

# 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](http://www.maderaha.org)

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

### Notice and Agenda

6:00 PM  
Wednesday, January 8, 2025

Teleconference Location  
Worldmark Anaheim  
201 West Katella Ave  
Anaheim CA, 92802

Meeting Location  
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](http://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/83769870284?pwd=su1YF5SfFKRYKdxA7qMIGFb2id4JYG.1)

<https://cityofmadera.zoom.us/j/83769870284?pwd=su1YF5SfFKRYKdxA7qMIGFb2id4JYG.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 will also be sent via email to Ms. Giselle Flores at [giselle@maderaha.org](mailto: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 (Teleconference Anaheim CA),  
Commissioner Jose Rodriguez,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas, and  
Commissioner - Vacant.

**INVOCATION:**

Pastor Tim 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. WORKSHOPS:**

FY 2024-2025 - First Quarter Budget Presentation

**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 December 11, 2024, Board Meeting Minutes, Regular meeting.**

**B-2 Approval of Registered Audited Demands for December 2024.**

**B-3 2025 HACM Calander and Holiday Schedule**

**B-4 Approval for Out-Of-State Travel Training:**

B-4: NAHRO Washington Conference - Washington, DC- 03/09/2025 – 03/14/2025  
 Blanca Mendoza-Navarro, Executive Director.

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

**C-1 Reorganization of the Housing Authority of the City of Madera Board of Commissioners – Selection/Appointment of the Chair and Vice Chair.**

**C-2 Discussion/Direction/Approval for Day of Mourning Office Closure, January 9, 2025.**

**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
<b>Section 8</b>	<b>Section 8</b>											
Households Assisted	748	761	734	751	715	731	736	788	730	773	720	723
YTD Lease Up projection	93%	95%	91%	93%	89%	91%	92%	98%	91%	96%	89%	90%
MTD HAP Expenses	\$437,236	\$444,106	\$444,106	\$464,536	\$486,624	\$466,894	\$467,991	\$496,536	\$592,583	\$525,877	\$533,373	\$533,631
Waiting List	516	516	516	269	270	270	270	270	216	269	269	269
<b>Public Housing</b>	<b>Public Housing</b>											
Vacancies	2	5	2	2	2	2	2	0	5	2	5	5
Waiting List	2794	2800	2800	4382	2,825	2,830	2830	2831	2831	2831	2,831	2,797
Unit Turnover	0	1	2	2	1	1	1	3	3	2	2	4
<b>Farm Labor</b>	<b>Farm Labor</b>											
Vacancies	2	2	1	2	2	2	2	3	4	5	2	2
Waiting List	17	20	17	17	14	11	14	12	7	9	7	8
Unit Turnover	1	0	1	2	1	1	1	0	2	2	1	1
<b>Maintenance</b>	<b>MAINTENANCE</b>											
<b>Public Housing</b>	<b>Public Housing</b>											
Open Work Orders	17	14	17	65	52	53	218	213	210	153	219	190
Average days	5	2.4	2.5	15.5	2.4	2.9	26.1	21.2	12.5	23.52	5.08	23.78
<b>Farm Labor</b>	<b>Farm Labor</b>											
Open Work Orders	3	2	3	13	25	20	18	21	24	21	16	9
Average days	7.8	4.8	2.6	3.4	3.5	3.6	6.23	3.9	10.9	20.4	5.7	3.03

**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 anticipated litigation matters pursuant to CA Govt. Code Section 54956.9(d)(4).

**I. ADJOURNMENT:**

The next Regular Monthly Meeting will be Wednesday February 12<sup>th</sup> at 6:00 p.m., in the City of Madera, Council Chambers.

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**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 I posted the above **January 8<sup>th</sup>, 2025** 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. 4<sup>th</sup> Street, Madera, CA 93637, at or about 4:00 p.m.

Executed this 3<sup>rd</sup> day of January

*Giselle Flores*

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



# Housing Authority of the City of Madera



B-1 12-11-2024  
Regular Meeting Mi

## **BOARD MEMORANDUM**

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

**BOARD MEETING:** January 8, 2025

**AGENDA ITEM:** A-1

**FROM:** Alex Estrada, Financial Services  
Manager

**AUTHOR:** Alex Estrada, Financial Services Manager

**DATE:** January 3, 2025

**SUBJECT:** Fiscal Year 2024-2025 Q1 Budget Update and Operating Results

### **EXECUTIVE SUMMARY:**

The Housing Authority of the City of Madera (Agency) would like to present the Fiscal Year (FY) 2024-2025 Quarter 1 (Q1) operating results. The attached Income Statements are broken down by fund, which provide Q1 actuals for revenues and expenditures, and are presented in a Year-to-Date budget comparison format.

Table 1 is a summary of the Revolving Fund for Q1 FY 2024-2025.

<b>Table 1: Revolving Fund Q1 FY 2024-2025</b>			
	Q1	Annual Budget	Budget % to Date
Revenues	\$104,181	\$328,752	32%
Expenditures	\$73,008	\$265,294	28%
Net Income	\$31,173	\$63,458	

Table 2 is a summary of the Public Housing Fund for Q1 FY 2024-2025.

<b>Table 2: Public Housing Fund Q1 FY 2024-2025</b>			
	Q1	Annual Budget	Budget % to Date
Revenues	\$873,677	\$2,739,449	32%





## Housing Authority of the City of Madera

Expenditures	\$602,969	\$2,512,384	24%
Net Income	\$270,708	\$227,065	

Table 3 is a summary of the ROSS Fund for Q1 FY 2024-2025.

<b>Table 3: ROSS Fund Q1 FY 2024-2025</b>			
	Q1	Annual Budget	Budget % to Date
Revenues	\$9,739	\$79,750	12%
Expenditures	\$9,739	\$47,391	21%
Net Income	\$0	\$32,359	

Table 4 is a summary of the FSS Fund for Q1 FY 2024-2025.

<b>Table 4: FSS Fund Q1 FY 2024-2025</b>			
	Q1	Annual Budget	Budget % to Date
Revenues	\$9,739	\$65,201	15%
Expenditures	\$10,739	\$43,591	25%
Net Income	(\$1,000)	\$21,610	

Table 5 is a summary of the Farm Labor Fund for Q1 FY 2024-2025.

<b>Table 5: Farm Labor Fund Q1 FY 2024-2025</b>			
	Q1	Annual Budget	Budget % to Date
Revenues	\$269,227	\$1,076,950	25%
Expenditures	\$308,084	\$1,075,500	29%
Net Income	\$(38,857)	\$1,450	

Table 6 is a summary of the Pomona Ranch Fund for Q1 FY 2024-2025

<b>Table 6: Pomona Ranch Fund Q1 FY 2024-2025</b>			
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## Housing Authority of the City of Madera

	Q1	Annual Budget	Budget % to Date
Revenues	\$172,837	\$536,110	32%
Expenditures	\$169,389	\$560,484	30%
Net Income	\$3,448	(\$24,374)	

Table 7 is a summary of the HCV Fund for Q1 FY 2024-2025

<i>Table 7: HCV Fund Q1 FY 2024-2025</i>			
	Q1	Annual Budget	Budget % to Date
Revenues	\$1,774,666	\$6,461,154	27%
Expenditures	\$1,887,759	\$6,461,154	29%
Net Income	(\$113,093)	\$0	

The Capital Fund has not had any expenditures, therefore does not have any revenues.

### **ATTACHMENTS:**

1. Revolving Fund FY 2024-2025 Q1 Income Statement
2. Public Housing Fund FY 2024-2025 Q1 Income Statement
3. ROSS Fund FY 2024-2025 Q1 Income Statement
4. FSS Fund FY 2024-2025 Q1 Income Statement
5. Farm Labor FY 2024-2025 Q1 Income Statement
6. Pomona Ranch Fund FY 2024-2025 Q1 Income Statement
7. HCV Fund FY 2024-2025 Q1 Income Statement



<b>Farm Labor Income Statement</b>			
Period = Oct 2024-Dec 2024			
	Q1	Annual Budget	Budget % to Date
<b>REVENUE</b>			
Tenant Rents	169,460.19	790,296.00	21%
Subsidy	93,900.00	264,954.00	35%
Other Revenue	5,866.37	21,700.00	27%
<b>TOTAL REVENUE</b>	<b>269,226.56</b>	<b>1,076,950.00</b>	<b>25%</b>
<b>EXPENSES</b>			
<b>SALARIES AND BENEFITS</b>			
Salary - Administration	11,828.88	59,677.00	20%
Salary - Tenant Services	7,636.55	46,505.00	16%
Salary - Maintenance	25,964.04	102,662.00	25%
Benefits - Health Insurance, PERS, Etc.	32,068.95	147,238.00	22%
Temporary Staff	6,633.43	0.00	<b>N/A</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>84,131.85</b>	<b>356,082.00</b>	<b>24%</b>
<b>ADMINISTRATION EXPENSE</b>			
Travel/Training/Meals	489.46	1,650.00	30%
Office Expense	435.17	3,000.00	15%
Computer/Software	8,354.40	5,000.00	167%
Other Equipment/Maint.	551.67	1,500.00	37%
Telecom	800.61	5,000.00	16%
Insurance	14,223.09	56,894.00	25%
Audit	0.00	3,630.00	0%
Accounting Services	1,545.67	2,200.00	70%
Legal	2,861.47	10,500.00	27%
Postage	614.23	1,300.00	47%
Other	2,662.47	3,300.00	81%
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>32,538.24</b>	<b>93,974.00</b>	<b>35%</b>
<b>TENANT SERVICES EXPENSE</b>			
Utilities	55,500.17	190,800.00	29%
Space Rental	2,080.98	8,324.00	25%
Staff Training	0.00	1,500.00	0%
Staff Travel	0.00	1,500.00	0%
Law Enforcement/Security	5,076.50	26,000.00	20%
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>62,657.65</b>	<b>228,124.00</b>	<b>27%</b>
<b>MAINTENANCE EXPENSE</b>			
Supplies & Materials	14,603.94	20,000.00	73%
Contracted Services	15,752.72	35,000.00	45%
Vehicle Expense	849.14	1,800.00	47%
Space Rental	1,500.00	6,000.00	25%
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>32,705.80</b>	<b>62,800.00</b>	<b>52%</b>
<b>CAPITAL ACTIVITIES</b>			
Capital Outlay	32,838.64	6,525.00	503%
Contribution to Reserve	0.00	85,000.00	0%
Debt Service	63,212.01	232,995.00	27%
Bad Debt	0.00	10,000.00	0%
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>96,050.65</b>	<b>334,520.00</b>	<b>29%</b>
<b>TOTAL EXPENSES</b>	<b>308,084.19</b>	<b>1,075,500.00</b>	<b>29%</b>
<b>NET INCOME</b>	<b>-38,857.63</b>	<b>1,450.00</b>	



<b>FSS</b>			
<b>Income Statement</b>			
Period = Oct 2024-Dec 2024			
	<b>Q1</b>	<b>Annual Budget</b>	<b>Budget % to Date</b>
<b>REVENUE</b>			
Grant	9,739.40	65,201.00	15%
<b>TOTAL REVENUE</b>	<b>9,739.40</b>	<b>65,201.00</b>	<b>15%</b>
<b>EXPENSES</b>			
<b>SALARIES AND BENEFITS</b>			
Salary - Tenant Services	5,254.70	23,129.00	23%
Benefits - Health Insurance, PERS, Etc.	4,484.70	20,462.00	22%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>9,739.40</b>	<b>43,591.00</b>	<b>22%</b>
<b>ADMINISTRATION EXPENSE</b>			
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	
<b>TENANT SERVICES EXPENSE</b>			
Travel/Training	1,000.00	0.00	<b>N/A</b>
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>1,000.00</b>	<b>0.00</b>	
<b>MAINTENANCE EXPENSE</b>			
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	
<b>CAPITAL ACTIVITIES</b>			
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL EXPENSES</b>	<b>10,739.40</b>	<b>43,591.00</b>	<b>25%</b>
<b>NET INCOME</b>	<b>-1,000.00</b>	<b>21,610.00</b>	

<b>HCV</b>			
<b>Income Statement</b>			
Period = Oct 2024-Dec 2024			
	Period to Date	Year to Date	%
<b>REVENUE</b>			
HAP Contribution	1,576,167.00	5,563,176.00	28%
Admin Fee	189,311.00	747,672.00	25%
Other Revenue	9,187.88	24,000.00	38%
Reserve for Operating	0.00	126,306.00	0%
<b>TOTAL REVENUE</b>	<b>1,774,665.88</b>	<b>6,461,154.00</b>	<b>27%</b>
<b>EXPENSES</b>			
<b>SALARIES AND BENEFITS</b>			
Salary - Administration	27,822.52	152,187.00	18%
Salary - Tenant Services	46,954.36	204,921.00	23%
Benefits - Health Insurance, PERS, Etc.	53,039.27	237,476.00	22%
Temporary Staff	14,587.22	0.00	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>142,403.37</b>	<b>594,584.00</b>	<b>24%</b>
<b>ADMINISTRATION EXPENSE</b>			
Travel/Training/Meals	1,499.97	7,125.00	21%
Office Expense	1,152.02	5,000.00	23%
Computer/Software	36,783.29	65,600.00	56%
Other Equipment/Maint.	2,382.01	16,650.00	14%
Telecom	2,489.80	9,800.00	25%
Insurance	2,200.56	7,260.00	30%
Audit	0.00	15,300.00	0%
Accounting Services	6,674.33	9,500.00	70%
Dues & Subscriptions	0.00	3,000.00	0%
Legal	11,177.46	45,000.00	25%
Postage	2,651.95	5,400.00	49%
Other	10,565.83	17,500.00	60%
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>77,577.22</b>	<b>207,135.00</b>	<b>37%</b>
<b>TENANT SERVICES EXPENSE</b>			
Housing Assistance Payments (HAP)	1,643,997.40	5,508,176.00	30%
FSS Escrow	7,992.01	55,000.00	15%
Tenant Supplies/Expense	-3,068.50	0.00	<b>N/A</b>
Utilities	4,072.77	19,400.00	21%
Space Rental	7,590.00	30,360.00	25%
Staff Travel	0.00	3,500.00	0%
Staff Training	0.00	1,500.00	0%
Law Enforcement/Security	6,221.29	35,739.00	17%
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>1,666,804.97</b>	<b>5,653,675.00</b>	<b>29%</b>
<b>MAINTENANCE EXPENSE</b>			
Supplies & Materials	0.00	1,500.00	0%
Contracted Services	712.03	1,500.00	47%
Vehicle Expense	261.65	2,760.00	9%
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>973.68</b>	<b>5,760.00</b>	<b>17%</b>
<b>CAPITAL ACTIVITIES</b>			
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL EXPENSES</b>	<b>1,887,759.24</b>	<b>6,461,154.00</b>	<b>29%</b>
<b>NET OPERATING INCOME</b>	<b>-37,270.95</b>	<b>0.00</b>	
<b>NET INCOME</b>	<b>-113,093.36</b>	<b>0.00</b>	

## Pomona Ranch Income Statement

Period = Oct 2024-Dec 2024

	Q1	Budget	Budget % to Date
<b>REVENUE</b>			
Subsidy	110,363.30	464,418.00	24%
Grant	61,295.85	68,192.00	90%
Other Revenue	1,178.36	3,500.00	0%
<b>TOTAL REVENUE</b>	<b>172,837.51</b>	<b>536,110.00</b>	<b>32%</b>
<b>EXPENSES</b>			
<b>SALARIES AND BENEFITS</b>			
Salary - Tenant Services	11,733.50	52,217.00	22%
Salary - Maintenance	9,766.40	47,466.00	21%
Benefits - Health Insurance, PERS, Etc.	20,950.17	89,510.00	23%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>42,450.07</b>	<b>189,193.00</b>	<b>22%</b>
<b>ADMINISTRATION EXPENSE</b>			
Travel/Training/Meals	0.00	1,000.00	0%
Office Expense	169.95	2,500.00	7%
Computer/Software	2,272.14	0.00	<b>N/A</b>
Other Equipment/Maint.	150.44	0.00	<b>N/A</b>
Telecom	19,250.10	48,298.00	40%
Insurance	5,695.47	16,500.00	35%
Audit	0.00	1,600.00	0%
Postage	162.39	0.00	<b>N/A</b>
Other	487.26	24,985.00	2%
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>28,187.75</b>	<b>94,883.00</b>	<b>30%</b>
<b>TENANT SERVICES EXPENSE</b>			
Utilities	27,058.29	88,800.00	30%
Management Fee	9,656.25	38,625.00	25%
Law Enforcement/Security	753.00	0.00	<b>N/A</b>
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>37,467.54</b>	<b>127,425.00</b>	<b>29%</b>
<b>MAINTENANCE EXPENSE</b>			
Supplies & Materials	1,057.67	17,500.00	6%
Contracted Services	1,537.99	21,050.00	7%
Vehicle Expense	311.33	2,700.00	12%
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>2,906.99</b>	<b>41,250.00</b>	<b>7%</b>
<b>CAPITAL ACTIVITIES</b>			
Capital Outlay	58,377.00	68,192.00	86%
Contribution to Reserve	0.00	35,000.00	0%
Debt Service	0.00	4,541.00	0%
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>58,377.00</b>	<b>107,733.00</b>	<b>54%</b>
<b>TOTAL EXPENSES</b>	<b>169,389.35</b>	<b>560,484.00</b>	<b>30%</b>
<b>NET INCOME</b>	<b>3,448.16</b>	<b>-24,374.00</b>	<b>0%</b>

<b>Public Housing Income Statement</b>			
Period = Oct 2024-Dec 2024			
	<b>Q1</b>	<b>Annual Budget</b>	<b>Budget % to Date</b>
<b>REVENUES</b>			
Tenant Rents	439,648.96	1,704,000.00	26%
Subsidy	388,059.49	927,149.00	42%
Other Revenue	45,968.81	108,300.00	42%
<b>TOTAL REVENUE</b>	<b>873,677.26</b>	<b>2,739,449.00</b>	<b>32%</b>
<b>EXPENSES</b>			
<b>SALARIES AND BENEFITS</b>			
Salary - Administration	28,022.50	141,359.00	20%
Salary - Tenant Services	19,397.86	133,439.00	15%
Salary - Maintenance	64,187.08	266,739.00	24%
Benefits - Health Insurance, PERS, Etc.	88,505.26	387,458.00	23%
Temporary Staff	15,532.80	0.00	<b>N/A</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>215,645.50</b>	<b>928,995.00</b>	<b>23%</b>
<b>ADMINISTRATION EXPENSE</b>			
Travel/Training/Meals	1,171.84	3,900.00	30%
Office Expense	939.38	4,500.00	21%
Computer/Software	19,746.66	30,000.00	66%
Other Equipment/Maint.	1,303.82	11,000.00	12%
Telecom	2,184.53	6,020.00	36%
Insurance	30,961.78	116,828.00	27%
Audit	0.00	8,550.00	0%
Accounting Services	3,653.32	5,200.00	70%
Dues & Subscriptions	0.00	1,700.00	0%
Legal	6,149.08	24,700.00	25%
Postage	1,451.54	3,120.00	47%
Other	6,609.70	17,000.00	39%
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>74,171.65</b>	<b>232,518.00</b>	<b>32%</b>
<b>TENANT SERVICES EXPENSE</b>			
Housing Assistance Payments (HAP)	537.00	0.00	<b>NA</b>
FSS Escrow	2,701.00	20,000.00	14%
Tenant Supplies/Expense	0.00	12,500.00	0%
Utilities	104,547.20	430,000.00	24%
Space Rental	6,432.00	25,728.00	25%
Staff Training	0.00	4,000.00	0%
Staff Travel	0.00	2,000.00	0%
Law Enforcement/Security	13,194.85	82,000.00	16%
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>127,412.05</b>	<b>576,228.00</b>	<b>22%</b>
<b>MAINTENANCE EXPENSE</b>			
Supplies & Materials	22,973.49	90,000.00	26%
Contracted Services	41,738.88	205,000.00	20%
Vehicle Expense	1,863.74	12,500.00	15%
Space Rental	32,292.00	129,168.00	25%
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>98,868.11</b>	<b>436,668.00</b>	<b>23%</b>
<b>CAPITAL ACTIVITIES</b>			
Capital Outlay	86,871.24	332,975.00	26%
Bad Debt	0.00	5,000.00	0%
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>86,871.24</b>	<b>337,975.00</b>	<b>26%</b>
<b>TOTAL EXPENSES</b>	<b>602,968.55</b>	<b>2,512,384.00</b>	<b>24%</b>
<b>NET INCOME</b>	<b>270,708.71</b>	<b>227,065.00</b>	

<b>REVOLVING FUND</b>			
<b>Income Statement</b>			
Period = Oct 2024-Dec 2024			
	Q1	Annual Budget	Budget % to Date
<b>REVENUE</b>			
Other Revenue	104,180.95	328,752.00	32%
<b>TOTAL REVENUE</b>	<b>104,180.95</b>	<b>328,752.00</b>	<b>32%</b>
<b>EXPENSES</b>			
<b>SALARIES AND BENEFITS</b>			
Salary - Administration	11,572.12	60,894.00	19%
Salary - Tenant Services	2,538.70	26,028.00	10%
Salary - Maintenance	3,207.21	18,090.00	18%
Benefits - Health Insurance, PERS, Etc.	15,194.84	68,667.00	22%
Temporary Staff	6,584.00	0.00	<b>N/A</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>39,096.87</b>	<b>173,679.00</b>	<b>23%</b>
<b>ADMINISTRATION EXPENSE</b>			
Travel/Training/Meals	797.73	2,325.00	34%
Office Expense	441.92	2,500.00	18%
Computer/Software	9,513.19	14,000.00	68%
Other Equipment/Maint.	1,492.82	5,000.00	30%
Telecom	959.49	3,600.00	27%
Insurance	487.74	1,100.00	44%
Audit	0.00	5,115.00	0%
Accounting Services	2,177.93	3,100.00	70%
Dues & Subscriptions	0.00	1,050.00	0%
Legal	3,644.44	14,725.00	25%
Postage	702.96	1,500.00	47%
Other	3,938.96	10,600.00	37%
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>24,157.18</b>	<b>64,615.00</b>	<b>37%</b>
<b>TENANT SERVICES EXPENSE</b>			
Utilities	1,892.38	7,500.00	25%
Law Enforcement/Security	115.86	500.00	23%
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>2,008.24</b>	<b>8,000.00</b>	<b>25%</b>
<b>MAINTENANCE EXPENSE</b>			
Supplies & Materials	1,072.10	3,000.00	36%
Contracted Services	1,172.84	7,500.00	16%
Vehicle Expense	206.09	1,000.00	21%
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>2,451.03</b>	<b>11,500.00</b>	<b>21%</b>
<b>CAPITAL ACTIVITIES</b>			
Capital Outlay	5,294.24	7,500.00	71%
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>5,294.24</b>	<b>7,500.00</b>	<b>71%</b>
<b>TOTAL EXPENSES</b>	<b>73,007.56</b>	<b>265,294.00</b>	<b>28%</b>
<b>NET INCOME</b>	<b>31,173.39</b>	<b>63,458.00</b>	

<b>ROSS</b>			
<b>Income Statement</b>			
Period = Oct 2024-Dec 2024			
	<b>Q1</b>	<b>Annual Budget</b>	<b>Budget % to Date</b>
<b>REVENUE</b>			
Grant	9,739.40	79,750.00	12%
<b>TOTAL REVENUE</b>	<b>9,739.40</b>	<b>79,750.00</b>	<b>12%</b>
<b>EXPENSES</b>			
<b>SALARIES AND BENEFITS</b>			
Salary - Tenant Services	5,254.70	23,129.00	23%
Benefits - Health Insurance, PERS, Etc.	4,484.70	20,462.00	22%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>9,739.40</b>	<b>43,591.00</b>	<b>22%</b>
<b>ADMINISTRATION EXPENSE</b>			
Travel/Training/Meals	0.00	2,500.00	0%
Office Expense	0.00	500.00	0%
Computer/Software	0.00	500.00	0%
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>0.00</b>	<b>3,500.00</b>	<b>0%</b>
<b>TENANT SERVICES EXPENSE</b>			
Tenant Supplies/Expense	0.00	300.00	0%
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>0.00</b>	<b>300.00</b>	<b>0%</b>
<b>MAINTENANCE EXPENSE</b>			
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	
<b>CAPITAL ACTIVITIES</b>			
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL EXPENSES</b>	<b>9,739.40</b>	<b>47,391.00</b>	<b>21%</b>
<b>NET INCOME</b>	<b>0.00</b>	<b>32,359.00</b>	

# 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](http://www.maderaha.org)

## **MINUTES OF THE DECEMBER 11TH , 2024 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA**

### **CALL TO ORDER:**

The December 11<sup>th</sup>, 2024, Regular Meeting for the Housing Authority of the City of Madera was called to order by Chairperson Elsa Mejia @6:00PM.

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:**

Chairperson Elsa Mejia	(In Person at the City of Madera Council Chambers)
Vice Chairperson Anita Evans	(In Person at the City of Madera Council Chambers)
Commissioner Cece Gallegos	(In Person at the City of Madera Council Chambers)
Commissioner Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Steve Montes	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)

### **COMMISSIONERS ABSENT:**

Commissioner Santos Garcia	(Absent)
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### **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 (In Person)  
HACM Programs Manager Lucia Lopez (In Person)  
HACM Occupancy Specialist II Diana Montejano (Via Zoom)  
HACM Occupancy Specialist II Leticia Gutierrez (Via Zoom)  
HACM Housing Compliance Manager Jared Knittel (Via Zoom)

**INVOCATION:**

Madera Ministry Association Priest Dave Hawes led the invocation.

**PLEDGE OF ALLEGIANCE**

Commissioner Cece Gallegos led the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Commissioner J. Rodriguez moved to approve the Agenda; Vice Chair A. Evans seconded the motion. The motion passed unanimously.

YAYES: (6) Chairperson Elsa Mejia,  
Vice Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Steve Montes, and  
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (1) Commissioner Santos Garcia

ABSTAIN: (0)

**PUBLIC COMMENT:**

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

**A. PRESENTATIONS:**

**B. CONSENT CALENDAR:**

Approval of consent items.

**B-1 Approval of November 13, 2024 Board Meeting Minutes**

**B-2 Approval of Registered Audited Demands for November 2024.**

**B-3 INFORMATIONAL ITEM: 2025 Flat Rents for the Housing Authority of the City of Madera for the Public Housing Program effective January 1, 2025.**



**B-4 INFORMATIONAL ITEM:** Update to the Utility Allowance rates for Public Housing and Housing Choice Voucher Program effective January 1, 2025.

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

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

YAYES: (6) Chairperson Elsa Mejia,  
Vice Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Steve Montes, and  
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (1) Commissioner Santos Garcia

ABSTAIN: (0)

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

**C-1 RESOLUTION NO. 1312** of the Housing Authority of the City of Madera to consider Authorizing Amendment to the Capital Fund Grants Budget.

HACM Financial Services Manager, Alex Estrada, the presented a budget amendment for the Housing Authority of the City of Madera's 2024-2025 operating budget. Initially, the budget for the Public Housing Capital Fund was set at \$0 due to insufficient information. After consulting with HUD, it was revealed that the agency has \$4,639,098 in available grants from 2020 to 2024. Estrada explained the compliance requirements for these grants, emphasizing the need to obligate 90% of the funds within two years and spend them within four years to avoid penalties. He highlighted that three out of five grants are past their obligation deadlines, risking future funding reductions. However, the current grants are still available for use.

Mr. Estrada recommended prioritizing the oldest grants to minimize future funding impacts. The proposed amendment increases both revenues and expenditures by \$4,639,098, allowing the agency to begin the bid process and obligate contracts. The Board of Commissioners was advised to adopt the resolution approving this amendment to start expending the funds and modernize public housing units.

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

Vice Chair A. Evans moved to approve the Consent Calendar Items. Commissioner C. Gallegos seconded the motion. The motion passed unanimously.

YAYES: (6) Chairperson Elsa Mejia,  
Vice Chair Anita Evans,  
Commissioner Cece Gallegos,

Commissioner Jose Rodriguez,  
Commissioner Steve Montes, and  
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (1) Commissioner Santos Garcia

ABSTAIN: (0)

**C-2 DISCUSSION AND DIRECION ITEM:** Discussion and direction regarding the current vacancy for the HACM Board of Commissioners.

HACM Executive Director Blanca Mendoza-Navarro, addressed the Housing Authority of the City of Madera (HACM) Board of Commissioners regarding a current vacancy on the board. This vacancy arose following the recent elections and changes within the City Council, which also governs the HACM. Ms. Mendoza-Navarro emphasized the importance of filling this vacancy to comply with the HUD PHARS Recovery Agreement, particularly under the goal of improving PHA governance and financial management. She noted that while the State Governance Code mandates the mayor to appoint a new commissioner, the recently adopted HACM Bylaws allow for either elected or appointed City Council members, or non-Council members who are residents of Madera, to fill the position.

Ms. Mendoza-Navarro sought direction from the board on how to proceed with the appointment, highlighting the need to have a complete board in preparation for the upcoming reorganization in January 2025. She opened the floor for comments, suggestions, and discussion on the matter.

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

**D. WRITTEN COMMUNICATIONS:**

No written communications were received.

**E. ADMINISTRATIVE REPORTS:**

HACM Executive Director, Blanca Mendoza-Navarro presented the monthly activity report for the Housing Authority's Section 8 department. She noted that 720 households are currently assisted, a slight decrease from the previous month due to various factors such as port-outs and noncompliance. The waiting list remains at 269 applicants, with plans to open the waitlist for the Housing Choice Voucher (HCV) program early next year.

Public Housing (PH) has 5 vacancies, and the waiting list will be closed when the HCV waitlist opens to manage applications effectively. Farm Labor (FML) housing has two vacancies, with an average of 5.7 days for work orders. There are 219 work orders in progress for PH, including those from inspections and new requests. Mendoza-Navarro concluded by inviting questions or comments, but none were raised.

**F. EXECUTIVE DIRECTOR REPORT:**

Blanca Mendoza-Navarro provided updates on various departments within the Housing Authority of the City of Madera. The Housing Choice Voucher (HCV) department is preparing to open the waiting list and reported four new admissions in November. Inspections are up to date, with only 1 pending. The ROSS/FSS program has 27 enrollments, with ongoing outreach and upcoming mental health workshops for senior residents. Public Housing (PH) staff are addressing vacancies and annual certifications, while Farm Labor (FML) housing is managing seasonal transitions and maintenance issues.

The Finance department is ensuring access to capital fund grants, and Maintenance is focused on unit turnovers and addressing seasonal issues like clogged drains. Administrative efforts include recruitment for key positions and staff training. Ms. Mendoza-Navarro also mentioned upcoming Board of Commissioners training and holiday events. Recruitment for the Executive Administrative Assistant and Housing Programs Manager positions is progressing, with interviews expected soon.

**G. COMMISSIONER REPORTS:**

1. Vice Chair Evans had nothing to report.
2. Commissioner C. Gallegos had nothing to report.
3. Commissioner S. Montes suggested improving representation within the organization by filling an important position in the San Joaquin Valley Housing Collaborative. He asked for this information to be forwarded to the board for consideration.
4. Commissioner J. Rodriguez requested a report or presentation on USDA funds related to Farm Labor (FML). He noted past conflicts in fund utilization and suggested revisiting partnerships to address homelessness. Rodriguez emphasized exploring all options and asked to be informed if this was feasible.
5. Commissioner A. Villegas had nothing to report.
6. Chairperson E. Mejia had nothing to report.

**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 6:44 p.m. regarding the following:

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

- A. Public Employee Performance Evaluation: CA Govt. Code Section 54957 (b) – 6-month evaluation of Executive Director
- 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

Upon resuming open session, Attorney Emilio J. Huerta reported that there were no Actionable items to report.

**I. ADJOURNMENT:**

Chairperson E. Mejia announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, January 8, 2025, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:53 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing December 11<sup>th</sup>, 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 January 8<sup>th</sup>, 2025, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 8<sup>th</sup> day of January 2025.

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

# Payment Summary

Bank=revfund AND mm/yy=12/2024-12/2024 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	121	pub02 - CA Public Employees' Health	12/17/2024	12/2024	25,591.32	
revfund - WF Revolving Fund	122	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	12/09/2024	12/2024	7,888.94	
revfund - WF Revolving Fund	123	mis02 - MISSIONSQUARE-303376	12/06/2024	12/2024	3,584.29	
revfund - WF Revolving Fund	124	ist00 - ISterling	12/31/2024	12/2024	-3,068.50	
revfund - WF Revolving Fund	47201	pge01 - P. G. & E.	12/04/2024	12/2024	97.00	
revfund - WF Revolving Fund	47202	rub0002 - Rubio	12/04/2024	12/2024	57.00	
revfund - WF Revolving Fund	47203	aff01 - AFFORDABLE HOUSING NETWORK	12/05/2024	12/2024	750.00	
revfund - WF Revolving Fund	47204	app00 - APPLEONE EMPLOYMENT SVCS	12/05/2024	12/2024	4,920.24	
revfund - WF Revolving Fund	47205	att06 - AT&T CALNET	12/05/2024	12/2024	244.22	
revfund - WF Revolving Fund	47206	bct00 - BCT CONSULTING, INC.	12/05/2024	12/2024	1,123.73	
revfund - WF Revolving Fund	47207	bdo00 - BDO USA, P.A.	12/05/2024	12/2024	10,921.25	
revfund - WF Revolving Fund	47208	ben00 - BENJAMIN, NICHOLAS	12/05/2024	12/2024	51.96	
revfund - WF Revolving Fund	47209	car0016 - Carrillo	12/05/2024	12/2024	135.00	
revfund - WF Revolving Fund	47210	com0h - COMCAST	12/05/2024	12/2024	1,027.43	
revfund - WF Revolving Fund	47211	CWS01 - CORBIN WILLITS SYSTEM INC	12/05/2024	12/2024	755.50	
revfund - WF Revolving Fund	47212	EGB01 - E. G. BABCOCK COMPANY	12/05/2024	12/2024	397.99	
revfund - WF Revolving Fund	47213	gbpe01 - GOLDEN BRUSH PAINTING ENTERPRISES	12/05/2024	12/2024	825.00	
revfund - WF Revolving Fund	47214	hartford - THE HARTFORD	12/05/2024	12/2024	757.24	
revfund - WF Revolving Fund	47215	hds00 - HD SUPPLY FACILITIES MAINTENANCE	12/05/2024	12/2024	3,998.88	
revfund - WF Revolving Fund	47216	kjwater00 - KJ Water Services	12/05/2024	12/2024	683.00	
revfund - WF Revolving Fund	47217	mad02 - CITY OF MADERA UTILITY BILLING	12/05/2024	12/2024	25,787.01	
revfund - WF Revolving Fund	47218	map00 - MAPA PLUMBING SERVICES	12/05/2024	12/2024	5,200.00	
revfund - WF Revolving Fund	47219	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	12/05/2024	12/2024	3,744.00	
revfund - WF Revolving Fund	47220	men00 - Blanca Mendoza-Navarro	12/05/2024	12/2024	201.54	
revfund - WF Revolving Fund	47221	met00 - METROPOLITAN LIFE INSURANCE COMPANY	12/05/2024	12/2024	1,091.28	
revfund - WF Revolving Fund	47222	mis01 - MISSION UNIFORM SERVICE 3	12/05/2024	12/2024	233.01	
revfund - WF Revolving Fund	47223	nav04 - NAVIA BENEFIT SOLUTIONS,	12/05/2024	12/2024	200.00	
revfund - WF Revolving Fund	47224	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	12/05/2024	12/2024	16,817.63	
revfund - WF Revolving Fund	47225	pera4 - PERIMETER PEST CONTROL	12/05/2024	12/2024	125.00	
revfund - WF Revolving Fund	47226	pge01 - P. G. & E.	12/05/2024	12/2024	7,151.71	
revfund - WF Revolving Fund	47227	pre06 - PRESTIGE CUSTOM GLASS	12/05/2024	12/2024	392.33	
revfund - WF Revolving Fund	47228	ratinc01 - RAT INCORPORATED	12/05/2024	12/2024	1,280.00	
revfund - WF Revolving Fund	47229	red05 - RED ROCK ENVIRONMENTAL GRP	12/05/2024	12/2024	204.44	
revfund - WF Revolving Fund	47230	rot01 - ROTH STAFFING COMPANIES, L.P.	12/05/2024	12/2024	6,279.52	
revfund - WF Revolving Fund	47231	spe00 - SPECIALTY LANDSCAPE, INC.	12/05/2024	12/2024	9,990.00	
revfund - WF Revolving Fund	47232	t0005657 - Valdez	12/05/2024	12/2024	77.50	
revfund - WF Revolving Fund	47233	t0005659 - Ramirez	12/05/2024	12/2024	32.82	
revfund - WF Revolving Fund	47234	t0005660 - Marquez	12/05/2024	12/2024	60.25	
revfund - WF Revolving Fund	47235	t0005662 - Ornelas	12/05/2024	12/2024	245.50	
revfund - WF Revolving Fund	47236	t0005665 - Sandoval Jr.	12/05/2024	12/2024	76.00	
revfund - WF Revolving Fund	47237	t0005668 - Sandoval	12/05/2024	12/2024	26.75	

# Payment Summary

Bank=revfund AND mm/yy=12/2024-12/2024 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	47238	t0005671 - Orozco	12/05/2024	12/2024	101.00	
revfund - WF Revolving Fund	47239	t0005676 - Flores	12/05/2024	12/2024	114.82	
revfund - WF Revolving Fund	47240	t0005680 - Cisneros Sr.	12/05/2024	12/2024	55.00	
revfund - WF Revolving Fund	47241	t0005690 - Bojorquez	12/05/2024	12/2024	109.50	
revfund - WF Revolving Fund	47242	t0005696 - Beltran	12/05/2024	12/2024	137.50	
revfund - WF Revolving Fund	47243	t0005700 - Valdez	12/05/2024	12/2024	127.32	
revfund - WF Revolving Fund	47244	t0005701 - Ramirez	12/05/2024	12/2024	64.00	
revfund - WF Revolving Fund	47245	t0005702 - Castro	12/05/2024	12/2024	219.00	
revfund - WF Revolving Fund	47246	t0005743 - Santos Almazan	12/05/2024	12/2024	891.00	
revfund - WF Revolving Fund	47247	t0005747 - Cortes	12/05/2024	12/2024	122.50	
revfund - WF Revolving Fund	47248	t0005747 - Cortes	12/05/2024	12/2024	138.00	
revfund - WF Revolving Fund	47249	TEC06 - TECH HEROES, INC.	12/05/2024	12/2024	5,526.00	
revfund - WF Revolving Fund	47250	van00 - VAN DE POL ENTERPRISES	12/05/2024	12/2024	236.72	
revfund - WF Revolving Fund	47251	yar00 - YARDI SYSTEMS, INC.	12/05/2024	12/2024	58,386.06	
revfund - WF Revolving Fund	47252	att06 - AT&T CALNET	12/06/2024	12/2024	91.41	
revfund - WF Revolving Fund	47253	DIA01 - DIAMOND COMMUNICATION,INC	12/06/2024	12/2024	204.00	
revfund - WF Revolving Fund	47254	har02 - H.A.R.R.P.	12/06/2024	12/2024	445.00	
revfund - WF Revolving Fund	47255	hds00 - HD SUPPLY FACILITIES MAINTENANCE	12/06/2024	12/2024	620.19	
revfund - WF Revolving Fund	47256	mad02 - CITY OF MADERA UTILITY BILLING	12/06/2024	12/2024	21,188.38	
revfund - WF Revolving Fund	47257	off02 - ODP BUSINESS SOLUTIONS, LLC	12/06/2024	12/2024	289.63	
revfund - WF Revolving Fund	47258	pera4 - PERIMETER PEST CONTROL	12/06/2024	12/2024	50.00	
revfund - WF Revolving Fund	47259	pge01 - P. G. & E.	12/06/2024	12/2024	155.11	
revfund - WF Revolving Fund	47260	ste00 - STEAMRITE	12/06/2024	12/2024	525.00	
revfund - WF Revolving Fund	47261	ste02 - STERICYCLE, INC.	12/06/2024	12/2024	322.61	
revfund - WF Revolving Fund	47262	TMO00 - T-MOBILE USA INC.	12/06/2024	12/2024	854.74	
revfund - WF Revolving Fund	47263	WIL01 - SHERWIN WILLIAMS COMPANY	12/06/2024	12/2024	935.84	
revfund - WF Revolving Fund	47264	att06 - AT&T CALNET	12/06/2024	12/2024	62.49	
revfund - WF Revolving Fund	47265	cal04 - CALIFORNIA ASSOCIATION OF HOUSING...	12/06/2024	12/2024	200.00	
revfund - WF Revolving Fund	47266	CRE03 - CREATIVE COPY	12/06/2024	12/2024	201.24	
revfund - WF Revolving Fund	47267	davp001 - DAVID'S PLUMBING LLC	12/06/2024	12/2024	29,250.00	
revfund - WF Revolving Fund	47268	llop001 - Lopez	12/06/2024	12/2024	125.00	
revfund - WF Revolving Fund	47269	mad02 - CITY OF MADERA UTILITY BILLING	12/06/2024	12/2024	221.25	
revfund - WF Revolving Fund	47270	men00 - Blanca Mendoza-Navarro	12/06/2024	12/2024	26.00	
revfund - WF Revolving Fund	47271	pera4 - PERIMETER PEST CONTROL	12/06/2024	12/2024	325.00	
revfund - WF Revolving Fund	47272	pge01 - P. G. & E.	12/06/2024	12/2024	87.09	
revfund - WF Revolving Fund	47273	t0005681 - Rivera	12/06/2024	12/2024	39.00	
revfund - WF Revolving Fund	47274	van00 - VAN DE POL ENTERPRISES	12/06/2024	12/2024	486.07	
revfund - WF Revolving Fund	47275	ADP00 - ADP, INC.	12/18/2024	12/2024	110.00	
revfund - WF Revolving Fund	47276	ale00 - ALESHIRE & WYNDER, LLP	12/18/2024	12/2024	10,431.20	
revfund - WF Revolving Fund	47277	app00 - APPLEONE EMPLOYMENT SVCS	12/18/2024	12/2024	2,470.08	
revfund - WF Revolving Fund	47278	asbs001 - KEN VASQUEZ	12/18/2024	12/2024	994.00	

# Payment Summary

Bank=revfund AND mm/yy=12/2024-12/2024 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	47279	att06 - AT&T CALNET	12/18/2024	12/2024	31.11	
revfund - WF Revolving Fund	47280	bct00 - BCT CONSULTING, INC.	12/18/2024	12/2024	350.00	
revfund - WF Revolving Fund	47281	chw01 - C.H.W.C.A.	12/18/2024	12/2024	11,222.00	
revfund - WF Revolving Fund	47282	com0h - COMCAST	12/18/2024	12/2024	1,027.43	
revfund - WF Revolving Fund	47283	CRE03 - CREATIVE COPY	12/18/2024	12/2024	27.06	
revfund - WF Revolving Fund	47284	DIA01 - DIAMOND COMMUNICATION,INC	12/18/2024	12/2024	339.50	
revfund - WF Revolving Fund	47285	esc0002 - Escalante	12/18/2024	12/2024	61.94	
revfund - WF Revolving Fund	47286	esc0002 - Escalante	12/18/2024	12/2024	158.00	
revfund - WF Revolving Fund	47287	FER04 - FERGUSON ENTERPRISES, INC	12/18/2024	12/2024	5,426.92	
revfund - WF Revolving Fund	47288	gut0001 - Gutierrez	12/18/2024	12/2024	89.00	
revfund - WF Revolving Fund	47289	hds00 - HD SUPPLY FACILITIES MAINTENANCE	12/18/2024	12/2024	2,155.83	
revfund - WF Revolving Fund	47290	hom04 - HOME DEPOT CREDIT SERVICE	12/18/2024	12/2024	7,830.86	
revfund - WF Revolving Fund	47291	low00 - LOWE'S COMMERCIAL SERVICE	12/18/2024	12/2024	65.82	
revfund - WF Revolving Fund	47292	mad02 - CITY OF MADERA UTILITY BILLING	12/18/2024	12/2024	6,634.04	
revfund - WF Revolving Fund	47293	mad03 - CITY OF MADERA CITY SERVICES	12/18/2024	12/2024	23,750.00	
revfund - WF Revolving Fund	47294	mad46 - PUBLIC WORKS FAIRMEAD LANDFILL	12/18/2024	12/2024	137.06	
revfund - WF Revolving Fund	47295	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	12/18/2024	12/2024	3,623.00	
revfund - WF Revolving Fund	47296	mis01 - MISSION UNIFORM SERVICE 3	12/18/2024	12/2024	157.98	
revfund - WF Revolving Fund	47297	pge01 - P. G. & E.	12/18/2024	12/2024	1,624.81	
revfund - WF Revolving Fund	47298	qua07 - QUADIENT FINANCE USA, INC	12/18/2024	12/2024	1,029.27	
revfund - WF Revolving Fund	47299	rot01 - ROTH STAFFING COMPANIES, L.P.	12/18/2024	12/2024	2,898.24	
revfund - WF Revolving Fund	47300	spec001 - Charter Communications Holdings, LLC	12/18/2024	12/2024	3,808.42	
revfund - WF Revolving Fund	47301	spfp001 - ANIVAL DAVID GARCIA	12/18/2024	12/2024	930.00	
revfund - WF Revolving Fund	47302	t0005751 - Gonzalez	12/18/2024	12/2024	141.00	
revfund - WF Revolving Fund	47303	van00 - VAN DE POL ENTERPRISES	12/18/2024	12/2024	114.00	
revfund - WF Revolving Fund	47304	WIL01 - SHERWIN WILLIAMS COMPANY	12/18/2024	12/2024	279.18	
revfund - WF Revolving Fund	47305	47t01 - 47TH PLACE CARPET AND LINOLEUM, INC.	12/31/2024	12/2024	2,948.71	
revfund - WF Revolving Fund	47306	agu00 - AGUILAR, DANENE L.	12/31/2024	12/2024	11,218.40	
revfund - WF Revolving Fund	47307	app00 - APPLEONE EMPLOYMENT SVCS	12/31/2024	12/2024	2,828.64	
revfund - WF Revolving Fund	47308	att06 - AT&T CALNET	12/31/2024	12/2024	353.06	
revfund - WF Revolving Fund	47309	bdo00 - BDO USA, P.A.	12/31/2024	12/2024	1,785.00	
revfund - WF Revolving Fund	47310	CWS01 - CORBIN WILLITS SYSTEM INC	12/31/2024	12/2024	755.50	
revfund - WF Revolving Fund	47311	FER04 - FERGUSON ENTERPRISES, INC	12/31/2024	12/2024	801.40	
revfund - WF Revolving Fund	47312	gbpe01 - GOLDEN BRUSH PAINTING ENTERPRISES	12/31/2024	12/2024	700.00	
revfund - WF Revolving Fund	47313	hartford - THE HARTFORD	12/31/2024	12/2024	777.37	
revfund - WF Revolving Fund	47314	hds00 - HD SUPPLY FACILITIES MAINTENANCE	12/31/2024	12/2024	514.10	
revfund - WF Revolving Fund	47315	hue01 - LAW OFFICE OF EMILIO J. HUERTA	12/31/2024	12/2024	12,285.00	
revfund - WF Revolving Fund	47316	kjwater00 - KJ Water Services	12/31/2024	12/2024	576.00	
revfund - WF Revolving Fund	47317	LIE01 - LIEBERT CASSIDY WHITMORE	12/31/2024	12/2024	100.00	
revfund - WF Revolving Fund	47318	mad02 - CITY OF MADERA UTILITY BILLING	12/31/2024	12/2024	24,465.39	
revfund - WF Revolving Fund	47319	mad04 - MADERA FLEET SERVICES	12/31/2024	12/2024	542.09	

# Payment Summary

Bank=revfund AND mm/yy=12/2024-12/2024 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	47320	MAD05 - MADERA COUNTY	12/31/2024	12/2024	629.00	
revfund - WF Revolving Fund	47321	map00 - MAPA PLUMBING SERVICES	12/31/2024	12/2024	850.00	
revfund - WF Revolving Fund	47322	met00 - METROPOLITAN LIFE INSURANCE COMPANY	12/31/2024	12/2024	1,431.53	
revfund - WF Revolving Fund	47323	mis01 - MISSION UNIFORM SERVICE 3	12/31/2024	12/2024	164.98	
revfund - WF Revolving Fund	47324	nafg001 - 72 HOUR LLC	12/31/2024	12/2024	55,238.24	
revfund - WF Revolving Fund	47325	nav04 - NAVIA BENEFIT SOLUTIONS,	12/31/2024	12/2024	200.00	
revfund - WF Revolving Fund	47326	off02 - ODP BUSINESS SOLUTIONS, LLC	12/31/2024	12/2024	854.31	
revfund - WF Revolving Fund	47327	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	12/31/2024	12/2024	6,748.14	
revfund - WF Revolving Fund	47328	pera4 - PERIMETER PEST CONTROL	12/31/2024	12/2024	125.00	
revfund - WF Revolving Fund	47329	pge01 - P. G. & E.	12/31/2024	12/2024	4,531.60	
revfund - WF Revolving Fund	47330	qua06 - QUADIENT LEASING USA, INC	12/31/2024	12/2024	851.32	
revfund - WF Revolving Fund	47331	rot01 - ROTH STAFFING COMPANIES, L.P.	12/31/2024	12/2024	4,347.36	
revfund - WF Revolving Fund	47332	spe00 - SPECIALTY LANDSCAPE, INC.	12/31/2024	12/2024	9,990.00	
revfund - WF Revolving Fund	47333	t0005667 - Rapeta	12/31/2024	12/2024	75.00	
revfund - WF Revolving Fund	47334	van00 - VAN DE POL ENTERPRISES	12/31/2024	12/2024	328.60	
					<b>497,824.74</b>	





# 2025 HACM Agency Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Holiday Observance
Friday office Closure
Board Meeting

- |   |                                       |
|---|---------------------------------------|
| January 1st - New Years                   | November 11th - Veteran' Day          |
| January 20th - Martin Luther King Jr. Day | November 26th - Thanksgiving Eve      |
| February 17th - President's Day           | November 27th - Thanksgiving Holiday  |
| May 26th - Memorial Day                   | November 28th - Friday Office Closure |
| June 19th - Juneteenth                    | December 24th - Christmas Eve         |
| July 4th - Independence Day               | December 25th - Christmas Day         |
| September 1st - Labor Day                 |                                       |



Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** January 8, 2025

**AGENDA ITEM:** C-1

**FROM:** Blanca Mendoza-Navarro, Executive  
Director

**AUTHOR:** Blanca Mendoza-Navarro, Executive Director

**DATE:** January 3, 2025

**SUBJECT:** REORGANIZATION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA BOARD OF COMMISSIONERS – ELECTION OF CHAIR AND VICE CHAIR.

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**EXECUTIVE SUMMARY:**

The purpose of this memo is to advise the Board of Commissioners of the Housing Authority of the City of Madera of the need for reorganization of this Body, pursuant to the By-Laws amended and adopted on September 11, 2024, (Reso. #1293).

Previously the selection/appointment of the Chair and Vice-Chair was determined on a “Round Robin” method or “taking turns” based on who previously served as a Chair or Vice-Chair.

The By-Laws Ad hoc committee reviewed and amended the By-Laws effective September 11, 2024, updating various sections, including the election of the Chair and Vice Chair. The updated sections below describe the new process that shall occur at the Annual Meeting, which is held on the second Wednesday of January, bi-annually.

**Article IV- Officers**

**Section 2. Election Chair and Vice**

The Chair and Vice Chair shall be elected from the Board of Commissioners at its Bi-Annual Meeting. Upon election, the Chair and Vice Chair shall immediately assume their offices at the meeting where they are elected.

**Section 3. Term of Office**

The Chair and Vice Chair shall be elected for a two (2) year term of office.

**RECOMMENDATION:**

Staff is seeking nominations and election of the new Chair and Vice-Chair to complete the reorganization process. The Chair and Vice Chair will serve for a two (2) year term of office.

**FISCAL IMPACT:**

There is no fiscal impact.



## Housing Authority of the City of Madera

### **BOARD MEMORANDUM**

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

**BOARD MEETING:** January 8<sup>th</sup>, 2025

**AGENDA ITEM:** C-2

**FROM:** Blanca Mendoza-Navarro, Executive Director

**AUTHOR:** Giselle Flores, Executive Administrative Assistant

**DATE:** January 3<sup>rd</sup>, 2025

**SUBJECT:** DISCUSSION/DIRECTION/APPROVAL ITEM – Housing Authority of the City of Madera Office Closure for National Day of Mourning, January 9<sup>th</sup>, 2025

#### **EXECUTIVE SUMMARY:**

The purpose of this memo is to discuss, seek direction, and/or approval from the Board of Commissioners to consider the Housing Authority of the City of Madera (HACM) office closure on Thursday, January 9<sup>th</sup>, 2025.

As you may be aware, the White House has declared an Executive Order for January 9<sup>th</sup>, 2025, which will be a National Day of Mourning in honor of President James “Jimmy” Earl Carter Jr. Per the Executive Order dated December 30, 2024, all federal offices will be closed on this day to pay tribute to President Carter’s contribution to the nation.

The calendar below shows the month of January with the current Holiday Observance and Friday Office closure.

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

If the Board of Commissioners approves the National Day of Mourning, January 9<sup>th</sup>, 2025, it will be treated as a federal holiday for pay and leave purposes for this year only. Employees who were already scheduled to take leave on this day will not be charged for that time off. Those required to work for security reasons, i.e. maintenance on-call, will receive holiday premium pay per HACM’s personnel handbook.

#### **RECOMMENDATION:**

Staff is requesting approval for office closure for Thursday, January 9<sup>th</sup>, 2025. HACM staff will be required to use either vacation or choose to take the time without leave during the office closure.

#### **FISCAL IMPACT:**

There is no fiscal impact to the current budget.

