

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

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

Notice and Agenda

6:00 PM
Monday, April 20th, 2026

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/84732848214?pwd=XTi6onjBbbzo6LNTira94sNeB6HEKU.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No 847 3284 8214.

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 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 Anita Evans

ROLL CALL:
Chairperson Anita Evans,
Vice-Chairperson Jose Rodriguez,
Commissioner Cece Gallegos,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

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/WORKSHOPS:

A-1 FY 2025-2026 – Second Quarter Operating Results – Djordan Didulo

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 the February 11th, 2026 Regular Board Meeting Minutes

B-2 Approval of the March 25th, 2026 Special Board Meeting Minutes

- B-3 Approval of Registered Audited Demands for February 2026.**
- B-4 Approval of Registered Audited Demands for March 2026.**
- B-5 RESOLUTION No. 1344** of The Housing Authority of the City of Madera to Consider Approval of Updated Salary Schedule Related to California Minimum Wage Compliance.
- B-6 RESOLUTION No. 1346** of the Housing Authority of the City of Madera Consideration of Approval of Second Quarter Schedule of Accounts Chargeable to Collections Losses for Pomona Ranch Migrant program (write offs).
- B-7 RESOLUTION No. 1347** of the Housing Authority of the City of Madera consideration of approval of Second quarter schedule of accounts chargeable to collections losses for Public Housing (write offs).
- B-8 Approval of Out-of-State Travel Training:**
 - NAHRO Summer Symposium - Nashville, TN- 07/14/2026 – 07/17/2026
 - Blanca Mendoza-Navarro, Executive Director

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

- C-1 RESOLUTION No. 1348** of The Housing Authority of the City of Madera to Consider Approval of new/updated Fraud Policy.
- C-2 RESOLUTION No. 1349** of The Housing Authority of the City of Madera to Consider Approval of new Automated Clearing Housing (ACH) Risk Management Policy.
- C-3 RESOLUTION No. 1350** of The Housing Authority of the City of Madera to Consider Approval of new Active Shooter Policy.
- C-4 RESOLUTION No. 1351** of The Housing Authority of the City of Madera to Consider Establishing and Reaffirming Ad Hoc Committees of the Board of Commissioners.
- C-5 DISCUSSION ITEM:** Discussion regarding the appointment of Board members to Madera Affordable Housing Corporation non-profit after vacancies.
- C-6 DISCUSSION ITEM:** Commissioner Request – Discussion item regarding the Housing Authority of the City of Madera’s 9/80 Compressed Workweek Schedule.
- C-7 INFORMATIONAL ITEM:** California Association of Housing Authorities (CAHA) and 2026 Washington NAHRO update.

D. WRITTEN COMMUNICATIONS: Giselle Flores, Executive Administrative Assistant

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

E-1: Monthly Housing Activity Report

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

G. COMMISSIONER REPORTS:

H. CLOSED SESSION: Attorney Megan Crouch

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

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

A. Conference with Legal Counsel – Anticipated Litigation

- Significant exposure to litigation pursuant to § 54956.9(b): 2 cases

B. Conference with Real Property Negotiations (§ 54956.8)

- Property: 210/212 N C, 412 E 4th, Madera Apts Agency
- Negotiator: Executive Director, Blanca Mendoza-Navarro
- Negotiating Parties: Rick Amerine, Director of Cushman & Wakefield
- Under Negotiation: Price, terms of payment

C. Conference with Real Property Negotiations (§ 54956.8)

- Property: Vacant Land 320 & 324 North D Street
- Negotiator: Executive Director, Blanca Mendoza-Navarro
- Negotiating Parties: Louie Fimbrez, Owner
- Under Negotiation: Price, terms of payment

I. ADJOURNMENT:

The next Regular Monthly Meeting will be May 13th, 2026 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 I posted the above **April, 20th, 2026** 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 2:30 p.m.

Executed on this 16th day of April.

Giselle Flores

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



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: A-1

FROM: Djordan Didulo, MPA
Finance and Administration Manager

AUTHOR: Djordan Didulo, MPA
Finance and Administration Manager

DATE: April 1, 2026

SUBJECT: Fiscal Year 2025-2026 Q2 Operating Results

EXECUTIVE SUMMARY:

The Housing Authority of the City of Madera (Agency) is pleased to present the Fiscal Year (FY) 2025-2026 Quarter 2 (Q2) operating results. The attached Income Statements provide a comprehensive overview of financial activity across all Agency funds. Each statement reflects Q2 actual revenues and expenditures, Year-to-Date (YTD) performance, and comparisons against the approved annual budget.

Table 1 is a summary of the Revolving Fund for Q2 FY 2025-2026.

Table 1: Revolving Fund Q2 FY 2025-2026				
Description	Q2	YTD	Annual Budget	Budget % to Date
Revenues	\$107,808	\$217,879	\$390,794	56%
Expenditures	\$112,786	\$223,088	\$390,794	57%
Surplus (Deficit)	(\$4,978)	(\$5,209)		

Table 2 is a summary of the Public Housing Fund for Q2 FY 2025-2026.

Table 2: Public Housing Fund Q2 FY 2025-2026				
Description	Q2	YTD	Annual Budget	Budget % to Date
Revenues	\$600,606	\$1,307,375	\$2,620,046	50%
Expenditures	\$526,847	\$1,105,691	\$2,629,058	42%
Surplus (Deficit)	\$73,759	\$201,684		





Housing Authority of the City of Madera

Table 3 is a summary of the FSS Fund for Q2 FY 2025-2026.

Table 3: FSS Fund Q2 FY 2025-2026				
Description	Q2	YTD	Annual Budget	Budget % to Date
Revenues	\$12,907	\$29,701	\$65,070	46%
Expenditures	\$14,997	\$31,790	\$65,070	49%
Surplus (Deficit)	(\$2,090)	(\$2,089)		

Table 4 is a summary of the Farm Labor Fund for Q2 FY 2025-2026.

Table 4: Farm Labor Fund Q2 FY 2025-2026				
Description	Q2	YTD	Annual Budget	Budget % to Date
Revenues	\$333,693	\$630,216	\$1,363,643	46%
Expenditures	\$302,644	\$567,131	\$1,363,643	42%
Surplus (Deficit)	\$31,049	\$63,085		

Table 5 is a summary of the Pomona Ranch Fund for Q2 FY 2025-2026

Table 5: Pomona Fund Q2 FY 2025-2026				
Description	Q2	YTD	Annual Budget	Budget % to Date
Revenues	\$32,699	\$134,993	\$485,495	28%
Expenditures	\$87,754	\$203,405	\$485,495	42%
Surplus (Deficit)	(\$55,055)	(\$68,412)	\$0	

Table 6 is a summary of the HCV Fund for Q2 FY 2025-2026.

Table 6: HCV Fund Q1 FY 2025-2026				
Description	Q2	YTD	Annual Budget	Budget % to Date
Revenues	\$1,898,812	\$3,773,209	\$7,363,124	51%
Expenditures	\$1,799,860	\$3,637,462	\$7,363,124	49%
Surplus (Deficit)	\$98,952	\$135,747	\$0	





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Table 7 is a summary of the Public Housing Capital Fund for Q2 FY 2025-2026.

Table 7: Public Housing Capital Fund Q2 FY 2025-2026				
Description	Q2	YTD	Annual Budget	Budget % to Date
Revenues	\$719,083	\$719,083	\$5,624,630	13%
Expenditures	\$0	\$0	\$5,624,630	0%
Surplus (Deficit)	\$719,083	\$719,083		

ATTACHMENTS:

1. Revolving Fund FY 2025-2026 Q2 Income Statement
2. Public Housing Fund FY 2025-2026 Q2 Income Statement
3. FSS Fund FY 2025-2026 Q2 Income Statement
4. Farm Labor FY 2025-2026 Q2 Income Statement
5. Pomona Ranch Fund FY 2025-2026 Q2 Income Statement
6. HCV Fund FY 2025-2026 Q2 Income Statement
7. Public Housing Capital Fund FY 2025-2026 Q2 Income Statement



REVOLVING FUND-WELLS FARGO (revfund)

Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-00-000	INCOME						
3100-00-000	TENANT INCOME						
3101-00-000	Rental Income						
3112-07-000	Non-Dwelling Rent	57,564.00	115,128.00	115,128.00	0.00	0.00	230,256.00
3119-00-000	Total Rental Income	57,564.00	115,128.00	115,128.00	0.00	0.00	230,256.00
3199-00-000	TOTAL TENANT INCOME	57,564.00	115,128.00	115,128.00	0.00	0.00	230,256.00
3600-00-000	OTHER INCOME						
3610-00-000	Investment Income - Unrestricted	432.01	1,765.13	2,498.52	-733.39	-29.35	4,997.00
3612-00-000	Interest Income	38,596.77	78,231.06	57,499.98	20,731.08	36.05	115,000.00
3620-00-000	Management Fee Income	10,001.25	20,002.50	20,270.52	-268.02	-1.32	40,541.00
3650-00-000	Miscellaneous Other Income	1,214.37	2,752.59	0.00	2,752.59	N/A	0.00
3699-00-000	TOTAL OTHER INCOME	50,244.40	102,751.28	80,269.02	22,482.26	28.01	160,538.00
3999-00-000	TOTAL INCOME	107,808.40	217,879.28	195,397.02	22,482.26	11.51	390,794.00
4000-00-000	EXPENSES						
4100-00-000	ADMINISTRATIVE EXPENSES						
4100-99-000	Administrative Salaries						
4110-00-000	Administrative Salaries	23,920.49	54,160.32	51,696.00	-2,464.32	-4.77	103,392.00
4110-04-000	Employee Benefit Contribution - Admin	2,100.17	7,921.28	7,095.00	-826.28	-11.65	14,190.00
4110-05-000	Retirement-admin.	7,829.44	15,519.90	19,184.52	3,664.62	19.10	38,369.00
4110-08-000	ICMA Admin Benefits.	2,084.22	3,743.54	3,256.98	-486.56	-14.94	6,514.00
4110-09-000	SUI Expense	38.78	77.52	79.98	2.46	3.08	160.00
4110-99-000	Total Administrative Salaries	35,973.10	81,422.56	81,312.48	-110.08	-0.14	162,625.00
4130-00-000	Legal Expense						
4130-02-000	Criminal Background Checks	45.78	172.02	120.00	-52.02	-43.35	240.00
4130-04-000	General Legal Expense	3,641.02	4,204.44	7,800.00	3,595.56	46.10	15,600.00
4131-00-000	Total Legal Expense	3,686.80	4,376.46	7,920.00	3,543.54	44.74	15,840.00
4139-00-000	Other Admin Expenses						
4140-00-000	Admin Training	168.00	788.40	1,200.00	411.60	34.30	2,400.00
4150-00-000	Admin Travel	1,137.78	2,854.05	1,200.00	-1,654.05	-137.84	2,400.00
4170-00-000	Accounting Fees	700.20	4,038.42	2,400.00	-1,638.42	-68.27	4,800.00
4171-00-000	Auditing Fees	4,890.96	5,370.96	3,720.00	-1,650.96	-44.38	7,440.00
4182-00-000	Consultants	720.00	720.00	1,440.00	720.00	50.00	2,880.00
4189-00-000	Total Other Admin Expenses	7,616.94	13,771.83	9,960.00	-3,811.83	-38.27	19,920.00
4190-00-000	Miscellaneous Admin Expenses						
4190-01-000	Membership and Fees	156.00	246.00	771.00	525.00	68.09	1,542.00
4190-03-000	Advertising	212.60	428.61	120.00	-308.61	-257.18	240.00

REVOLVING FUND-WELLS FARGO (revfund)

Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-04-000	Office Supplies	705.61	1,297.57	1,440.00	142.43	9.89	2,880.00
4190-07-000	Telephone	153.13	297.76	288.00	-9.76	-3.39	576.00
4190-08-000	Postage	609.69	1,627.41	1,464.00	-163.41	-11.16	2,928.00
4190-09-000	Software Lisense Fees	2,270.45	3,088.06	6,559.98	3,471.92	52.93	13,120.00
4190-10-000	Copiers	1,161.15	2,757.94	2,479.98	-277.96	-11.21	4,960.00
4190-12-000	Software	0.00	44.45	0.00	-44.45	N/A	0.00
4190-13-000	Internet	677.92	1,459.60	1,560.00	100.40	6.44	3,120.00
4190-15-000	Cell Phones/Pagers	304.32	669.13	720.00	50.87	7.07	1,440.00
4190-22-000	Other Misc Admin Expenses	3,862.59	6,627.05	4,111.98	-2,515.07	-61.16	8,224.00
4190-23-000	ICMA Employee Contri.	7,807.85	12,476.01	0.00	-12,476.01	N/A	0.00
4190-24-000	ICMA Employee 457 loan	2,263.59	4,180.65	0.00	-4,180.65	N/A	0.00
4191-00-000	Total Miscellaneous Admin Expenses	56,158.00	116,622.80	100,827.42	-15,795.38	-15.67	201,655.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	67,461.74	134,771.09	118,707.42	-16,063.67	-13.53	237,415.00
4200-00-000	TENANT SERVICES						
4210-00-000	Tenant Services Salaries	10,466.62	23,142.57	22,359.48	-783.09	-3.50	44,719.00
4210-01-000	Employee Benefit Contribution - Tenant Sv	66.55	1,610.65	3,244.02	1,633.37	50.35	6,488.00
4210-02-000	Retirement-Tenant Svcs.	2,978.43	6,019.91	7,816.98	1,797.07	22.99	15,634.00
4210-05-000	ICMA Tenant Ser. Benefit	551.56	1,133.55	1,408.50	274.95	19.52	2,817.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	14,063.16	31,906.68	34,828.98	2,922.30	8.39	69,658.00
4300-00-000	UTILITY EXPENSES						
4310-00-000	Water	31.71	110.47	264.00	153.53	58.16	528.00
4320-00-000	Electricity	1,363.10	4,076.62	3,780.00	-296.62	-7.85	7,560.00
4330-00-000	Gas	384.19	424.27	550.02	125.75	22.86	1,100.00
4340-00-000	Garbage/Trash Removal	531.75	1,063.50	2,149.98	1,086.48	50.53	4,300.00
4390-00-000	Sewer	60.17	196.18	1,800.00	1,603.82	89.10	3,600.00
4399-00-000	TOTAL UTILITY EXPENSES	2,370.92	5,871.04	8,544.00	2,672.96	31.28	17,088.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES						
4400-99-000	General Maint Expense						
4410-00-000	Maintenance Salaries	6,362.20	14,476.70	11,152.98	-3,323.72	-29.80	22,306.00
4410-05-000	Employee Benefit Contribution - Mainte	545.85	2,600.31	3,330.48	730.17	21.92	6,661.00
4410-06-000	Retirement-Maint.	2,177.26	4,287.21	4,606.50	319.29	6.93	9,213.00
4410-09-000	ICMA Mtce. Benefits	491.82	912.03	702.48	-209.55	-29.83	1,405.00
4411-00-000	Maintenance Uniforms	112.79	173.38	49.98	-123.40	-246.90	100.00
4412-00-000	Maintenance Travel/Training	0.00	113.67	0.00	-113.67	N/A	0.00
4413-00-000	Vehicle Gas, Oil, Grease	82.26	664.24	300.00	-364.24	-121.41	600.00
4419-00-000	Total General Maint Expense	9,772.18	23,227.54	20,142.42	-3,085.12	-15.32	40,285.00
4420-00-000	Materials						
4420-01-000	Supplies-Grounds	0.00	0.00	250.02	250.02	100.00	500.00

REVOLVING FUND-WELLS FARGO (revfund)

Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	YTD Actual	YTD Budget	Variance	% Var	Annual
4420-02-000	Supplies-Appliance	0.00	49.95	250.02	200.07	80.02	500.00
4420-06-000	Supplies-Janitorial/Cleaning	217.17	407.89	180.00	-227.89	-126.61	360.00
4420-07-000	Supplies-Maint/Repairs	70.66	717.71	250.02	-467.69	-187.06	500.00
4420-08-000	Supplies-Plumbing	0.00	26.88	250.02	223.14	89.25	500.00
4420-09-000	Tools and Equipment	145.33	216.41	250.02	33.61	13.44	500.00
4429-00-000	Total Materials	433.16	1,418.84	1,430.10	11.26	0.79	2,860.00
4430-00-000	Contract Costs						
4430-01-000	Contract-Alarm/Extinguisher	0.00	0.00	399.00	399.00	100.00	798.00
4430-07-000	Contract-Pest Control	73.50	147.00	72.00	-75.00	-104.17	144.00
4430-09-000	Contract-Grounds	100.80	201.60	202.02	0.42	0.21	404.00
4430-12-000	Contract-Window/Door	35.28	35.28	0.00	-35.28	N/A	0.00
4430-13-000	Contract-HVAC	0.00	3.00	0.00	-3.00	N/A	0.00
4430-14-000	Contract-Vehicle Maintenance	1,212.24	1,306.05	1,000.02	-306.03	-30.60	2,000.00
4430-18-000	Contract-Alarm Monitoring	155.44	273.68	124.02	-149.66	-120.67	248.00
4430-22-000	Contract-IT Contracts	1,919.61	4,515.30	3,880.02	-635.28	-16.37	7,760.00
4439-00-000	Total Contract Costs	3,496.87	6,481.91	5,677.08	-804.83	-14.18	11,354.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	13,702.21	31,128.29	27,249.60	-3,878.69	-14.23	54,499.00
4500-00-000	GENERAL EXPENSES						
4510-00-000	Insurance	0.00	251.82	600.00	348.18	58.03	1,200.00
4510-10-000	Property Insurance	94.59	189.18	189.48	0.30	0.16	379.00
4510-20-000	Liability Insurance	158.28	316.56	316.98	0.42	0.13	634.00
4510-30-000	Auto Insurance	62.82	125.64	126.00	0.36	0.29	252.00
4510-40-000	Workers Comp Insurance	1,411.53	1,411.53	2,747.52	1,335.99	48.63	5,495.00
4510-50-000	SUI-Admin.	4,133.50	4,394.24	517.02	-3,877.22	-749.92	1,034.00
4510-51-000	SUI-Tenant Svcs.	0.00	0.00	223.50	223.50	100.00	447.00
4510-52-000	SUI-Mtce.	0.00	0.00	111.48	111.48	100.00	223.00
4510-60-000	Medicare-Admin.	55.40	257.22	749.52	492.30	65.68	1,499.00
4510-61-000	Medicare-Tenant Svcs.	134.60	300.01	324.00	23.99	7.40	648.00
4510-62-000	Medicare-Mtce.	85.40	192.84	161.52	-31.32	-19.39	323.00
4580-00-000	Security/Law Enforcement	9,052.12	11,972.09	0.00	-11,972.09	N/A	0.00
4599-00-000	TOTAL GENERAL EXPENSES	15,188.24	19,411.13	6,067.02	-13,344.11	-219.94	12,134.00
8000-00-000	TOTAL EXPENSES	112,786.27	223,088.23	195,397.02	-27,691.21	-14.17	390,794.00
9000-00-000	NET INCOME	-4,977.87	-5,208.95	0.00	-5,208.95	-2.67	0.00

**All PH AMPs (.ph)
Budget Comparison**

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
3000-00-000	INCOME									
3100-00-000	TENANT INCOME									
3101-00-000	Rental Income									
3111-00-000	Tenant Rent	406,011.00	412,383.99	-6,372.99	-1.55	830,031.00	824,767.98	5,263.02	0.64	1,649,536.00
3112-07-000	Non-Dwelling Rent	1,650.00	1,650.00	0.00	0.00	3,300.00	3,300.00	0.00	0.00	6,600.00
3119-00-000	Total Rental Income	407,661.00	414,033.99	-6,372.99	-1.54	833,331.00	828,067.98	5,263.02	0.64	1,656,136.00
3120-00-000	Other Tenant Income									
3120-01-000	Laundry and Vending	93.94	375.00	-281.06	-74.95	371.79	750.00	-378.21	-50.43	1,500.00
3120-02-000	Cleaning Fee	1,755.00	1,749.99	5.01	0.29	3,515.32	3,499.98	15.34	0.44	7,000.00
3120-03-000	Damages	393.40	499.98	-106.58	-21.32	775.47	999.96	-224.49	-22.45	2,000.00
3120-04-000	Late Charges	1,425.00	2,000.01	-575.01	-28.75	3,925.00	4,000.02	-75.02	-1.88	8,000.00
3120-06-000	NSF Charges	0.00	49.98	-49.98	-100.00	0.00	99.96	-99.96	-100.00	200.00
3120-09-000	Misc.Tenant Income	371.95	499.98	-128.03	-25.61	502.65	999.96	-497.31	-49.73	2,000.00
3129-00-000	Total Other Tenant Income	4,039.29	5,174.94	-1,135.65	-21.95	9,090.23	10,349.88	-1,259.65	-12.17	20,700.00
3199-00-000	TOTAL TENANT INCOME	411,700.29	419,208.93	-7,508.64	-1.79	842,421.23	838,417.86	4,003.37	0.48	1,676,836.00
3400-00-000	GRANT INCOME									
3401-00-000	HUD PHA Operating Grants/Subsidy	146,288.40	210,677.49	-64,389.09	-30.56	383,795.73	421,354.98	-37,559.25	-8.91	842,710.00
3420-00-000	Capital Fund Grants	719,082.79	0.00	719,082.79	N/A	719,082.79	0.00	719,082.79	N/A	0.00
3499-00-000	TOTAL GRANT INCOME	865,371.19	210,677.49	654,693.70	310.76	1,102,878.52	421,354.98	681,523.54	161.75	842,710.00
3600-00-000	OTHER INCOME									
3612-00-000	Interest Income	34,910.58	26,250.00	8,660.58	32.99	70,550.04	52,500.00	18,050.04	34.38	105,000.00
3650-00-000	Miscellaneous Other Income	6,898.72	0.00	6,898.72	N/A	6,898.72	0.00	6,898.72	N/A	0.00
3699-00-000	TOTAL OTHER INCOME	41,809.30	26,250.00	15,559.30	59.27	77,448.76	52,500.00	24,948.76	47.52	105,000.00
3699-03-000	PG&E CAPMC/MACE	-807.84	1,125.00	1,932.84	171.81	-3,709.43	2,250.00	5,959.43	264.86	4,500.00
3999-00-000	TOTAL INCOME	1,319,688.62	655,011.42	664,677.20	101.48	2,026,457.94	1,310,022.84	716,435.10	54.69	2,620,046.00
3420-00-000	Capital Fund Grants	719,082.79		719,082.79		719,082.79		719,082.79		
	Adjusted TOTAL INCOME	600,605.83		-54,405.59	-8.31	1,307,375.15		-2,647.69	-0.20	
4000-00-000	EXPENSES									
4100-00-000	ADMINISTRATIVE EXPENSES									
4100-99-000	Administrative Salaries									
4110-00-000	Administrative Salaries	30,826.88	38,336.52	7,509.64	19.59	69,689.70	76,673.04	6,983.34	9.11	153,346.00
4110-04-000	Employee Benefit Contribution - Adm	2,961.72	7,271.52	4,309.80	59.27	11,517.90	14,543.04	3,025.14	20.80	29,086.00
4110-05-000	Retirement-admin.	14,348.08	13,799.52	-548.56	-3.98	28,048.66	27,599.04	-449.62	-1.63	55,198.00
4110-08-000	ICMA Admin Benefits.	2,496.46	2,415.48	-80.98	-3.35	4,557.18	4,830.96	273.78	5.67	9,662.00
4110-09-000	SUI Expense	64.64	100.02	35.38	35.37	129.20	200.04	70.84	35.41	400.00
4110-99-000	Total Administrative Salaries	50,697.78	61,923.06	11,225.28	18.13	113,942.64	123,846.12	9,903.48	8.00	247,692.00
4130-00-000	Legal Expense									
4130-02-000	Criminal Background Checks	76.30	100.02	23.72	23.72	286.70	200.04	-86.66	-43.32	400.00
4130-03-000	Tenant Screening	98.45	300.00	201.55	67.18	196.90	600.00	403.10	67.18	1,200.00
4130-04-000	General Legal Expense	6,068.36	6,499.98	431.62	6.64	6,994.04	12,999.96	6,005.92	46.20	26,000.00
4131-00-000	Total Legal Expense	6,243.11	6,900.00	656.89	9.52	7,477.64	13,800.00	6,322.36	45.81	27,600.00
4139-00-000	Other Admin Expenses									
4140-00-000	Admin Training	343.29	1,000.02	656.73	65.67	1,377.29	2,000.04	622.75	31.14	4,000.00
4150-00-000	Admin Travel	1,777.24	1,000.02	-777.22	-77.72	4,654.46	2,000.04	-2,654.42	-132.72	4,000.00
4170-00-000	Accounting Fees	1,167.00	1,999.98	832.98	41.65	6,730.70	3,999.96	-2,730.74	-68.27	8,000.00
4171-00-000	Auditing Fees	8,151.60	3,100.02	-5,051.58	-162.95	8,951.60	6,200.04	-2,751.56	-44.38	12,400.00
4180-00-000	Office Rent	7,932.00	7,932.00	0.00	0.00	15,864.00	15,864.00	0.00	0.00	31,728.00
4182-00-000	Consultants	1,200.00	2,550.00	1,350.00	52.94	1,200.00	5,100.00	3,900.00	76.47	10,200.00
4189-00-000	Total Other Admin Expenses	20,571.13	17,582.04	-2,989.09	-17.00	38,778.05	35,164.08	-3,613.97	-10.28	70,328.00

**All PH AMPs (.ph)
Budget Comparison**

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4190-00-000	Miscellaneous Admin Expenses									
4190-01-000	Membership and Fees	539.34	1,407.00	867.66	61.67	689.34	2,814.00	2,124.66	75.50	5,628.00
4190-03-000	Advertising	354.34	100.02	-254.32	-254.27	714.34	200.04	-514.30	-257.10	400.00
4190-04-000	Office Supplies	1,223.31	1,924.98	701.67	36.45	2,304.83	3,849.96	1,545.13	40.13	7,700.00
4190-07-000	Telephone	283.48	360.00	76.52	21.26	557.58	720.00	162.42	22.56	1,440.00
4190-08-000	Postage	1,472.66	1,830.00	357.34	19.53	2,990.96	3,660.00	669.04	18.28	7,320.00
4190-09-000	Software Lisense Fees	6,495.19	8,145.00	1,649.81	20.26	8,525.29	16,290.00	7,764.71	47.67	32,580.00
4190-10-000	Copiers	2,902.86	3,100.02	197.16	6.36	6,894.84	6,200.04	-694.80	-11.21	12,400.00
4190-12-000	Software	0.00	0.00	0.00	N/A	90.85	0.00	-90.85	N/A	0.00
4190-13-000	Internet	1,547.73	1,300.02	-247.71	-19.05	2,850.55	2,600.04	-250.51	-9.63	5,200.00
4190-15-000	Cell Phones/Pagers	2,998.74	2,737.50	-261.24	-9.54	5,838.78	5,475.00	-363.78	-6.64	10,950.00
4190-18-000	Small Office Equipment	0.00	124.98	124.98	100.00	0.00	249.96	249.96	100.00	500.00
4190-22-000	Other Misc Admin Expenses	1,198.04	1,204.50	6.46	0.54	2,191.77	2,409.00	217.23	9.02	4,818.00
4190-23-000	ICMA Employee Contri.	-3,023.68	0.00	3,023.68	N/A	-5,132.74	0.00	5,132.74	N/A	0.00
4190-24-000	ICMA Employee 457 loan	-770.56	0.00	770.56	N/A	-1,430.72	0.00	1,430.72	N/A	0.00
4191-00-000	Total Miscellaneous Admin Expenses	65,919.23	84,157.08	18,237.85	21.67	141,028.31	168,314.16	27,285.85	16.21	336,628.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	92,733.47	108,639.12	15,905.65	14.64	187,284.00	217,278.24	29,994.24	13.80	434,556.00
4200-00-000	TENANT SERVICES									
4210-00-000	Tenant Services Salaries	27,820.78	48,213.48	20,392.70	42.30	65,380.14	96,426.96	31,046.82	32.20	192,854.00
4210-01-000	Employee Benefit Contribution - Tenant S	2,216.02	15,656.52	13,440.50	85.85	11,185.80	31,313.04	20,127.24	64.28	62,626.00
4210-02-000	Retirement-Tenant Svcs.	18,134.28	18,523.02	388.74	2.10	35,858.36	37,046.04	1,187.68	3.21	74,092.00
4210-05-000	ICMA Tenant Ser. Benefit	2,053.52	3,037.50	983.98	32.39	3,960.90	6,075.00	2,114.10	34.80	12,150.00
4212-00-000	Tenant Services Travel/Training	-76.75	874.98	951.73	108.77	153.25	1,749.96	1,596.71	91.24	3,500.00
4230-01-000	Tenant Relocation	2,848.72	0.00	-2,848.72	N/A	2,848.72	0.00	-2,848.72	N/A	0.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	52,996.57	86,305.50	33,308.93	38.59	119,387.17	172,611.00	53,223.83	30.83	345,222.00
4300-00-000	UTILITY EXPENSES									
4310-00-000	Water	20,333.28	30,000.00	9,666.72	32.22	49,513.76	60,000.00	10,486.24	17.48	120,000.00
4310-01-000	Water System Exp Maintaining	0.00	375.00	375.00	100.00	100.00	750.00	650.00	86.67	1,500.00
4320-00-000	Electricity	7,718.67	7,750.02	31.35	0.40	18,762.69	15,500.04	-3,262.65	-21.05	31,000.00
4330-00-000	Gas	1,692.14	1,249.98	-442.16	-35.37	2,675.64	2,499.96	-175.68	-7.03	5,000.00
4340-00-000	Garbage/Trash Removal	31,149.03	30,750.00	-399.03	-1.30	62,941.55	61,500.00	-1,441.55	-2.34	123,000.00
4390-00-000	Sewer	31,539.58	32,749.98	1,210.40	3.70	65,747.74	65,499.96	-247.78	-0.38	131,000.00
4399-00-000	TOTAL UTILITY EXPENSES	92,432.70	102,874.98	10,442.28	10.15	199,741.38	205,749.96	6,008.58	2.92	411,500.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000	General Maint Expense									
4410-00-000	Maintenance Salaries	57,652.94	73,582.02	15,929.08	21.65	139,099.76	147,164.04	8,064.28	5.48	294,328.00
4410-05-000	Employee Benefit Contribution - Maint	4,954.52	17,797.50	12,842.98	72.16	21,689.40	35,595.00	13,905.60	39.07	71,190.00
4410-06-000	Retirement-Maint.	27,477.60	28,681.50	1,203.90	4.20	54,902.18	57,363.00	2,460.82	4.29	114,726.00
4410-09-000	ICMA Mtce. Benefits	4,544.36	4,636.02	91.66	1.98	8,763.28	9,272.04	508.76	5.49	18,544.00
4411-00-000	Maintenance Uniforms	870.24	1,200.00	329.76	27.48	2,188.88	2,400.00	211.12	8.80	4,800.00
4412-00-000	Maintenance Travel/Training	0.00	0.00	0.00	N/A	364.86	0.00	-364.86	N/A	0.00
4413-00-000	Vehicle Gas, Oil, Grease	1,436.19	1,750.02	313.83	17.93	3,133.74	3,500.04	366.30	10.47	7,000.00
4419-00-000	Total General Maint Expense	96,935.85	127,647.06	30,711.21	24.06	230,142.10	255,294.12	25,152.02	9.85	510,588.00
4420-00-000	Materials									
4420-01-000	Supplies-Grounds	0.00	250.02	250.02	100.00	0.00	500.04	500.04	100.00	1,000.00
4420-02-000	Supplies-Appliance	2,236.47	12,000.00	9,763.53	81.36	13,811.46	24,000.00	10,188.54	42.45	48,000.00
4420-03-000	Supplies-Decorating	0.00	0.00	0.00	N/A	36.00	0.00	-36.00	N/A	0.00
4420-04-000	Supplies-Electrical	0.00	0.00	0.00	N/A	5,344.73	0.00	-5,344.73	N/A	0.00
4420-06-000	Supplies-Janitorial/Cleaning	647.23	1,125.00	477.77	42.47	2,629.28	2,250.00	-379.28	-16.86	4,500.00
4420-07-000	Supplies-Maint/Repairs	20,939.81	25,000.02	4,060.21	16.24	34,657.64	50,000.04	15,342.40	30.68	100,000.00
4420-08-000	Supplies-Plumbing	0.00	625.02	625.02	100.00	211.83	1,250.04	1,038.21	83.05	2,500.00
4420-09-000	Tools and Equipment	466.50	16,412.52	15,946.02	97.16	6,361.17	32,825.04	26,463.87	80.62	65,650.00
4420-10-000	Maintenance Paper/Supplies	0.00	250.02	250.02	100.00	0.00	500.04	500.04	100.00	1,000.00
4420-11-000	Maint. Building Rent	33,492.00	33,492.00	0.00	0.00	66,984.00	66,984.00	0.00	0.00	133,968.00

**All PH AMPs (.ph)
Budget Comparison**

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4420-12-000	Supplies - HVAC	0.00	0.00	0.00	N/A	399.44	0.00	-399.44	N/A	0.00
4429-00-000	Total Materials	57,782.01	89,154.60	31,372.59	35.19	130,435.55	178,309.20	47,873.65	26.85	356,618.00
4430-00-000	Contract Costs									
4430-01-000	Contract-Alarm/Extinguisher	0.00	625.02	625.02	100.00	0.00	1,250.04	1,250.04	100.00	2,500.00
4430-03-000	Contract-Building Repairs	8,600.00	10,500.00	1,900.00	18.10	8,600.00	21,000.00	12,400.00	59.05	42,000.00
4430-04-000	Contract-Carpet Cleaning	0.00	499.98	499.98	100.00	0.00	999.96	999.96	100.00	2,000.00
4430-05-000	Contract-Decorating/Painting	8,725.00	8,749.98	24.98	0.29	10,898.00	17,499.96	6,601.96	37.73	35,000.00
4430-06-000	Contract-Electrical	0.00	750.00	750.00	100.00	0.00	1,500.00	1,500.00	100.00	3,000.00
4430-07-000	Contract-Pest Control	935.00	1,875.00	940.00	50.13	1,970.00	3,750.00	1,780.00	47.47	7,500.00
4430-08-000	Contract-Floor Covering	13,289.58	10,500.00	-2,789.58	-26.57	13,289.58	21,000.00	7,710.42	36.72	42,000.00
4430-09-000	Contract-Grounds	21,318.00	21,259.50	-58.50	-0.28	47,518.00	42,519.00	-4,999.00	-11.76	85,038.00
4430-10-000	Contract-Janitorial/Cleaning	2,110.00	900.00	-1,210.00	-134.44	2,110.00	1,800.00	-310.00	-17.22	3,600.00
4430-11-000	Contract-Plumbing	320.00	2,500.02	2,180.02	87.20	860.00	5,000.04	4,140.04	82.80	10,000.00
4430-12-000	Contract-Window/Door	3,675.54	2,500.02	-1,175.52	-47.02	4,600.71	5,000.04	399.33	7.99	10,000.00
4430-13-000	Contract-HVAC	3,757.00	9,000.00	5,243.00	58.26	13,507.00	18,000.00	4,493.00	24.96	36,000.00
4430-14-000	Contract-Vehicle Maintenance	3,777.34	750.00	-3,027.34	-403.65	4,043.40	1,500.00	-2,543.40	-169.56	3,000.00
4430-18-000	Contract-Alarm Monitoring	493.40	750.00	256.60	34.21	902.44	1,500.00	597.56	39.84	3,000.00
4430-22-000	Contract-IT Contracts	4,610.04	4,849.98	239.94	4.95	10,917.28	9,699.96	-1,217.32	-12.55	19,400.00
4439-00-000	Total Contract Costs	71,610.90	76,009.50	4,398.60	5.79	119,216.41	152,019.00	32,802.59	21.58	304,038.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	226,328.76	292,811.16	66,482.40	22.70	479,794.06	585,622.32	105,828.26	18.07	1,171,244.00
4500-00-000	GENERAL EXPENSES									
4510-10-000	Property Insurance	24,173.46	24,173.52	0.06	0.00	48,346.92	48,347.04	0.12	0.00	96,694.00
4510-20-000	Liability Insurance	3,227.40	3,227.52	0.12	0.00	6,454.80	6,455.04	0.24	0.00	12,910.00
4510-30-000	Auto Insurance	1,459.20	1,710.00	250.80	14.67	2,918.40	3,420.00	501.60	14.67	6,840.00
4510-40-000	Workers Comp Insurance	5,646.06	4,981.02	-665.04	-13.35	5,646.06	9,962.04	4,315.98	43.32	19,924.00
4510-50-000	SUI-Admin.	2,066.68	383.52	-1,683.16	-438.87	2,197.04	767.04	-1,430.00	-186.43	1,534.00
4510-51-000	SUI-Tenant Svcs.	0.00	482.52	482.52	100.00	0.00	965.04	965.04	100.00	1,930.00
4510-52-000	SUI-Mtce.	0.00	736.02	736.02	100.00	0.00	1,472.04	1,472.04	100.00	2,944.00
4510-60-000	Medicare-Admin.	473.18	556.02	82.84	14.90	1,036.64	1,112.04	75.40	6.78	2,224.00
4510-61-000	Medicare-Tenant Svcs.	379.08	699.00	319.92	45.77	886.80	1,398.00	511.20	36.57	2,796.00
4510-62-000	Medicare-Mtce.	797.34	1,066.98	269.64	25.27	1,930.42	2,133.96	203.54	9.54	4,268.00
4570-00-000	Bad Debt-Tenant Rents	0.00	750.00	750.00	100.00	842.00	1,500.00	658.00	43.87	3,000.00
4570-01-000	Bad Debt-Other	0.00	375.00	375.00	100.00	542.92	750.00	207.08	27.61	1,500.00
4580-00-000	Security/Law Enforcement	18,104.26	17,500.02	-604.24	-3.45	38,185.62	35,000.04	-3,185.58	-9.10	70,000.00
4599-00-000	TOTAL GENERAL EXPENSES	56,326.66	56,641.14	314.48	0.56	108,987.62	113,282.28	4,294.66	3.79	226,564.00
4700-00-000	HOUSING ASSISTANCE PAYMENTS									
4715-01-001	Tenant Utility Payments-Public Housing	1,760.22	1,249.98	-510.24	-40.82	3,336.22	2,499.96	-836.26	-33.45	5,000.00
4715-06-000	FSS Escrow Payments	4,269.00	7,000.02	2,731.02	39.01	7,161.00	14,000.04	6,839.04	48.85	28,000.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	6,029.22	8,250.00	2,220.78	26.92	10,497.22	16,500.00	6,002.78	36.38	33,000.00
5000-00-000	NON-OPERATING ITEMS									
5210-00-000	Operating Transfers OUT	0.00	1,743.00	1,743.00	100.00	0.00	3,486.00	3,486.00	100.00	6,972.00
5999-00-000	TOTAL NON-OPERATING ITEMS	0.00	1,743.00	1,743.00	100.00	0.00	3,486.00	3,486.00	100.00	6,972.00
8000-00-000	TOTAL EXPENSES	526,847.38	657,264.90	130,417.52	19.84	1,105,691.45	1,314,529.80	208,838.35	15.89	2,629,058.00
9000-00-000	NET INCOME	73,758.45	-2,253.48	-184,823.11	-28.12	201,683.70		-211,486.04	-16.09	-9,012.00

**Family Self Sufficiency (fss)
Budget Comparison**

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-00-000	INCOME									
3100-00-000	TENANT INCOME									
3400-00-000	GRANT INCOME									
3410-03-000	Section 8 FSS Grant Income	12,907.18	16,267.50	-3,360.32	-20.66	29,700.95	32,535.00	-2,834.05	-8.71	65,070.00
3499-00-000	TOTAL GRANT INCOME	12,907.18	16,267.50	-3,360.32	-20.66	29,700.95	32,535.00	-2,834.05	-8.71	65,070.00
3999-00-000	TOTAL INCOME	12,907.18	16,267.50	-3,360.32	-20.66	29,700.95	32,535.00	-2,834.05	-8.71	65,070.00
4000-00-000	EXPENSES									
4100-00-000	ADMINISTRATIVE EXPENSES									
4200-00-000	TENANT SERVICES									
4210-00-000	Tenant Services Salaries	9,662.57	8,618.49	-1,044.08	-12.11	19,152.50	17,236.98	-1,915.52	-11.11	34,474.00
4210-01-000	Employee Benefit Contribution - Tenant S	602.03	3,603.99	3,001.96	83.30	4,083.99	7,207.98	3,123.99	43.34	14,416.00
4210-02-000	Retirement-Tenant Svcs.	3,500.27	3,099.24	-401.03	-12.94	6,706.97	6,198.48	-508.49	-8.20	12,397.00
4210-05-000	ICMA Tenant Ser. Benefit	718.45	543.00	-175.45	-32.31	1,206.59	1,086.00	-120.59	-11.10	2,172.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	14,483.32	15,864.72	1,381.40	8.71	31,150.05	31,729.44	579.39	1.83	63,459.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4500-00-000	GENERAL EXPENSES									
4510-40-000	Workers Comp Insurance	384.96	277.74	-107.22	-38.60	384.96	555.48	170.52	30.70	1,111.00
4510-61-000	Medicare-Tenant Svcs.	128.25	125.01	-3.24	-2.59	255.29	250.02	-5.27	-2.11	500.00
4599-00-000	TOTAL GENERAL EXPENSES	513.21	402.75	-110.46	-27.43	640.25	805.50	165.25	20.52	1,611.00
8000-00-000	TOTAL EXPENSES	14,996.53	16,267.47	1,270.94	7.81	31,790.30	32,534.94	744.64	2.29	65,070.00
9000-00-000	NET INCOME	-2,089.35	0.03	-2,089.38	-12.84	-2,089.35	0.06	-2,089.41	-6.42	0.00

Madera Housing Authority (fml)
Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
3000-00-000	INCOME									
3100-00-000	TENANT INCOME									
3101-00-000	Rental Income									
3111-00-000	Tenant Rent	182,995.88	192,551.76	-9,555.88	-4.96	369,533.33	385,103.52	-15,570.19	-4.04	770,207.00
3112-02-000	Rental Assistance	103,627.00	97,771.50	5,855.50	5.99	209,355.00	195,543.00	13,812.00	7.06	391,086.00
3112-07-000	Non-Dwelling Rent	1,050.00	1,050.00	0.00	0.00	2,100.00	2,100.00	0.00	0.00	4,200.00
3119-00-000	Total Rental Income	287,672.88	291,373.26	-3,700.38	-1.27	580,988.33	582,746.52	-1,758.19	-0.30	1,165,493.00
3120-00-000	Other Tenant Income									
3120-02-000	Cleaning Fee	216.00	500.01	-284.01	-56.80	702.00	1,000.02	-298.02	-29.80	2,000.00
3120-03-000	Damages	155.51	337.50	-181.99	-53.92	650.61	675.00	-24.39	-3.61	1,350.00
3120-04-000	Late Charges	340.00	300.00	40.00	13.33	580.00	600.00	-20.00	-3.33	1,200.00
3120-06-000	NSF Charges	0.00	24.99	-24.99	-100.00	0.00	49.98	-49.98	-100.00	100.00
3120-09-000	Misc.Tenant Income	160.20	125.01	35.19	28.15	395.20	250.02	145.18	58.07	500.00
3129-00-000	Total Other Tenant Income	871.71	1,287.51	-415.80	-32.29	2,327.81	2,575.02	-247.21	-9.60	5,150.00
3199-00-000	TOTAL TENANT INCOME	288,544.59	292,660.77	-4,116.18	-1.41	583,316.14	585,321.54	-2,005.40	-0.34	1,170,643.00
3600-00-000	OTHER INCOME									
3612-00-000	Interest Income	1,297.42	2,250.00	-952.58	-42.34	3,048.55	4,500.00	-1,451.45	-32.25	9,000.00
3650-00-000	Miscellaneous Other Income	1,351.29	0.00	1,351.29	N/A	1,351.29	0.00	1,351.29	N/A	0.00
3660-00-000	Operating Transfers IN	42,499.99	45,999.99	-3,500.00	-7.61	42,499.99	91,999.98	-49,499.99	-53.80	184,000.00
3699-00-000	TOTAL OTHER INCOME	45,148.70	48,249.99	-3,101.29	-6.43	46,899.83	96,499.98	-49,600.15	-51.40	193,000.00
3999-00-000	TOTAL INCOME	333,693.29	340,910.76	-7,217.47	-2.12	630,215.97	681,821.52	-51,605.55	-7.57	1,363,643.00
4000-00-000	EXPENSES									
4100-00-000	ADMINISTRATIVE EXPENSES									
4100-99-000	Administrative Salaries									
4110-00-000	Administrative Salaries	13,137.32	15,410.76	2,273.44	14.75	29,719.95	30,821.52	1,101.57	3.57	61,643.00
4110-04-000	Employee Benefit Contribution - Admir	1,185.07	3,008.49	1,823.42	60.61	4,742.79	6,016.98	1,274.19	21.18	12,034.00
4110-05-000	Retirement-admin.	5,992.90	5,546.49	-446.41	-8.05	11,710.07	11,092.98	-617.09	-5.56	22,186.00
4110-08-000	ICMA Admin Benefits.	1,045.40	971.01	-74.39	-7.66	1,917.42	1,942.02	24.60	1.27	3,884.00
4110-09-000	SUI Expense	24.25	37.50	13.25	35.33	48.49	75.00	26.51	35.35	150.00
4110-99-000	Total Administrative Salaries	21,384.94	24,974.25	3,589.31	14.37	48,138.72	49,948.50	1,809.78	3.62	99,897.00
4130-00-000	Legal Expense									
4130-02-000	Criminal Background Checks	28.62	37.50	8.88	23.68	107.52	75.00	-32.52	-43.36	150.00
4130-03-000	Tenant Screening	0.00	24.99	24.99	100.00	0.00	49.98	49.98	100.00	100.00
4130-04-000	General Legal Expense	2,275.66	2,437.50	161.84	6.64	2,522.62	4,875.00	2,352.38	48.25	9,750.00
4131-00-000	Total Legal Expense	2,304.28	2,499.99	195.71	7.83	2,630.14	4,999.98	2,369.84	47.40	10,000.00
4139-00-000	Other Admin Expenses									
4140-00-000	Admin Training	105.00	375.00	270.00	72.00	492.75	750.00	257.25	34.30	1,500.00
4150-00-000	Admin Travel	626.49	375.00	-251.49	-67.06	1,711.70	750.00	-961.70	-128.23	1,500.00
4170-00-000	Accounting Fees	437.63	750.00	312.37	41.65	2,524.03	1,500.00	-1,024.03	-68.27	3,000.00
4171-00-000	Auditing Fees	3,056.85	1,162.50	-1,894.35	-162.95	3,356.85	2,325.00	-1,031.85	-44.38	4,650.00
4180-00-000	Office Rent	4,200.00	4,200.00	0.00	0.00	8,400.00	8,400.00	0.00	0.00	16,800.00
4182-00-000	Consultants	450.00	675.00	225.00	33.33	450.00	1,350.00	900.00	66.67	2,700.00
4189-00-000	Total Other Admin Expenses	8,875.97	7,537.50	-1,338.47	-17.76	16,935.33	15,075.00	-1,860.33	-12.34	30,150.00
4190-00-000	Miscellaneous Admin Expenses									
4190-01-000	Membership and Fees	97.50	506.76	409.26	80.76	153.75	1,013.52	859.77	84.83	2,027.00
4190-03-000	Advertising	132.87	56.25	-76.62	-136.21	267.87	112.50	-155.37	-138.11	225.00
4190-04-000	Office Supplies	515.16	675.00	159.84	23.68	1,061.35	1,350.00	288.65	21.38	2,700.00
4190-07-000	Telephone	127.65	135.00	7.35	5.44	255.30	270.00	14.70	5.44	540.00
4190-08-000	Postage	552.28	686.25	133.97	19.52	1,134.20	1,372.50	238.30	17.36	2,745.00
4190-09-000	Software License Fees	2,187.01	3,069.99	882.98	28.76	2,948.40	6,139.98	3,191.58	51.98	12,280.00
4190-10-000	Copiers	1,088.70	1,162.50	73.80	6.35	2,585.79	2,325.00	-260.79	-11.22	4,650.00
4190-12-000	Software	0.00	0.00	0.00	N/A	35.27	0.00	-35.27	N/A	0.00

Madera Housing Authority (fml)
Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4190-13-000 Internet	454.46	487.50	33.04	6.78	943.09	975.00	31.91	3.27	1,950.00	
4190-15-000 Cell Phones/Pagers	903.81	915.00	11.19	1.22	1,727.95	1,830.00	102.05	5.58	3,660.00	
4190-22-000 Other Misc Admin Expenses	449.43	213.75	-235.68	-110.26	817.81	427.50	-390.31	-91.30	855.00	
4190-23-000 ICMA Employee Contri.	-1,181.01	0.00	1,181.01	N/A	-2,085.81	0.00	2,085.81	N/A	0.00	
4190-24-000 ICMA Employee 457 loan	-339.29	0.00	339.29	N/A	-629.78	0.00	629.78	N/A	0.00	
4191-00-000 Total Miscellaneous Admin Expenses	26,373.51	32,882.25	6,508.74	19.79	57,353.91	65,764.50	8,410.59	12.79	131,529.00	
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	37,553.76	42,919.74	5,365.98	12.50	76,919.38	85,839.48	8,920.10	10.39	171,679.00	
4200-00-000 TENANT SERVICES										
4210-00-000 Tenant Services Salaries	12,323.05	14,063.25	1,740.20	12.37	27,750.58	28,126.50	375.92	1.34	56,253.00	
4210-01-000 Employee Benefit Contribution - Tenant S	731.97	3,303.75	2,571.78	77.84	3,901.99	6,607.50	2,705.51	40.95	13,215.00	
4210-02-000 Retirement-Tenant Svcs.	5,360.03	5,496.00	135.97	2.47	10,592.85	10,992.00	399.15	3.63	21,984.00	
4210-05-000 ICMA Tenant Ser. Benefit	917.34	885.99	-31.35	-3.54	1,706.68	1,771.98	65.30	3.69	3,544.00	
4212-00-000 Tenant Services Travel/Training	64.50	249.99	185.49	74.20	64.50	499.98	435.48	87.10	1,000.00	
4299-00-000 TOTAL TENANT SERVICES EXPENSES	19,396.89	23,998.98	4,602.09	19.18	44,016.60	47,997.96	3,981.36	8.29	95,996.00	
4300-00-000 UTILITY EXPENSES										
4310-00-000 Water	12,270.30	18,832.50	6,562.20	34.85	31,298.07	37,665.00	6,366.93	16.90	75,330.00	
4310-01-000 Water System Exp Maintaining	0.00	187.50	187.50	100.00	0.00	375.00	375.00	100.00	750.00	
4320-00-000 Electricity	3,318.72	1,181.25	-2,137.47	-180.95	7,327.14	2,362.50	-4,964.64	-210.14	4,725.00	
4330-00-000 Gas	483.08	375.00	-108.08	-28.82	594.00	750.00	156.00	20.80	1,500.00	
4340-00-000 Garbage/Trash Removal	13,714.37	13,161.24	-553.13	-4.20	26,681.87	26,322.48	-359.39	-1.37	52,645.00	
4390-00-000 Sewer	16,271.30	14,634.99	-1,636.31	-11.18	30,436.98	29,269.98	-1,167.00	-3.99	58,540.00	
4399-00-000 TOTAL UTILITY EXPENSES	46,057.77	48,372.48	2,314.71	4.79	96,338.06	96,744.96	406.90	0.42	193,490.00	
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES										
4400-99-000 General Maint Expense										
4410-00-000 Maintenance Salaries	15,327.81	21,953.76	6,625.95	30.18	36,776.92	43,907.52	7,130.60	16.24	87,815.00	
4410-05-000 Employee Benefit Contribution - Maint	690.96	5,412.75	4,721.79	87.23	4,733.08	10,825.50	6,092.42	56.28	21,651.00	
4410-06-000 Retirement-Maint.	10,604.83	8,899.74	-1,705.09	-19.16	20,186.69	17,799.48	-2,387.21	-13.41	35,599.00	
4410-09-000 ICMA Mtce. Benefits	1,089.21	1,383.00	293.79	21.24	2,316.95	2,766.00	449.05	16.23	5,532.00	
4411-00-000 Maintenance Uniforms	514.32	686.01	171.69	25.03	762.71	1,372.02	609.31	44.41	2,744.00	
4412-00-000 Maintenance Travel/Training	0.00	0.00	0.00	N/A	149.46	0.00	-149.46	N/A	0.00	
4413-00-000 Vehicle Gas, Oil, Grease	165.59	900.00	734.41	81.60	716.02	1,800.00	1,083.98	60.22	3,600.00	
4419-00-000 Total General Maint Expense	28,392.72	39,235.26	10,842.54	27.63	65,641.83	78,470.52	12,828.69	16.35	156,941.00	
4420-00-000 Materials										
4420-01-000 Supplies-Grounds	0.00	2,562.51	2,562.51	100.00	0.00	5,125.02	5,125.02	100.00	10,250.00	
4420-02-000 Supplies-Appliance	363.88	6,000.00	5,636.12	93.94	5,880.77	12,000.00	6,119.23	50.99	24,000.00	
4420-03-000 Supplies-Decorating	0.00	0.00	0.00	N/A	35.99	0.00	-35.99	N/A	0.00	
4420-04-000 Supplies-Electrical	0.00	62.49	62.49	100.00	0.00	124.98	124.98	100.00	250.00	
4420-06-000 Supplies-Janitorial/Cleaning	202.28	500.01	297.73	59.54	428.27	1,000.02	571.75	57.17	2,000.00	
4420-07-000 Supplies-Maint/Repairs	9,054.33	9,999.99	945.66	9.46	11,422.90	19,999.98	8,577.08	42.89	40,000.00	
4420-08-000 Supplies-Plumbing	0.00	125.01	125.01	100.00	807.44	250.02	-557.42	-222.95	500.00	
4420-09-000 Tools and Equipment	191.08	540.00	348.92	64.61	887.59	1,080.00	192.41	17.82	2,160.00	
4420-11-000 Maint. Building Rent	3,750.00	3,750.00	0.00	0.00	7,500.00	7,500.00	0.00	0.00	15,000.00	
4429-00-000 Total Materials	13,561.57	23,540.01	9,978.44	42.39	26,962.96	47,080.02	20,117.06	42.73	94,160.00	
4430-00-000 Contract Costs										
4430-01-000 Contract-Alarm/Extinguisher	0.00	324.99	324.99	100.00	0.00	649.98	649.98	100.00	1,300.00	
4430-04-000 Contract-Carpet Cleaning	0.00	249.99	249.99	100.00	0.00	499.98	499.98	100.00	1,000.00	
4430-05-000 Contract-Decorating/Painting	3,890.00	1,200.00	-2,690.00	-224.17	3,890.00	2,400.00	-1,490.00	-62.08	4,800.00	
4430-07-000 Contract-Pest Control	110.00	375.00	265.00	70.67	395.00	750.00	355.00	47.33	1,500.00	
4430-08-000 Contract-Floor Covering	15,667.97	24,999.99	9,332.02	37.33	15,667.97	49,999.98	34,332.01	68.66	100,000.00	
4430-09-000 Contract-Grounds	18,013.00	20,946.24	2,933.24	14.00	26,476.00	41,892.48	15,416.48	36.80	83,785.00	
4430-10-000 Contract-Janitorial/Cleaning	568.00	600.00	32.00	5.33	568.00	1,200.00	632.00	52.67	2,400.00	
4430-11-000 Contract-Plumbing	3,860.00	624.99	-3,235.01	-517.61	4,660.00	1,249.98	-3,410.02	-272.81	2,500.00	
4430-12-000 Contract-Window/Door	22.05	375.00	352.95	94.12	22.05	750.00	727.95	97.06	1,500.00	
4430-13-000 Contract-HVAC	0.00	1,250.01	1,250.01	100.00	0.00	2,500.02	2,500.02	100.00	5,000.00	

Madera Housing Authority (fml)
Budget Comparison

Period = Jan 2026-Mar 2026

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4430-14-000 Contract-Vehicle Maintenance	1,564.35	375.00	-1,189.35	-317.16	1,658.14	750.00	-908.14	-121.09	1,500.00
4430-18-000 Contract-Alarm Monitoring	108.78	375.00	266.22	70.99	230.88	750.00	519.12	69.22	1,500.00
4430-22-000 Contract-IT Contracts	1,728.87	1,818.75	89.88	4.94	4,094.19	3,637.50	-456.69	-12.56	7,275.00
4439-00-000 Total Contract Costs	45,533.02	53,514.96	7,981.94	14.92	57,662.23	107,029.92	49,367.69	46.13	214,060.00
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL E	87,487.31	116,290.23	28,802.92	24.77	150,267.02	232,580.46	82,313.44	35.39	465,161.00
GENERAL EXPENSES									
4500-00-000 GENERAL EXPENSES									
4510-10-000 Property Insurance	11,994.03	11,994.24	0.21	0.00	23,988.06	23,988.48	0.42	0.00	47,977.00
4510-20-000 Liability Insurance	1,312.92	1,313.01	0.09	0.01	2,625.84	2,626.02	0.18	0.01	5,252.00
4510-30-000 Auto Insurance	48.78	48.99	0.21	0.43	97.56	97.98	0.42	0.43	196.00
4510-40-000 Workers Comp Insurance	1,796.49	1,658.01	-138.48	-8.35	1,796.49	3,316.02	1,519.53	45.82	6,632.00
4510-50-000 SUI-Admin.	1,033.34	153.99	-879.35	-571.04	1,098.52	307.98	-790.54	-256.69	616.00
4510-51-000 SUI-Tenant Svcs.	0.00	140.76	140.76	100.00	0.00	281.52	281.52	100.00	563.00
4510-52-000 SUI-Mtce.	0.00	219.51	219.51	100.00	0.00	439.02	439.02	100.00	878.00
4510-60-000 Medicare-Admin.	236.07	223.50	-12.57	-5.62	502.31	447.00	-55.31	-12.37	894.00
4510-61-000 Medicare-Tenant Svcs.	168.69	204.00	35.31	17.31	378.62	408.00	29.38	7.20	816.00
4510-62-000 Medicare-Mtce.	210.39	318.24	107.85	33.89	502.39	636.48	134.09	21.07	1,273.00
4570-00-000 Bad Debt-Tenant Rents	0.00	624.99	624.99	100.00	0.00	1,249.98	1,249.98	100.00	2,500.00
4570-01-000 Bad Debt-Other	0.00	249.99	249.99	100.00	0.00	499.98	499.98	100.00	1,000.00
4580-00-000 Security/Law Enforcement	9,052.13	7,500.00	-1,552.13	-20.70	19,092.80	15,000.00	-4,092.80	-27.29	30,000.00
4599-00-000 TOTAL GENERAL EXPENSES	25,852.84	24,649.23	-1,203.61	-4.88	50,082.59	49,298.46	-784.13	-1.59	98,597.00
FINANCING EXPENSE									
4800-00-000 FINANCING EXPENSE									
4851-00-000 Interest Expense-C.B.B Loan	16,793.78	25,500.00	8,706.22	34.14	41,760.68	51,000.00	9,239.32	18.12	102,000.00
4852-00-000 C.B.B Principal Expense	22,038.64	32,748.75	10,710.11	32.70	55,320.37	65,497.50	10,177.13	15.54	130,995.00
4853-00-000 USDA Loan #6 Interest expense	35.92	40.26	4.34	10.78	73.66	80.52	6.86	8.52	161.00
4853-01-000 USDA Loan #7 Interest Expense	123.20	131.76	8.56	6.50	250.05	263.52	13.47	5.11	527.00
4853-02-000 USDA Loan #8 Interest Expense	213.28	227.25	13.97	6.15	432.55	454.50	21.95	4.83	909.00
4854-00-000 USDA Loan #6 Principal Expense	729.80	725.76	-4.04	-0.56	1,457.78	1,451.52	-6.26	-0.43	2,903.00
4854-01-000 USDA Loan #7 Principal Expense	1,460.86	1,452.51	-8.35	-0.57	2,918.07	2,905.02	-13.05	-0.45	5,810.00
4854-02-000 USDA Loan #8 Principal Expense	2,400.32	2,386.50	-13.82	-0.58	4,794.65	4,773.00	-21.65	-0.45	9,546.00
4899-00-000 TOTAL FINANCING EXPENSES	43,795.80	63,212.79	19,416.99	30.72	107,007.81	126,425.58	19,417.77	15.36	252,851.00
NON-OPERATING ITEMS									
5000-00-000 NON-OPERATING ITEMS									
5210-00-000 Operating Transfers OUT	42,499.99	21,467.25	-21,032.74	-97.98	42,499.99	42,934.50	434.51	1.01	85,869.00
5999-00-000 TOTAL NON-OPERATING ITEMS	42,499.99	21,467.25	-21,032.74	-97.98	42,499.99	42,934.50	434.51	1.01	85,869.00
8000-00-000 TOTAL EXPENSES	302,644.36	340,910.70	38,266.34	11.22	567,131.45	681,821.40	114,689.95	16.82	1,363,643.00
9000-00-000 NET INCOME	31,048.93	0.06	31,048.87	9.11	63,084.52	0.12	63,084.40	9.25	0.00

Pomona Ranch (pomona)
Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
3000-00-000	INCOME									
3100-00-000	TENANT INCOME									
3101-00-000	Rental Income									
3111-00-000	Tenant Rent	0.00	0.00	0.00	N/A	21,025.00	0.00	21,025.00	N/A	0.00
3112-07-000	Non-Dwelling Rent	800.00	0.00	800.00	N/A	2,400.00	0.00	2,400.00	N/A	0.00
3119-00-000	Total Rental Income	800.00	0.00	800.00	N/A	23,425.00	0.00	23,425.00	N/A	0.00
3120-00-000	Other Tenant Income									
3120-01-000	Laundry and Vending	0.00	0.00	0.00	N/A	2,071.75	0.00	2,071.75	N/A	0.00
3120-02-000	Cleaning Fee	0.00	0.00	0.00	N/A	3,015.00	0.00	3,015.00	N/A	0.00
3120-03-000	Damages	0.00	0.00	0.00	N/A	1,109.21	0.00	1,109.21	N/A	0.00
3129-00-000	Total Other Tenant Income	0.00	0.00	0.00	N/A	6,195.96	0.00	6,195.96	N/A	0.00
3199-00-000	TOTAL TENANT INCOME	800.00	0.00	800.00	N/A	29,620.96	0.00	29,620.96	N/A	0.00
3400-00-000	GRANT INCOME									
3410-07-000	OMS-Migrant PFS Subsidy	32,698.65	121,373.76	-88,675.11	-73.06	134,992.71	242,747.50	-107,754.79	17.00	485,495.00
3499-00-000	TOTAL GRANT INCOME	32,698.65	121,373.76	-88,675.11	-73.06	134,992.71	242,747.50	-107,754.79	17.00	485,495.00
3600-00-000	OTHER INCOME									
3612-00-000	Interest Income	47.34	0.00	47.34	N/A	413.96	0.00	413.96	N/A	0.00
3699-00-000	TOTAL OTHER INCOME	47.34	0.00	47.34	N/A	413.96	0.00	413.96	N/A	0.00
3999-00-000	TOTAL INCOME	33,545.99	121,373.76	-91,268.42		165,027.63	242,747.50	-77,719.87		485,495.00
	Less OMS Pass through Income	847.34		847.34		30,034.92		30,034.92		
	TOTAL REPORTABLE INCOME	32,698.65		-92,115.76	-75.89	134,992.71		-107,754.79	-44.39	
4000-00-000	EXPENSES									
4100-00-000	ADMINISTRATIVE EXPENSES									
4100-99-000	Administrative Salaries									
4110-00-000	Administrative Salaries	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
4110-04-000	Employee Benefit Contribution - Admir	28.80	11.01	-17.79	-161.58	28.80	22.00	6.80	30.91	44.00
4110-99-000	Total Administrative Salaries	28.80	11.01	-17.79	-161.58	28.80	22.00	6.80	30.91	44.00
4139-00-000	Other Admin Expenses									
4150-00-000	Admin Travel	81.00	0.00	-81.00	N/A	81.00	0.00	81.00	N/A	0.00
4171-00-000	Auditing Fees	0.00	375.00	375.00	100.00	0.00	750.00	-750.00	-100.00	1,500.00
4173-00-000	Management Fee	10,001.25	10,135.26	134.01	1.32	20,002.50	20,270.50	-268.00	-1.32	40,541.00
4182-00-000	Consultants	0.00	360.00	360.00	100.00	0.00	720.00	-720.00	-100.00	1,440.00
4189-00-000	Total Other Admin Expenses	10,082.25	10,870.26	788.01	7.25	20,083.50	21,740.50	-1,657.00	-7.62	43,481.00
4190-00-000	Miscellaneous Admin Expenses									
4190-03-000	Advertising	0.00	92.49	92.49	100.00	0.00	185.00	-185.00	-100.00	370.00
4190-04-000	Office Supplies	5.00	360.00	355.00	98.61	16.40	720.00	-703.60	-97.72	1,440.00
4190-07-000	Telephone	596.79	474.99	-121.80	-25.64	1,219.14	950.00	269.14	28.33	1,900.00
4190-08-000	Postage	294.53	366.00	71.47	19.53	576.18	732.00	-155.82	-21.29	1,464.00
4190-09-000	Software Lisense Fees	1,180.58	1,604.01	423.43	26.40	1,580.97	3,208.00	-1,627.03	-50.72	6,416.00
4190-10-000	Copiers	580.56	620.01	39.45	6.36	1,378.95	1,240.00	138.95	11.21	2,480.00
4190-13-000	Internet	11,089.06	11,437.50	348.44	3.05	22,850.52	22,875.00	-24.48	-0.11	45,750.00
4190-15-000	Cell Phones/Pagers	152.70	180.00	27.30	15.17	320.75	360.00	-39.25	-10.90	720.00
4190-22-000	Other Misc Admin Expenses	206.52	159.24	-47.28	-29.69	339.64	318.50	21.14	6.64	637.00
4190-23-000	ICMA Employee Contri.	-210.00	0.00	210.00	N/A	-390.00	0.00	-390.00	N/A	0.00
4191-00-000	Total Miscellaneous Admin Expenses	13,924.54	15,305.25	1,380.71	9.02	27,892.55	30,588.50	-2,695.95	-8.81	61,221.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	24,006.79	26,175.51	2,168.72	8.29	48,004.85	52,351.00	-4,346.15	-8.30	104,702.00
4200-00-000	TENANT SERVICES									
4210-00-000	Tenant Services Salaries	12,232.91	13,709.49	1,476.58	10.77	27,444.45	27,419.00	25.45	0.09	54,838.00
4210-01-000	Employee Benefit Contribution - Tenant S	703.24	2,682.75	1,979.51	73.79	3,388.48	5,365.50	-1,977.02	-36.85	10,731.00

Pomona Ranch (pomona)
Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4210-02-000 Retirement-Tenant Svcs.	7,374.26	6,879.51	-494.75	-7.19	14,173.70	13,759.00	414.70	3.01	27,518.00
4210-05-000 ICMA Tenant Ser. Benefit	944.81	863.76	-81.05	-9.38	1,728.98	1,727.50	1.48	0.09	3,455.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	21,255.22	24,135.51	2,880.29	11.93	46,735.61	48,271.00	-1,535.39	-3.18	96,542.00
4300-00-000 UTILITY EXPENSES									
4310-01-000 Water System Exp Maintaining	4,053.58	2,375.01	-1,678.57	-70.68	17,697.67	4,750.00	12,947.67	272.58	9,500.00
4320-00-000 Electricity	4,741.07	11,775.00	7,033.93	59.74	13,236.76	23,550.00	-10,313.24	-43.79	47,100.00
4330-00-000 Gas	2,221.43	2,000.01	-221.42	-11.07	3,868.48	4,000.00	-131.52	-3.29	8,000.00
4340-00-000 Garbage/Trash Removal	712.86	1,425.00	712.14	49.97	3,347.23	2,850.00	497.23	17.45	5,700.00
4399-00-000 TOTAL UTILITY EXPENSES	11,728.94	17,575.02	5,846.08	33.26	38,150.14	35,150.00	3,000.14	8.54	70,300.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	10,721.59	12,459.75	1,738.16	13.95	24,456.98	24,919.50	-462.52	-1.86	49,839.00
4410-01-000 Maintenance Labor-Grounds	219.34	0.00	-219.34	N/A	526.25	0.00	526.25	N/A	0.00
4410-05-000 Employee Benefit Contribution - Maint	1,323.12	6,352.50	5,029.38	79.17	7,528.92	12,705.00	-5,176.08	-40.74	25,410.00
4410-06-000 Retirement-Maint.	4,582.95	4,758.24	175.29	3.68	8,973.54	9,516.50	-542.96	-5.71	19,033.00
4410-09-000 ICMA Mtce. Benefits	829.56	785.01	-44.55	-5.68	1,540.85	1,570.00	-29.15	-1.86	3,140.00
4411-00-000 Maintenance Uniforms	327.49	125.01	-202.48	-161.97	478.16	250.00	228.16	91.26	500.00
4413-00-000 Vehicle Gas, Oil, Grease	172.39	575.01	402.62	70.02	308.85	1,150.00	-841.15	-73.14	2,300.00
4419-00-000 Total General Maint Expense	18,176.44	25,055.52	6,879.08	27.46	43,813.55	50,111.00	-6,297.45	-12.57	100,222.00
4420-00-000 Materials									
4420-01-000 Supplies-Grounds	0.00	375.00	375.00	100.00	0.00	750.00	-750.00	-100.00	1,500.00
4420-04-000 Supplies-Electrical	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
4420-07-000 Supplies-Maint/Repairs	2,470.40	2,000.01	-470.39	-23.52	2,600.64	4,000.00	-1,399.36	-34.98	8,000.00
4420-09-000 Tools and Equipment	113.64	125.01	11.37	9.10	113.64	250.00	-136.36	-54.54	500.00
4429-00-000 Total Materials	2,584.04	2,500.02	-84.02	-3.36	2,714.28	5,000.00	-2,285.72	-45.71	10,000.00
4430-00-000 Contract Costs									
4430-01-000 Contract-Alarm/Extinguisher	0.00	549.99	549.99	100.00	0.00	1,100.00	-1,100.00	-100.00	2,200.00
4430-06-000 Contract-Electrical	0.00	500.01	500.01	100.00	3,328.00	1,000.00	2,328.00	232.80	2,000.00
4430-07-000 Contract-Pest Control	532.00	300.00	-232.00	-77.33	532.00	600.00	-68.00	-11.33	1,200.00
4430-09-000 Contract-Grounds	125.00	249.99	124.99	50.00	1,020.00	500.00	520.00	104.00	1,000.00
4430-11-000 Contract-Plumbing	0.00	249.99	249.99	100.00	0.00	500.00	-500.00	-100.00	1,000.00
4430-12-000 Contract-Window/Door	0.00	0.00	0.00	N/A	800.24	0.00	800.24	N/A	0.00
4430-13-000 Contract-HVAC	1,258.00	875.01	-382.99	-43.77	1,258.00	1,750.00	-492.00	-28.11	3,500.00
4430-14-000 Contract-Vehicle Maintenance	0.00	375.00	375.00	100.00	758.67	750.00	8.67	1.16	1,500.00
4430-16-000 Contract-Maintenance Consultants	461.33	0.00	-461.33	N/A	461.33	0.00	461.33	N/A	0.00
4430-18-000 Contract-Alarm Monitoring	124.00	275.01	151.01	54.91	217.00	550.00	-333.00	-60.55	1,100.00
4430-20-000 Contract Equipment Maint.	0.00	1,250.01	1,250.01	100.00	733.54	2,500.00	-1,766.46	-70.66	5,000.00
4430-22-000 Contract-IT Contracts	846.39	969.99	123.60	12.74	2,035.02	1,940.00	95.02	4.90	3,880.00
4430-90-000 Contract-Fee For Service	0.00	447.51	447.51	100.00	314.00	895.00	-581.00	-64.92	1,790.00
4439-00-000 Total Contract Costs	3,346.72	6,042.51	2,695.79	44.61	11,457.80	12,085.00	-627.20	-5.19	24,170.00
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL E	24,107.20	33,598.05	9,490.85	28.25	57,985.63	67,196.00	-9,210.37	-13.71	134,392.00
4500-00-000 GENERAL EXPENSES									
4510-10-000 Property Insurance	4,511.22	4,511.25	0.03	0.00	9,022.44	9,022.50	-0.06	0.00	18,045.00
4510-20-000 Liability Insurance	639.30	639.51	0.21	0.03	1,278.60	1,279.00	-0.40	-0.03	2,558.00
4510-30-000 Auto Insurance	167.34	167.49	0.15	0.09	334.68	335.00	-0.32	-0.10	670.00
4510-40-000 Workers Comp Insurance	1,026.57	813.99	-212.58	-26.12	1,026.57	1,628.00	-601.43	-36.94	3,256.00
4510-61-000 Medicare-Tenant Svcs.	171.53	198.75	27.22	13.70	382.74	397.50	-14.76	-3.71	795.00
4510-62-000 Medicare-Mtce.	139.51	180.75	41.24	22.82	483.45	361.50	121.95	33.73	723.00
4599-00-000 TOTAL GENERAL EXPENSES	6,655.47	6,511.74	-143.73	-2.21	12,528.48	13,023.50	-495.02	-3.80	26,047.00
4800-00-000 FINANCING EXPENSE									
4857-00-000 Debt Prin Expense	0.00	1,135.26	1,135.26	100.00	0.00	2,270.50	-2,270.50	-100.00	4,541.00
4899-00-000 TOTAL FINANCING EXPENSES	0.00	1,135.26	1,135.26	100.00	0.00	2,270.50	-2,270.50	-100.00	4,541.00

Pomona Ranch (pomona)
Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
5000-00-000	NON-OPERATING ITEMS									
5210-00-000	Operating Transfers OUT	0.00	12,242.76	12,242.76	100.00	0.00	24,485.50	-24,485.50	-100.00	48,971.00
5999-00-000	TOTAL NON-OPERATING ITEMS	0.00	12,242.76	12,242.76	100.00	0.00	24,485.50	-24,485.50	-100.00	48,971.00
8000-00-000	TOTAL EXPENSES	87,753.62	121,373.85	33,620.23	27.70	203,404.71	242,747.50	-39,342.79	-16.21	485,495.00
9000-00-000	NET INCOME	-55,054.97	-0.09	-125,735.99	-103.59	-68,412.00	0.00	-68,412.00	-28.18	0.00

**All HCV properties (.hcvall)
Budget Comparison**

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3120-00-000	Other Tenant Income								
3120-09-000	0.00	0.00	0.00	N/A	20.20	0.00	20.20	N/A	0.00
3129-00-000	0.00	0.00	0.00	N/A	20.20	0.00	20.20	N/A	0.00
3199-00-000	0.00	0.00	0.00	N/A	20.20	0.00	20.20	N/A	0.00
3400-00-000	GRANT INCOME								
3410-01-000	1,662,125.00	1,621,865.01	40,259.99	2.48	3,288,933.00	3,296,887.02	-7,954.02	-0.24	6,540,617.00
3410-02-000	194,702.00	176,401.50	18,300.50	10.37	397,960.00	357,804.00	40,156.00	11.22	710,607.00
3410-04-000	2,327.94	1,850.01	477.93	25.83	4,561.88	3,700.02	861.86	23.29	7,400.00
3410-06-000	36,013.00	23,499.99	12,513.01	53.25	70,136.00	46,999.98	23,136.02	49.23	94,000.00
3499-00-000	1,895,167.94	1,823,616.51	71,551.43	3.92	3,761,590.88	3,705,391.02	56,199.86	1.52	7,352,624.00
3600-00-000	OTHER INCOME								
3612-00-000	3,643.92	2,625.00	1,018.92	38.82	11,597.56	5,250.00	6,347.56	120.91	10,500.00
3699-00-000	3,643.92	2,625.00	1,018.92	38.82	11,597.56	5,250.00	6,347.56	120.91	10,500.00
3999-00-000	1,898,811.86	1,826,241.51	72,570.35	3.97	3,773,208.64	3,710,641.02	62,567.62	1.69	7,363,124.00
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	23,364.39	27,236.01	3,871.62	14.22	52,503.64	59,473.02	6,969.38	11.72	113,945.00
4110-04-000	1,884.37	3,197.01	1,312.64	41.06	7,124.32	6,394.02	-730.30	-11.42	12,788.00
4110-05-000	12,956.29	9,998.25	-2,958.04	-29.59	24,724.03	19,996.50	-4,727.53	-23.64	39,993.00
4110-08-000	2,029.05	1,716.00	-313.05	-18.24	3,631.12	3,432.00	-199.12	-5.80	6,864.00
4110-09-000	33.93	52.50	18.57	35.37	67.83	105.00	37.17	35.40	210.00
4110-99-000	40,268.03	42,199.77	1,931.74	4.58	88,050.94	89,400.54	1,349.60	1.51	173,800.00
4130-00-000	Legal Expense								
4130-02-000	40.05	52.50	12.45	23.71	150.51	105.00	-45.51	-43.34	210.00
4130-03-000	0.00	24.99	24.99	100.00	0.00	49.98	49.98	100.00	100.00
4130-04-000	3,185.88	3,412.50	226.62	6.64	960.82	6,825.00	5,864.18	85.92	13,650.00
4131-00-000	3,225.93	3,489.99	264.06	7.57	1,111.33	6,979.98	5,868.65	84.08	13,960.00
4139-00-000	Other Admin Expenses								
4140-00-000	-577.00	525.00	1,102.00	209.90	-34.15	1,050.00	1,084.15	103.25	2,100.00
4150-00-000	1,202.03	525.00	-677.03	-128.96	2,694.32	1,050.00	-1,644.32	-156.60	2,100.00
4170-00-000	612.67	1,050.00	437.33	41.65	3,533.60	2,100.00	-1,433.60	-68.27	4,200.00
4171-00-000	4,279.59	1,627.50	-2,652.09	-162.95	4,699.59	3,255.00	-1,444.59	-44.38	6,510.00
4172-00-000	5,116.60	5,499.99	383.39	6.97	9,846.03	10,999.98	1,153.95	10.49	22,000.00
4180-00-000	8,190.00	8,190.00	0.00	0.00	16,380.00	16,380.00	0.00	0.00	32,760.00
4182-00-000	630.00	1,749.99	1,119.99	64.00	3,575.00	3,499.98	-75.02	-2.14	7,000.00
4189-00-000	19,453.89	19,167.48	-286.41	-1.49	40,694.39	38,334.96	-2,359.43	-6.15	76,670.00
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	276.16	453.75	177.59	39.14	354.91	907.50	552.59	60.89	1,815.00
4190-03-000	186.02	78.75	-107.27	-136.22	375.02	157.50	-217.52	-138.11	315.00
4190-04-000	1,171.57	1,117.26	-54.31	-4.86	1,977.33	2,234.52	257.19	11.51	4,469.00
4190-07-000	59.51	200.01	140.50	70.25	99.29	400.02	300.73	75.18	800.00
4190-08-000	773.15	960.51	187.36	19.51	1,908.76	1,921.02	12.26	0.64	3,842.00
4190-09-000	3,838.20	5,022.99	1,184.79	23.59	4,903.96	10,045.98	5,142.02	51.18	20,092.00
4190-10-000	1,524.00	1,627.50	103.50	6.36	3,619.79	3,255.00	-364.79	-11.21	6,510.00
4190-12-000	0.00	0.00	0.00	N/A	779.40	0.00	-779.40	N/A	0.00
4190-13-000	521.26	682.50	161.24	23.62	1,205.21	1,365.00	159.79	11.71	2,730.00
4190-15-000	519.27	472.50	-46.77	-9.90	1,041.58	945.00	-96.58	-10.22	1,890.00
4190-22-000	628.98	456.99	-171.99	-37.64	1,095.17	913.98	-181.19	-19.82	1,828.00

All HCV properties (.hcvall)
Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-23-000 ICMA Employee Contri.	-3,392.96	0.00	3,392.96	N/A	-4,867.08	0.00	4,867.08	N/A	0.00
4190-24-000 ICMA Employee 457 loan	-1,153.60	0.00	1,153.60	N/A	-2,119.86	0.00	2,119.86	N/A	0.00
4191-00-000 Total Miscellaneous Admin Expenses	45,219.59	53,272.53	8,052.94	15.12	98,424.42	111,546.06	13,121.64	11.76	218,091.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	67,899.41	75,930.00	8,030.59	10.58	140,230.14	156,861.00	16,630.86	10.60	308,721.00
4200-00-000 TENANT SERVICES									
4210-00-000 Tenant Services Salaries	42,386.96	50,440.74	8,053.78	15.97	94,491.69	100,881.48	6,389.79	6.33	201,763.00
4210-01-000 Employee Benefit Contribution - Tenant S	2,754.82	11,846.25	9,091.43	76.75	13,701.51	23,692.50	9,990.99	42.17	47,385.00
4210-02-000 Retirement-Tenant Svcs.	17,412.60	17,634.00	221.40	1.26	34,558.33	35,268.00	709.67	2.01	70,536.00
4210-05-000 ICMA Tenant Ser. Benefit	3,032.90	3,177.75	144.85	4.56	5,645.17	6,355.50	710.33	11.18	12,711.00
4212-00-000 Tenant Services Travel/Training	-141.25	875.01	1,016.26	116.14	-26.25	1,750.02	1,776.27	101.50	3,500.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	65,446.03	83,973.75	18,527.72	22.06	148,370.45	167,947.50	19,577.05	11.66	335,895.00
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	27.75	115.50	87.75	75.97	96.66	231.00	134.34	58.16	462.00
4320-00-000 Electricity	936.00	1,653.75	717.75	43.40	2,797.53	3,307.50	509.97	15.42	6,615.00
4330-00-000 Gas	272.13	59.76	-212.37	-355.37	119.52	119.52	-166.45	-139.27	239.00
4340-00-000 Garbage/Trash Removal	216.48	225.75	9.27	4.11	432.96	451.50	18.54	4.11	903.00
4390-00-000 Sewer	52.65	189.00	136.35	72.14	171.65	378.00	206.35	54.59	756.00
4399-00-000 TOTAL UTILITY EXPENSES	1,505.01	2,243.76	738.75	32.92	3,784.77	4,487.52	702.75	15.66	8,975.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4411-00-000 Maintenance Uniforms	0.00	35.01	35.01	100.00	0.00	70.02	70.02	100.00	140.00
4413-00-000 Vehicle Gas, Oil, Grease	246.48	300.00	53.52	17.84	887.83	600.00	-287.83	-47.97	1,200.00
4419-00-000 Total General Maint Expense	246.48	335.01	88.53	26.43	887.83	670.02	-217.81	-32.51	1,340.00
4420-00-000 Materials									
4420-06-000 Supplies-Janitorial/Cleaning	0.00	78.75	78.75	100.00	0.00	157.50	157.50	100.00	315.00
4420-07-000 Supplies-Maint/Repairs	0.00	0.00	0.00	N/A	86.73	0.00	-86.73	N/A	0.00
4420-09-000 Tools and Equipment	0.00	125.01	125.01	100.00	0.00	250.02	250.02	100.00	500.00
4429-00-000 Total Materials	0.00	203.76	203.76	100.00	86.73	407.52	320.79	78.72	815.00
4430-00-000 Contract Costs									
4430-01-000 Contract-Alarm/Extinguisher	0.00	174.75	174.75	100.00	0.00	349.50	349.50	100.00	699.00
4430-07-000 Contract-Pest Control	31.50	31.50	0.00	0.00	63.00	63.00	0.00	0.00	126.00
4430-09-000 Contract-Grounds	88.20	88.26	0.06	0.07	176.40	176.52	0.12	0.07	353.00
4430-12-000 Contract-Window/Door	30.87	0.00	-30.87	N/A	30.87	0.00	-30.87	N/A	0.00
4430-18-000 Contract-Alarm Monitoring	108.88	54.24	-54.64	-100.74	145.00	108.48	-36.52	-33.67	217.00
4430-22-000 Contract-IT Contracts	2,420.28	2,546.25	125.97	4.95	5,731.59	5,092.50	-639.09	-12.55	10,185.00
4439-00-000 Total Contract Costs	2,679.73	2,895.00	215.27	7.44	6,146.86	5,790.00	-356.86	-6.16	11,580.00
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL E	2,926.21	3,433.77	507.56	14.78	7,121.42	6,867.54	-253.88	-3.70	13,735.00
4500-00-000 GENERAL EXPENSES									
4510-10-000 Property Insurance	444.21	450.00	5.79	1.29	888.42	900.00	11.58	1.29	1,800.00
4510-20-000 Liability Insurance	1,342.83	1,350.00	7.17	0.53	2,685.66	2,700.00	14.34	0.53	5,400.00
4510-30-000 Auto Insurance	332.34	337.50	5.16	1.53	664.68	675.00	10.32	1.53	1,350.00
4510-40-000 Workers Comp Insurance	2,566.38	2,504.49	-61.89	-2.47	2,566.38	5,008.98	2,442.60	48.76	10,018.00
4510-50-000 SUI-Admin.	3,100.11	272.25	-2,827.86	-1,038.70	3,295.66	544.50	-2,751.16	-505.26	1,089.00
4510-51-000 SUI-Tenant Svcs.	0.00	504.51	504.51	100.00	0.00	1,009.02	1,009.02	100.00	2,018.00
4510-60-000 Medicare-Admin.	480.78	395.01	-85.77	-21.71	988.58	790.02	-198.56	-25.13	1,580.00
4510-61-000 Medicare-Tenant Svcs.	556.05	731.49	175.44	23.98	1,229.40	1,462.98	233.58	15.97	2,926.00
4580-00-000 Security/Law Enforcement	0.00	8,750.01	8,750.01	100.00	7,120.71	17,500.02	10,379.31	59.31	35,000.00
4599-00-000 TOTAL GENERAL EXPENSES	8,822.70	15,295.26	6,472.56	42.32	19,439.49	30,590.52	11,151.03	36.45	61,181.00
4700-00-000 HOUSING ASSISTANCE PAYMENTS									
4715-00-000 Housing Assistance Payments	1,512,686.00	1,524,440.01	11,754.01	0.77	3,071,581.00	3,093,391.02	21,810.02	0.71	6,142,271.00
4715-01-000 Tenant Utility Payments-Voucher	3,127.00	4,425.00	1,298.00	29.33	6,224.00	8,850.00	2,626.00	29.67	17,700.00
4715-02-000 Port Out HAP Payments	128,152.00	102,750.00	-25,402.00	-24.72	224,305.00	214,146.00	-10,159.00	-4.74	419,646.00

All HCV properties (.hcvall)

Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4715-06-000	FSS Escrow Payments	9,296.00	13,749.99	4,453.99	32.39	16,406.00	27,499.98	11,093.98	40.34	55,000.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,653,261.00	1,645,365.00	-7,896.00	-0.48	3,318,516.00	3,343,887.00	25,371.00	0.76	6,634,617.00
8000-00-000	TOTAL EXPENSES	1,799,860.36	1,826,241.54	26,381.18	1.44	3,637,462.27	3,710,641.08	73,178.81	1.97	7,363,124.00
9000-00-000	NET INCOME	98,951.50	-0.03	98,951.53	5.42	135,746.37	-0.06	135,746.43	3.66	0.00

**PH Cap Fund
Budget Comparison**

Period = Jan 2026-Mar 2026

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-00-000	INCOME									
	REVENUES									
3420-00-000	Capital Fund Grants	719,082.79	1,406,157.50	-687,074.71	-48.86	719,082.79	2,812,315.00	-2,093,232.21	-74.43	5,624,630.00
3999-00-000	TOTAL REVENUES	719,082.79	1,406,157.50	-687,074.71	-48.86	719,082.79	2,812,315.00	-2,093,232.21	-74.43	5,624,630.00
	EXPENSES									
4430-00-000	Contract Costs									
4430-99-000	Contract-Cap Improvement	0.00	1,406,157.50	-1,406,157.50	-100.00	0.00	2,812,315.00	-2,812,315.00	-100.00	5,624,630.00
4439-00-000	Total Contract Costs	0.00	1,406,157.50	-1,406,157.50	-100.00	0.00	2,812,315.00	-2,812,315.00	-100.00	5,624,630.00
8000-00-000	TOTAL EXPENSES	0.00	1,406,157.50	-1,406,157.50	-100.00	0.00	2,812,315.00	-2,812,315.00	-100.00	5,624,630.00
9000-00-000	NET INCOME	719,082.79	0.00	719,082.79	51.14	719,082.79	0.00	719,082.79	25.57	0.00

Housing Authority of the City of Madera



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MINUTES OF THE FEBRUARY 11TH REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The February 11th, Regular Meeting for the Housing Authority of the City of Madera was called to order by Chair Evans at 6:00 PM.

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 Anita Evans	(In Person at the City of Madera Council Chambers)
Vice Chair Rodriguez	(In Person at the City of Madera Council Chambers)
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 Elsa Mejia	(Via Zoom at 6:11 PM)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)
Commissioner Rohi Zacharia	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

GUESTS/STAFF PRESENT:

HACM Executive Director Blanca Mendoza-Navarro (Via Zoom)
HACM Executive Administrative Assistant Giselle Flores (In Person)
HACM Legal Counsel Megan Crouch (In Person)
HACM Finance & Administration Manager Djordan Didulo (In Person)
HACM Housing Services Manager Lucia Lopez (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Housing Programs Manager Jared Knittel (In Person)

INVOCATION:

Invocation conducted by Commissioner Zacharia.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance conducted by Commissioner Villegas.

APPROVAL OF AGENDA:

Commissioner Montes moved to approve the Agenda. Vice Chair, Rodriguez seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Rodriguez,
Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Elsa Mejia

ABSTAIN: (0)

PUBLIC COMMENT:

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

A. WORKSHOPS:

None.

B. CONSENT CALENDAR

B-1 Approval of the January 14th, 2026, Regular Board Meeting Minutes.

B-2 Approval of Registered Audited Demands for January 2026.

B-3 Approval of Out-of-State Travel Training:

- **26th Annual Nelrod Consortium Conference – Las Vegas, NV – February**
 - o **Jared Knittel, Housing Programs Manager**
 - o **Lucia Lopez, Housing Services Manager**

B-4 Approval of Out-of-State Travel Training

- Yardi Forum – Boston MA

- o **Djordan Didulo, Finance & Administration Manager**

Executive Director Blanca Mendoza-Navarro asked to pull item B-4 from the Consent Calendar.

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

YAYES: (6) Chair Anita Evans,
Vice Chair Rodriguez,
Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Elsa Mejia

ABSTAIN: (0)

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

C-1 Consideration – Cancellation of the March 11th, 2026, Regular Board Meeting of the Housing Authority of the City of Madera. Consider a Special Meeting for later in March 2026.

Executive Director Blanca Mendoza-Navarro presented Item C-1, requesting the cancellation of the regular Housing Authority Board meeting scheduled for March 11, 2026. She noted that both she and Chair Evans would be in Washington, D.C. attending the NAHRO conference on that date, which would prevent them from being physically present in the Council Chambers as required to meet quorum. Because of this, she asked the Board to cancel the March 11th, 2026 meeting and instead plan for a special meeting later in the month, suggesting the last Wednesday of March as a potential date. She added that in the future, whenever travel or trainings conflict with scheduled board meetings, she will bring those conflicts to the Board’s attention at the time the travel is arranged.

Commissioner E. Mejia joined the meeting via Zoom at approximately 6:18 PM.

Commissioner C. Gallegos moved to approve the Consent Calendar. Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (7) Chair Anita Evans,
Vice Chair Rodriguez,
Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Elsa Mejia,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

Executive Director Blanca Mendoza-Navarro presented the administrative reports for January, beginning with an overview of voucher activity. She reported that the Housing Authority currently has 611 vouchers leased, representing a 76% lease-up rate, with \$524,583 issued in Housing Assistance Payments (HAP) payments for the month. The Section 8 waiting list remains closed, and the agency has three vacancies with 3,099 applicants still waiting. For the Farm Labor (FML) program, there are two (2) vacancies and 18 families on the waiting list. In public Housing (PH), there are 70 open work orders with an average completion time of roughly 19 to 20 days, while the FML program has 48 open work orders averaging 25 days.

She explained that the presentation format was adjusted to compare performance over the past 12 months. In January of the previous year, the agency had 720 leased vouchers, a significant decrease compared to current numbers, which is directly tied to U.S. Department of Housing and Urban Development (HUD)-mandated cost-saving measures due to projected funding shortfalls. Although HUD formally notified the agency in March of the prior year, staff had already begun implementing cost-saving steps earlier, leading to a 14-point drop in lease-up rates and a reduction of nearly \$12,000 in HAP expenditures. Ms. Mendoza-Navarro emphasized that the Housing Authority still has no indication from HUD about when it will be allowed to reopen the

waiting list or issue new vouchers. She noted that these challenges are being experienced statewide, as confirmed through discussions with the California Association of Housing Authorities (CAHA).

In Public Housing (PH), she reported improvements compared to the previous year: vacancies have decreased by five units, and the waiting list has been reduced by 143 households. There were two (2) unit turnovers last year and none this year, which has improved occupancy but limits admissions from the waiting list. Ms. Mendoza-Navarro stated that these trends highlight the need to explore options such as repositioning PH units.

For the Farm Labor (FML) program, turnover increased by two (2) units this year, and while demand has slightly declined, the need for additional housing remains evident. She also reviewed maintenance activity, noting that last year's higher volume of work orders was largely due to inspection-related repairs. This year, both PH and FML work orders have significantly decreased—by 215 and 68 respectively—following completion of inspection-driven maintenance. She concluded her report with these updates and the ongoing focus on addressing waitlist demands, funding constraints, and long-term housing development strategies.

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

F. EXECUTIVE DIRECTOR REPORT:

Executive Director Blanca Mendoza-Navarro presented the departmental updates, beginning with the Housing Choice Voucher (HCV) program. She reported that staff continue to meet bi-weekly with the U.S. Department of Veterans Affairs (VA) to coordinate the HUD-Veterans Affairs (VASH) program. At the time of the report, 34 veterans had been housed, with four (4) actively searching for units and five (5) new referrals under review, leaving 11 vouchers available for issuance. She stated that collaboration with the VA remains ongoing to continue placing veterans. Regarding Emergency Housing Vouchers (EHV), the program successfully paid January and February Housing Assistance Payments (HAP), and the agency is awaiting further guidance from HUD. She noted that HUD recently indicated an effort to secure funding for the remainder of the year. The agency continues to communicate with the EHV Technical Assistance team and community partners, and she anticipates the ability to fund March HAP while monitoring resources for the months that follow. For the Family Self-Sufficiency (FSS) program, families continue to be contacted and engaged.

She then reported on Pomona Ranch, noting that the 2025 end-of-year reports were submitted to the Office of Migrant Services (OMS). The site generator passed inspection, and maintenance has ordered materials needed to prepare units for the upcoming season. Thirteen (13) units are fully ready and waiting for families to return in July. All units have been fumigated inside and out. Staff also prepared write-off requests for a few uncollectible balances from the 2023 season; tenants must pay outstanding amounts before returning. One tenant still has a balance owed, and that item will come back to a future meeting.

For PH and FML programs, she shared that staff continue monitoring federal updates. Annual financial information was submitted to California Department of Housing & Community Development (HCD), and the Finance Department completed all audit deliverables well ahead of

the June 30th, 2026 deadline. The auditor anticipates finalizing the audit report by the end of February, and no major findings were reported. The auditor recommended improved communication regarding legal invoices, requesting that unredacted versions be available for review, which staff confirmed they already maintain. In maintenance, service calls have increased and staffing levels are low, but the team continues addressing work orders and vacancies. A new maintenance employee, Pedro Aguila, recently joined and will be dedicated to the FML program.

Additionally, the main office experienced vandalism over Martin Luther King Jr. weekend, resulting in damage to a glass entry door. The suspect was apprehended, and repairs were completed the following Monday. Ms. Mendoza-Navarro also provided an update on HUD's recent notice regarding the Enterprise Income Verification (EIV) system, which now includes a SAVE (Systematic Alien Verification for Entitlements) data-matching feature. The agency was instructed to review discrepancies within 30 days. She reported that staff have been verifying information, and the list has been reduced from 80 individuals to eight requiring follow-up. She emphasized that no adverse actions, such as evictions, are being taken; the process is strictly to ensure accuracy of documentation. She added that the agency will continue running and reviewing this report as required. She concluded by noting there are no additional upcoming trainings besides those recently approved, and that she and the Board Chair will attend the Washington conference in March. The agency continues to utilize Aspire for staff training and development.

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

G. COMMISSIONER REPORTS:

1. Commissioner Zacharia had nothing to report.
2. Commissioner Gallegos reported that several residents had expressed concerns about the Housing Authority being closed every other Friday. She noted that this issue has been discussed over the years and requested that the Board consider directing staff to explore the possibility of the agency operating five days a week to ensure continuous availability and public access. She emphasized that residents rely on the agency for essential housing services and that maintaining consistent weekly coverage aligns with the agency's purpose. After brief clarification from Chair Evans and other Commissioners, the Board reached consensus to bring back a discussion item on this matter at a future meeting.
3. Commissioner Montes reported that the annual Point-in-Time homeless count was conducted at the end of last month, noting that some Housing Authority staff may have participated. He shared that he volunteered through the Fresno-Madera Continuum of Care and that last year's numbers are only now being finalized, while the newest count has already taken place. He explained that the results—whether they increase or decrease—can affect funding and are therefore important to monitor. He also encouraged participation in future counts, noting that the process has shifted from simple tallies to full surveys, which require more interaction. He added that he looks forward to reviewing the updated data once released.

4. Vice Chair Rodriguez thanked the Executive Director for her presentation and administrative reports, noting their importance in supporting the agency's mission. He requested that staff bring back legislative updates, particularly information being discussed at conferences or through HUD that may affect Housing Choice Vouchers, VASH, public housing, or the families the agency serves. He expressed interest in staying informed about potential impacts over the next few years, especially given heightened federal attention on immigration-related issues and recent changes in verification processes. He added that the updates could be provided either by the Executive Director or legal counsel and stated that he would appreciate having this information at a future meeting.
5. Commissioner Villegas had nothing to report.
6. Commissioner Mejia had nothing to report.
7. Chair Evans invited everyone to attend the upcoming Black History Month celebration taking place on Sunday at 3:00 p.m. She noted that the details had previously been kept quiet but are now being shared as the event approaches. She encouraged all to join the celebration, which will include a reception and a soul food dinner following the program.

H. CLOSED SESSION: Attorney Megan Crouch

Pursuant to CA Govt. Code 54957(b), the Board of Commissioners temporarily adjourned from the open session and met in closed session at 6:45 p.m. regarding the following:

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

- A. Conference with Legal Counsel – Anticipated Litigation
 - a. Significant exposure to litigation pursuant to § 54956.9(b): 2-3 cases
- B. Conference with Labor Negotiators (54957.6)
 - a. Agency designated representative: Blanca Mendoza-Navarro
 - b. Unrepresented employees: all positions

Upon resuming open session, Attorney Megan Crouch stated that there is no reportable action.

I. ADJOURNMENT:

Chair Evans announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday March 11th at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:48 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing February 11th, 2026 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 April 8th, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 17th day of March 2026.

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

Housing Authority of the City of Madera



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MINUTES OF THE MARCH 25TH, 2026 SPECIAL BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The March 25th, Special Board Meeting for the Housing Authority of the City of Madera was called to order by Chair Evans at 6:00 PM.

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 Anita Evans	(In Person at the City of Madera Council Chambers)
Vice Chair Rodriguez	(In Person at the City of Madera Council Chambers)
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 Elsa Mejia	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)
Commissioner Rohi Zacharia	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

GUESTS/STAFF PRESENT:

HACM Executive Director Blanca Mendoza-Navarro (In Person)
HACM Executive Administrative Assistant Giselle Flores (In Person)
HACM Legal Counsel Christina D. Smith (In Person)
HACM Finance & Administration Manager Djordan Didulo (In Person)
HACM Housing Services Manager Lucia Lopez (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Housing Programs Manager Jared Knittel (In Person)

INVOCATION:

Invocation conducted by Commissioner Zacharia.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance conducted by Commissioner Villegas.

APPROVAL OF AGENDA:

Commissioner Gallegos moved to approve the Agenda. Commissioner Montes seconded the motion. The motion passed unanimously.

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

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

PUBLIC COMMENT:

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

A. WORKSHOPS:

None.

B. CONSENT CALENDAR

None.

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

C-1 RESOLUTION No. 1345 of the Housing Authority of the City of Madera to Consider Approval of Cooperative Procurement and Award of Capital Fund roofing project at 1034 Kennedy and 108/112 Cleveland.

Ms. Mendoza-Navarro presented Resolution No. 1345, approving the use of cooperative procurement services and acknowledging the Capital Fund roofing project at 1034 Kennedy Drive and 108/112 Cleveland Avenue. She explained that the item was intended for a prior meeting but was delayed due to timing constraints.

She stated that approximately \$5.6 million has been budgeted in Capital Fund grant funds, with limited expenditures to date, and that the roofing project will help advance required fund utilization. She noted that staffing limitations have delayed the Authority's ability to move projects forward through the standard procurement process.

To address this, the Agency utilized Sourcewell, a cooperative purchasing agency that allows public entities to use competitively bid contracts through a piggyback process. Through this process, Staples Construction Company was awarded the roofing project for both locations. Representatives from Sourcewell and Gordian were available to answer questions.

Ms. Mendoza-Navarro reported that, upon approval, work would begin promptly. The total contract amount is \$719,082.79, consisting of two work orders under the same contract: \$555,351.84 for the Kennedy Drive property and \$163,730.95 for the Cleveland Avenue properties. She concluded her presentation by noting that approval of the resolution would allow the Authority to proceed with the project and advance Capital Fund expenditures.

Commissioner S. Montes moved to approve the Item C-1. Commissioner R. Zacharia seconded the motion. The motion passed unanimously.

YAYES: (7) Chair Anita Evans,
Vice Chair Rodriguez,
Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Elsa Mejia,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

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

C-2 RESOLUTION No. 1346 of the Housing Authority of the City of Madera to Consider Authorization to Return Unspent Emergency Housing Voucher (EHV) Service Fee Funds to HUD.

Executive Director Blanca Mendoza-Navarro presented Resolution No. 1346, authorizing the return of unspent Emergency Housing Voucher (EHV) service fee funds to the U.S. Department of Housing and Urban Development (HUD). She explained that the Housing Authority received EHV funding through the American Rescue Plan Act during the COVID-19 pandemic, which included service fee funds to assist families with costs such as security deposits, move-in fees, and landlord engagement. Each EHV family was eligible for up to \$3,500 in service fee assistance.

Ms. Mendoza-Navarro stated that the Housing Authority was initially awarded 33 EHV vouchers. Subsequent HUD guidance limited agencies to vouchers already issued, which reduced the number of families that could be served and resulted in unspent service fee funds. At the time of the presentation, 16 families remained actively assisted under the EHV program.

Following a recent reconciliation of EHV service fee expenditures, HUD notified the Housing Authority that \$42,883 in funds remained unspent. These funds are required to be returned and will be recaptured for reallocation to address EHV housing assistance payment and administrative shortfalls nationwide. Ms. Mendoza-Navarro noted that the Housing Authority is also experiencing an EHV funding shortfall and may be considered for future reallocations.

Additionally, staff has been in coordination with HUD’s shortfall prevention team and is awaiting further guidance on funding determinations expected in early April. Until that information is released, HUD has directed the Authority to return the unspent service fee funds. The resolution before the Board authorizes the return of \$42,883 in unspent EHV service fee funds to HUD

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

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

NOES: (0)

ABSENT: (0)

ABSTAIN: (1) Commissioner Cece Gallegos

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

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

None.

F. EXECUTIVE DIRECTOR REPORT:

Executive Director Blanca Mendoza-Navarro provided a brief verbal update to the Board. She advised that no written report was submitted and informed the Board that she would be on vacation beginning Monday and would be out of the office the following week, returning on April 8 in time to attend the next Board meeting.

She stated that work on the upcoming Board agenda is already underway and will be reviewed with the Chair prior to distribution. Board packets are expected to be provided by April 2, noting that the next meeting agenda will be more extensive than usual to allow sufficient review time.

Ms. Mendoza-Navarro also informed the Board that Djordan will serve as the primary point of contact during her absence. She explained that coverage and backup measures have been established for her duties, and staff is prepared to handle any operational matters. She noted that she will be available by personal phone if needed but expressed confidence that staff will manage any issues that arise. She concluded her update and report.

G. COMMISSIONER REPORTS:

None.

H. CLOSED SESSION:

None.

I. ADJOURNMENT:

Chair Evans announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, April 8th, 2026 at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 6:21 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing March 25th, 2026 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 April 8th, 2026 where a quorum was present in accordance with the HACM Bylaws.

Executed on this 1st day of April 2026.

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

Payment Summary

Bank=revfund AND mm/yy=02/2026-02/2026 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	223	CIT04 - CITIZENS BUSINESS BANK	02/13/2026	02/2026	19,416.21	02/28/2026
revfund - WF Revolving Fund	224	mis02 - MISSIONSQUARE-303376	02/23/2026	02/2026	4,986.89	02/23/2026
revfund - WF Revolving Fund	225	pge01 - P. G. & E.	02/04/2026	02/2026	-8.78	02/04/2026
revfund - WF Revolving Fund	226	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	02/04/2026	02/2026	8,749.42	02/04/2026
revfund - WF Revolving Fund	227	mis02 - MISSIONSQUARE-303376	02/13/2026	02/2026	5,052.05	02/18/2026
revfund - WF Revolving Fund	228	mis02 - MISSIONSQUARE-303376	02/27/2026	02/2026	4,888.36	
revfund - WF Revolving Fund	229	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	02/13/2026	02/2026	8,870.07	02/18/2026
revfund - WF Revolving Fund	230	usbank001 - U.S. Bank National Association	02/28/2026	02/2026	6,803.94	02/28/2026
revfund - WF Revolving Fund	48220	ADP00 - ADP, INC.	02/13/2026	02/2026	118.45	02/20/2026
revfund - WF Revolving Fund	48221	att06 - AT&T CALNET	02/13/2026	02/2026	96.47	02/17/2026
revfund - WF Revolving Fund	48222	bct00 - BCT CONSULTING, INC.	02/13/2026	02/2026	1,463.73	02/19/2026
revfund - WF Revolving Fund	48223	cru0007 - Cruz Bazurto	02/13/2026	02/2026	682.78	02/18/2026
revfund - WF Revolving Fund	48224	DIA01 - DIAMOND COMMUNICATION,INC	02/13/2026	02/2026	378.50	02/26/2026
revfund - WF Revolving Fund	48225	edd01 - EMPLOYMENT DEVELOPMENT DEPARTMENT	02/13/2026	02/2026	161.60	02/20/2026
revfund - WF Revolving Fund	48226	FER04 - FERGUSON ENTERPRISES, INC	02/13/2026	02/2026	999.15	02/20/2026
revfund - WF Revolving Fund	48227	hds00 - HD SUPPLY FACILITIES MAINTENANCE	02/13/2026	02/2026	417.31	02/17/2026
revfund - WF Revolving Fund	48228	kjwater00 - KJ Water Services	02/13/2026	02/2026	732.00	02/18/2026
revfund - WF Revolving Fund	48229	mad02 - CITY OF MADERA UTILITY BILLING	02/13/2026	02/2026	19,043.16	02/19/2026
revfund - WF Revolving Fund	48230	mad03 - CITY OF MADERA CITY SERVICES	02/13/2026	02/2026	11,233.39	02/19/2026
revfund - WF Revolving Fund	48231	mad0g - MADERA CHAMBER OF	02/13/2026	02/2026	441.60	02/27/2026
revfund - WF Revolving Fund	48232	mad49 - MADERA PUMPS, INC.	02/13/2026	02/2026	1,056.58	02/23/2026
revfund - WF Revolving Fund	48233	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	02/13/2026	02/2026	2,752.00	02/18/2026
revfund - WF Revolving Fund	48234	men0039 - Mendoza	02/13/2026	02/2026	81.00	
revfund - WF Revolving Fund	48235	mis01 - MISSION UNIFORM SERVICE 3	02/13/2026	02/2026	166.76	02/18/2026
revfund - WF Revolving Fund	48236	nat0l - NATIONAL CREDIT REPORTING	02/13/2026	02/2026	35.80	02/17/2026
revfund - WF Revolving Fund	48237	off02 - ODP BUSINESS SOLUTIONS, LLC	02/13/2026	02/2026	193.25	02/19/2026
revfund - WF Revolving Fund	48238	PEC01 - PECKS PRINTERY	02/13/2026	02/2026	213.47	02/19/2026
revfund - WF Revolving Fund	48239	pera4 - PERIMETER PEST CONTROL	02/13/2026	02/2026	350.00	02/17/2026
revfund - WF Revolving Fund	48240	pge01 - P. G. & E.	02/13/2026	02/2026	3,808.13	02/25/2026
revfund - WF Revolving Fund	48241	qua07 - QUADIENT FINANCE USA, INC	02/13/2026	02/2026	1,000.00	02/19/2026
revfund - WF Revolving Fund	48242	red05 - RED ROCK ENVIRONMENTAL GRP	02/13/2026	02/2026	237.62	02/17/2026
revfund - WF Revolving Fund	48243	ric05 - RICOH USA, INC.	02/13/2026	02/2026	2,419.09	02/23/2026
revfund - WF Revolving Fund	48244	sie05 - SIERRA HR PARTNERS	02/13/2026	02/2026	190.75	02/20/2026
revfund - WF Revolving Fund	48245	spec001 - Charter Communications Holdings, LLC	02/13/2026	02/2026	3,808.42	02/23/2026
revfund - WF Revolving Fund	48246	ste02 - STERICYCLE, INC.	02/13/2026	02/2026	360.84	02/20/2026
revfund - WF Revolving Fund	48247	TEC06 - TECH HEROES, INC.	02/13/2026	02/2026	2,763.00	
revfund - WF Revolving Fund	48248	TMO00 - T-MOBILE USA INC.	02/13/2026	02/2026	1,626.28	02/26/2026
revfund - WF Revolving Fund	48249	v0000047 - WAND NEWCO 3, INC	02/13/2026	02/2026	5,877.67	
revfund - WF Revolving Fund	48250	van00 - VAN DE POL ENTERPRISES	02/13/2026	02/2026	313.69	02/18/2026
revfund - WF Revolving Fund	48251	47t01 - 47TH PLACE CARPET AND LINOLEUM, INC.	02/27/2026	02/2026	2,876.09	
revfund - WF Revolving Fund	48252	aff01 - AFFORDABLE HOUSING NETWORK	02/27/2026	02/2026	750.00	

Payment Summary

Bank=revfund AND mm/yy=02/2026-02/2026 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	48253	att06 - AT&T CALNET	02/27/2026	02/2026	252.20	
revfund - WF Revolving Fund	48254	bcs001 - Bettys Cleaning Service	02/27/2026	02/2026	4,847.00	
revfund - WF Revolving Fund	48255	bdo00 - BDO USA, P.A.	02/27/2026	02/2026	1,702.50	
revfund - WF Revolving Fund	48256	com0h - COMCAST	02/27/2026	02/2026	1,067.45	
revfund - WF Revolving Fund	48257	CWS01 - CORBIN WILLITS SYSTEM INC	02/27/2026	02/2026	755.50	
revfund - WF Revolving Fund	48258	djordan - Didulo	02/27/2026	02/2026	81.00	02/27/2026
revfund - WF Revolving Fund	48259	djordan - Didulo	02/27/2026	02/2026	88.65	02/27/2026
revfund - WF Revolving Fund	48260	eva00 - Anita Evans	02/27/2026	02/2026	415.00	
revfund - WF Revolving Fund	48261	hartford - THE HARTFORD	02/27/2026	02/2026	956.21	
revfund - WF Revolving Fund	48262	hds00 - HD SUPPLY FACILITIES MAINTENANCE	02/27/2026	02/2026	1,944.12	
revfund - WF Revolving Fund	48263	hom04 - HOME DEPOT CREDIT SERVICE	02/27/2026	02/2026	6,619.26	
revfund - WF Revolving Fund	48264	llop001 - Lopez	02/27/2026	02/2026	81.00	
revfund - WF Revolving Fund	48265	mad02 - CITY OF MADERA UTILITY BILLING	02/27/2026	02/2026	20,710.12	
revfund - WF Revolving Fund	48266	map00 - MAPA PLUMBING SERVICES	02/27/2026	02/2026	2,100.00	
revfund - WF Revolving Fund	48267	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	02/27/2026	02/2026	2,183.00	
revfund - WF Revolving Fund	48268	MCK01 - NAN MCKAY & ASSOCIATES	02/27/2026	02/2026	419.00	
revfund - WF Revolving Fund	48269	men00 - Blanca Mendoza-Navarro	02/27/2026	02/2026	871.96	
revfund - WF Revolving Fund	48270	met00 - METROPOLITAN LIFE INSURANCE COMPANY	02/27/2026	02/2026	1,639.58	
revfund - WF Revolving Fund	48271	mis01 - MISSION UNIFORM SERVICE 3	02/27/2026	02/2026	333.52	
revfund - WF Revolving Fund	48272	nav04 - NAVIA BENEFIT SOLUTIONS,	02/27/2026	02/2026	200.00	
revfund - WF Revolving Fund	48273	nora - Rivera	02/27/2026	02/2026	81.00	
revfund - WF Revolving Fund	48274	off02 - ODP BUSINESS SOLUTIONS, LLC	02/27/2026	02/2026	166.40	
revfund - WF Revolving Fund	48275	pge01 - P. G. & E.	02/27/2026	02/2026	2,106.02	
revfund - WF Revolving Fund	48276	pre06 - PRESTIGE CUSTOM GLASS	02/27/2026	02/2026	2,842.96	
revfund - WF Revolving Fund	48277	spe00 - SPECIALTY LANDSCAPE, INC.	02/27/2026	02/2026	9,990.00	
revfund - WF Revolving Fund	48278	t0000150 - Lopez-Gonzalez	02/27/2026	02/2026	384.42	
revfund - WF Revolving Fund	48279	v0000028 - Griswold , LaSalle, Cobb, Dowd and Gin, LLP	02/27/2026	02/2026	6,022.50	
revfund - WF Revolving Fund	48280	v0000030 - J & M Floor Covering, Inc.	02/27/2026	02/2026	8,271.88	
revfund - WF Revolving Fund	48281	v0000049 - Nonprofit Management Solutions, LLC	02/27/2026	02/2026	1,500.00	
revfund - WF Revolving Fund	48282	van00 - VAN DE POL ENTERPRISES	02/27/2026	02/2026	219.19	
revfund - WF Revolving Fund	48283	WIL01 - SHERWIN WILLIAMS COMPANY	02/27/2026	02/2026	1,104.45	
					205,362.63	

Payment Summary

Bank=revfund AND mm/yy=03/2026-03/2026 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	231	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	02/20/2026	03/2026	9,101.49	
revfund - WF Revolving Fund	232	usbank001 - U.S. Bank National Association	03/10/2026	03/2026	1,151.08	
revfund - WF Revolving Fund	233	mis02 - MISSIONSQUARE-303376	03/13/2026	03/2026	4,859.92	
revfund - WF Revolving Fund	234	mis02 - MISSIONSQUARE-303376	03/27/2026	03/2026	4,904.21	
revfund - WF Revolving Fund	235	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	03/13/2026	03/2026	8,658.60	
revfund - WF Revolving Fund	236	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	03/27/2026	03/2026	8,764.26	
revfund - WF Revolving Fund	48267	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	03/18/2026	03/2026	-2,183.00	
revfund - WF Revolving Fund	48284	att06 - AT&T CALNET	03/12/2026	03/2026	190.85	
revfund - WF Revolving Fund	48285	bcs001 - Bettys Cleaning Service	03/12/2026	03/2026	600.00	
revfund - WF Revolving Fund	48286	bct00 - BCT CONSULTING, INC.	03/12/2026	03/2026	973.73	
revfund - WF Revolving Fund	48287	chw01 - C.H.W.C.A.	03/12/2026	03/2026	12,831.00	
revfund - WF Revolving Fund	48288	hds00 - HD SUPPLY FACILITIES MAINTENANCE	03/12/2026	03/2026	3,166.88	
revfund - WF Revolving Fund	48289	hue01 - LAW OFFICE OF EMILIO J. HUERTA	03/12/2026	03/2026	1,300.00	
revfund - WF Revolving Fund	48290	kjwater00 - KJ Water Services	03/12/2026	03/2026	596.00	
revfund - WF Revolving Fund	48291	mad02 - CITY OF MADERA UTILITY BILLING	03/12/2026	03/2026	20,669.50	
revfund - WF Revolving Fund	48292	mad03 - CITY OF MADERA CITY SERVICES	03/12/2026	03/2026	11,717.32	
revfund - WF Revolving Fund	48293	men0039 - Mendoza	03/12/2026	03/2026	81.00	
revfund - WF Revolving Fund	48294	mis01 - MISSION UNIFORM SERVICE 3	03/12/2026	03/2026	92.48	
revfund - WF Revolving Fund	48295	nat01 - NATIONAL CREDIT REPORTING	03/12/2026	03/2026	17.90	
revfund - WF Revolving Fund	48296	off02 - ODP BUSINESS SOLUTIONS, LLC	03/12/2026	03/2026	467.53	
revfund - WF Revolving Fund	48297	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	03/12/2026	03/2026	436.64	
revfund - WF Revolving Fund	48298	pera4 - PERIMETER PEST CONTROL	03/12/2026	03/2026	350.00	
revfund - WF Revolving Fund	48299	pge01 - P. G. & E.	03/12/2026	03/2026	3,726.75	
revfund - WF Revolving Fund	48300	pre06 - PRESTIGE CUSTOM GLASS	03/12/2026	03/2026	773.78	
revfund - WF Revolving Fund	48301	qua07 - QUADIENT FINANCE USA, INC	03/12/2026	03/2026	1,000.00	
revfund - WF Revolving Fund	48302	red05 - RED ROCK ENVIRONMENTAL GRP	03/12/2026	03/2026	237.62	
revfund - WF Revolving Fund	48303	ric05 - RICOH USA, INC.	03/12/2026	03/2026	2,419.09	
revfund - WF Revolving Fund	48304	spec001 - Charter Communications Holdings, LLC	03/12/2026	03/2026	3,472.22	
revfund - WF Revolving Fund	48305	spfp001 - ANIVAL DAVID GARCIA	03/12/2026	03/2026	1,100.00	
revfund - WF Revolving Fund	48306	ste02 - STERICYCLE, INC.	03/12/2026	03/2026	367.99	
revfund - WF Revolving Fund	48307	TEC06 - TECH HEROES, INC.	03/12/2026	03/2026	2,763.00	
revfund - WF Revolving Fund	48308	TMO00 - T-MOBILE USA INC.	03/12/2026	03/2026	1,626.28	
revfund - WF Revolving Fund	48309	v0000028 - Griswold , LaSalle, Cobb, Dowd and Gin, LLP	03/12/2026	03/2026	3,445.00	
revfund - WF Revolving Fund	48310	v0000049 - Nonprofit Management Solutions, LLC	03/12/2026	03/2026	1,500.00	
revfund - WF Revolving Fund	48311	van00 - VAN DE POL ENTERPRISES	03/12/2026	03/2026	528.36	
revfund - WF Revolving Fund	48312	47t01 - 47TH PLACE CARPET AND LINOLEUM, INC.	03/27/2026	03/2026	13,486.95	
revfund - WF Revolving Fund	48313	ADP00 - ADP, INC.	03/27/2026	03/2026	123.60	
revfund - WF Revolving Fund	48314	agu0006 - Aguayo	03/27/2026	03/2026	95.00	
revfund - WF Revolving Fund	48315	agu0006 - Aguayo	03/27/2026	03/2026	193.00	
revfund - WF Revolving Fund	48316	ale00 - ALESHIRE & WYNDER, LLP	03/27/2026	03/2026	265.50	
revfund - WF Revolving Fund	48317	att06 - AT&T CALNET	03/27/2026	03/2026	144.71	

Payment Summary

Bank=revfund AND mm/yy=03/2026-03/2026 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	48318	bcs001 - Bettys Cleaning Service	03/27/2026	03/2026	2,171.00	
revfund - WF Revolving Fund	48319	bdo00 - BDO USA, P.A.	03/27/2026	03/2026	155.00	
revfund - WF Revolving Fund	48320	cal04 - CALIFORNIA ASSOCIATION OF HOUSING...	03/27/2026	03/2026	50.00	
revfund - WF Revolving Fund	48321	com0h - COMCAST	03/27/2026	03/2026	1,067.45	
revfund - WF Revolving Fund	48322	CRE03 - CREATIVE COPY	03/27/2026	03/2026	224.44	
revfund - WF Revolving Fund	48323	CWS01 - CORBIN WILLITS SYSTEM INC	03/27/2026	03/2026	755.50	
revfund - WF Revolving Fund	48324	DIA01 - DIAMOND COMMUNICATION,INC	03/27/2026	03/2026	204.00	
revfund - WF Revolving Fund	48325	gue0005 - Guerrero	03/27/2026	03/2026	161.36	
revfund - WF Revolving Fund	48326	gue0005 - Guerrero	03/27/2026	03/2026	597.00	
revfund - WF Revolving Fund	48327	hartford - THE HARTFORD	03/27/2026	03/2026	1,007.99	
revfund - WF Revolving Fund	48328	hds00 - HD SUPPLY FACILITIES MAINTENANCE	03/27/2026	03/2026	254.46	
revfund - WF Revolving Fund	48329	ins01 - INSIGHT EMPLOYEE ASSISTANCE PROGRAM	03/27/2026	03/2026	360.00	
revfund - WF Revolving Fund	48330	mad02 - CITY OF MADERA UTILITY BILLING	03/27/2026	03/2026	20,462.17	
revfund - WF Revolving Fund	48330	mad02 - CITY OF MADERA UTILITY BILLING	03/30/2026	03/2026	-20,462.17	
revfund - WF Revolving Fund	48331	map00 - MAPA PLUMBING SERVICES	03/27/2026	03/2026	320.00	
revfund - WF Revolving Fund	48332	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	03/27/2026	03/2026	2,263.00	
revfund - WF Revolving Fund	48333	met00 - METROPOLITAN LIFE INSURANCE COMPANY	03/27/2026	03/2026	1,639.58	
revfund - WF Revolving Fund	48334	mis01 - MISSION UNIFORM SERVICE 3	03/27/2026	03/2026	184.96	
revfund - WF Revolving Fund	48335	pera4 - PERIMETER PEST CONTROL	03/27/2026	03/2026	50.00	
revfund - WF Revolving Fund	48336	pge01 - P. G. & E.	03/27/2026	03/2026	3,964.49	
revfund - WF Revolving Fund	48336	pge01 - P. G. & E.	03/30/2026	03/2026	-3,964.49	
revfund - WF Revolving Fund	48337	qua06 - QUADIENT LEASING USA, INC	03/27/2026	03/2026	681.69	
revfund - WF Revolving Fund	48338	spe00 - SPECIALTY LANDSCAPE, INC.	03/27/2026	03/2026	9,990.00	
revfund - WF Revolving Fund	48339	v0000027 - SUMMIT TECHNOLOGY AFFILLIATE C...	03/27/2026	03/2026	258.43	
revfund - WF Revolving Fund	48340	van00 - VAN DE POL ENTERPRISES	03/27/2026	03/2026	451.98	
revfund - WF Revolving Fund	48341	WIL01 - SHERWIN WILLIAMS COMPANY	03/27/2026	03/2026	2,327.91	
revfund - WF Revolving Fund	48342	DIA01 - DIAMOND COMMUNICATION,INC	03/31/2026	03/2026	204.00	
revfund - WF Revolving Fund	48343	hds00 - HD SUPPLY FACILITIES MAINTENANCE	03/31/2026	03/2026	1,048.49	
revfund - WF Revolving Fund	48344	kjwater00 - KJ Water Services	03/31/2026	03/2026	676.00	
revfund - WF Revolving Fund	48345	mad02 - CITY OF MADERA UTILITY BILLING	03/31/2026	03/2026	23,456.35	
revfund - WF Revolving Fund	48346	nav04 - NAVIA BENEFIT SOLUTIONS,	03/31/2026	03/2026	200.00	
revfund - WF Revolving Fund	48347	pera4 - PERIMETER PEST CONTROL	03/31/2026	03/2026	25.00	
revfund - WF Revolving Fund	48348	pge01 - P. G. & E.	03/31/2026	03/2026	5,984.77	
revfund - WF Revolving Fund	48349	rlts001 - Rod's Landscape and Tree Service Inc.	03/31/2026	03/2026	9,550.00	
revfund - WF Revolving Fund	48350	TMO00 - T-MOBILE USA INC.	03/31/2026	03/2026	1,626.28	
					193,962.88	



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: B-5

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 26, 2026

SUBJECT: RESOLUTION #1344 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER AUTHORIZING APPROVAL OF UPDATED SALARY SCHEDULE RELATED TO CALIFORNIA MINIMUM WAGE COMPLIANCE

EXECUTIVE SUMMARY:

The purpose of this memo is to seek approval from the Board of Commissioners of the Housing Authority of the City of Madera (HACM) to update the Salary Schedule to comply with State of California minimum wage requirements and to mitigate salary compression impacts across the compensation structure.

Effective January 1, 2026, the State of California implemented an increase to the statutory minimum wage. As a public agency, HACM is required to ensure that all compensation practices remain compliant with state labor laws, including minimum wage standards for both non-exempt and exempt employees.

A review of HACM's existing Salary Schedule determined that the Step 1 rate for the entry-level non-exempt classification and Step 1 of the first-level non-exempt classification were no longer aligned with the updated minimum wage requirements and required adjustment.

While the minimum wage increase directly affects Step 1 of both entry-level Grades, staff evaluated the broader compensation structure to assess the overall impact. After discussion with the Board of Commissioners, Staff adjusted Step 1 for both entry level positions as follows to comply with California Minimum Wage requirements as follows:

- Grade 1 – Step 1 from \$16.50 to \$16.90
- Grade 14 – Step 1 from \$33.30 to \$33.80
- Grade 15 – Step 1 from 33.39 to \$33.80

If approved, the revised Salary Schedule applies to only Step 1 of Grade 1, Grade 14 and Grade 15, respectively, with the increase effective January 1, 2026.





Housing Authority of the City of Madera

Staff recognizes that additional statutory changes to California minimum wage requirements may occur in future years, including potential adjustments anticipated in or beyond 2027. In anticipation of these changes, staff has initiated a comprehensive compensation and classification study.

The study will assess market competitiveness, internal equity, and the long-term sustainability of HACM's compensation structure. Any recommendations resulting from the study, or from future legislative requirements, will be presented to the Board for review and consideration prior to implementation.

RECOMMENDATION:

Staff recommends that the Board of Commissioners approve and adopt the resolution authorizing the revised Salary Schedule effective January 1, 2026, to ensure compliance with California minimum wage laws, for Step 1 of both entry level Grades (Grade 1, Grade 14 and Grade 15.)

FISCAL IMPACT:

There is no fiscal impact at this time, all salaries have been budgeted at levels above Step 1.



City of Madera HA
Salary Schedule Effective January 1, 2026

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
1	Office Assistant	\$ 35,152.00	\$ 36,036.00	\$ 37,838.00	\$ 39,730.00	\$ 41,717.00	\$ 43,803.00
		\$ 1,352.00	\$ 1,386.00	\$ 1,455.31	\$ 1,528.08	\$ 1,604.50	\$ 1,684.73
		\$ 16.90	\$ 17.33	\$ 18.20	\$ 19.10	\$ 20.06	\$ 21.06
2	Account Clerk	\$ 34,632.00	\$ 36,364.00	\$ 38,182.00	\$ 40,091.00	\$ 42,096.00	\$ 44,201.00
		\$ 1,332.00	\$ 1,398.62	\$ 1,468.54	\$ 1,541.96	\$ 1,619.08	\$ 1,700.04
		\$ 16.65	\$ 17.48	\$ 18.36	\$ 19.27	\$ 20.24	\$ 21.25
3	Occupancy Specialist II (HCV)	\$ 37,320.00	\$ 39,180.00	\$ 41,136.00	\$ 43,200.00	\$ 45,360.00	\$ 47,628.00
	Occpany Specialist II (PH)	\$ 1,435.38	\$ 1,506.92	\$ 1,582.15	\$ 1,661.54	\$ 1,744.62	\$ 1,831.85
	Assistant Property Manager	\$ 17.94	\$ 18.84	\$ 19.78	\$ 20.77	\$ 21.81	\$ 22.90
4	Maintenance Worker I	\$ 39,216.00	\$ 41,177.00	\$ 43,236.00	\$ 45,398.00	\$ 47,668.00	\$ 50,051.00
		\$ 1,508.31	\$ 1,583.73	\$ 1,662.92	\$ 1,746.08	\$ 1,833.38	\$ 1,925.04
		\$ 18.85	\$ 19.79	\$ 20.79	\$ 21.83	\$ 22.92	\$ 24.06
5	Account Technician I	\$ 39,708.00	\$ 41,693.00	\$ 43,778.00	\$ 45,967.00	\$ 48,265.00	\$ 50,678.00
		\$ 1,527.23	\$ 1,603.58	\$ 1,683.77	\$ 1,767.96	\$ 1,856.35	\$ 1,949.15
		\$ 19.09	\$ 20.04	\$ 21.05	\$ 22.10	\$ 23.20	\$ 24.36
6	Housing Inspector	\$ 40,200.00	\$ 42,216.00	\$ 44,328.00	\$ 46,536.00	\$ 48,863.00	\$ 51,306.00
		\$ 1,546.15	\$ 1,623.69	\$ 1,704.92	\$ 1,789.85	\$ 1,879.35	\$ 1,973.31
		\$ 19.33	\$ 20.30	\$ 21.31	\$ 22.37	\$ 23.49	\$ 24.67
7	Maintenance Worker II	\$ 42,252.00	\$ 44,365.00	\$ 46,583.00	\$ 48,912.00	\$ 51,358.00	\$ 53,926.00
		\$ 1,625.08	\$ 1,706.35	\$ 1,791.65	\$ 1,881.23	\$ 1,975.31	\$ 2,074.08
		\$ 20.31	\$ 21.33	\$ 22.40	\$ 23.52	\$ 24.69	\$ 25.93
8	Migrant Center Supervisor	\$ 43,320.00	\$ 45,486.00	\$ 47,760.00	\$ 50,136.00	\$ 52,643.00	\$ 55,284.00
		\$ 1,666.15	\$ 1,749.46	\$ 1,836.92	\$ 1,928.31	\$ 2,024.73	\$ 2,126.31
		\$ 20.83	\$ 21.87	\$ 22.96	\$ 24.10	\$ 25.31	\$ 26.58
9	FSS/ROSS Coordinator	\$ 44,400.00	\$ 46,620.00	\$ 48,960.00	\$ 51,408.00	\$ 53,978.00	\$ 56,677.00
	Program Manager	\$ 1,707.69	\$ 1,793.08	\$ 1,883.08	\$ 1,977.23	\$ 2,076.08	\$ 2,179.88
		\$ 21.35	\$ 22.41	\$ 23.54	\$ 24.72	\$ 25.95	\$ 27.25
10	Maintenance Lead	\$ 49,044.00	\$ 51,496.00	\$ 54,071.00	\$ 56,772.00	\$ 59,611.00	\$ 62,592.00
	Program Compliance Technician	\$ 1,886.31	\$ 1,980.62	\$ 2,079.65	\$ 2,183.54	\$ 2,292.73	\$ 2,407.38
		\$ 23.58	\$ 24.76	\$ 26.00	\$ 27.29	\$ 28.66	\$ 30.09
	Accounting Technician II	\$ 52,832.00	\$ 55,474.00	\$ 58,260.00	\$ 61,173.00	\$ 64,232.00	\$ 67,440.00

City of Madera HA
Salary Schedule Effective January 1, 2026

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
11		\$ 2,032.00	\$ 2,133.62	\$ 2,240.77	\$ 2,352.81	\$ 2,470.46	\$ 2,593.85
		\$ 25.40	\$ 26.67	\$ 28.01	\$ 29.41	\$ 30.88	\$ 32.42
12	Executive Administrative Assistant	\$ 56,928.00	\$ 59,774.00	\$ 62,763.00	\$ 65,901.00	\$ 69,196.00	\$ 72,656.00
		\$ 2,189.54	\$ 2,299.00	\$ 2,413.96	\$ 2,534.65	\$ 2,661.38	\$ 2,794.46
		\$ 27.37	\$ 28.74	\$ 30.17	\$ 31.68	\$ 33.27	\$ 34.93
13	Accounting Supervisor	\$ 62,880.00	\$ 66,024.00	\$ 69,325.00	\$ 72,791.00	\$ 76,428.00	\$ 80,249.00
		\$ 2,418.46	\$ 2,539.38	\$ 2,666.35	\$ 2,799.65	\$ 2,939.54	\$ 3,086.50
		\$ 30.23	\$ 31.74	\$ 33.33	\$ 35.00	\$ 36.74	\$ 38.58
14	*HCV Manager	\$ 70,304.00	\$ 72,720.00	\$ 76,356.00	\$ 80,174.00	\$ 84,183.00	\$ 88,392.00
		\$ 2,704.00	\$ 2,796.92	\$ 2,936.77	\$ 3,083.62	\$ 3,237.81	\$ 3,399.69
		\$ 33.80	\$ 34.96	\$ 36.71	\$ 38.55	\$ 40.47	\$ 42.50
15	*Housing Programs Manager	\$ 70,304.00	\$ 72,912.00	\$ 76,560.00	\$ 80,388.00	\$ 84,408.00	\$ 88,632.00
		\$ 2,704.00	\$ 2,804.31	\$ 2,944.62	\$ 3,091.85	\$ 3,246.46	\$ 3,408.92
		\$ 33.80	\$ 35.05	\$ 36.81	\$ 38.65	\$ 40.58	\$ 42.61
16	*Financial Services Manager (with Accounting Supervisor)	\$ 75,756.00	\$ 79,548.00	\$ 83,520.00	\$ 87,696.00	\$ 92,076.00	\$ 96,684.00
	*Maintenance Services Manager	\$ 2,913.69	\$ 3,059.54	\$ 3,212.31	\$ 3,372.92	\$ 3,541.38	\$ 3,718.62
		\$ 36.42	\$ 38.24	\$ 40.15	\$ 42.16	\$ 44.27	\$ 46.48
17	*Financial Services Manager (without Accounting Supervisor)	\$ 90,144.00	\$ 94,656.00	\$ 99,384.00	\$ 104,352.00	\$ 109,572.00	\$ 115,044.00
	*Finance & Administration Director	\$ 3,467.08	\$ 3,640.62	\$ 3,822.46	\$ 4,013.54	\$ 4,214.31	\$ 4,424.77
		\$ 43.34	\$ 45.51	\$ 47.78	\$ 50.17	\$ 52.68	\$ 55.31
18	**Executive Director (Contract)	\$ 140,976.00	\$ 148,032.00	\$ 155,436.00	\$ 163,200.00	\$ 171,360.00	\$ 179,928.00
		\$ 5,422.15	\$ 5,693.54	\$ 5,978.31	\$ 6,276.92	\$ 6,590.77	\$ 6,920.31
		\$ 67.78	\$ 71.17	\$ 74.73	\$ 78.46	\$ 82.38	\$ 86.50

* Exempt Positions

** Contracted and Negotiated Position



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: B-6

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Lucia Lopez, Housing Programs Manager

DATE: March 25, 2026

SUBJECT: RESOLUTION #1346 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE SCHEDULE OF ACCOUNTS CHARGEABLE TO COLLECTION LOSSES FOR THE POMONA RANCH.

EXECUTIVE SUMMARY:

The purpose of this memo is to request that the Board of Commissioners consider approving a resolution to write off accounts deemed chargeable to collection losses for Pomona Ranch.

Specifically, the Migrant Center has an outstanding balance of \$24.36 resulting from move-out charges. The security deposit did not fully cover the vacancy costs, leaving this remaining balance due.

Writing off this balance will ensure accurate financial reporting and maintain compliance with the Agency's financial policies.

RECOMMENDATION:

Staff recommends the Board of Commissioners to Adopt the attached Resolution approving the write off amount of \$24.36.

FISCAL IMPACT:

The fiscal impact will be \$24.36 in uncollectable losses.

ATTACHMENTS:

1. Resolution.



RESOLUTION NO. 1346

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA APPROVING THE WRITE OFF OF \$24.36 IN UNCOLLECTABLE CHARGES FOR THE HOUSING AUTHORITY'S POMONA RANCH MIGRANT HOUSING PROGRAM.

A. **WHEREAS**, the Housing Authority for the City of Madera's Pomona Ranch Migrant Housing Programs' Schedule of Accounts reflects uncollectable charges in the amount of \$24.36 ("Charges");

B. **WHEREAS**, the Housing Authority's Executive Director and staff is of the good faith opinion that they have diligently attempted to collect such charges without any success; and

C. **WHEREAS**, in light of the fact that there is no likelihood that such charges will be collected, the Housing Authority's Executive Director and staff recommend that the Housing Authority write-off such charges as "uncollectable debt".

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 the Grant of the Authority to the Housing Authority's Executive Director to Write-Off \$24.36 of Uncollectable Pomona Ranch Migrant Housing Program Debt. The Housing Authority's Board of Commissioners has considered and herein authorizes the Housing Authority's Executive Director to Write Off \$24.36 of Uncollectable Pomona Ranch Migrant Housing Program Charges.

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 20th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

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 April 20th, 2026, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel

SCHEDULE OF ACCOUNTS CHARGEABLE TO COLLECTION LOSSES

Migrant Center

QUARTER ENDING March 31, 2026

Unit	File ID	Comments	Source of Income*	Monthly Rent	Date Leased	Date Vacated	Account Analysis			Write Off Amount
							Balance owed	Vacate Charges	Security Deposit/ Credits	
24	2023-24	10/2/23 - Family provided notice to vacate. 10/2/23 - Family vacated unit. 10/2/23 - Move out statement mailed to last known address. 10/20/23 - Move out statement was returned by post office address on file. 10/2023 - Remaild move out statement to a P.O. Box address on file. No response. Called the numbers on file and no answer and unable to leave a message. 2/8/24 - Mailed out 2nd Notice to the P.O.Box address on file. No response As of 1/13/26 no payment has been made towards the account. Checked with finance, no payments have been made. Prepared write off paperwork.	WAGES/UIB	\$ 372.00	7/3/23	10/2/23	\$ 12.00	\$ 137.36	\$ 125.00	\$ 24.36
						TOTALS	\$ 12.00	\$ 137.36	\$ 125.00	\$ 24.36

EXECUTIVE DIRECTOR'S CERTIFICATION: I hereby certify that the account balances listed herein truly represent current indebtedness to the Authority and that all reasonable efforts for collection, including appropriate legal action, have been unsuccessfully exercised.

BOARD OF COMMISSIONER'S ACTION: Authorization to write off uncollected account balances indicated herein is granted under Resolution No. _____, dated _____, with the following exceptions: Item Nos. _____.

Blanca Mendoza-Navarro, Executive Director

Date

Blanca Mendoza-Navarro, Executive Director

Date

TANF = Temporary Assistance for Needy Families

SSI = Supplemental Security Income

CH= Child Support

UIB = Unemployment Benefit

SS = Social Security

Vets Dis. = Disability

Wages = Employment



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: B-7

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Jared Knittel, Housing Programs Manager

DATE: March 25, 2026

SUBJECT: RESOLUTION #1347 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE SCHEDULE OF ACCOUNTS CHARGEABLE TO COLLECTION LOSSES FOR THE PUBLIC HOUSING PROGRAM.

EXECUTIVE SUMMARY:

The purpose of this memo is to request that the Board of Commissioners consider approving a resolution to write off accounts deemed chargeable to collection losses for the Public Housing programs.

In particular, the write-off account for the Public Housing program totals \$625.05. This adjustment will ensure the accurate accounting of program finances and align with our agency's financial policies

RECOMMENDATION:

Staff recommends the Board of Commissioners to Adopt the attached Resolution approving the write off amount of \$625.05 for the Public Housing Program.

FISCAL IMPACT:

The fiscal impact will be \$625.05 in uncollectable losses.

ATTACHMENTS:

1. Schedule of Accounts Chargeable to Collection Losses – Public Housing
2. Resolution.



RESOLUTION NO. 1347

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA APPROVING THE WRITE OFF OF \$625.05 IN UNCOLLECTABLE CHARGES FOR THE HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM.

A. **WHEREAS**, the Housing Authority for the City of Madera's Public Housing Programs' Schedule of Accounts reflects uncollectable charges in the amount of \$625.05 ("Charges");

B. **WHEREAS**, the Housing Authority's Executive Director and staff is of the good faith opinion that they have diligently attempted to collect such charges without any success; and

C. **WHEREAS**, in light of the fact that there is no likelihood that such charges will be collected, the Housing Authority's Executive Director and staff recommend that the Housing Authority write-off such charges as "uncollectable debt".

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 the Grant of the Authority to the Housing Authority's Executive Director to Write-Off \$625.05 of Uncollectable Public Housing Program Debt. The Housing Authority's Board of Commissioners has considered and herein authorizes the Housing Authority's Executive Director to Write Off \$625.05 of Uncollectable Public Housing Program Charges.

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 20th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

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 April 20th, 2026, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel

SCHEDULE OF ACCOUNTS CHARGEABLE TO COLLECTION LOSSES

PUBLIC HOUSING PROGRAM

QUARTER ENDING April 2026

Unit	File ID	Comments	Source of Income*	Monthly Rent	Date Leased	Date Vacated	Account Analysis			Write Off Amount
							Balance owed	Vacate Charges	Security Deposit/Credits	
248	sal0009	07/02/2025 - Family provided notice to vacate. 07/31/2025 - Family vacated unit. 08/12/25 - Move out statement mailed to last known address. 09/16/25 - Notice was sent regarding nonpayment of balance. 10/16/25 - Notice was sent regarding nonpayment of balance. As of 03/2026 no payment has been made towards the account. Checked with finance, no payments have been made.	WAGES	\$ 394.00	8/1/22	7/31/25	\$ 175.06	\$ 675.06	\$ 500.00	\$ 175.06
250	3312	10/29/2025 - Family provided notice to vacate. 11/30/2025 - Family vacated unit. 12/11/25 - Move out statement mailed to last known address. 01/15/26 - Notice was sent regarding nonpayment of balance. 02/18/26 - Notice was sent regarding nonpayment of balance. As of 03/2026 no payment has been made towards the account. Checked with finance, no payments have been made	WAGES	1103.00	03/15/24	11/30/2025	\$ 449.99	\$ 361.64	\$ 1,029.00	\$ 449.99

EXECUTIVE DIRECTOR'S CERTIFICATION: I hereby certify that the account balances listed herein truly represent current indebtedness to the Authority and that all reasonable efforts for collection, including appropriate legal action, have been unsuccessfully exercised.

BOARD OF COMMISSIONER'S ACTION: Authorization to write off uncollected account balances indicated herein is granted under Resolution No. _____, dated _____, with the following exceptions: Item Nos. _____.

Blanca Mendoza-Navarro, Executive Director

Date

Blanca Mendoza-Navarro, Executive Director

Date

TANF = Temporary Assistance for Needy Families

SSI = Supplemental Security Income

CH= Child Support

UIB = Unemployment Benefit

SS = Social Security

Vets Dis. = Disability

Wages = Employment



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: B-8

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 27, 2026

SUBJECT: OUT-OF-STATE TRAVEL - 2026 NAHRO SUMMER SYMPOSIUM IN NASHVILLE, TN, JULY 14, 2026, THROUGH JULY 17, 2026.

EXECUTIVE SUMMARY:

Staff is requesting out-of-state travel approval for Executive Director Blanca Mendoza-Navarro, to attend the 2026 NAHRO Summer Symposium. The conference will begin on Wednesday, July 15, 2026, with all day Leadership meetings, and end on Friday, July 17, 2026. The conference will be held at the Renaissance Nashville Hotel, in Nashville TN.

Attendance at the NAHRO Summer Symposium provides direct and measurable benefits to the Housing Authority of the City of Madera (HACM). This will be the first time Staff will be attending and as an appointed member of the National Small Agency Committee, the symposium offers a unique opportunity to strengthen the agency's capacity, compliance readiness, and national representation.

Key benefits to the agency include:

- **Representation in National Policy Discussions**

Participation ensures HACM has a seat at the table as federal policies evolve, particularly those affecting small and rural agencies. This includes Section 214, HOTMA implementation, time limits, and work requirement discussions.

- **Advocacy for Small and Rural Agency Needs**

As one of the few rural agencies represented, HACM can highlight the operational realities and documentation barriers faced by our residents and participants, ensuring national policy reflects the needs of communities like Madera.

- **Professional Development and Regulatory Training**

The symposium provides high-level sessions on compliance, program administration, governance, and operational best practices. This training directly supports HACM's goals of maintaining high-performing status and strengthening internal systems.





Housing Authority of the City of Madera

- **Access to Industry Experts**

Direct engagement with Industry leadership and national subject-matter experts allows the agency to receive timely guidance, clarify regulatory expectations, and stay ahead of upcoming changes.

- **Networking and Peer Collaboration**

Building relationships with other Executive Directors and small PHAs creates a support network for shared problem-solving, resource exchange, and innovative approaches that can be adapted for HACM.

- **Bringing Back Best Practices to Improve Agency Operations**

Lessons learned will be incorporated into staff training, policy updates, customer service improvements, and strategic planning, ensuring the agency continues to modernize and operate efficiently.

- **Elevating HACM's Visibility and Leadership**

Active participation positions HACM as a leader among small agencies nationwide and reinforces the agency's commitment to excellence, transparency, and continuous improvement.

RECOMMENDATION:

Staff recommends the Board approve out-of-state travel for the HACM Executive Director, Blanca Mendoza-Navarro to attend the 2026 Washington NAHRO conference in Washington DC.

FISCAL IMPACT:

There is no fiscal impact as this training and travel have been budgeted in the FY2025-2026 Budget. The approval is due to the out-of-state travel.

Registration cost: \$695 (Early Bird Rate)

Estimated Travel Cost: \$2,200 (based 10/2025 travel to TN)





Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: C-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 25, 2026

SUBJECT: RESOLUTION #1348 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVAL OF UPDATED FRAUD WASTE AND ABUSE POLICY

EXECUTIVE SUMMARY:

The purpose of this memorandum is to request approval from the Board of Commissioners of the Housing Authority of the City of Madera (HACM) to adopt a comprehensive Fraud, Waste, and Abuse Policy. This Policy establishes a formal framework for preventing, detecting, reporting, and responding to fraud, waste, abuse, and misconduct across all HACM programs and operations.

The proposed Policy strengthens internal controls, enhances oversight, and aligns HACM practices with guidance from the U.S. Department of Housing and Urban Development (HUD) and the HUD Office of Inspector General (OIG).

As a public housing authority, HACM is responsible for the stewardship of federal funds and public resources. HUD and OIG guidance emphasize the importance of strong internal controls, ethical conduct, and accountability in all agency operations.

While HACM maintains existing personnel, procurement, and financial policies, the adoption of a consolidated Fraud, Waste, and Abuse Policy formalizes expectations, clarifies reporting responsibilities, and strengthens investigative and oversight procedures.

The Policy includes:

- Clear definitions of fraud, waste, abuse, and theft
- Roles and responsibilities for the Board, Executive Director, and staff
- Reporting and whistleblower protections
- Investigation procedures and documentation requirements
- Internal control expectations
- Examples of prohibited conduct, including misuse of time and resources





Housing Authority of the City of Madera

The policy update is also responsive to increasing oversight by the U.S. Department of Housing and Urban Development (HUD), including monitoring reviews, independent audits, and investigations conducted by the HUD Office of Inspector General (OIG).

Staff is working diligently in creating and updating Standard Operating Procedures across all departments to align with the Agency's Policies.

RECOMMENDATION:

Staff recommends that the Board of Commissioners approve the updated Fraud, Waste, and Abuse Policy for the Housing Authority of the City of Madera as presented.

FISCAL IMPACT:

There is no direct fiscal impact associated with the adoption of this policy. However, strengthening controls to prevent and detect fraud, waste, and abuse may reduce financial losses and improve program efficiency. Implementation will be supported through existing administrative resources and staff training.



RESOLUTION NO. 1348

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA
ADOPTING A FRAUD WASTE, AND ABUSE POLICY.**

A. **WHEREAS**, the Housing Authority for the City of Madera (HACM) is committed to maintaining the highest standards of integrity, accountability, and transparency in its programs and operations; and

B. **WHEREAS**, HACM is responsible for safeguarding public resources and ensuring compliance with applicable federal, state, and local requirements, including guidance from the U.S. Department of Housing and Urban Development (HUD) and the HUD Office of Inspector General (OIG); and

C. **WHEREAS**, the Board of Commissioners recognizes the importance of establishing a comprehensive framework to prevent, detect, and respond to fraud, waste, abuse, and misconduct; and

D. **WHEREAS**, the proposed Fraud, Waste, and Abuse Policy establishes clear expectations for ethical conduct, reporting responsibilities, investigation procedures, and internal controls;

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 the Grant of the Authority to the Housing Authority's Executive Director is authorized and directed to implement and administer the Policy.

Section 3. HACM staff shall receive training as necessary to ensure compliance with the Policy.

Section 4. 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 20th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

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 April 20th, 2026, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel

Housing Authority of the City of Madera

Adopted: 5/13/15	FRAUD, <u>WASTE & ABUSE</u> POLICY	Resolution #: 4039
Revision #: <u>1</u>		Revision Date: <u>03/16/2026</u>

Introduction

The Board of Commissioners of the Housing Authority of the City of Madera ("HACM") ~~has established~~ this Fraud, Waste, and Abuse Policy to ~~reinforce~~ controls and promote effective monitoring and oversight throughout the organization. Consistent with best practices for public housing governance, this Policy supports the Board's duty to ensure accountability, transparency, and ethical conduct in all HACM programs, operations, and business relationships, aid in the prevention and detection of fraud, theft, waste, and/or abuse within HACM and/or its programs as well as among its employees, managers, Commissioners and agents. This Policy applies to ~~any imminent or suspected fraud, theft, waste, or abuse involving any~~ all employees, ~~managers, Commissioners,~~ consultants, vendors, contractors, ~~program participants, and any other individuals or another entities organization~~ conducting business with HACM. This Policy is ~~supported by and supplemented by HACM's a variety of existing policies and procedures including~~ personnel, administrative, accounting, procurement, conflict-of-interest, and reporting policies which together provide a comprehensive framework for ~~and procedures that further provide a framework to support compliance with this and other policies and procedures for prevention, detection, and response to fraud, waste, abuse, and misconduct.~~ This Policy is aligned with guidance from the U.S. Department of Housing and Urban Development (HUD) and the HUD Office of Inspector General (OIG) regarding fraud prevention, internal controls, and oversight expectations for public housing authorities.

Purpose

HACM ~~does not~~ maintains a zero-tolerance stance toward all forms of fraud, waste, and abuse. ~~tolerate any type of fraud, waste or abuse.~~ The purpose of this Policy is intended to promote consistent, legal and ethical organizational behavior by:

- ~~Assigning~~ Defining responsibilities for reporting suspected fraud, waste, theft or abuse and misconduct.
- Providing clear guidelines ~~for to~~ conducting timely, impartial investigations ~~of suspected fraudulent behavior; and,~~
- ~~Ensuring~~ Requiring each employee to attend annual fraud awareness training for all employees, with periodic training or briefings available to Commissioners as part of their monitoring responsibilities.
- Strengthening internal controls and oversight practices consistent with public housing governance standards.
- Reinforcing internal controls, including segregation of duties, approval thresholds, and financial monitoring practices designed to prevent and detect fraud.

Policy Statement

~~Failure to comply~~ Noncompliance with ~~the~~ Fraud Policy may result in ~~the~~ disciplinary action

~~of an employee up to and including termination of employment. Moreover, fraud, theft, waste, and/or abuse by any consultant, vendor, contractor, vendor, other business partner organization or person conducting business with the HACM may result in the cancellation termination of the business or other relationship, cancellation of contracts for breach, or legal action, between that individual or entity and HACM including the termination of any contractor's agreement for breach.~~

~~Where evidence indicates potential criminal activity, HACM may refer the matter to law enforcement or pursue prosecution as appropriate, take reasonable steps to prosecute an individual or entity if the results of an investigation of fraud, theft, waste, and/or abuse by HACM indicates the possibility of criminal activity.~~

~~For purposes of this Policy, the term *fraud* or *fraudulent* includes, but is not limited to, theft, waste and/or abuse as defined below. The term *employee* includes all employees, appointed officials, and representatives of HACM, including, but not limited to, Commissioners, the Executive Director, administrative personnel and supervisors.~~

- ~~• “**Fraud**” includes intentional deception or misrepresentation made for personal gain or to harm HACM or the public.~~
- ~~• “**Waste**” includes careless, inefficient, or avoidable practices that result in the unnecessary loss or misuse of resources.~~
- ~~• “**Abuse**” includes improper use of authority, position, or resources for personal benefit or contrary to policy.~~
- ~~• “**Employee**” includes all HACM staff, supervisors, managers, Executive Director, and appointed officials, including Commissioners.~~

~~Program participants found to have engaged in fraud, waste, or abuse may be subject to repayment agreements, termination of assistance, or other actions in accordance with HUD regulations and HACM policy.~~

Housing Authority of the City of Madera Ethics

~~HACM promotes a culture of honesty, integrity, accountability, and high ethical standards. To support this culture, HACM ensures:— Contributing to this are:~~

- ~~– A strong “tone at the top” commitment from the Board of Commissioners and Executive Director emphasizing ethics and compliance to tolerate only the highest levels of honesty, integrity and ethics;~~
- ~~– A positive workplace environment supported by fair—adequate compensation, benefits and workplace—protections;~~
- ~~– Hiring and promotion the best qualified persons and promoting existing employees based on merit; and professional qualifications;~~
- ~~– Making—adequate, ongoing training opportunities available; and professional development;~~
- ~~– Monitoring and oversight processes that reinforce transparency, internal control, and responsible stewardship of public resources. Issuing discipline in a fair and consistent manner.~~

Definitions and Examples of Fraud, Waste, and Abuse

Fraud

Fraud is defined as involves intentional, ~~false~~ misrepresentation or concealment of a ~~material~~ material facts for the purpose of personal gain and/or misleading HACM. Examples include ~~inducing another to act on such fact to his/her injury. Examples of fraud include,~~ but are not limited to:

- Forgery or alteration of ~~a~~ checks, ~~contracts,~~ bank draft, or any other financial documents;
- Theft ~~of a check or other~~ diversion of a client payments, client funds, or agency resources;
- Misappropriation of ~~funds~~ cash, property, securities, supplies, or other assets;
- Improprity in the handling or reporting of money or financial transactions;
- Profiteering ~~as a result of~~ from insider ~~knowledge~~ information related to ~~of the~~ HACM operations; ~~and/or~~
- ~~An employee with access to~~ Selling or misusing confidential client or organizational information, ~~who sells this information or uses it in~~ the conduct of an outside business activity.

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Abuse

Abuse includes is the intentional, wrongful, or improper or excessive use of HACM resources or misuse of rank, position, or authority, ~~that causes the loss or misuse of resources such as tools, vehicles, computers, copy machines, etc.~~ Examples of abuse include, but are not limited to:

- Using HACM tools, equipment, vehicles, or systems for ~~to conduct~~ personal business; ~~and/or~~
- Using confidential ~~An employee using HACM client~~ information obtained through employment for personal gain or ~~to get new customers for his/her an~~ outside business,
- ~~Misusing authority or position in a manner inconsistent with policy or ethical standards.~~
- ~~Actions that are inconsistent with sound fiscal, business, or programmatic practices.~~
- ~~Failure to follow established policies, procedures, or internal controls.~~
- ~~Excessive or unnecessary expenditures of agency resources.~~

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Theft

Theft is the unauthorized taking or removal of HACM property, funds, or assets ~~defined as the act of taking something unlawfully by someone to whom it does not belong and/or depriving another person and/or entity of their own property without permission.~~ Example includes:

- ~~Diverting agency funds for personal use. This includes any instance where an employee intentionally takes money belonging to HACM without authorization.~~
- ~~Altering financial records to embezzle funds. This includes intentionally changing accounting entries, vendor payment records, or tenant rent receipt documentation to secretly retain funds intended for program operations or resident services.~~
- ~~Engaging in financial theft schemes identified as common PHA risks. This includes embezzlement, misuse of funds, diversion of agency resources, or other forms of financial theft recognized by HUD Office of Inspector General (OIG) as common fraud risks in public housing authority operations.~~
- ~~Theft may also constitute fraud when it involves intentional deception, concealment, or misuse of position.~~

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Waste

Waste involves unnecessary or avoidable loss, or misuse, or mismanagement of HACM resources due to inefficiencies, poor controls, or harmful practices that result from deficient practices, system controls, or decisions. Examples:

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- Unnecessary or excessive use of resources. This includes using overtime when regular hours could cover the workload.
- Inefficient or redundant processes. This includes keeping outdated manual processes when automated options exist or performing the same work twice due to lack of coordination.
- Abuse of time, including but not limited to:
 - o Excessive or unauthorized breaks
 - o Falsification of time records or timesheets
 - o Conducting personal business during work hours
 - o Extended non-work-related internet or phone use
- Misuse of equipment or facilities. This includes using company vehicles for personal errands.
- Poor contract or vendor management. Includes continuing auto-renewals for services that are no longer needed.
- Inventory and supply waste, such as over-ordering due to poor forecasting or failing to track inventory leading to duplicate purchases.
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Roles and Responsibilities

Board of Commissioners

Consistent with recognized public housing governance standards, the Board is responsible for:

- Establishing, adopting, and periodically updating this policy.
- Maintaining oversight of internal controls and risk-management practices.
- Ensuring the Executive Director implements appropriate reporting and monitoring systems.
- Reviewing reports of investigations or material findings.
- Ensuring the organizational culture supports accountability and ethical conduct. HACM employees are required to report any suspected fraud, theft, waste, or abuse, or other dishonest conduct as outlined in the Fraud Policy. The Executive Director or his/her designee is responsible for the administration, interpretation, and application of the Fraud Policy. The Board of Commissioners is responsible for policy adoptions and revisions.

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Executive Director

The Executive Director is responsible for:

- Administering, interpreting, and enforcing this, Policy.
- Implementing internal controls, monitoring systems, and reporting mechanisms.
- Ensuring staff receive annual fraud awareness training.
- Ensuring allegations are promptly evaluated and investigated objectively.
- Reporting significant issues to the Board consistent with Board oversight responsibilities.

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Employees

All employees must:

- Report any suspected fraud, waste, abuse, misconduct, or policy violations.
- Cooperate fully and honestly with investigations.
- Act ethically and in compliance with HACM policies at all times.
- Participate in required annual training.

Reporting and Whistleblowing Protections

- Employees, program participants, vendors, and other stakeholders are encouraged to report suspected fraud, waste, abuse, or misconduct.
- Reports may be made to a supervisor, the Executive Director, or other designated management personnel.
- HACM may provide mechanisms for anonymous reporting, when feasible.
- All reports will be taken seriously and reviewed promptly.
- Retaliation against any individual who reports a concern in good faith is strictly prohibited and may result in disciplinary action.
- HACM will make reasonable efforts to maintain confidentiality to the extent permitted by law.

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Investigation Procedures

- All reported concerns will be evaluated in a timely and objective manner.
- Investigations will be conducted by authorized personnel or qualified third parties, as appropriate.
- Individuals involved in investigations are expected to cooperate fully.
- Findings will be documented and maintained in accordance with HACM policies.
- Appropriate corrective or disciplinary action will be taken based on investigation results.
- Matters involving potential criminal activity may be referred to law enforcement or regulatory agencies.

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Record Retention

- HACM will maintain documentation of all reported concerns, investigations, and outcomes.
- Records will be retained in accordance with HACM's record retention policies and applicable federal and state requirements.
- Access to investigation records will be restricted to authorized personnel.

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Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: C-2

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 25, 2026

SUBJECT: RESOLUTION #1349 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVAL OF AUTOMATED CLEARING HOUSING (ACH) RISK MANAGEMENT POLICY (Nacha 2026 Compliance).

EXECUTIVE SUMMARY:

The purpose of this memo is to request Board approval of the Housing Authority of the City of Madera's (HACM) ACH Risk Management & Fraud Prevention Policy.

This policy has been developed to ensure HACM's compliance with the National Automated Clearing House Association (Nacha) 2026 Risk Management Rule enhancements, which introduce expanded requirements for fraud monitoring, particularly for ACH originators and Receiving Depository Financial Institutions (RDFIs). These updates also mandate the standardized use of Company Entry Descriptions "PAYROLL" and "PURCHASE" for certain transaction types.

HACM utilizes ACH transactions for payroll, vendor payments, Housing Assistance Payments (HAP), and other financial activities.

The proposed policy establishes a comprehensive, risk-based framework for detecting and preventing fraudulent ACH activity. It outlines HACM's internal controls, monitoring expectations, escalation protocols, and roles and responsibilities across the organization. The policy also strengthens governance by incorporating Board oversight, management accountability, and independent review processes.

Key elements of the policy include:

- Implementation of risk-based monitoring for ACH transactions;
- Enhanced controls for both outgoing (origination) and incoming (RDFI) transactions;
- Annual ACH risk assessments and periodic control testing;
- Immediate escalation procedures for suspected fraud or system failures;
- Required staff training and vendor compliance expectations;
- Recordkeeping and audit readiness standards consistent with regulatory expectations.





Housing Authority of the City of Madera

Adoption of this policy ensures HACM is aligned with federal payment system requirements, strengthens internal controls, and mitigates the risk of financial loss due to fraud or operational failures and supports compliance with Uniform Guidance (2 CFR Part 200) and enhances HACM's overall financial governance.

RECOMMENDATION:

Staff recommends that the Board of Commissioners approve the adoption of the ACH Risk Management policy, effective in accordance with Nacha's 2026 implementation timeline.

FISCAL IMPACT:

There is no direct fiscal impact associated with adoption of this policy. Implementation will be supported through existing staff and systems.



RESOLUTION NO. 1349

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA APPROVING THE AUTOMATED CLEARING HOUSING (ACH) RISK MANAGEMENT POLICY

A. **WHEREAS**, the Housing Authority for the City of Madera (HACM) utilizes the Automated Clearing House (ACH) network to process electronic financial transactions in support of its programs and operations; and

B. **WHEREAS**, the National Automated Clearing House Association (Nacha) has adopted Risk Management Rule enhancements effective in 2026, requiring expanded fraud monitoring, risk-based controls, and standardized transaction descriptions; and

C. **WHEREAS**, HACM is committed to maintaining strong internal controls, safeguarding public funds, and ensuring compliance with applicable financial and regulatory requirements; and

D. **WHEREAS**, HACM staff has developed an ACH Risk Management Policy that establishes a comprehensive framework for detecting, preventing, and responding to fraudulent ACH activity, including defined roles, responsibilities, monitoring procedures, and reporting requirements; and

E. **WHEREAS**, the policy incorporates best practices in public sector financial management and aligns with federal oversight expectations, including those of the U.S. Department of Housing and Urban Development (HUD);

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. The Executive Director is authorized and directed to implement the Policy and ensure organizational compliance with applicable Nacha Rules.

Section 3. HACM staff shall take all necessary actions to maintain effective internal controls, conduct required risk assessments, and provide periodic reporting to the Board.

Section 4. 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 20th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

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 April 20th, 2026, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel

Housing Authority of the City of Madera		
Adopted:	ACH RISK MANAGEMENT POLICY	Resolution #:
Revision #:		Revision Date:

1. Purpose

This Policy establishes the framework by which the Housing Authority of the City of Madera (HACM) detects, prevents and mitigates fraudulent Automated Clearing House (ACH) activity.

It defines HACM’s risk-based processes for identifying unauthorized or suspicious ACH transactions, outlines monitoring expectations for inbound ACH credits as its capacity as a Receiving Depository Financial Institute (RDFI), and ensures compliance with the 2026 Nacha Rules, including mandatory use of standardized Company Entry Descriptions “PAYROLL” and “PURCHASE”.

2. Scope

This Policy applies to:

- All ACH activities conducted by HACM in any capacity, including as an Originator, Third-Party Service Provider (TPSP), Third Party Sender (TPS), Originating Depository Financial Institution (ODFI), or RDFI.
- All non-consumer originators, program partners, and third parties supported by HACM.
- All systems, applications, business processes, and vendors involved in initiating, processing, transmitting, receiving, or monitoring ACH transactions.

3. Authority & References

This Policy is adopted in accordance with the 2026 Nacha Risk Management Rule, including:

- Expanded fraud monitoring requirements for ODFIs and originators
- RDFI obligations to monitor inbound ACH credit activity;
- Required use of standardized Company Entry Descriptions “PAYROLL” and “PURCHASE” descriptions (spelled in capital letters).

This Policy also supports HACM’s internal control obligations consistent with public sector financial management standards and HUD oversight expectations.

4. Key Definitions

- **False Pretenses:** Fraud involving misrepresentation of identity, authority, or account ownership to induce unauthorized transactions.
- **PAYROLL:** Required Company Entry Description for PPD credits related to wage or compensation.

- **PURCHASE:** Required Company Entry Description for consumer WEB debits used for e-commerce purchases.
- **Risk-Based Monitoring:** A control framework tailored to HACM's size, complexity, and risks exposures, reviewed and updated at least annually.

5. Role and Responsibilities

- **Board of Commissioners**
 - Approves policies and provides oversight of ACH risk management practices.
- **Executive Director/Senior Management**
 - Ensures implementation, staffing, and resource allocation to support compliance.
 - Establishes a culture of internal controls and fraud prevention.
- **ACH Operations**
 - Conducts transactions monitoring, reviews alerts, and investigates anomalies.
 - Documents actions taken and escalated issues in accordance with this Policy
- **Risk Management & Compliance**
 - Oversee adherence to Nacha Rules and internal controls.
 - Performs annual ACH risk assessments and reports finding to executive leadership.
- **Internal Audit**
 - Conducts periodic independent reviews of ACH controls and monitoring effectiveness.

Reporting Requirements

- **Quarterly:** ACH risk, trends, and monitoring results shall be reported to the executive leadership and/or the Board (or designated committee).
- **Immediate Escalation:** Any significant fraud incident suspected systemic control failure, or material loss shall be reported immediately to the Executive Director and Board Chair.

6. Risk Assessment

HACM shall conduct a documented ACH Risk Assessment at least annually, evaluating:

- Fraud risks and typologies (including social engineering and account takeover);
 - Transaction channels and volumes
 - Customer and vendor risk profiles; and
- Effectiveness of existing controls. Results shall be used to update monitoring thresholds, procedures, and internal controls.

7. Origination Fraud Monitoring Controls (ODFI/Originator/TPS/TPSP)

HACM shall implement risk-based controls, including:

1. Monitor transaction volumes, behavioral patterns to detect anomalies;
2. Verify new or modified payee/account information using independent validation methods.
3. Detecting unusual activity such as first-time high-value transaction or off-cycle payrolls.
4. Performing due diligence during onboarding and conducting periodic reviews of originators and third parties.
5. Apply exception handling, including holds, returns, and escalation protocols.
6. Reviewing and updating monitoring thresholds and rules at least annually.
7. Maintaining segregation of duties between transactions initiation, approval, and reconciliation functions.

8. RDFI ACH Credit Monitoring Controls

HACM shall implement controls to monitor inbound ACH credit, including:

1. Identifying unusual or high-risk incoming credits (e.g., new originators, multiple payroll deposits, or sudden spikes in activity).
2. Validating consistency between SEC codes, account types, and Company Entry Descriptions.
3. Identifying potential mule account activity or suspicious account behavior.
4. Investigating alerts, contacting account holders as appropriate, and applying holds or returns in accordance with Nacha Rules.

Periodically reviewing monitoring effectiveness and adjusting detection rules as needed.

9. Standard Entry Descriptions

- “PAYROLL” must be used for wage/compensation-related PPD credits.
- “PURCHASE” must be used for e-commerce WEB debit transactions associated with online purchases.

HACM will ensure compliance with implementation timelines and may adopt these standards prior to the required effective date.

10. Vendor & System Management

- All vendors and financial systems must support 2026 Nacha requirements.
- Systems must generate audit-ready logs, alerts, and reporting capabilities.

System changes shall follow formal change management procedures, including user acceptance testing (UAT) and validation prior to production deployment.

11. Training & Communication

- Staff involved in ACH processing, finance, and fraud detection shall receive training at least annually.
- HACM will provide guidance to program participants, landlords, and partners, as applicable, on fraud prevention, ACH risks, and reporting procedures..

12. Recordkeeping & Evidence

- HACM shall retain ACH-related records, including monitoring logs, investigation files, returns, and audit documentation, for a minimum of six (6) years.

All policy updates, risk assessments, and control changes shall be documented and version-controlled.

13. Testing & Assurance

- Control testing shall be performed at least quarterly, including sampling of alerts and case reviews.
- An independent audit or review shall be conducted at least annually to assess compliance and effectiveness.

14. Effective Dates & Applicability

- **Phase I – March 20, 2026**

Applies to:

- ODFIs and non-consumer originators/TPS with ≥ 6 million originations (2023 volume);
- RDFIs with ≥ 10 million ACH credits received.

- **Phase II – June 22, 2026**

Applies to all remaining ODFIs, RDFIs, TPSPs, TPSs, and non-consumer originators.



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: C-3

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 25, 2026

SUBJECT: RESOLUTION #1350 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVAL OF A NEW ACTIVE SHOOTER PREPAREDNESS, RESPONSE, AND RECOVERY POLICY.

EXECUTIVE SUMMARY:

The purpose of this memorandum is to request Board approval of a new Active Shooter Preparedness, Response, and Recovery Policy for the Housing Authority of the City of Madera (HACM).

This policy establishes a comprehensive framework to prepare for, respond to, and recover from potential active shooter incidents across HACM facilities and programs. While HUD does not mandate a specific active shooter policy, federal agencies including DHS and CISA strongly recommend that public agencies adopt formal preparedness measures as part of broader emergency planning.

The proposed policy incorporates nationally recognized best practices, including:

- The Run, Hide, Fight response protocol
- Annual training and exercises
- Coordination with local law enforcement and emergency responders
- Incident command structure and communication protocols
- Post-incident recovery planning and after-action reviews

Adoption of this policy strengthens HACM's commitment to safety, risk management, and organizational resilience. It also enhances preparedness in alignment with industry standards and supports staff readiness in emergency situations.

Staff recommends approval of the attached policy.

If approved, HACM will implement the policy immediately, including staff training and integration into the agency's Emergency Action Plan.





Housing Authority of the City of Madera

RECOMMENDATION:

Staff recommends that the Board of Commissioners approve the adoption of a new Active Shooter Preparedness, Response, and Recovery Policy for the Housing Authority of the City of Madera (HACM).

FISCAL IMPACT:

There is no direct fiscal impact associated with adoption of this policy. Implementation will be supported through existing staff and systems.



RESOLUTION NO. 1350

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA APPROVING AN ACTIVE SHOOTER PREPAREDNESS, RESPONSE, AND RECOVERY POLICY

A. **WHEREAS**, the Housing Authority of the City of Madera (“HACM”) is committed to providing a safe and secure environment for its employees, residents, program participants, visitors, and members of the public; and

B. **WHEREAS**, incidents of workplace and public-space violence, including active shooter events, present significant risks to public agencies and underscore the need for formal emergency preparedness and response planning; and

C. **WHEREAS**, while the U.S. Department of Housing and Urban Development (HUD) does not mandate a specific active shooter policy, federal agencies such as the Department of Homeland Security (DHS) and the Cybersecurity and Infrastructure Security Agency (CISA) strongly recommend adoption of active shooter preparedness measures as part of comprehensive emergency management planning; and

D. **WHEREAS**, HACM staff has developed an Active Shooter Preparedness, Response, and Recovery Policy that incorporates nationally recognized best practices, including the Run, Hide, Fight protocol, coordinated incident response, emergency communications, staff training, and post-incident recovery and after-action review processes; and

E. **WHEREAS**, adoption of this policy enhances organizational resilience, strengthens risk management efforts, and supports employee readiness by integrating active shooter preparedness into HACM’s Emergency Action Plan and overall safety framework;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA THAT:

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 Policy.

The Board of Commissioners hereby approves and adopts the Active Shooter Preparedness, Response, and Recovery Policy for the Housing Authority of the City of Madera.

Section 3. Implementation.

The Executive Director is authorized and directed to implement the Policy, ensure staff training and preparedness, and integrate the Policy into the Agency’s Emergency Action Plan and emergency response procedures.

Section 4. 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 20th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

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 April 20th, 2026, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel

Housing Authority of the City of Madera		
Adopted:	ACTIVE SHOOTER PREPAREDNESS & RESPONSE POLICY	Resolution #:
Revision #:		Revision Date: 03/17/2026

I. POLICY STATEMENT

The Housing Authority of the City of Madera (HACM) is committed to providing safe, secure, and resilient housing environments. In alignment with HUD’s Active Shooter preparedness training for local governments, emphasizing awareness, planning, immediate response, and recovery. HACM adopts this comprehensive policy to reduce harm and support community resilience.

This policy is informed by best practices promoted by the U.S. Department of Homeland Security and the Cybersecurity and Infrastructure Security Agency, as well as training resources available through the HUD Exchange. HACM adopts this policy to strengthen preparedness, response, and recovery capabilities across its facilities and programs. [\[cisa.gov\]](https://www.cisa.gov)

II. PURPOSE

The purpose of this policy is to establish mandatory procedures for preventing, preparing for, responding to, and recovering from active shooter incidents at HACM owned or managed properties. This includes ensuring consistency with nationally recognized emergency management and public safety best practices.

III. SCOPE

This policy applies to:

- All HACM employees (fulltime, part-time, seasonal, temporary)
- Contractors, vendors, volunteers, and interns
- Residents and authorized guests on HACM property
- Any individual participating in HACM programs or activities

IV. DEFINITIONS

Active Shooter: An individual engaged in attempting to kill or killing people in a populated area, as defined in HUD training resources. [\[hudexchange.info\]](https://www.hudexchange.info)

Active Shooter Preparedness Plan: A written plan that includes pre-incident planning, incident actions, and post-incident recovery actions, consistent with guidance from Cybersecurity and Infrastructure Security Agency and federal emergency planning. [\[cisa.gov\]](https://www.cisa.gov)

Run, Hide, Fight

A nationally recognized response protocol promoted by Department of Homeland Security (DHS) and CISA. [\[cisa.gov\]](https://www.cisa.gov)

- Run: Evacuate if it is safe to do so
- Hide: Secure yourself in a protected location

- Fight: As a last resort, and only if necessary to protect life, attempt to disrupt the attacker consistent with personal ability

V. RESPONSIBILITIES

A. Executive Director

- Ensures the annual development, review and approval of HACM's Active Shooter Preparedness Plan. [\[cisa.gov\]](https://www.cisa.gov)
- Coordinates interagency partnership with police, fire, emergency management, and HUD representatives.
- Ensures adequate funding for training and emergency systems.

B. Department Managers

- Ensure staff compliance with annual training requirements.
- Verify that facility-specific procedures are updated and communicated.
- Serve on the Active Shooter Planning Team as recommended by CISA's Emergency Action Plan Guide. [\[cisa.gov\]](https://www.cisa.gov)

C. Safety & Security Coordinator

- Conducts vulnerability and risk assessments annually.
- Maintains mass notification systems and emergency communications.
- Organizes required drills and exercises.
- Documents compliance for audit and HUD monitoring purposes.

D. Employees

- Participate in all required training and emergency drills.
- Report suspicious behavior or threats immediately.
- Follow established procedures during an active shooter event.

E. Board of Commissioners

- Provide policy oversight and approves this policy
- Supports resource allocation for safety and training
- Receives updates on emergency preparedness activities as needed.

VI. POLICY REQUIREMENTS

A. Pre-Incident Planning

HACM will implement proactive planning measures consistent with guidance from CISA and FEMA, including: [\[cisa.gov\]](https://www.cisa.gov)

1. Conduct annual threat and vulnerability assessments.

2. Maintain an Emergency Action Plan (EAP) incorporating active shooter procedures, consistent with FEMA CPG-101 and CISA preparedness planning guidance. [\[cisa.gov\]](https://www.cisa.gov)
3. Ensure communication systems (PA systems, SMS alerts, sirens, radios) are functional and accessible to individuals with disabilities or access/functional needs. [\[cisa.gov\]](https://www.cisa.gov)
4. Maintain interagency partnerships with law enforcement, facilitating walkthroughs and site familiarization.
5. Create a multidisciplinary Active Shooter Planning Team, as recommended by CISA's EAP Guide. [\[cisa.gov\]](https://www.cisa.gov)

B. Incident Response

1. Core Response Protocol (“Run, Hide, Fight”)

HACM personnel are expected to follow the nationally recognized “Run, Hide, Fight” response framework:

- **Run:** Evacuate if possible.
 - **Hide:** Shelter in place, lock or barricade doors, silence devices.
 - **Fight:** As a last resort, attempt to disrupt or incapacitate the shooter.
- All employees must be trained in this protocol. [\[cisa.gov\]](https://www.cisa.gov)

2. Communication and Notification

- Activate the mass notification system immediately.
- Call 9-1-1 as soon as it is safe to do so.

3. Accommodations for People with Disabilities

Procedures must include evacuation or shelter-in-place assistance for individuals with mobility, cognitive, hearing, or visual impairments. [\[cisa.gov\]](https://www.cisa.gov)

4. Incident Command & Coordination

- HACM will follow Incident Command System (ICS) principles consistent with guidance from the Federal Emergency Management Agency
- The highest-ranking staff member on-site will act as initial coordinator until emergency responders
- Staff will defer to law enforcement upon arrival

5. Media & Public Communication

- Only the Executive Director or designee may communicate with the media
- Staff must refer all media inquiries to designated leadership
- Communications will protect confidentiality and accuracy

C. Post-Incident Recovery

Federal guidance and best practices emphasize multi-phase recover following an incident.¹ Recovery actions must include:

1. **Victim Assistance & Mental Health Support**
 - Provide trauma counseling, crisis intervention, and community resource referrals.
2. **Reunification Procedures**
 - Establish safe reunification areas and communication protocols for families.

3. **After-Action Review (AAR)**

- Conduct debriefings with law enforcement, employees, management, and emergency services.
- Identify lessons learned and improvements.

4. **Facility Restoration**

- Reopen buildings only after law enforcement clearance and safety inspections.

VII. TRAINING REQUIREMENTS

Interagency Security Committee (ISC) has best practice guidance on annual training for all employees, including onboarding for new hires. HACM will: [\[cisa.gov\]](https://www.cisa.gov)

- Provide annual Active Shooter Training for all staff.
- Use DHS “Run, Hide, Fight” resources as the curriculum baseline.
- Encourage use of HUD Exchange webinars for supplemental training.
- Maintain attendance logs for verification.
- New employees must complete training within 30 days of hire
- Training will include recognizing and reporting suspicious behavior

VIII. EXERCISE REQUIREMENTS

ISC’s best practice - every facility conduct periodic exercises appropriate to their risk profile. [\[cisa.gov\]](https://www.cisa.gov)
HACM will:

- Conduct at least one annual exercise (tabletop, functional, or full-scale).
- Involve local police and first responders whenever possible.
- Document the exercise and improvements required.
- Exercises will be scaled based on facility size and risk
- HACM will coordinate with local first responders when feasible

IX. DOCUMENTATION & RECORDKEEPING

HACM shall retain:

- Copies of the Active Shooter Preparedness Plan
- Training attendance records
- Exercise reports and after-action reviews
- Communication test logs
- Records will be kept for a minimum of five (5) years or longer if required by HUD regulations.
- Records shall be available for internal review, audits, or monitoring as applicable

X. POLICY REVIEW & REVISION

This policy will be reviewed annually and revised as necessary to reflect evolving best practices, updated federal guidance, and lessons learned from exercise or incidents. [\[cisa.gov\]](https://www.cisa.gov)

XI. Threat Reporting

HACM encourages prompt reporting of suspicious or threatening behaviors

- Employees must report concerns immediately to management or law enforcement
- Anonymous reporting options should be made available where feasible



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: C-4

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 25, 2026

SUBJECT: RESOLUTION #1351 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER ESTABLISHING, REAFFIRMING, AND APPOINTING AD HOC COMMITTEES OF THE BOARD OF COMMISSIONERS.

EXECUTIVE SUMMARY:

The purpose of this memorandum is to request that the Board of Commissioners formally establish, and reaffirm, Ad Hoc Committees, including appointments, to support focused oversight of key agency priorities, including capital projects, financial oversight, real estate strategy, and executive leadership evaluation.

The Housing Authority currently has two (2) ad hoc committees in place, Madera Rescue Mission project, and Executive Director Evaluation; however, these lack clearly defined scopes, objectives, and timeframes. Establishing formal parameters through Board action will ensure clarity of purpose, accountability, and compliance with governance best practices.

Ad hoc committees are temporary committees formed for a specific purpose and may be dissolved upon completion of their assigned objectives. They are intended to provide focused review, analysis, and recommendations to the full Board and do not have independent decision-making authority.

Given the Agency's size and operational portfolio, including Public Housing, Farm Labor, Migrant Housing, and Housing Choice Voucher programs, it is appropriate to utilize a limited number of targeted ad hoc committees to support Board oversight without duplicating staff functions.

Staff recommends the establishment, reaffirmation, and appointment of the following ad hoc committees:

1. Capital Projects Committee

To provide oversight of Capital Fund projects and major modernization efforts, including procurement methods, project timelines, and budget performance. This committee would help reduce risk of delays, change orders, and compliance issues.





Housing Authority of the City of Madera

2. Finance and Audit Committee

To strengthen financial oversight, including review of budgets, financial trends, grant utilization, and audit findings. This committee would help prevent issues like unspent or unsupported funds and improve accountability, especially given situations like the EHV service fee reconciliation creating a stronger oversight which is critical.

3. Real Estate / Property Committee

To oversee real estate-related matters, including property strategy, disposition i.e., RAD or reposition discussions, acquisition, and long-term asset management. This committee would keep real estate decisions strategic instead of reactive.

4. Executive Director Evaluation Committee (annual/temporary)

To conduct the annual evaluation and contract review of the Executive Director and provide recommendations to the full Board. This Committee currently consists of Chair, Vice Chair and one (1) Commissioner.

Each committee will be advisory in nature, comprised of no more than three Commissioners, and will operate within a defined scope and timeframe. The Committees shall expire annually unless extended by Board action and may dissolve upon completion of assigned task. The committee shall report back to the Board and shall have no independent decision-making authority.

RECOMMENDATION:

Staff recommends that the Board of Commissioners adopt the attached resolution establishing and reaffirming Ad Hoc Committees with defined scope, membership, and duration.

FISCAL IMPACT:

There is no fiscal impact on this item. Item is the formation of Ad Hoc Committees.



RESOLUTION NO. 1351

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA ESTABLISHING, REAFFIRMING, AND APPOINTING AD HOC COMMITTEES OF THE BOARD OF COMMISSIONERS

A. **WHEREAS**, the Housing Authority of the City of Madera (“HACM”) is governed by a Board of Commissioners responsible for providing policy direction, oversight, and fiduciary responsibility for the Agency’s programs and operations; and

B. **WHEREAS**, ad hoc committees are temporary committees of the Board formed for specific purposes to provide focused review, analysis, and recommendations to the full Board and do not possess independent decision-making authority; and

C. **WHEREAS**, HACM currently has ad hoc committees in place, including the Madera Rescue Mission Project Committee and the Executive Director Evaluation Committee, which have not been formally established with defined scopes, objectives, membership, or duration; and

D. **WHEREAS**, establishing and reaffirming ad hoc committees through formal Board action promotes clarity of purpose, accountability, consistency with governance best practices, and effective oversight of key agency priorities; and

E. **WHEREAS**, given HACM’s operational portfolio, including Public Housing, Farm Labor Housing, Migrant Housing, Housing Choice Voucher programs, capital projects, real estate activities, and financial compliance obligations, it is appropriate to utilize a limited number of targeted ad hoc committees to support Board oversight without duplicating staff functions; and

F. **WHEREAS**, HACM staff recommends the establishment, reaffirmation, and appointment of specific ad hoc committees with clearly defined scopes, membership limits, reporting requirements, and duration;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA THAT:

Section 1. Recitals.

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

Section 2. Establishment and Reaffirmation of Ad Hoc Committees.

The Board of Commissioners hereby establishes and reaffirms the following ad hoc committees, each to serve in an advisory capacity only and be comprised of no more than three (3)

Commissioners:

- Capital Projects Committee
- Finance and Audit Committee
- Real Estate / Property Committee

- Executive Director Evaluation Committee (annual / temporary)

Section 3. Scope and Duration.

Each ad hoc committee shall operate within a defined scope and timeframe, shall report back to the full Board with recommendations, shall have no independent decision-making authority, and shall expire annually unless extended by Board action or dissolved upon completion of its assigned purpose.

Section 4. 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 20th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

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 April 20th, 2026, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: C-5

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Megan Crouch, General Counsel

DATE: March 23, 2026

SUBJECT: DISCUSSION REGARDING THE APPOINTMENT OF BOARD MEMBERS TO MADERA AFFORDABLE HOUSING CORPORATION NON-PROFIT AFTER VACANCIES

EXECUTIVE SUMMARY:

The Board of Commissioners previously established a non-profit named Madera Affordable Housing Corporation (“MAHC”). Currently, Chair Anita Evans and Commissioner Elsa Mejia are members of the Board of Directors for MAHC with terms expiring on May 16, 2026. However, three of the five seats on the Board of Directors for MAHC remain vacant.

In order for the Board of Directors to remain up and running, the Board of Commissioners need to discuss who they would like to appoint to the three vacant seats on the Board of MAHC. Additionally, the Board of Commissioners should consider extending Chair Evans and Commissioner Mejia’s seats for an additional three years as well to ensure those seats do not become vacant in May.

Once the Board discusses and provides direction as to appointments for the Board of MAHC, we will bring a resolution formally appointing those members.

RECOMMENDATION:

Staff recommends the Board discuss and provide direction as to appointments it wishes to make to the Board of Directors for Madera Affordable Housing Corporation.

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: April 20, 2026

AGENDA ITEM: C-6

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 26, 2026

SUBJECT: DISCUSSION: COMMISSIONER REQUESTED ITEM TO DISCUSS THE HOUSING AUTHORITY OF THE CITY OF MADERA'S 9/80 COMPRESSED WORKWEEK

EXECUTIVE SUMMARY:

At the request of the Board of Commissioners by consensus, this item is presented for discussion regarding the Housing Authority of the City Madera's current 9/80 Compressed Workweek schedule. This item has been placed on the agenda to allow for Board discussion, feedback, and direction regarding the current work schedule.

The 9/80 Compressed was adopted by Resolution #715 on July 14, 2004, and last revised on September 11, 2013.

This item is a discussion item.

RECOMMENDATION:

This is a discussion item only. No action is requested at this time. Staff will take direction from the Board and return with additional information or recommendations, if requested.

FISCAL IMPACT:

There is no fiscal impact at this time as this is a discussion item.





Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: C-7

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 27, 2026

SUBJECT: INFORMATIONAL ITEM: SUMMARY OF 2026 CAHA LEGISLATIVE CONFERENCE AND NAHRO WASHINGTON CONFERENCE

EXECUTIVE SUMMARY:

The purpose of this memo is for informational purposes only. Staff attended two major housing conferences in March 2026:

- The California Association of Housing Authorities (CAHA) Legislative Conference in Sacramento, California
- The National Association of Housing and Redevelopment Officials (NAHRO) Washington Conference in Washington, D.C.

These conferences provide critical updates on state and federal housing policy, funding priorities, and advocacy efforts that directly impact public housing authorities (PHAs).

California Association of Housing Authorities (CAHA)

The CAHA Legislative Conference in Sacramento provided a focused combination of policy briefings, state leadership engagement, and coordinated advocacy activities specific to housing authorities in California.

1. State Legislative Process and Policy Direction

The conference opened with a session on how legislation is developed in Sacramento, providing insight into the policymaking process and how housing authorities can more effectively engage in shaping housing legislation.

- Emphasis was placed on early engagement and relationship-building with legislators
- Discussion included the increasing complexity of housing-related bills and regulatory frameworks





Housing Authority of the City of Madera

2. Direct Engagement with State Leadership

Participants engaged in discussions with senior state officials, including a session with the Tomiquia Moss, California Secretary of Business, Consumer Services and Housing (BCSH), and a fireside chat with Lieutenant Governor Eleni Kounalakis.

- These sessions provided insight into state priorities on housing production, homelessness, and affordability
- Leadership emphasized the importance of local housing authorities as implementation partners

3. Key Program and Policy Updates (AB 653 and Data Tools)

A dedicated session reviewed implementation of AB 653 and the use of housing data dashboards. In November 2025, California Housing Authorities were required to submit one month's data on the HCV and EHV programs to the Department of Housing and Community Development (HCD). HCD used this information to create a HCD's public dashboard also known as the "Data Tool" which shows the success rate, payment standards, search time policies, by PHAs with statewide comparisons.

The Data Tool will:

- Focus on data transparency and performance tracking
- Increasing reliance on data-driven decision-making to inform funding and policy
- Implications for housing authorities in reporting and demonstrating outcomes

4. State and Federal Advocacy Coordination

Multiple sessions focused on advocacy strategy, including:

- Updates on CAHA's statewide advocacy efforts
- A federal policy update connecting state and national priorities

Key advocacy themes included:

- Sustaining and increasing funding for affordable housing programs
- Protecting Housing Choice Voucher resources
- Enhancing regulatory flexibility for PHAs

5. Navigating Uncertainty in Housing Programs

A session titled "*Navigating Uncertainty*" addressed the evolving landscape of housing policy and funding.

- Highlighted challenges related to funding volatility, regulatory changes, and economic pressures
- Emphasized the need for adaptive planning and strategic decision-making by housing authorities

6. Innovation and Emerging Practices in Housing

The "Innovations in Housing" session took on the perspective/challenges of a large housing authority and a small housing authority and highlighted new approaches and best practices, including:





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- Program design improvements
- Innovative partnerships
- Strategies to improve housing delivery and resident outcomes

Staff was part of facilitating this session providing challenges small/rural PHAs have.

7. Hot Topics Discussion

A facilitated discussion on current “hot topics” allowed participants to engage in peer exchange on emerging issues, including:

- Operational challenges facing PHAs
- Policy changes impacting program administration, specifically with the Section 214 “Mixed Status Families”
- Local discretionary implementation concerns around “Work Requirement and Time Limits”.

8. Advocacy Preparation and Legislative Visits

The final day focused on preparation for and execution of legislative visits at the State Capitol.

- Participants received advocacy guidance and messaging alignment
- Housing authority representatives met directly with legislators and staff

Key advocacy priorities included:

- Increased state investment in affordable housing
- Support for homelessness programs
- Continued recognition of housing authorities as essential partners

2026 NAHRO Washington Conference

The NAHRO Washington Conference focused on federal policy, funding, and national advocacy efforts. Keynote Speakers included HUD Secretary Scott Turner, HUD Assistant Secretary for Public and Indian Housing, Benjamin Hobbs, and Ronnie Kurtz, Assistant Secretary, HUD Office of Community Planning and Development.

Key Highlights

- Capitol Hill Advocacy:
A primary component of the conference included meetings with Congressional offices to advocate for federal housing priorities.
- Federal Funding and Policy:
Sessions addressed:
 - Updates HUD funding levels and appropriations
 - Housing Choice Voucher program funding and renewal concerns
 - Navigating Federal Mandates and Advocating for the Families we Serve
 - Strategies to Prevent and Reduce Homelessness





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- **Legislative Priorities:**
NAHRO outlined its 2026 policy priorities, emphasizing the need for sustained and increased federal investment in housing programs.
- **Advocacy and Communication:**
Training sessions focused on strengthening the ability of PHAs to effectively communicate program impacts and build support among policymakers.

Small Agency Committee:

Staff participated in the National Small Agency Committee, a group representing Public Housing Agencies across the country that operate with limited staff and resources. The committee's discussions centered on several emerging "Hot Topics," including Section 214 Mixed-Family Status, Time Limits, and Work Requirements.

Reactions to the proposed Section 214 rule varied significantly among agencies. Many noted that the impact is not uniform nationwide. Rural PHAs, in particular, emphasized the unique challenges their participants and residents face in obtaining required documentation—such as long travel distances to the nearest federal or consular offices. These geographic and access barriers create administrative and compliance burdens that differ from those experienced in more urban or centrally located communities.

Key Takeaway

Federal advocacy remains critical to maintaining and expanding resources necessary to support housing stability and program operations.

Both conferences reinforced the importance of coordinated advocacy at the state and federal levels.

- **State Level (CAHA):** Focus on policy reform, housing production, and regulatory changes impacting development and program delivery.
- **Federal Level (NAHRO):** Focus on funding, appropriations, and preservation of core housing programs.

Key issues affecting HACM include:

- Continued funding stability for the Housing Choice Voucher Program
- Increasing demand for affordable housing resources
- Ongoing regulatory and legislative changes
- The need for strategic advocacy and partnerships

RECOMMENDATION:

This item is an informational item only.

FISCAL IMPACT:

There is no fiscal impact on this informational item at this time.





Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: E-1

FROM: Blanca Mendoza-Navarro, Executive Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 25, 2026

SUBJECT: ADMINISTRATIVE 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												
Households Assisted	611	609	603									
YTD Lease Up projection	76%	76%	75%									
MTD HAP Expenses	\$524,583.00	\$521,334	\$515,253									
Waiting List	269	269	269									
Public Housing												
Vacancies	3	2	2									
Waiting List	3,099	3,116	3,158									
Unit Turnover	0	2	2									
Farm Labor												
Vacancies	2	0	0									
Waiting List	18	20	19									
Unit Turnover	0	2	2									
MAINTENANCE												
Public Housing												
Open Work Orders	70	53	115									
Average days	19.91	10.56	14.02									
Farm Labor												
Open Work Orders	48	150	150									
Average days	25.46	26	26									

March 2025 vs. March 2026 Comparison

Housing Choice Voucher (HCV / Section 8)

Metric	March 2025	March 2026	YoY Change
Households Assisted	659	603	▼ 56
Lease-Up Rate	89%	75%	▼ 14 pts
Monthly HAP	\$529,309	\$515,253	▼ \$14,056
Waiting List	269	269	No change

Summary:

HCV utilization declined significantly year over year. Reduced leasing activity directly impacted





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households served and HAP expenditures. Waiting list remains closed and unchanged. This is primarily contributed to HUD's Shortfall prevention measures. Staff currently have calls with HUD Shortfall prevention team and awaiting for HUD's formal notice confirming whether the agency will remain under shortfall monitoring or be released from shortfall status.

Public Housing

Metric	March 2025	March 2026	YoY Change
Vacancies	2	1	▼ 1
Waiting List	2,800	3,116	▲ 316
Unit Turnover	2	3	▲ 1

Summary:

Occupancy improved; 3 turnovers in March 2026 slightly helped admissions from the waiting list despite a continued increase in demand. These numbers show the need to explore options such as Repositioning our PH portfolio, access Section 18 Blend project, and/or Rebuild and Restore to name a few.

Farm Labor Housing

Metric	March 2025	March 2026	YoY Change
Vacancies	1	0	▼ 1
Waiting List	17	20	▲ 3
Unit Turnover	1	0	▼ 1

Summary:

Demand increased slightly year over year while turnover declined, tightening availability with full occupancy.

Maintenance Performance

Public Housing Maintenance

Metric	Jan 2025	Jan 2026	YoY Change
Open Work Orders	329	70	▼ 259





Housing Authority of the City of Madera

Metric	Jan 2025	Jan 2026	YoY Change
Avg. Days to Complete	23.22	19.91	▼ 3.31

Farm Labor Maintenance

Metric	Jan 2025	Jan 2026	YoY Change
Open Work Orders	116	48	▼ 68
Avg. Days to Complete	24.32	25.46	▲ 1.14

Summary:

Maintenance backlogs improved substantially year over year. Farm Labor completion times remain elevated. These changes are primarily due to inspection workorders in preparation to HUD's REAC/NSPIRE and USDA inspection preparation.





Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: April 20, 2026

AGENDA ITEM: F-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: March 27, 2026

SUBJECT: UPDATES, COMMUNICATIONS, TRAININGS, AND AUDITS

1. DEPARTMENTAL REPORTS:

- **HCV Department**

- The HCV Manager continues to meet biweekly with the VA to coordinate the HUD VASH program. At this time, 36 Veterans are successfully housed, 6 are actively searching for units, 1 referral is under review, 2 are pending briefing dates and 12 vouchers remain available for issuance.
- The EHV program was able to process and pay April HAP. The agency is now awaiting further guidance from HUD regarding the transition of EHV families into the HCV program. Staff remain in ongoing communication with participants to provide updates, answer questions, and support them through this transition period.

Community partners continue to offer strong support by assisting families in every way they can and connecting eligible households to additional services.

- The HCV Manager, Finance Manager, and Pomona Ranch Site Manager attended the 2026 OMS Contractors and Managers Meeting held in Sacramento.
- **FSS** – Families continue to be contacted and invited to enroll in the FSS program to enhance support and engagement.
- **POMONA RANCH** - They have begun rodent abatement throughout the center and are preparing for next month's scheduled annual fire safety inspections, including the fire suppression pump, alarm pull stations, and fire extinguisher certifications, which will be funded through approved Reserve Funds. Awaiting a quote from Madera Pumps regarding the recurring high-pressure alarm on the water system and have followed up with their technician. The annual newspaper ad has been submitted to the Madera Tribune and will begin running in





Housing Authority of the City of Madera

April. Two quotes have been received for new mattresses, and we will proceed once the selected vendor provides a W-9; funds for this purchase are already budgeted. A total of 28 units are now ready for the upcoming season. Of the eight tenants with outstanding balances from the 2025 season, all but two have paid, leaving a remaining balance of \$85, which must be cleared before they can return; follow-up calls are underway. Pending items include Board approval to write off an uncollectible \$24.36 from the 2023 season and replacement of ten exterior lights at the rental office and shop.

- **PUBLIC HOUSING** – Staff continues to work on annual certifications and Management is continuing to monitor Federal updates as it relates to this program.
- **FARM LABOR** – Staff continues to work on annual certifications and Management continues to monitor Federal updates as it relates to the program.
- **FINANCE** – The Finance Department has submitted the final deliverables required for the auditors to complete the Fiscal Year 2025 Audited Financial Report. A draft version has been provided for our review, and we anticipate presenting the final report for Board approval in May. Overall, the Agency had no major findings.
- **MAINTENANCE:**

As the weather is warming up, across the board, Staff is getting an increased number of work orders regarding air conditioning issues. One of the challenges Staff is dealing with is illness from staff and residents. Another obstacle that Maintenance staff is striving to overcome is being short staffed. Staff continually adjust to change in assignments and schedules both during normal business hours and also adjusting schedules for the on-call rotation, to make sure our residents are tended to.

 - **Public Housing:** There are 3 Vacant units, 2 of which are expected to be ready to house by March 30th and 2 apartments that are expected to come available in mid-April. Staff is also working on yearly inspection work orders. Staff is in the process of preparing and scheduling the replacement of the roofing systems at 2 of the Public Housing sites located 1034 Kennedy and 108/112 Cleveland.
 - **Farm Labor:** Staff had 2 units that were turned and housed. Farm Labor is currently 100% housed. Staff focusing on day-to-day work orders as well as yearly inspection work orders. A challenge Staff is encountering in Farm Labor is ironing out the details in our Yardi software to see the results of the inspections. Staff recently pruned some of the overgrown trees at 337 Knox and are in the process of getting quotes for some concrete repairs at 1110 Kennedy.





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- **Pomona Ranch:** Staff is working on turns and servicing equipment. One of the projects that is in process is servicing and repairing the fire alarm system at the property. Staff is also in the process of treating the ground squirrel infestation we have at the site.
 - **ADMINISTRATIVE:** Staff has been working on updating Agencies policies and creating new ones as needed. Staff is also working on updating the Agency's Annual Plans, i.e., Administration Plan and Admissions and Continued Occupancy Plan (ACOP). These are due to HUD no later than July 17, 2026.
2. **TRAINING/CONFERENCES** – As part of continued professional development efforts, team members recently participated in specialized training programs to strengthen their knowledge and skills:
- **Public Housing:** no updates at this time.
 - **Farm Labor:** no updates at this time.
 - **HCV:** no updates at this time
 - **Maintenance** – no updates at this time.
 - **Administration:** - Executive Director attended the 2026 Washington DC NAHRO Conference in March 2026. The HCV Manager, Finance Manager, and Pomona Ranch Site Manager attended the 2026 OMS Contractors and Managers Meeting held in Sacramento, March 2026. Administrative Staff are attending the 2026 Annual California Housing Worker's Compensation Authority (CHWCA) Board of Directors Meeting at the end of April.
 - **ASPIRE** - Yardi ASPIRE continues to upload new learning plans. Staff will continue utilizing this tool for training specifically with the Yardi program and best practices.
 - **Board of Commissioners:** Board Chair attended 2026 Washington DC NAHRO Conference in March 2026. The 2026 NAHRO National Conference will be held at the beginning of October 2026. This year the conference will be held in Denver CO. Staff will allocate funds in the FY2026-2027 budget for all Commissioners to attend this conference.

