Total Revenue	2,351,763	1,853,846	2,375,212	2,739,449
Salary - Administration	135,682	296,051	155,917	141,359
Salary - Tenant Services	41,111	51,871	92,126	133,439
Salary - Maintenance	174,228	166,202	274,492	266,739
Benefits - Health Insurance & PERS	266,639	275,994	267,501	387,458
Temporary Staff	50,574	17,930	35,000	-
Total Salary & Benefits	668,235	808,047	924,758	928,996
Travel/Training/Meals	3,332	9,444	5,500	3,900
Office Expense	2,788	5,262	4,500	4,500
Computer/Software	66,764	54,521	40,000	30,000
Other Equipment/Maint.	6,272	6,948	8,500	11,000
Telecom	7,406	8,769	8,500	6,020
Insurance	73,933	104,563	79,310	116,828
Audit	13,079	1,185	11,128	8,550
Accounting Services	9,476	1,854	12,600	5,200
Dues & Subscriptions	1,522	1,084	2,000	1,700
Legal	19,188	16,100	70,000	24,700
Postage	2,016	3,169	2,500	3,120
Other	12,790	37,386	12,500	17,000
Total Administration	218,568	250,286	257,038	232,518
Housing Assistance Payments	-	-	-	-
FSS Escrow	-	-	-	20,000
Program Expense Tenant Services	19,220	9,310	20,000	12,500
Utilities	345,637	348,047	367,500	430,000
Space Rental	20,700	20,700	20,700	25,728
Staff Training	-	-	3,500	4,000
Travel	-	-	1,500	2,000
Management Fee	-	-	-	-
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	68,038	50,626	70,000	82,000
Total Tenant Services	453,594	428,683	483,200	576,228
Supplies & Materials	66,784	50,945	115,000	90,000
Contracted Services	223,625	213,234	245,000	205,000
Vehicle Expense	8,200	5,449	12,000	12,500
Space Rental	129,168	129,168	129,168	129,168
Total Maintenance	427,777	398,796	501,168	436,668
Capital Outlay	-	197,826	100,000	332,975
Contribution to Reserve	-	-	-	-
Debt Service	-	-	-	-
Bad Debt	6,282	(547)	7,000	5,000
Transfers	-	-	-	-
Total Capital Activities	6,282	197,279	107,000	337,975
Total Expense	1,774,455	2,083,090	2,273,164	2,512,385
Net Income/(Loss)	577,308	(229,244)	102,048	227,064

HOUSING AUTHORITY OF THE CITY OF MADERA
CAPITAL FUND BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	-	-	-	-
Admin. Fee	-	-	-	-
Tenant Rents	-	-	-	-
Subsidy	-	-	-	-
Grant	-	-	-	-
USDA Loan Proceeds	-	-	-	-
Other Revenue	-	-	-	-
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	-	-
Total Revenue	-	-	-	-
Salary - Administration	-	-	-	-
Salary - Tenant Services	-	-	-	-
Salary - Maintenance	-	-	-	-
Salary - O.T. Maintenance	-	-	-	-
Benefits - Health Insurance	-	-	-	-
Benefits - PERS, Tax, etc.	-	-	-	-
Temporary Staff	-	-	-	-
Total Salary & Benefits	-	-	-	-
Travel/Training/Meals	-	-	-	-
Office Expense	-	-	-	-
Computer/Software	-	-	-	-
Other Equipment/Maint.	-	-	-	-
Telecom	-	-	-	-
Insurance	-	-	-	-
Audit	-	-	-	-
Accounting Services	-	-	-	-
Dues & Subscriptions	-	-	-	-
Legal	-	-	-	-
Postage	-	-	-	-
Other	-	-	-	-
Total Administration	-	-	-	-
Housing Assistance Payments	-	-	-	-
FSS Escrow	-	-	-	-
Tenant Supplies/Expense	-	-	-	-
Utilities	-	-	-	-
Space Rental	-	-	-	-
Management Fee	-	-	-	-
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	-	-	-	-
Total Tenant Services	-	-	-	-
Supplies & Materials	-	-	-	-
Contracted Services	-	-	-	-
Vehicle Expense	-	-	-	-
Space Rental	-	-	-	-
Total Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Contribution to Reserve	-	-	-	-
Debt Service	-	-	-	-
Bad Debt	-	-	-	-
Transfers	-	-	-	-
Total Capital Activities	-	-	-	-
Total Expense	-	-	-	-
Net Income/(Loss)	-	-	-	-

HOUSING AUTHORITY OF THE CITY OF MADERA
ROSS BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	-	-	-	-
Admin. Fee	-	-	-	-
Tenant Rents	-	-	-	-
Subsidy	-	-	-	-
Grant	60,071	19,981	79,750	79,750
USDA Loan Proceeds	-	-	-	-
Other Revenue	-	-	-	-
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	-	-
Total Revenue	60,071	19,981	79,750	79,750
Salary - Administration	-	22,005	-	-
Salary - Tenant Services	15,754	6,086	21,663	23,129
Salary - Maintenance	-	-	-	-
Benefits - Health Insurance & PERS	19,180	18,885	9,815	20,462
Temporary Staff	15,045	20,787	-	-
Total Salary & Benefits	49,979	67,764	43,160	43,591
Travel/Training/Meals	-	3,263	2,500	2,500
Office Expense	4,140	1,816	-	500
Computer/Software	447	714	500	500
Other Equipment/Maint.	1,486	125	-	-
Telecom	1,006	705	-	-
Insurance	-	83	-	-
Audit	-	-	-	-
Accounting Services	-	-	-	-
Dues & Subscriptions	-	468	-	-
Legal	-	-	-	-
Postage	765	445	800	-
Other	162	622	-	-
Total Administration	8,006	8,241	3,800	3,500
Housing Assistance Payments	-	-	-	-
FSS Escrow	-	-	-	-
Tenant Supplies/Expense	-	-	3,266	300
Utilities	-	2,073	-	-
Space Rental	2,180	4,140	-	-
Management Fee	-	-	-	-
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	-	-	-	-
Total Tenant Services	2,180	6,213	3,266	300
Supplies & Materials	-	-	-	-
Contracted Services	-	-	-	-
Vehicle Expense	-	-	-	-
Space Rental	-	-	-	-
Total Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Contribution to Reserve	-	-	-	-
Debt Service	-	-	-	-
Bad Debt	-	-	-	-
Transfers	-	-	-	-
Total Capital Activities	-	-	-	-
Total Expense	60,165	82,218	50,226	47,391
Net Income/(Loss)	(94)	(62,237)	29,524	32,359

HOUSING AUTHORITY OF THE CITY OF MADERA
FSS BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	-	-	-	-
Admin. Fee	-	-	-	-
Tenant Rents	-	-	-	-
Subsidy	-	-	-	-
Grant	72,809	-	54,201	65,201
USDA Loan Proceeds	-	-	-	-
Other Revenue	-	-	-	-
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	-	-
Total Revenue	72,809	-	54,201	65,201
Salary - Administration	-	-	-	-
Salary - Tenant Services	14,792	13,158	21,663	23,129
Salary - Maintenance	-	-	-	-
Benefits - Health Insurance & PERS	16,022	6,924	21,497	20,462
Temporary Staff	40,899	7,744	-	-
Total Salary & Benefits	71,713	27,825	43,160	43,591
Travel/Training/Meals	-	-	-	-
Office Expense	-	34	-	-
Computer/Software	-	-	-	-
Other Equipment/Maint.	-	-	-	-
Telecom	-	-	-	-
Insurance	-	83	-	-
Audit	-	-	-	-
Accounting Services	-	-	-	-
Dues & Subscriptions	-	-	-	-
Legal	-	-	-	-
Postage	-	-	-	-
Other	95	155	-	-
Total Administration	95	271	-	-
Housing Assistance Payments	-	-	-	-
FSS Escrow	-	-	-	-
Tenant Supplies/Expense	-	-	-	-
Utilities	-	-	-	-
Space Rental	-	-	-	-
Management Fee	-	-	-	-
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	-	-	-	-
Total Tenant Services	-	-	-	-
Supplies & Materials	-	-	-	-
Contracted Services	-	-	-	-
Vehicle Expense	-	-	-	-
Space Rental	-	-	-	-
Total Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Contribution to Reserve	-	-	-	-
Debt Service	-	-	-	-
Bad Debt	-	-	-	-
Transfers	-	-	-	-
Total Capital Activities	-	-	-	-
Total Expense	71,808	28,096	43,160	43,591
Net Income/(Loss)	1,001	(28096)	11,041	21,610

HOUSING AUTHORITY OF THE CITY OF MADERA
FARM LABOR BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	-	-	-	-
Admin. Fee	-	-	-	-
Tenant Rents	687,079	803,462	723,416	790,296
Subsidy	223,768	146,454	235,000	264,954
Grant	-	-	-	-
USDA Loan Proceeds	-	-	-	-
Other Revenue	10,566	19,510	10,700	21,700
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	-	-
Total Revenue	921,414	969,426	969,116	1,076,950
Salary - Administration	46,498	107,631	58,083	59,677
Salary - Tenant Services	22,923	27,245	50,579	46,505
Salary - Maintenance	74,227	45,343	94,121	102,662
Benefits - Health Insurance & PERS	106,425	113,723	126,858	147,238
Temporary Staff	20,429	5,909	-	-
Total Salary & Benefits	270,502	299,851	329,641	356,082
Travel/Training/Meals	13	798	2,000	1,650
Office Expense	1,066	1,676	2,500	3,000
Computer/Software	11,085	11,060	10,000	5,000
Other Equipment/Maint.	2,785	2,771	3,000	1,500
Telecom	2,442	3,984	2,700	5,000
Insurance	33,751	37,928	38,760	56,894
Audit	6,287	477	-	3,630
Accounting Services	3,958	710	-	2,200
Dues & Subscriptions	374	505	500	-
Legal	7,863	5,993	10,000	10,500
Postage	826	1,237	1,500	1,300
Other	8,688	8,643	9,000	3,300
Total Administration	79,138	75,783	79,960	93,974
Housing Assistance Payments	-	-	-	-
FSS Escrow	-	-	-	-
Tenant Supplies/Expense	101	30	500	-
Utilities	173,503	170,400	180,987	190,800
Space Rental	6,210	6,210	6,210	8,324
Staff Training	708	731	1,500	1,500
Travel	429	-	1,200	1,500
Management Fee	-	-	-	-
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	935	-	1,500	26,000
Total Tenant Services	181,886	177,371	191,897	228,124
Supplies & Materials	23,408	24,227	24,000	20,000
Contracted Services	77,882	65,863	79,000	35,000
Vehicle Expense	3,744	1,968	4,000	1,800
Space Rental	5,760	7,680	6,000	6,000
Total Maintenance	110,794	99,737	113,000	62,800
Capital Outlay	-	-	-	6,525
Contribution to Reserve	-	-	-	85,000
Debt Service	252,848	248,308	233,004	232,995
Bad Debt	-	-	1,500	10,000
Transfers	-	-	-	-
Total Capital Activities	252,848	248,308	234,504	334,520
Total Expense	895,169	901,051	949,002	1,075,500
Net Income/(Loss)	26,245	68,375	20,114	1,450

HOUSING AUTHORITY OF THE CITY OF MADERA
POMONA RANCH BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	-	-	-	-
Admin. Fee	-	-	-	-
Tenant Rents	-	35,092	-	-
Subsidy	1,008,173	196,952	483,240	464,418
Grant	-	97,500	-	68,192
USDA Loan Proceeds	-	-	-	-
Other Revenue	365	7,617	300	3,500
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	-	-
Total Revenue	1,008,538	337,161	483,540	536,110
Salary - Administration	-	-	-	-
Salary - Tenant Services	48,318	38,641	53,934	52,217
Salary - Maintenance	39,509	-	42,973	47,466
Benefits - Health Insurance & PERS	63,603	60,464	87,601	89,510
Temporary Staff	-	-	-	-
Total Salary & Benefits	151,430	99,105	184,508	189,192
Travel/Training/Meals	-	-	1,000	1,000
Office Expense	414	6	2,500	2,500
Computer/Software	1,067	-	1,000	-
Other Equipment/Maint.	873	2,755	1,000	-
Telecom	2,788	3,194	6,775	48,298
Insurance	13,760	17,953	16,000	16,500
Audit	1,800	-	1,500	1,600
Accounting Services	-	-	-	-
Dues & Subscriptions	-	-	-	-
Legal	-	-	-	-
Postage	-	-	250	-
Other	2,627	951	250	24,985
Total Administration	23,329	24,858	30,275	94,883
Housing Assistance Payments	-	-	-	-
FSS Escrow	-	-	-	-
Tenant Supplies/Expense	-	-	-	-
Utilities	42,267	45,356	74,000	88,800
Space Rental	-	-	-	-
Management Fee	61,067	20,701	32,415	38,625
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	-	-	-	-
Total Tenant Services	103,334	66,057	106,415	127,425
Supplies & Materials	17,751	16,976	16,500	17,500
Contracted Services	46,081	94,356	26,385	21,050
Vehicle Expense	2,704	828	3,000	2,700
Space Rental	-	-	-	-
Total Maintenance	66,536	112,160	45,885	41,250
Capital Outlay	655,505	1,648	101,981	68,192
Contribution to Reserve	-	-	35,000	35,000
Debt Service	4,541	5,113	4,541	4,541
Bad Debt	-	-	-	-
Transfers	-	-	-	-
Total Capital Activities	660,046	6,761	141,522	107,733
Total Expense	1,004,675	308,942	508,605	560,483
Net Income/(Loss)	3,863	28,219	(25,065)	(24,373)

HOUSING AUTHORITY OF THE CITY OF MADERA
HOUSING CHOICE VOUCHER BUDGET
FISCAL YEAR 2024-2025

Category	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2025 Budget
HAP Contribution	5,176,270	4,904,075	5,610,840	5,563,176
Admin. Fee	774,924	832,643	822,084	747,672
Tenant Rents	-	-	-	-
Subsidy	-	-	-	-
Grant	-	-	-	-
USDA Loan Proceeds	-	-	-	-
Other Revenue	7,448	2,687	5,000	24,000
Reserve for Capital Replacement	-	-	-	-
Reserve for Operating	-	-	-	126,306
Total Revenue	5,958,642	5,739,405	6,437,924	6,461,154
Salary - Administration	103,056	169,254	109,722	152,187
Salary - Tenant Services	116,532	62,116	235,429	204,922
Salary - Maintenance	-	-	-	-
Benefits - Health Insurance & PERS	167,898	192,485	238,554	237,476
Temporary Staff	53,850	12,179	-	-
Total Salary & Benefits	441,335	436,034	583,705	594,584
Travel/Training/Meals	3,057	10,106	2,000	7,125
Office Expense	7,099	9,714	7,200	5,000
Computer/Software	142,850	127,950	70,000	65,600
Other Equipment/Maint.	15,042	13,489	15,000	16,650
Telecom	7,675	7,436	7,800	9,800
Insurance	6,613	6,496	7,000	7,260
Audit	18,368	3,736	24,704	15,300
Accounting Services	30,870	5,343	-	9,500
Dues & Subscriptions	4,419	3,124	4,500	3,000
Legal	62,505	36,784	25,000	45,000
Postage	6,569	8,999	6,800	5,400
Other	21,969	58,444	10,000	17,500
Total Administration	327,036	291,620	180,004	207,135
Housing Assistance Payments	5,043,965	5,561,985	5,610,840	5,508,176
FSS Escrow	-	55,169	-	55,000
Tenant Supplies/Expense	530	76	500	-
Utilities	18,340	17,479	19,257	19,400
Space Rental	30,360	30,360	30,360	30,360
Staff Training	-	-	3,000	3,500
Travel	-	-	1,300	1,500
Management Fee	-	-	-	-
Vacancy Loss	-	-	-	-
Loan Forgiveness/Repay	-	-	-	-
Law Enforcement/Security	2,284	15,833	2,200	35,739
Total Tenant Services	5,095,480	5,680,903	5,667,457	5,653,675
Supplies & Materials	1,400	2,087	1,500	1,500
Contracted Services	3,879	5,927	4,000	1,500
Vehicle Expense	1,801	1,938	1,200	2,760
Space Rental	-	-	-	-
Total Maintenance	7,080	9,952	6,700	5,760
Capital Outlay	-	-	-	-
Contribution to Reserve	-	-	-	-
Debt Service	-	-	-	-
Bad Debt	-	-	-	-
Transfers	-	-	-	-
Total Capital Activities	-	-	-	-
Total Expense	5,870,931	6,418,509	6,437,866	6,461,154
Net Income/(Loss)	87,711	(679,104)	58	(0)

HOUSING AUTHORITY OF THE CITY OF MADERA

SALARY PROJECTIONS FISCAL YEAR 2024-2025

<u>Position</u>	<u>FTE</u>	<u>1-Oct</u>	<u>Afr</u>	<u>Annvsy Date</u>	<u>Rate 1 -</u>	<u>Rate 2 -</u>	<u>PP @ Rate 1</u>	<u>PP @ Rate 2</u>	<u>Period 1</u>	<u>Step increase</u>	<u>Trvl. Allow.</u>	<u>Total Salary</u>
<u>Executive Director</u>	<u>100.00%</u>	<u>97.5B</u>	<u>97.5C</u>	<u>8/5/25</u>	<u>71.17</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>148,034</u>	<u>1,234</u>	<u>0</u>	<u>149,267</u>
<u>Executive Administrative Assistant</u>	<u>100.00%</u>	<u>61.0A</u>	<u>61.0B</u>	<u>Vacant</u>	<u>27.37</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>56,930</u>	<u>0</u>	<u>---</u>	<u>56,930</u>
<u>Financial Services Manager</u>	<u>100.00%</u>	<u>79.5B</u>	<u>79.5C</u>	<u>10/5/24</u>	<u>45.51</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>94,661</u>	<u>4,733</u>	<u>---</u>	<u>99,394</u>
<u>Accounting Technician II</u>	<u>100.00%</u>	<u>58.0A</u>	<u>58.0B</u>	<u>11/27/24</u>	<u>25.40</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>52,832</u>	<u>2,201</u>	<u>---</u>	<u>55,033</u>
<u>Accounting Technician II</u>	<u>100.00%</u>	<u>58.0A</u>	<u>58.0B</u>	<u>07/08/25</u>	<u>25.40</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>52,832</u>	<u>660</u>	<u>---</u>	<u>53,492</u>
<u>Total Administration & Finance</u>												<u>414,116</u>
<u>Housing Service Manager</u>	<u>100.00%</u>	<u>63.0E</u>	<u>63.0F</u>	<u>01/14/25</u>	<u>34.96</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>72,717</u>	<u>2,575</u>	<u>---</u>	<u>75,292</u>
<u>FSS/ROSS Coordinator</u>	<u>100.00%</u>	<u>51.0A</u>	<u>51.0B</u>	<u>11/21/24</u>	<u>21.35</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>44,408</u>	<u>1,850</u>	<u>---</u>	<u>46,258</u>
<u>Office Assistant</u>	<u>100.00%</u>	<u>40.0C</u>	<u>40.0D</u>	<u>04/11/25</u>	<u>17.91</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>37,253</u>	<u>854</u>	<u>---</u>	<u>38,107</u>
<u>Occupancy Specialist II</u>	<u>100.00%</u>	<u>44.0B</u>	<u>44.0C</u>	<u>09/26/25</u>	<u>18.84</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>39,187</u>	<u>0</u>	<u>---</u>	<u>39,187</u>
<u>Occupancy Specialist II</u>	<u>100.00%</u>	<u>44.0F</u>	<u>none</u>	<u>08/27/25</u>	<u>22.90</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>47,632</u>	<u>0</u>	<u>---</u>	<u>47,632</u>
<u>Occupancy Specialist II (HCV)</u>	<u>100.00%</u>	<u>44.0E</u>	<u>44.0F</u>	<u>03/06/25</u>	<u>21.81</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>45,365</u>	<u>1,323</u>	<u>---</u>	<u>46,688</u>
<u>Occupancy Specialist II (HCV)</u>	<u>100.00%</u>	<u>44.0E</u>	<u>44.0F</u>	<u>09/26/25</u>	<u>21.81</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>45,365</u>	<u>0</u>	<u>---</u>	<u>45,365</u>
<u>Inspector</u>	<u>100.00%</u>	<u>47.0C</u>	<u>47.0D</u>	<u>01/29/25</u>	<u>21.31</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>44,325</u>	<u>1,477</u>	<u>---</u>	<u>45,802</u>
<u>Housing Compliance Manager</u>	<u>100.00%</u>	<u>71.0C</u>	<u>71.0D</u>	<u>Vacant</u>	<u>35.01</u>	<u>0</u>	<u>2,080</u>	<u>0</u>	<u>72,821</u>	<u>0</u>	<u>---</u>	<u>72,821</u>
<u>Total Housing Services</u>												<u>457,152</u>
<u>Maintenance Services Manager</u>	<u>100.00%</u>	<u>71.5B</u>	<u>71.5C</u>	<u>06/05/25</u>	<u>37.30</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>77,584</u>	<u>1,293</u>	<u>---</u>	<u>78,877</u>
<u>Maintenance Lead</u>	<u>100.00%</u>	<u>55.0F</u>	<u>none</u>	<u>09/04/25</u>	<u>30.09</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>62,587</u>	<u>0</u>	<u>---</u>	<u>62,587</u>
<u>Maintenance Worker II</u>	<u>100.00%</u>	<u>49.0D</u>	<u>49.0E</u>	<u>02/24/25</u>	<u>23.52</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>48,922</u>	<u>1,427</u>	<u>---</u>	<u>50,348</u>
<u>Maintenance Worker II</u>	<u>100.00%</u>	<u>49.0C</u>	<u>49.0D</u>	<u>09/03/25</u>	<u>22.40</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>46,592</u>	<u>194</u>	<u>---</u>	<u>46,786</u>
<u>Maintenance Worker II</u>	<u>100.00%</u>	<u>49.0E</u>	<u>49.0F</u>	<u>08/03/25</u>	<u>24.69</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>51,355</u>	<u>214</u>	<u>---</u>	<u>51,569</u>
<u>Maintenance Worker I</u>	<u>100.00%</u>	<u>46.0C</u>	<u>46.0D</u>	<u>01/31/25</u>	<u>20.79</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>43,243</u>	<u>1,441</u>	<u>---</u>	<u>44,685</u>
<u>Maintenance Worker II</u>	<u>100.00%</u>	<u>49.0E</u>	<u>49.0F</u>	<u>03/21/25</u>	<u>24.69</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>51,355</u>	<u>1,284</u>	<u>---</u>	<u>52,639</u>
<u>Total Property Services</u>												<u>387,492</u>
<u>Migrant Center Supervisor</u>	<u>100.00%</u>	<u>50.0D</u>	<u>50.0E</u>	<u>11/21/24</u>	<u>24.10</u>	<u>0.0000</u>	<u>2,080</u>	<u>0</u>	<u>50,128</u>	<u>2,089</u>	<u>---</u>	<u>52,217</u>
<u>Maintenance Worker II</u>	<u>100.00%</u>	<u>49.0C</u>	<u>49.0D</u>	<u>05/09/25</u>	<u>22.40</u>	<u>---</u>	<u>2,080</u>	<u>0</u>	<u>46,592</u>	<u>874</u>	<u>---</u>	<u>47,466</u>
<u>Total Migrant Center</u>												<u>99,682</u>
<u>Total Budgeted Payroll for FYE 09/30/2025</u>												<u>1,358,442</u>

HOUSING AUTHORITY OF THE CITY OF MADERA
SALARY AND BENEFIT PROJECTIONS
FISCAL YEAR 2024-2025

Position	Total Salary	Pers	Def Comp	Health	STD Life Insur	STD LTD	Insight	Wrk Comp	SUI	Medi	Total Benefits	Total Salary & Benefits
Executive Director	149,267	55,453	9,404	23,700	169	485	27	5,164	479	2,164	97,045	246,312
Executive Administrative Assistant	56,930	19,851	3,587	9,900	64	185	27	1,970	479	825	36,889	93,818
Financial Services Manager	99,394	34,659	6,262	9,900	112	323	27	3,439	479	1,441	56,642	156,036
Accounting Technician II	55,033	19,190	3,467	23,700	62	179	27	1,904	479	798	49,806	104,839
Accounting Technician II	53,492	18,653	3,370	9,900	60	174	27	1,851	479	776	35,289	88,782
Total Administration & Finance	414,116	147,806	26,090	77,100	468	1,345	135	14,328	2,395	6,005	275,670	689,787
Housing Service Manager	75,292	26,254	4,743	23,700	85	244	27	2,605	479	1,092	59,230	134,522
FSS/ROSS Coordinator	46,258	16,130	2,914	18,900	52	150	27	1,600	479	671	40,924	87,182
Office Assistant	38,107	13,288	2,401	0	43	124	27	1,318	479	553	18,232	56,339
Occupancy Specialist II	39,187	13,665	2,469	9,900	44	127	27	1,356	479	568	28,635	67,822
Occupancy Specialist II	47,632	23,402	3,001	23,700	54	155	27	1,648	479	691	53,156	100,788
Occupancy Specialist II (HCV)	46,688	16,280	2,941	9,900	53	152	27	1,615	479	677	32,124	78,812
Occupancy Specialist II (HCV)	45,365	15,819	2,858	0	51	147	27	1,570	479	658	21,609	66,973
Inspector	45,802	15,971	2,886	23,700	52	149	27	1,585	479	664	45,513	91,315
Housing Compliance Manager	72,821	25,393	4,588	0	82	236	27	2,519	479	1,056	34,381	107,201
Total Housing Services	457,152	166,201	28,801	109,800	516	1,484	243	15,817	4,311	6,629	333,802	790,954
Maintenance Services Manager	78,877	27,504	4,969	23,700	89	256	27	2,729	479	1,144	60,897	139,774
Maintenance Lead	62,587	30,749	3,943	0	71	203	27	2,165	479	908	38,545	101,132
Maintenance Worker II	50,348	17,557	3,172	9,900	57	163	27	1,742	479	730	33,827	84,175
Maintenance Worker II	46,786	16,314	2,948	9,900	53	152	27	1,619	479	678	32,170	78,956
Maintenance Worker II	51,569	17,982	3,249	9,900	58	167	27	1,784	479	748	34,395	85,964
Maintenance Worker I	44,685	21,954	2,815	9,900	50	145	27	1,546	479	648	37,564	82,249
Maintenance Worker II	52,639	18,355	3,316	9,900	59	171	27	1,821	479	763	34,892	87,531
Total Property Services	387,492	150,415	24,412	73,200	437	1,258	189	13,407	3,353	5,619	272,290	659,782
Migrant Center Supervisor	52,217	25,654	3,290	9,900	59	170	27	1,807	479	757	42,142	94,359
Maintenance Worker II	47,466	17,633	2,990	23,700	54	154	27	1,642	479	688	47,368	94,833
Total Migrant Center	99,682	43,288	6,280	33,600	113	324	54	3,449	958	1,445	89,510	189,192
Total Budgeted Payroll for FYE 09/30/25	1,358,442	507,710	85,583	293,700	1,534	4,411	621	47,000	11,017	19,697	971,273	2,329,715

**HOUSING AUTHORITY OF THE CITY OF MADERA
SALARY AND BENEFIT ALLOCATIONS BY PROGRAM
FISCAL YEAR 2024-2025**

Position	Total Salary & Benefits	Revolving Fund		Public Housing		ROSS		Farm Labor		Migrant Center		FSS		Housing Choice Voucher	
Executive Director	246,312	16%	38,178	26%	64,041	0%	-	11%	27,094	0%	-	0%	-	48%	116,998
Executive Administrative Assistant	93,818	16%	14,542	26%	24,393	0%	-	11%	10,320	0%	-	0%	-	48%	44,564
Financial Services Manager	156,036	16%	24,186	26%	40,569	0%	-	11%	17,164	0%	-	0%	-	48%	74,117
Accounting Technician II	104,839	10%	10,484	60%	62,904	0%	-	25%	26,210	0%	-	0%	-	5%	5,242
Accounting Technician II	88,782	15%	13,317	54%	47,942	0%	-	23%	20,420	0%	-	0%	-	8%	7,103
Total Administration & Finance	689,787	15%	100,707	35%	239,849	0%	-	15%	101,208	0%	-	0%	-	36%	248,023
Housing Service Manager	134,522	15%	20,178	5%	6,726	0%	-	0%	-	0%	-	0%	-	80%	107,617
FSS/ROSS Coordinator	87,182	0%	-	0%	-	50%	43,591	0%	-	0%	-	50%	43,591	0%	-
Office Assistant	56,339	10%	5,634	21%	11,831	0%	-	9%	5,071	0%	-	0%	-	60%	33,803
Occupancy Specialist II	67,822	0%	-	73%	49,510	0%	-	27%	18,312	0%	-	0%	-	0%	-
Occupancy Specialist II	100,788	0%	-	70%	70,551	0%	-	30%	30,236	0%	-	0%	-	0%	-
Occupancy Specialist II (HCV)	78,812	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	100%	78,812
Occupancy Specialist II (HCV)	66,973	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	100%	66,973
Inspector	91,315	0%	-	35%	31,960	0%	-	0%	-	0%	-	0%	-	65%	59,355
Housing Compliance Manager	107,201	15%	16,080	60%	64,321	0%	-	25%	26,800	0%	-	0%	-	0%	-
Total Housing Services	790,954	5%	41,892	30%	234,900	6%	43,591	10%	80,419	0%	-	6%	43,591	44%	346,560
Maintenance Services Manager	139,774	15%	20,966	60%	83,865	0%	-	25%	34,944	0%	-	0%	-	0%	-
Maintenance Lead	101,132	10%	10,113	63%	63,713	0%	-	27%	27,306	0%	-	0%	-	0%	-
Maintenance Worker II	84,175	0%	-	100%	84,175	0%	-	0%	-	0%	-	0%	-	0%	-
Maintenance Worker II	78,956	0%	-	100%	78,956	0%	-	0%	-	0%	-	0%	-	0%	-
Maintenance Worker II	85,964	0%	-	100%	85,964	0%	-	0%	-	0%	-	0%	-	0%	-
Maintenance Worker II	82,249	0%	-	70%	57,574	0%	-	30%	24,675	0%	-	0%	-	0%	-
Maintenance Worker II	87,531	0%	-	0.00%	-	0%	-	100.00%	87,531	0%	-	0%	-	0%	-
Total Property Services	659,782	5%	31,079	69%	454,248	0%	-	26%	174,455	0%	-	0%	-	0%	-
Migrant Center Supervisor	94,359	0%	-	0%	-	0%	-	0%	-	100%	94,359	0%	-	0%	-
Maintenance Worker II	94,833	0%	-	0%	-	0%	-	0%	-	100%	94,833	0%	-	0%	-
Total Migrant Center	189,192	0%	-	0%	-	0%	-	0%	-	100%	189,192	0%	-	0%	-
2,329,715		7%	173,679	40%	928,996	2%	43,591	15%	356,082	8%	189,192	2%	43,591	26%	594,584

HOUSING AUTHORITY OF THE CITY OF MADERA
SALARY AND BENEFIT ALLOCATIONS BY PROGRAM
FISCAL YEAR 2024-2025

Position	FTE	Total Salary	Pers	Def Comp	Health	STD Insur	STD LTD	Insight	Wrk Comp	SUI	Medi	Total Benefits	Total Salary & Benefits	Total Benefits (Health)	Total Benefits (PERS, Tax, Etc.)
Executive Director	15.50%	23,136	8,595	1,458	3,674	26	75	4	800	74	335	15,042	38,178	3,779	11,263
Executive Administrative Assistant	15.50%	8,824	3,077	556	1,535	10	29	4	305	74	128	5,718	14,542	1,577	4,140
Financial Services Manager	15.50%	15,406	5,372	971	1,535	17	50	4	533	74	223	8,779	24,185	1,606	7,173
Accounting Technician II	10.00%	5,503	1,919	347	2,370	6	18	3	190	48	80	4,981	10,484	2,397	2,584
Accounting Technician II	15.00%	8,024	2,798	506	1,485	9	26	4	278	72	116	5,293	13,317	1,524	3,769
Office Assistant	10.00%	3,811	1,329	240	-	4	12	3	132	48	55	1,823	5,634	19	1,804
Housing Service Manager	15.00%	11,294	3,938	712	3,555	13	37	4	391	72	164	8,885	20,178	3,608	5,276
Housing Compliance Manager	15.00%	10,923	3,809	688	-	12	35	4	378	72	158	5,157	16,080	52	5,105
Maintenance Services Manager	15.00%	11,832	4,126	745	3,555	13	38	4	409	72	172	9,135	20,966	3,611	5,524
Maintenance Lead	10.00%	6,259	3,075	394	-	7	20	3	217	48	91	3,854	10,113	30	3,824
Total Revolving Fund		105,012	38,038	6,616	17,708	119	341	37	3,633	654	1,523	68,667	173,679	18,204	50,463
Executive Director	26.00%	38,809	14,418	2,445	6,162	44	126	7	1,343	125	563	25,232	64,041	6,339	18,893
Executive Administrative Assistant	26.00%	14,802	5,161	933	2,574	17	48	7	512	125	215	9,591	24,393	2,646	6,945
Financial Services Manager	26.00%	25,842	9,011	1,628	2,574	29	84	7	894	125	375	14,727	40,569	2,694	12,033
Accounting Technician II	60.00%	33,020	11,514	2,080	14,220	37	107	16	1,142	287	479	29,884	62,904	14,381	15,503
Accounting Technician II	54.00%	28,886	10,073	1,820	5,346	33	94	15	999	259	419	19,056	47,942	5,487	13,569
Housing Service Manager	5.00%	3,765	1,313	237	1,185	4	12	1	130	24	55	2,961	6,726	1,203	1,759
Office Assistant	21.00%	8,002	2,790	504	-	9	26	6	277	101	116	3,829	11,831	41	3,788
Occupancy Specialist II	73.00%	28,607	9,975	1,802	7,227	32	93	20	990	350	415	20,904	49,510	7,372	13,532
Occupancy Specialist II	70.00%	33,342	16,381	2,101	16,590	38	108	19	1,154	335	483	37,209	70,551	16,755	20,454
Inspector	35.00%	16,031	5,590	1,010	8,295	18	52	9	555	168	232	15,929	31,960	8,375	7,555
Housing Compliance Manager	60.00%	43,692	15,236	2,753	-	49	142	16	1,512	287	634	20,628	64,321	207	20,421
Maintenance Services Manager	60.00%	47,326	16,503	2,981	14,220	53	154	16	1,637	287	686	36,538	83,865	14,443	22,095
Maintenance Lead	63.00%	39,430	19,372	2,484	-	45	128	17	1,364	302	572	24,283	63,713	190	24,094
Maintenance Worker II	100.00%	50,348	17,557	3,172	9,900	57	163	27	1,742	479	730	33,827	84,175	10,147	23,680
Maintenance Worker II	100.00%	46,786	16,314	2,948	9,900	53	152	27	1,619	479	678	32,170	78,956	10,132	22,038
Maintenance Worker II	100.00%	51,569	17,982	3,249	9,900	58	167	27	1,784	479	748	34,395	85,964	10,153	24,242
Maintenance Worker I	70.00%	31,279	15,367	1,971	6,930	35	102	19	1,082	335	454	26,295	57,574	7,086	19,209
Total Public Housing		541,538	204,557	34,118	115,023	611	1,758	256	18,736	4,546	7,852	387,458	928,996	117,649	269,809
FSS/ROSS Coordinator	50.00%	23,129	8,065	1,457	11,400	26	75	14	800	240	335	20,462	43,591	9,565	10,897
Total ROSS		23,129	8,065	1,457	11,400	26	75	14	800	240	335	20,462	43,591	9,565	10,897

HOUSING AUTHORITY OF THE CITY OF MADERA
SALARY AND BENEFIT ALLOCATIONS BY PROGRAM
FISCAL YEAR 2024-2025

Position	FTE	Total Salary	Pers	Def Comp	Health	STD Insur	STD LTD	Insight	Wrk Comp	SUI	Medi	Total Benefits	Total Salary & Benefits	Total Benefits (Health)	Total Benefits (PERS, Tax, Etc.)
Executive Director	11.00%	16,419	6,100	1,034	2,607	19	53	3	568	53	238	10,675	27,094	2,682	7,993
Executive Administrative Assistant	11.00%	6,262	2,184	395	1,089	7	20	3	217	53	91	4,058	10,320	1,119	2,938
Financial Services Manager	11.00%	10,933	3,812	689	1,089	12	36	3	378	53	159	6,231	17,164	1,140	5,091
Accounting Technician II	25.00%	13,758	4,798	867	5,925	16	45	7	476	120	199	12,452	26,210	5,992	6,460
Accounting Technician II	23.00%	12,303	4,290	775	2,277	14	40	6	426	110	178	8,117	20,420	2,337	5,779
Office Assistant	9.00%	3,430	1,196	216	-	4	11	2	119	43	50	1,641	5,071	17	1,623
Occupancy Specialist II	27.00%	10,581	3,689	667	2,673	12	34	7	366	129	153	7,731	18,312	2,727	5,005
Occupancy Specialist II	30.00%	14,290	7,020	900	7,110	16	46	8	494	144	207	15,947	30,236	7,181	8,766
Inspector	0.00%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Housing Compliance Manager	25.00%	18,205	6,348	1,147	-	21	59	7	630	120	264	8,595	26,800	86	8,509
Maintenance Services Manager	25.00%	19,719	6,876	1,242	5,925	22	64	7	682	120	286	15,224	34,944	6,018	9,206
Maintenance Lead	27.00%	16,899	8,302	1,065	-	19	55	7	585	129	245	10,407	27,306	81	10,326
Maintenance Worker I	30.00%	13,405	6,586	845	2,970	15	44	8	464	144	194	11,269	24,675	3,037	8,232
Maintenance Worker II	100.00%	52,639	18,355	3,316	9,900	59	171	27	1,821	479	763	34,892	87,531	10,157	24,735
Total Farm Labor		208,844	79,557	13,157	41,565	236	678	96	7,226	1,696	3,028	147,238	356,082	42,574	104,664
Migrant Center Supervisor	100.00%	52,217	25,654	3,290	9,900	59	170	27	1,807	479	757	42,142	94,359	10,156	31,986
Maintenance Worker II	100.00%	47,466	17,633	2,990	23,700	54	154	27	1,642	479	688	47,368	94,834	23,935	23,433
Total Pomona Ranch		99,682	43,288	6,280	33,600	113	324	54	3,449	958	1,445	89,510	189,192	34,090	55,420
Executive Director	47.50%	70,902	26,340	4,467	11,258	80	230	13	2,453	228	1,028	46,096	116,998	11,581	34,516
Executive Administrative Assistant	47.50%	27,042	9,429	1,705	4,703	31	88	13	936	228	392	17,523	44,564	4,834	12,689
Financial Services Manager	47.50%	47,212	16,463	2,974	4,703	53	153	13	1,633	228	685	26,905	74,117	4,922	21,983
Accounting Technician II	5.00%	2,752	960	173	1,185	3	9	1	95	24	40	2,490	5,242	1,198	1,292
Accounting Technician II	8.00%	4,279	1,492	270	792	5	14	2	148	38	62	2,823	7,103	813	2,010
Housing Service Manager	80.00%	60,234	21,004	3,794	18,960	68	196	22	2,084	383	873	47,384	107,617	19,245	28,138
Office Assistant	60.00%	22,864	7,973	1,441	-	26	74	16	791	287	332	10,939	33,803	116	10,823
Occupancy Specialist II (HCV)	100.00%	46,688	16,280	2,941	9,900	53	152	27	1,615	479	677	32,124	78,812	10,131	21,992
Occupancy Specialist II (HCV)	100.00%	45,365	15,819	2,858	-	51	147	27	1,570	479	658	21,609	66,973	226	21,383
Inspector	65.00%	29,771	10,381	1,876	15,405	34	97	18	1,030	311	432	29,583	59,355	15,553	14,030
Housing Compliance Manager	0.00%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Housing Choice Voucher		357,109	126,140	22,499	66,905	403	1,160	151	12,355	2,685	5,178	237,476	594,584	68,619	168,857
FSS/ROSS Coordinator	50.00%	23,129	8,065	1,457	9,450	26	75	14	800	240	335	20,462	43,591	9,565	10,897
Total FSS		23,129	8,065	1,457	9,450	26	75	14	800	240	335	20,462	43,591	9,565	10,897
Total Salary & Benefits by Pgrm.for FYE 09/30/25		1,358,442	507,710	85,584	295,650	1,534	4,411	621	47,000	11,017	19,697	971,274	2,329,715	300,266	671,008



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: November 13, 2024

AGENDA ITEM: C-3

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: November 7, 2024

SUBJECT: RESOLUTION #1310 of the Housing Authority of the City of Madera to Consider Authorizing the Executive Director to update the Employment Description for the Housing Programs Manager.

EXECUTIVE SUMMARY:

The purpose of this memo is to request the Board of Commissioner to consider authorizing the Executive Director to update the employee description for the Housing Programs Manager.

This position is being updated primarily for grammar and per the recent salary study and budget review. This position will primarily be responsible for overseeing the Agency's housing inventory portfolio and the applicable programs, the responsibility of overseeing the Housing Choice Voucher (HCV) program has been removed.

This position was previously adopted by Resolution #1235 on January 11, 2023; therefore, it is not a new position. During the salary and compensation study, this position and compensation were determined to be in line with similar position reviewed.

RECOMMENDATION:

Staff recommends the Board of Commissioners approve and adopt the resolution approving the job description for the Housing Programs Manager.

FISCAL IMPACT:

There is no Fiscal Impact for this position as it has been budgeted in the FY 2024-2025 Budget.



Housing Authority of the City of Madera

Date: 4/11/2023 11/13/2024 Revision #: 1 Resolution #: 1235 1310	Program-Housing Programs Compliance-Manager	Range: 69.0 Salary: \$5787-\$7385
# in Class:		<u>At-Will</u>/Exempt

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction of the Executive Director, plans, organizes, and supervises ~~assists in supervising~~ the activities of ~~occupancy staff~~ assigned personnel, ~~conducting~~ conducts program compliance reviews, ~~and~~ quality assurance audits; ~~and conducting~~ conducts complex program research, ~~and~~ summarize findings; and perform other related duties as assigned. Under direction, coordinates the operations of a specifically assigned group of agencies and/or nonprofit owned units including screening and selecting applicants for occupancy, verifying income, and calculating rent payments; demonstrates full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists with the development and administration of tenant relations programs. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **~~Program-Housing Programs Compliance-Manager~~** is a senior management level class responsible for the administration and supervision of all programs related to Agency's owned and managed units, i.e. Public Housing, Farm Labor, etc., occupancy, inspection, and eligibility. The ~~is incumbent~~ is responsible for ensuring client files are in full compliance with the Agency's housing programs, i.e. Migrant, HCV, LIPH, HUD's Public Housing, USDA, and other program regulations, conducting quality assurance audits, and summarizing findings. This position will work with department managers and staff in the coordination and implementation of effective programmatic activities and tasks to ascertain compliant work products and ensure quality customer service.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Executive Director. ~~Will exercise~~ Exercises technical and functional supervision over Housing-Property Management staff, temporary employees, and training program participants.

ESSENTIAL FUNCTIONS:- *(includes but are not limited to the following)*

- Accepts supervisory responsibility for activities, operations and services of occupancy programs including the implementation of Authority policies and procedures; works directly with assigned staff in the interpretation of applicable policies and procedures; supervises the assignment and activities of occupancy personnel.
- Assists in supervising and participating in the development, implementation and maintenance of division goals, objectives, policies, and procedures; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of division members to ensure compliance with federal, state and local laws, codes and regulations; compiles data, creates and submits various reports.
- Assist in assessing and testing existing accountability systems to determine staff's efficiency; day-to-day quality control training for staff as directed; gather data that will assist and ~~analyzing~~analyze performance and compliance trends as requested by the Executive Director.
- Assist in developing forms, charts, manuals, surveys, and other tools to ~~effect~~affect department efficiency; assist in developing studies and/or analysis as directed for department managers to ensure effective time management and fiscal management of department operations.
- Provides oversight and coordination for assigned residential units; verifies assets and establishes eligibility; processes applicants from agency waiting lists; schedules and ensures conduct of annual unit inspections; conducts unit walk-through, noting problems and repair needs; schedules and distributes annual recertification appointment letters; distributes applications and answers questions regarding eligibility and program operation.
- Demonstrates a full understanding of applicable policies, tax credit regulation, procedures and work methods associated with assigned duties.
- Maintains and updates a variety of records and information including tax credit compliance, vacancy claims, payments, and utilization reports; prepares and distributes a variety of correspondence and forms related to the eligibility process; collects rent and prepares bank deposits; completes and balances monthly closeout data; prepares and explains rent changes related to changes in tenant income; prepares notification of vacant units.
- Takes, completes and follows-up on services requests; schedules units for fumigation; assists others with completion of applications.
- Assists with development and administration of resident relations programs; coordinates and monitors on-site recreational and social activities; counsels' tenants on problems; refers

tenants to other social service or community resources where appropriate; monitors the distribution of commodities under special programs.

- Establishes positive working relationships with representatives of community organizations, other governmental agencies, Authority management and staff, clients and the public.
- Coordinate and conduct research, collect data, pull reports, establish, and test procedures and write research summaries for all related department functions.
- Conduct research and assist in writing summaries for all applicable government regulations and summarize test for the Executive Director.
- Assist in data collection for the preparation of budgets; reports and correspondence; investigate complaints and prepare responses to inquiries as assigned; conduct random client interviews (landlords, program participants and residents of the Madera Housing Authority) to ensure quality customer service as directed.
- Perform a variety of administrative tasks and related duties as required. Assist in special projects and grant development.
- Establish positive working relationships with representatives of community-based organizations, other agencies, Housing Authority management and staff, and the public.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data and the use of a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer, and acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS:*(The following are minimal qualifications necessary for entry into the classification)*

1. Bachelor's Degree in business administration, public administration, or related field Required.
2. Experience in using standard computer software programs. Including Property Management software.
3. Ability to train and communicate assign management objectives and systems with all stakeholders.
4. Possess good problem solving and organizational skills

5. Ability to organize and prioritize multiple tasks, maintain records, and to work with interruptions.
6. Ability to review and evaluate operating procedures and recommend improvements.
7. Demonstrate a high level of proficiency in the use of the English language in oral and written forms.
8. Ability to establish and maintain effective working relationships with all staff and public.
9. Demonstrate a positive, courteous, and friendly attitude that projects a positive image of the agency, staff, and community.
10. Willing to learn new duties and responsibilities as assigned.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and ability to meet insurability requirements of the company providing automobile insurance to the Housing Authority. CPHM (Certified Public Housing Manager), TCS (Tax Credit Specialist), BOS (Blended Occupancy Specialist), and COS (Certified Occupancy Specialist) certification are required or the ability to obtain within the first year of employment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Operation characteristics, services, and activities of housing programs; i.e. ~~Section 8—Housing Choice Vouchers (HCV)~~, Public Housing and Farm Labor Housing; modern and complex principles and practices of property management, eligibility determination, occupancy standards, and housing quality inspections; pertinent federal, state, and local laws, codes and regulations; record and data management, storage and retrieval systems; basic mathematical principles; principles of supervision, training, motivation, and performance evaluation; and safe driving principles and practices.

Ability to:

Critically think through and analyze complex program operation issues; prepare and maintain accurate and complete records; research, collect, compile, and analyze information and data; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret, explain, and ensure compliance with Housing Authority policies and procedures; prepare clear and concise reports; interpret complex legal and technical information; work independently in the absence of supervision. Communicate clearly and concisely, both verbally and in writing;

establish, maintain, and foster positive and harmonious working relationships with co-workers and clients being flexible in accommodating day-to-day changes; work independently, self-motivated, ability to employ good judgment and handle problems tactfully, ability to learn quickly, multi-task, analyze and summarize accurately.

Coordinate the operation and use of assigned group of units; assist with the development and administration of resident relations programs and activities; work independently, and use sound judgment; make mathematical calculations; update and maintain a variety of information and records; properly prepare reports required by other governmental agencies; interpret, explain and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Programs, policies and procedures of the Housing Authority of the City of Madera; applicable federal, state and local laws, rules and regulations, including those affecting eligibility and conduct of subsidized housing programs; standard business mathematics; methods and techniques of property management; tenant and public relations; correct English usage including spelling, grammar, punctuation, editing and vocabulary; modern office procedures, methods and equipment, including a computer and applicable software; principles and procedures of record keeping.

Skill to:

Possess good writing and presentation skills; operate modern office equipment, including a computer and applicable software; operate a motor vehicle safely; and proficient software experience in MS Word and Excel.



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: November 13, 2024

AGENDA ITEM: C-4

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: November 7, 2024

SUBJECT: RESOLUTION #1311 of the Housing Authority of the City of Madera to Consider Authorizing the Executive Director to update the Employment Description for the Executive Administrative Assistant.

EXECUTIVE SUMMARY:

The purpose of this memo is to request the Board of Commissioner to consider authorizing the Executive Director to update the employee description for the Executive Administrative Assistant.

This position is being updated to clarify the administrative role of this position with respect to employee relations and payroll and updated grammar. The position's primary role is to support the Executive Director and Management staff, this position will also support the role of payroll and human resources as administrative support only. This position may have access to sensitive and confidential information.

During the salary and compensation study it was determined that this position would have an increase in pay due to the added administrative duties. Management staff along with the Human Resources consultants and the NAHRO have determined this position would require an update to the salary compensation.

This position was previously adopted by Resolution #1193 on August 11, 2021; therefore, it is not a new position. During the salary and compensation study, this position and compensation were determined to be in line with similar position reviewed.

RECOMMENDATION:

Staff recommends the Board of Commissioners approve and adopt the resolution approving the job description for the Executive Administrative Assistant.

FISCAL IMPACT:

There is no Fiscal Impact for this position as it has been budgeted in the FY 2024-2025 Budget.



Housing Authority of the City of Madera

Date: 8/11/2021 11/13/2024 Revision #: Resolution #: 1193 1311	EXECUTIVE ADMINISTRATIVE ASSISTANT	Range: 61.0 Salary: \$3,990 – \$5,088 \$4744–\$6054
# in Class: 1		Non-Exempt

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION: Under direction, performs a variety of complex, responsible and confidential office support and administrative duties for the Executive Director; coordinates and monitors technical and administrative human resource functions for the agency; may perform purchasing duties for office equipment and supplies; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: The **Executive Administrative Assistant** is a single position, advanced journey level class responsible for performing a variety of complex office support and executive level administrative duties including the coordination and monitoring of agency human resources administrative transactions and the purchase of office supplies and equipment for agency. The incumbent relieves the Executive Administrative Assistant ~~Director~~ of a variety of complex administrative details and is expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality.

SUPERVISION RECEIVED/EXERCISED: Receives general direction from the **Executive Director**. Exercises technical and functional supervision over office support staff, volunteers and training program participants.

ESSENTIAL FUNCTIONS: *-(includes but are not limited to the following)*

- Provides responsible, complex and confidential administrative and ~~secretarial-clerical~~ support; types and proofreads a wide variety of complex and confidential reports, letters and memoranda; independently prepares correspondence and informational documents; types from rough draft or verbal instructions; takes and transcribes dictation and composes correspondence not requiring the attention of the **Executive Director**; screens office and telephone callers; responds to or refers complaints and requests for information on department regulations, procedures, programs and services; receives and routes incoming mail.
- Maintains a calendar of activities, meetings and various events for the **Executive Director** and agency staff; arranges meetings and makes appointments; assists with task prioritization; follows up on assigned projects to meet deadlines; makes agency travel arrangements and prepares travel documentation.
- Takes and ~~types-prepares~~ minutes of Board of Commission meetings; prepares agenda packets; composes and compiles reports, resolutions and documentation; records,

processes, maintains and distributes approved documents including resolutions, agreements, contracts and bids.

- Maintains a wide variety of records, files and logs related to departmental operations and activities; maintains confidential and personnel files; conducts periodic examination and purging of files in compliance with applicable guidelines.
 - Coordinates and monitors workers' compensation documentation operating in conjunction with the Housing Authority's third-party administrator (TPA); acts as an administrative liaison on behalf of the agency for staff and workers' comp medical staff; maintains disability and leave reports and updates as necessary in coordination with human resources consultant or management staff.
 - Purchases office equipment, software and supplies for office staff; prepares, distributes and receives formal and informal bids; stocks, maintains and distributes office supplies; obtains price quotes from vendors and contacts vendors to resolve problems regarding shipments; coordinates and maintains service and supplies for office copiers and fax machines; coordinates, updates and maintains the telephone system including voice-mail activities.
 - Provides administrative support for management staff, i.e., finance, payroll, human resources, administration.
 - Participates in special studies and projects as assigned.
 - *May serve as Notary Public.*
 - Establishes positive working relationships with representatives of community organizations, other governmental agencies and associates, Authority management and staff, clients and the public.
- ~~Supervise Office Assistant~~

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push files, reports or other materials weighing up to 25 pounds also is required.

QUALIFICATIONS: *—(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Executive Administrative**

Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in office and administrative support. A high school diploma or equivalent is required. College level work or an aAssociate's degree in business/office management or human resources is desirable.

License/Certificate: Possession of, or ability to obtain, a valid class C California driver's license and ability to meet insurability requirements of the company providing automobile insurance to the Housing Authority. *May require possession and maintenance of Notary Public Certification.*

KNOWLEDGE/ABILITIES/SKILLS: *-(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Modern principles, practices and techniques of office management; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, rules and regulations, business letter and report writing including correct English usage, spelling, grammar, punctuation and vocabulary; modern office procedures and equipment, including a computer and applicable software; principles and procedures of record keeping; occupational hazards and standard safety practices.

Ability to: Perform responsible, difficult and confidential office support and administrative work; plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the establishment of goals, objectives and methods for evaluating achievement and performance levels; analyze complex issues, evaluate alternatives and reach sound conclusions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate assigned staff; interpret, explain and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Take and transcribe minutes of proceedings in an accurate and concise manner; operate an office computer and a variety of word processing and software applications; type accurately from clear copy at a rate of 50 words per minute.



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: November 13, 2024

AGENDA ITEM: F-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: November 8, 2024

SUBJECT: UPDATES, COMMUNICATIONS, TRAININGS, AND AUDITS

1. DEPARTMENTAL REPORTS:

- a. **HCV** – Staff continues to work on issuing vouchers, signing new HAP contracts, and processing certifications. HCV management has completed the SEMAP certification. HCV staff has worked hard to complete this process and has made great improvement on the scores, increasing from 44% to 81%, this is roughly a 54% increase.
- b. **ROSS/FSS** – Staff continues to recruit for the FSS and ROSS program. Staff attended the National Night Out event on October 30, 2024, to assist FML staff with passing out applications for the farm labor program.
- c. **PUBLIC HOUSING** – Staff is working on three (3) Public Housing vacant units and one (1) transfer scheduled for this week. We are continuing to work on all work orders as best we can, including work orders resulting from the inspections.
- d. **FARM LABOR:** Staff is working on 4 Farm Labor Vacant units, and 1 transfer and 2 move-in scheduled for this week. With the cold weather starting, we are beginning to have issues with clogged sewer lines, we are finding that hardened grease is the main cause of this issue. FML staff also participated in the National Night Out on October 30, 2024, to hand out application for the Farm Labor housing program.
- e. **POMONA RANCH:** Units are beginning to become vacant; staff is starting to turn those units.
- f. **FINANCE** – The Finance Department is finalizing the closure of Fiscal Year 2023/2024. Staff is on track to meet all financial reporting deadlines. Also, all of the finance staff is nearing completion of HUD's Financial Management Training. The HUD Recovery Agreement only required Management to complete the training, however, we decided that all the Finance staff should complete the training. Lastly, staff is working on revising and drafting various departmental policies and procedures and create a working file of those documents."
- g. **MAINTENANCE:** Staff is working on finalizing the IFB process for the window replacements. Staff is working on the RFPs for specialty services such as landscaping and pest control and working on completing all work orders and vacancy turns. Staff received the final REAC/NSPIRE scores for Public Housing. The numbers are AMP 1





Housing Authority of the City of Madera

received a 90 and AMP 2 received a 94. Maintenance staff is preparing for HUD's Quality Control inspection for Public Housing REAC/NSPIRE inspections.

- h. **ADMINISTRATIVE:** Staff is getting ready for our kickoff to implement Yardi Marketplace. Staff continues to work on reviewing the Classification and Compensation Salary study. The Executive Director will be submitting the 30-day update to HUD for the PHARS review.
 - i. **TRAINING** – HACM continues to invest in staff training. Below is a summary of upcoming training courses.
 - i. ROSS/FSS staff will be attending upcoming FSS training to be in compliance with the program's grant. The training will be completed virtually and will be a four-part training.
- 2. RECRUITMENT/NEW STAFF:**
- a. Executive Administrative Assistant – If Board approves, this position will be posted immediately.
 - b. Housing Programs Manager – If Board approves, this position will be posted immediately.
- 3. VALLEY AUTHORITIES' CONSORTIA:** The Consortia will be meeting in person on November 20 and 21st in Merced for strategic planning session with HUD and the consultant to review and finalize the Interagency Joint Powers Agreement.

