

REGULAR MEETING OF THE MADERA CITY COUNCIL

**SPECIAL MEETING OF THE MADERA CITY COUNCIL AS THE GROUNDWATER
SUSTAINABILITY AGENCY; AND**

SPECIAL MEETING OF THE MADERA PUBLIC FINANCING AUTHORITY

205 W. 4th Street, Madera, California 93637

JOINT MEETING NOTICE AND AGENDA

**Wednesday, April 3, 2019
6:00 p.m.**

**Council Chambers
City Hall**

CALL TO ORDER

ROLL CALL: Mayor Andrew J. Medellin
Mayor Pro Tem Steve Montes, District 3
Council Member Cece Gallegos, District 1
Council Member Jose Rodriguez, District 2
Council Member Derek O. Robinson Sr., District 4
Council Member Santos Garcia, District 5
Council Member Donald E. Holley, District 6

INVOCATION: Pastor Joyce Lane of Glory of Zion

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

The first fifteen minutes of the meeting are reserved for members of the public to address the Council on items which are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. Speakers will be asked to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Mayor has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council 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 Council does not respond to public comment at this time.

PRESENTATIONS

1. Recognition of the Madera South High School Soccer Team
2. Presentation on Partnership with Madera District Fair (Tom Mitchell, CEO)
3. Oath of Office - City-Wide Madera Youth Commission (Katrina Ruiz)

INTRODUCTIONS: None.

A. WORKSHOP: None.

B. CONSENT CALENDAR

- B-1 Minutes – No Minutes for Consideration
- B-2 Warrant Disbursement Report (Report by Tim Przybyla)
- B-3 Water Conservation Report for 02/18/19 – 03/17/19 (Report by John Scarborough)
- B-4 Informational Report on Personnel Activity (Report by Wendy Silva)
- B-5 Consideration of Resolution Recognizing the Importance of the 2020 U.S. Census and Helping to Ensure a Complete, Fair, and Accurate Count of All Californians (Report by Christopher Boyle)
- B-6 Consideration of a Minute Order Authorizing the Mayor to Execute the Partial Proof of Loss for Reimbursement for Estimated Fire Repairs Totaling \$178,224.85 to 5 East Yosemite (Report by Wendy Silva)
- B-7 Consideration of a Resolution Authorizing Submittal of Application(s) for CalRecycle Local Government Waste Tire Amnesty Grants for a Period of Five (5) Years (Report by Brian Esteves)
- B-8 Consideration of a Resolution of the Governing Board of the Madera Public Financing Authority (MPFA) Establishing Regular Meeting Dates (Report by Tim Przybyla)

C. HEARINGS, PETITIONS, BIDS, RESOLUTIONS, ORDINANCES, AND AGREEMENTS

- C-1 Public Hearing to Consider the Block Grant Commission's Community Development Block Grant Recommendations for the 2019/2020 Action Plan and Request for Council to Approve the Allocations (Report by Ivette Iraheta)
- C-2 Consideration of a Resolution Approving Employment Agreements with the Grant Administrator, City Engineer, Chief of Police, Chief Building Official, Information Services Manager, Director of Financial Services, and Director of Human Resources; and

Consideration of a Resolution Setting the Assigned Salary Range for the Position of City Engineer (Report by Wendy Silva)

- C-3 Consideration of a Resolution Amending the City Manager's Employment Agreement (Report by Wendy Silva)

D. WRITTEN COMMUNICATIONS: None.

E. ADMINISTRATIVE REPORTS

- E-1 Consideration of a Minute Order Approving the Madera County Economic Development Commission 2019/2020 Annual Basic Service Level Budget (Report by Bobby Kahn)
- E-2 Mid-Year Operational Budget Report and Consideration of a Resolution Authorizing and Approving Amendments to the City's Fiscal Year (FY) 2018/2019 (18/19) Budget (Report by Tim Przybyla)
- E-3 Discussion and Direction from the City Council as to the Type of Sale and Term of the Proposed Lease Revenue Bonds to Finance the Fire Station Project (Report by Tim Przybyla)

F. COUNCIL REPORTS

G. CLOSED SESSION

- G-1 Closed Session Announcement – City Attorney

- G-2 Conference with Labor Negotiators pursuant to Government Code §54957.6

Agency Designated Representatives: Arnolando Rodriguez & Wendy Silva

Employee Organizations: General Bargaining Unit
Madera Police Officers' Association
Mid-Management Employee Group
Law Enforcement Mid-Management Group

- G-3 Conference with Legal Counsel - Existing Litigation. Subdivision (d)(1) of Government Code §54956.9

One case: MCA 1803, LLC, et al. v. City of Madera MCV073252

- G-4: Property: 2 Parcels
City of Madera APNs: 009-331-010 and 011 (Freedom Industrial Park)
Agency Negotiator(s): Arnolando Rodriguez
Negotiating Party: TranPak, Inc
Under Negotiations: Price and Terms

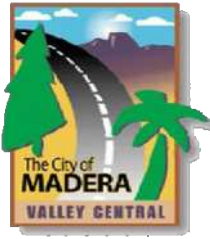
ADJOURNMENT – Next regular meeting April 17, 2019

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- Please silence or turn off cell phones and electronic devices while the meeting is in session.
 - Regular meetings of the Madera City Council are held the 1st and 3rd Wednesday of each month at 6:00 p.m. in the Council Chambers at City Hall.
 - Any writing related to an agenda item for the open session of this meeting distributed to the City Council less than 72 hours before this meeting is available for inspection at the City of Madera Office of the City Clerk, 205 W. 4th Street, Madera, California 93637 during normal business hours.
 - The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Request for additional accommodations for the disabled, signers, assistive listening devices, or translators needed to assist participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting. Please call the Human Resources Office at (559) 661-5401. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service.
 - Questions regarding the meeting agenda or conduct of the meeting, please contact the City Clerk's office at (559) 661-5405.
 - Para asistencia en Español sobre este aviso, por favor llame al (559) 661-5405.
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I, Zelda Leon, Deputy City Clerk for the City of Madera, declare under penalty of perjury that I posted the above agenda for the regular meeting of the Madera City Council for April 3, 2019, near the front entrances of City Hall at 6:20 p.m. on March 28, 2019.

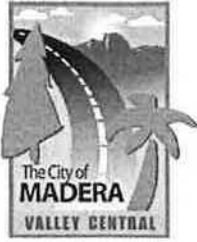


Zelda Leon, Deputy City Clerk



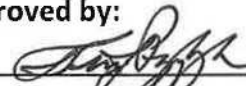
**Madera City Council Agenda 04/03/19
Agenda Item B-1**

There are no minutes for consideration.

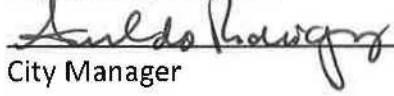


REPORT TO CITY COUNCIL

Approved by:



Department Director



City Manager

Council Meeting of: April 03, 2019

Agenda Number: B-2

SUBJECT: Register of Audited Demands

RECOMMENDATION: Review Register of Audited Demands Report for March 09, 2019 to March 22, 2019.

SUMMARY: The Register of Audited Demands for the City of Madera covering obligations paid during the period of March 09, 2019 to March 22, 2019 is contained in the attachment.

General Warrant	21262 - 21417	\$1,326,275.08
Wire Transfer	Union Bank Payroll and Taxes	\$583,178.52
Wire Transfer	SDI	\$2,086.44
Wire Transfer	Cal Pers	\$481,740.06

DISCUSSION: Warrant requests are processed weekly based on the adopted 18/19 budget and released for payment every Friday. Each demand has been audited and the Finance Director hereby certifies as to their accuracy and that there were sufficient funds for their payment.

FINANCIAL IMPACT: Demands for payments are made within the constraints of the approved 18/19 budget.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN: These expenditures were spent considering Strategy 115: Economic Resource Provision: Ensure sufficient economic resources to provide adequate City services and prepare for future growth.

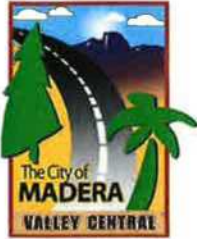
ALTERNATIVES: Informational only.

ATTACHMENTS: Register of Audited Demands.

CITY OF MADERA
REGISTER OF AUDITED DEMANDS FOR BANK #1-UNION BANK GENERAL ACCOUNT
March 22, 2019

CHECK	PAY DATE	ISSUED TO	DESCRIPTION	AMOUNT
21262	03/15/2019	ADMINISTRATIVE SOLUTIONS INC.	ADMINISTRATIVE FEES FOR MARCH 2019	4,386.00
21263	03/15/2019	ADMINISTRATIVE SOLUTIONS INC.	MONTHLY ADMINISTRATIVE FEE - MAR 2019	40,000.00
21264	03/15/2019	AMERICAN LEGAL PUBLISHING CORPORATION	ONLINE MMC UPDATE 5-44	170.94
21265	03/15/2019	AMERITAS LIFE INSURANCE CORP.	APRIL 2019 DENTAL INSURANCE	13,398.56
21266	03/15/2019	ARAMARK UNIFORM SERVICES	02/19 UNIFORM INVOICES	5,446.44
21267	03/15/2019	ARNOLD, JOSIAH	PER DIEM - POST MANAGEMENT COURSE A #19-04	418.00
21268	03/15/2019	AT&T	02/19 CALNET 3 SVS	1,929.41
21269	03/15/2019	AT&T	02/19 CALNET 3 SVS	1,355.59
21270	03/15/2019	BOUNCE IMAGING, INC.	BOUNCE IMAGING EXPLORER TACTICAL EDITION WITH AUDI	3,626.38
21271	03/15/2019	BSK ASSOCIATES	WATER SAMPLES	648.00
21272	03/15/2019	BUSH ENGINEERING, INC.	E YOSEMITE AVE (SR 145) /ELM SIGNAL LIGHT INSTALLATION	27,680.05
21273	03/15/2019	BUSHEY, SHAWN	ADDITIONAL REIMBURSEMENT FOR PATROL VEST	18.13
21274	03/15/2019	CALIFORNIA CLIMATE CONTROL, INC.	HVAC MAINTENANCE	1,850.49
21275	03/15/2019	CALIFORNIA DEPARTMENT OF JUSTICE	FEBRUARY 2019 BLOOD ALCOHOL ANALYSIS	385.00
21276	03/15/2019	CALIFORNIA DEPARTMENT OF TRANSPORTATION	SHARED COSTS, ACCIDENTS DATED 11/17/18, 12/13/18, AND 01/17/19	379.28
21277	03/15/2019	CHAVEZ, JOSH	PER DIEM - HUMAN TRAFFICKING TRAINING	231.00
21278	03/15/2019	CITY OF MADERA	TOILET/INSTALL X2 REBATE APPLY TO ACCT 9921680	160.00
21279	03/15/2019	CITY OF MADERA	TOILET/INSTALL X2 REBATE APPLY TO ACCT 9895097	260.00
21280	03/15/2019	CITY OF MADERA	TOILET/INSTALL X2 REBATE APPLY TO ACCT 9899838	350.00
21281	03/15/2019	DIEBERTS CREATIVE COPY INC	BUSINESS CARDS FOR H. GARIBAY - POLICE DEPARTMENT	37.89
21282	03/15/2019	DATAPROSE, LLC	FEBRUARY 2019 STATEMENTS/48 HR NOTICES	8,511.79
21283	03/15/2019	RAUL R. HERRERA JR.	POLYGRAPH FOR PD RECRUITMENTS	1,000.00
21284	03/15/2019	EPPLER TOWING	TOWING SERVICES	337.50
21285	03/15/2019	FIRST TRANSIT INC.	SEP 2018 ROUTES 1, 2, 3 AND DAR SERVICES	72,531.01
21286	03/15/2019	FORENSIC NURSE SPECIALISTS, INC.	VICTIM EXAM 02/01/19 - CASE #19M-01028	1,000.00
21287	03/15/2019	FRESNO BEE, THE	RECRUITMENT ADVERTISEMENTS - HR TECH II	724.72
21288	03/15/2019	FRESNO POLICE DEPARTMENT	FCC ACADEMY CLASS #154/EVOC TRAINING	200.00
21289	03/15/2019	NVA FRESNO VETERINARY MANAGEMENT, LLC	VETERINARY SERVICES FOR A DOBERMAN #44979	505.44
21290	03/15/2019	GONZALES, RICHARD	PER DIEM - HUMAN TRAFFICKING TRAINING	231.00
21291	03/15/2019	HOOVER, CLAY	PER DIEM - DEFENSE TACTICS INSTRUCTOR WEEK 2	369.00
21292	03/15/2019	IRAHETA, IVETTE	REIMBURSEMENT FOR LDCC SSVSD DINNER	34.87
21293	03/15/2019	KER'S GAS & LUBE, INC.	JANUARY 2019 PD CAR WASHES	193.50
21294	03/15/2019	LANGUAGE LINE SERVICES, INC.	FEBRUARY 2019 OVER THE PHONE INTERPRETATIONS	58.62
21295	03/15/2019	LEGACY K9 INC.	K9 BI-MONTHLY MAINTENANCE TRAINING NOV-DEC 2018 & JAN-FEB 2019	2,311.12
21296	03/15/2019	MADERA COUNTY E D C	EDC STATE OF THE COUNTY LUNCHEON - TIM PRZYBYLA	30.00
21297	03/15/2019	MADERA TRIBUNE	MAR 2019 P.C. MEETING/PUBLIC HEARING/PUBLISH ORDINANCE NO 960 C.S5 ADOPTED 2/20/19	660.25
21298	03/15/2019	MADERA UNIFORM & ACCESSORIES	NAVY PDU CLASS B LSH - J VELASQUEZ	59.48
21299	03/15/2019	MUSCO SPORTS LIGHTING, LLC	LIONS TOWN & COUNTRY PARK LAMPS	266.06
21300	03/15/2019	CENDEIAS, ALFONSO	TURF REPLACEMENT REBATE (18-23)	3,000.00
21301	03/15/2019	OVERLAND, PACIFIC & CUTLER LLC	RELOCATION CONSULTING SVS OLIVE AVE WIDENING PRJCT	3,420.00
21302	03/15/2019	ZANJAS, PABLO	REFUND FEE, PARKING CITATION #35947 WAS FIXED	285.00
21305	03/15/2019	PACIFIC GAS & ELECTRIC	02/19 SERVICE	892.45
21304	03/15/2019	PUBLIC AGENCY RISK MANAGEMENT ASSOCIATION	PROFESSIONAL DUES, TERM: 3/4/19 - 6/30/19	150.00
21305	03/15/2019	PEQUENOS EMPRESARIOS	RFIMBURSEMENT FOR 18/19 2ND QUARTER EXPENSES -COBG	3,798.98
21306	03/15/2019	MORRIS J PIERCE	ASPHALT PATCH #12 W OLIVE AVE	5,611.00
21307	03/15/2019	PITNEY BOWES, INC.	QUARTERLY EQUIP RENTAL 12/30/18 -03/29/19- FINANCE	406.95
21308	03/15/2019	PRICE PAIGE AND COMPANY	PROFESSIONAL SERVICES FOR THE YEAR ENDED 06/30/18	7,945.00
21309	03/15/2019	PROFORCE	KMB \$5 ULT CARRY II 45AP PST 3" 5TAINLESS	732.57
21310	03/15/2019	KAFFELIS FINANCIAL CONSULTANTS, INC.	PROFESSIONAL SERVICE 10/18 - 01/19 FEE RATE STUDY	145.00
21311	03/15/2019	RESERVE ACCOUNT	12/18-03/19 PREPAID POSTAGE METER USAGE	1,200.00
21312	03/15/2019	ROSEL, JOHN	PER DIEM - DEFENSE TACTICS INSTRUCTOR WEEK 2	363.00
21313	03/15/2019	RRM DESIGN GROUP, A CALIFORNIA CORPORATION	PROFESSIONAL ENGINEERING DESIGN FIRE STATION #8	17,403.80
21314	03/15/2019	BOY SCOUTS OF AMERICA COUNCIL 27 SEQUOIA	2019 CIVICS DAY	180.00
21315	03/15/2019	SEICOM CORPORATION	REPAIRS SMC- 3M24	409.14
21316	03/15/2019	TESCI PETROLEUM, INC.	FUEL 02/10/19 - 03/10/19	11,342.57
21317	03/15/2019	UNION BANK OF CALIFORNIA	SVS FOR PERIOD NOVEMBER 1, 2018 - JANUARY 31, 2019	875.00
21318	03/15/2019	VERIZON WIRELESS	PD AIR CARDS SVS 12/11/18 - 02/10/19	228.06
21319	03/15/2019	HARRY D. WILSON, INC.	COWL/LEG SHIELD AND VELCRO TAPE	74.13
21320	03/22/2019	ACRO SERVICE CORPORATION	TEMPORARY DRAFTER, STEVE ROBERSON	2,340.00
21321	03/22/2019	ADMINISTRATIVE SOLUTIONS INC.	MONTHLY ADMINISTRATIVE FEE - MARCH 2019	4,300.00
21322	03/22/2019	ADMINISTRATIVE SOLUTIONS INC.	ADMIN FEES FOR MARCH 2019	171.00
21323	03/22/2019	ADMINISTRATIVE SOLUTIONS INC.	MEDICAL & CHILD CARE EXPENSE ACCT 03/22/19 PAYROLL	1,190.87
21324	03/22/2019	ALLIED ELECTRIC MOTOR SERVICE	PLC PROCESSORS	8,105.76
21325	03/22/2019	AMERICAN HIGHWAY PRODUCTS, LTD.	EZ LIFT MANHOLE LID FULLER	189.70
21326	03/22/2019	ANTHEM BLUE CROSS	CITY PAID RETIREE MEDICAL BILL - APR 2019	1,546.37
21327	03/22/2019	THIRKETTLE CORPORATION	SENSUS DRIVE SOCKET	100.15
21328	03/22/2019	ARB INC	REFUND OVERPAYMENT FOR METER 20	27.33
21329	03/22/2019	BILL NELSON CONSTRUCTION	REFUND METER 15 DEPOSIT LESS BALANCE OWED	1,642.70
21330	03/22/2019	BLUMER CONSTRUCTION INC	REFUND METER 17 DEPOSIT LESS BALANCE OWED	1,655.72
21331	03/22/2019	ABRAHMA CONSTRUCTION INC.	REFUND METER 31 DEPOSIT LESS BALANCE OWED	1,670.72
21332	03/22/2019	BUSH ENG INC	REFUND METER 23 DEPOSIT LESS BALANCE OWED	1,590.72
21333	03/22/2019	JIM CRAWFORD CONSTRUCTION INC	REFUND METER 33 DEPOSIT PLUS CREDIT BALANCE	1,783.70
21334	03/22/2019	PG&E ME 31289209	REFUND METER 10 DEPOSIT LESS BALANCE OWED	1,378.39
21335	03/22/2019	AT&T	02/19 CALNET 3 SERVICES	191.00
21336	03/22/2019	BLUE SHIELD OF CALIFORNIA	CITY PAID RETIREE MEDICAL BILL APR 2019 - D TOOLEY	137.00
21337	03/22/2019	BLUE SHIELD OF CALIFORNIA - MEDICARE	CITY PAID RETIREE RX BILL MAR-APR 2019 - D TOOLEY	235.60
21338	03/22/2019	BSK ASSOCIATES	WATER SAMPLES & QUARTERLY WATER SAMPLES	3,956.50
21339	03/22/2019	CA DEPARTMENT OF CHILD SUPPORT	CHILD SUPPORT DEDUCTIONS FOR 03/22/19 PAYROLL	1,937.04
21340	03/22/2019	CALIFORNIA DEPARTMENT OF TRANSPORTATION	SHARED COSTS, ACCIDENTS DATED 12/07/18 & 01/27/19	248.64
21341	03/22/2019	CAROLLO ENGINEERS, INC	PROFESSIONAL ENGINEERING SERVICES FOR JAN & FEB 2019	33,496.96
21342	03/22/2019	CITY OF MADERA	FAUCET LOCKS X2 REBATE APPLY TO ACCT 9865025	19.94
21343	03/22/2019	CITY OF MADERA	FAUCET LOCKS X3 REBATE APPLY TO ACCT 9898009	29.91
21344	03/22/2019	CITY OF MADERA	TOILET X2 REBATE APPLY TO ACCT 9924542	198.00
21345	03/22/2019	CITY OF MADERA	TOILET/INSTALLATION REBATE APPLY TO ACCT 9891896	198.10
21346	03/22/2019	CITY OF MADERA	DISHWASHER REBATE APPLY TO ACCT 9899761	200.00
21347	03/22/2019	CITY OF MADERA	DISHWASHER REBATE APPLY TO ACCT 9924542	200.00

CHECK	PAY DATE	ISSUED TO	DESCRIPTION	AMOUNT
21348	03/22/2019	COLONIAL LIFE & ACCIDENT INSURANCE CO	#E700482-3 FOR 03/22/2019 PAYROLL	966.99
21349	03/22/2019	CONCENTRA MEDICAL CENTERS	DOT MEDICAL RECERT EXAM 03/06/19	64.00
21350	03/22/2019	CORELOGIC INFORMATION SOLUTIONS INC	REALQUEST SVS JAN - FEB 2019 & METROSCAN SVS FEB 2019	730.25
21351	03/22/2019	CSJVRMA	CSJVRMA 4TH QTR DEPOSITS FY 18/19	544,596.00
21352	03/22/2019	DIAMOND COMMUNICATIONS	YOUTH CENTER AND PAN AM CENTER FIRE ALARM MONITORING	307.00
21353	03/22/2019	DOWNTOWN FORD SALES	2019 NEW FORD F-250 REGULAR CAB PICKUP 4X2 AND 2019 FORD TRANIST CONNECT CARGO VAN	49,308.35
21354	03/22/2019	EVERGREEN LAWN CARE & MAINTENANCE, INC.	GRP 1, 2, 3 DOWNTOWN/MEDIAN/NON-MEDIAN MAINTENANCE JAN- FEB 2019	22,836.09
21355	03/22/2019	FIRE SAFETY SOLUTIONS, LLC	FIRE PROTECTION ENG SVS 03/01/19 - 03/15/19	6,318.75
21356	03/22/2019	FRESNO MADERA AREA AGENCY ON AGING	JANUARY 2019 UNSERVED MEALS	69.00
21357	03/22/2019	HUERTA, ELISABETH	REIMBURSEMENT FOR DAMAGED UNIFORM REPLACEMENT	59.38
21358	03/22/2019	LSA ASSOCIATES, INC	VILLAGE D SPECIFIC PLAN EIR JANUARY 2019	15,322.50
21359	03/22/2019	M A C E A	MARCH 2019 MONTHLY DUES	2,287.50
21360	03/22/2019	M P O A	MARCH 2019 MONTHLY DUES	7,349.64
21361	03/22/2019	M.C.E.A.	MARCH 2019 MONTHLY DUES	400.00
21362	03/22/2019	MADERA CLEANERS AND LAUNDRY INC.	YOUTH CENTER MAT CLEANING	32.30
21363	03/22/2019	MADERA COUNTY AUDITOR	HUMANE ANIMAL CONTROL SERVICES 2018/2019	150,000.00
21364	03/22/2019	MADERA COUNTY TREASURER	JANUARY 2019 PARKING PENALTIES	279.00
21365	03/22/2019	MADERA PUMPS, INC.	PUMP CHECK OVER VOLTS & VIBRATION CAUSE	62.50
21366	03/22/2019	MADERA TRIBUNE	HR TECHNICIAN II, TIRE AMNESTY EVENT, & MAR 2019 P.C. MEETING ADS	785.95
21367	03/22/2019	MID-MGMT EMPLOYEE GROUP	MARCH 2019 MONTHLY DUES	670.00
21368	03/22/2019	MONDRAGON, JUAN	MILEAGE REIMBURSEMENT - CALL TO WWVP ALARMS	22.27
21369	03/22/2019	N.P.C.-ORCHARD TRUST COMPANY	PLAN #340227-02 FOR 03/22/2019 PAYROLL	1,981.90
21370	03/22/2019	N.P.C.-ORCHARD TRUST COMPANY	PLAN #340227-01 FOR 03/22/2019 PAYROLL	8,132.25
21371	03/22/2019	PACIFIC GAS & ELECTRIC	02/19 SERVICE	194.52
21372	03/22/2019	DE JESUS, GILDARDO	PARK DEPOSIT REFUND - MCNALLY PARK	50.00
21373	03/22/2019	HERRANDEZ, ROSIE	PARK DEPOSIT REFUND - CANCELLED EVENT	165.00
21374	03/22/2019	MENDEZ, MARTHA	PARK DEPOSIT REFUND - CANCELLED EVENT	165.00
21375	03/22/2019	RAMIREZ, VERONICA	PARK DEPOSIT REFUND - LTC PAVILLION	50.00
21376	03/22/2019	PETTY CASH - FINANCE DEPT.	PETTY CASH REIMBURSEMENT	366.82
21377	03/22/2019	PHOENIX GROUP INFO SYS	CITATIONS FOR JANUARY 2019	1,369.86
21378	03/22/2019	MORRIS J PIERCE	ASPHALT PATCHING	8,141.00
21379	03/22/2019	PITNEY BOWES, INC.	POSTAGE MACHINE LEASE 12/30/18-03/29/19 - PARKS	167.79
21380	03/22/2019	STATE OF CALIFORNIA	FRANCHISE TAX DEDUCTIONS FOR 03/22/19 PAYROLL	150.00
21381	03/22/2019	STATE WATER RESOURCES CONTROL BOARD	D2 EXAM FOR BRANDON GARCIA	45.00
21382	03/22/2019	STATE WATER RESOURCES CONTROL BOARD	D3 EXAM FOR OSCAR SOLIS	70.00
21383	03/22/2019	TAG/AMS, INC.	DOT RANDOM TESTING 1ST QTR 2019	133.95
21384	03/22/2019	TYLER, JOEY	REIMBURSEMENT OF PERSONAL TRAVEL EXPENSE 3/12-3/14	70.47
21385	03/22/2019	API-SS INVESTMENTS C/O VALLEY PROPERTIES	UTILITY BILLING CREDIT REFUND	237.04
21386	03/22/2019	BENITEZ JULIANNA	UTILITY BILLING DEPOSIT REFUND	61.61
21387	03/22/2019	BRIZENDINE DEVINA	UTILITY BILLING CREDIT REFUND	137.35
21388	03/22/2019	CARRANZA SALVADOR AND SALAZAR ALVA	UTILITY BILLING CREDIT REFUND	226.28
21389	03/22/2019	CASTANON D ALMA	UTILITY BILLING CREDIT REFUND	213.31
21390	03/22/2019	CENTURY 21 ADANALIAN AND VASQUEZ	UTILITY BILLING DEPOSIT REFUND	32.19
21391	03/22/2019	CITY OF MADERA OR GARCIA JOAQUIN	UTILITY BILLING CREDIT REFUND	116.44
21392	03/22/2019	CITY OF MADERA OR MARTILIA CARMEN	UTILITY BILLING CREDIT REFUND	154.96
21393	03/22/2019	CORTEZ JOHANNA AND RUIZ PEREZ JOEL	UTILITY BILLING CREDIT REFUND	74.78
21394	03/22/2019	CURIEL SOCORRO	UTILITY BILLING CREDIT REFUND	230.77
21395	03/22/2019	DKM CONSULTING AND INVESTMENTS INC C/O WALLACE CHA	UTILITY BILLING CREDIT REFUND	294.28
21396	03/22/2019	DOMINGUEZ MAKIA OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	151.73
21397	03/22/2019	GRAY CYNDIA	UTILITY BILLING CREDIT REFUND	143.19
21398	03/22/2019	KNUDSEN TANYA	UTILITY BILLING DEPOSIT REFUND	54.11
21399	03/22/2019	KRENKE NGA THI	UTILITY BILLING CREDIT REFUND	113.56
21400	03/22/2019	LEWIS STEVIE	UTILITY BILLING CREDIT REFUND	96.18
21401	03/22/2019	MADERA PROPERTY CONNECTION	UTILITY BILLING CREDIT REFUND	140.35
21402	03/22/2019	MURILLO PATRICIA	UTILITY BILLING CREDIT REFUND	83.98
21403	03/22/2019	NUNGARAY JAIME AND MARTINEZ LAGINA	UTILITY BILLING CREDIT REFUND	110.81
21404	03/22/2019	OCHOA BENJAMIN	UTILITY BILLING CREDIT REFUND	143.48
21405	03/22/2019	ORTEGA RICARDO AND ALEXANDRIA TORRES	UTILITY BILLING CREDIT REFUND	32.85
21406	03/22/2019	RAMADA EMIL OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	152.58
21407	03/22/2019	REYES RAYMOND AND NATALIE SEANZ	UTILITY BILLING CREDIT REFUND	78.88
21408	03/22/2019	TORRES JAVIER HUERTA	UTILITY BILLING DEPOSIT REFUND	21.68
21409	03/22/2019	TORRES-REYES ANA MARIA	UTILITY BILLING CREDIT REFUND	109.87
21410	03/22/2019	VELARDE SUSIE AND ERNESTO T	UTILITY BILLING DEPOSIT REFUND	121.98
21411	03/22/2019	ZAVALA YVONNE OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	50.83
21412	03/22/2019	US BANK CORPORATE PAYMENT SYSTEMS	02/19 CAL-CARD CHARGES	125,529.52
21413	03/22/2019	VANTAGEPOINT TRANSFER AGENTS-457	PLAN #302351 CONTRIBS FOR 03/22/19 PAYROLL	23,689.96
21414	03/22/2019	VERIZON WIRELESS	CITY CELL PHONE CHARGES FEB 19 - MAR 10	7,310.54
21415	03/22/2019	VILLA GARDENING SERVICE INC	FEBRUARY 2019 LAWN SERVICE - ACCORNERO PARK	275.00
21416	03/22/2019	WEST VALLEY CONSTRUCTION CO., INC.	SEWER REPAIR @ W 4TH ST & N K ST	22,750.00
21417	03/22/2019	WILLDAN FINANCIAL SERVICES	CFD FEES FOR JANUARY 2019	825.90
BANK # 1 - UNION BANK GENERAL ACCOUNT TOTAL				1,326,275.08



REPORT TO CITY COUNCIL

Approved by:

John Scarborough, Interim Public Works Director

Council Meeting of: April 3, 2019

Agenda Number: B-3

Arnoldo Rodriguez, City Manager

SUBJECT:

Water Conservation Report for February 18th through March 17th

RECOMMENDATION:

Staff recommends that City Council review the attached report of water conservation activities and progress in reducing residential water consumption. This monthly report is for informational purposes only.

SUMMARY:

This report addresses four different areas of focus:

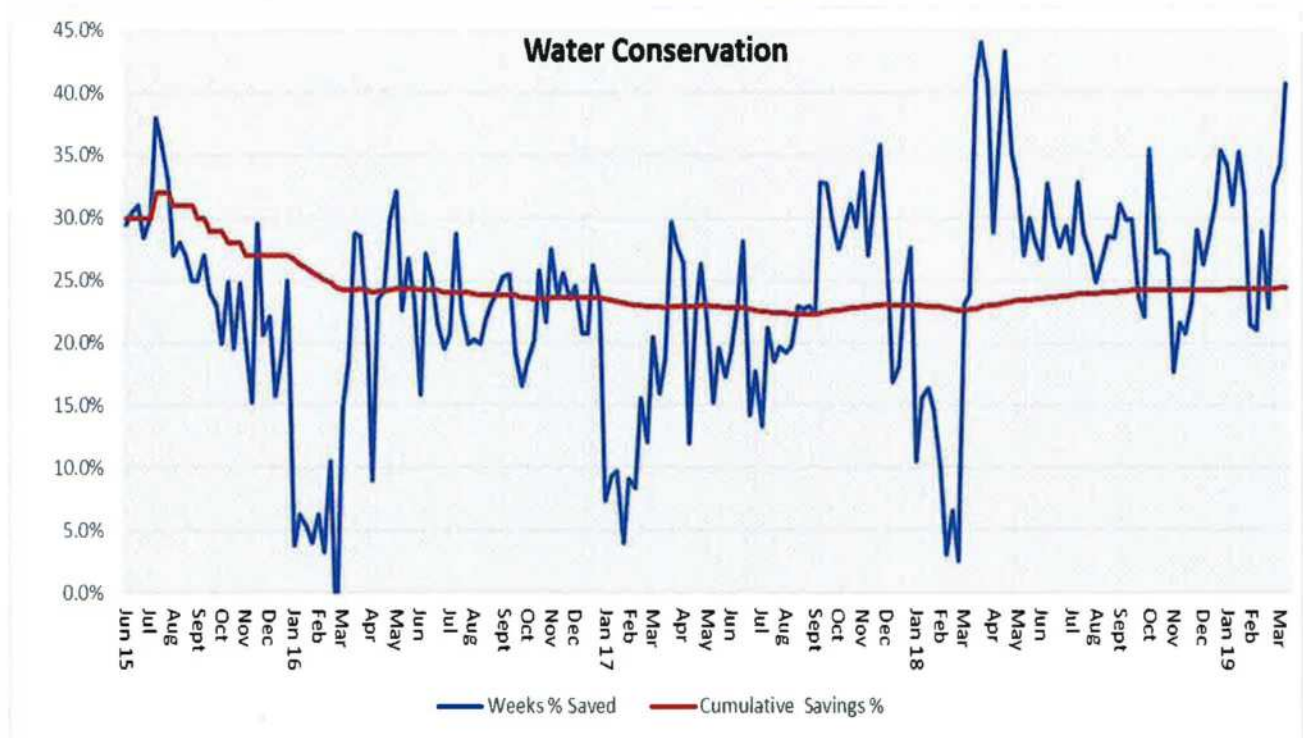
1. Water conservation and education
2. Water patrol activity
3. Water meter maintenance activity
4. Information on the overall capacity of the City's water wells, including the amount of production and reserve production capacity

DISCUSSION:

As illustrated in the following chart, the City's average monthly water conservation rate for the period of February 18th through March 17th increased from 26.9 percent in 2018 to 32.6 percent this year. Below is the most current water conservation data.

Monthly Conservation
 Feb. 18th
 Through
 Mar. 17th
32.6%

Cumulative Conservation
 June 1st, 2015
 Through
 Mar. 17th, 2019
24.5%



Water Conservation Outreach:

As part of the Division’s local outreach and education program, water conservation and rebate information presentations were made at the following events:

Conservation Outreach

Facebook and Twitter Postings
 Water conservation tips and rebate program info

February Utility Billing Newsletter
 Watering schedule and articles regarding water conservation helpful hints and rebate program

Events
 Millview School Resource Fair- 220 contacts
 Rotary Health Fair – 75 contacts
 James Monroe Health Fair – 175 contacts

Water Conservation Activities:

To encourage water conservation, staff conducts extensive outreach to educate customers. While on occasion an infraction may be issued, the vast majority of contacts are in the form of warnings and notices informing customers of areas that may need to be addressed. The following table provides a summary of such contacts.

Enforcement			
Individual Contacts	103	1st offense (\$75)	5
Verbal Warnings	8	2nd offense (\$200)	0
Maintenance Notices	19	3rd or more offenses (\$500)	0

Water Meters:

In addition to the monthly reading of the manual read meters and the service interruptions due to delinquency, the water meter staff performed various repairs and/or meter programming at 63 properties. Customer concern investigations were conducted and resulted in the discovery of leaks at 4 properties. Courtesy leak notifications were sent to an additional 25 properties.

Water Conservation Rebate Program:

A total of \$103,328.48 rebate dollars has been awarded to City of Madera utility customers to date this fiscal year. The program is on track to exceed the total rebate dollars awarded fiscal year 17/18 of \$108,549.

System Capacity:

The system has continued to produce adequate flows to meet our peak demand and maintain reserve fire flow capacity. This information is summarized in the Status Report on the following page.

FINANCIAL IMPACT:

The expenses for implementing and administering water conservation activities occur within the Water Fund and have no impact the General Fund.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The report is consistent with the Madera Vision Plan, specifically Strategy 434: Water Quality and Usage – Ensure continued water supplies to meet the demands of all Madeirans through innovative reclamation, conservation and education on water use.

ALTERNATIVES:

This is an informational report; no alternatives have been identified.

ATTACHMENTS:

1. Status Report February 18, 2019 through March 17, 2019 - Water Production and Reserve Fire Flow Capacity

**STATUS REPORT February 18th to MARCH 17TH, 2018
WATER PRODUCTION AND RESERVE FIRE FLOW CAPABILITY**

ATTACHMENT#1

Dates	Day	Peak Temp	MG Pumped	Peak Hour	Lowest Pressure*	Lowest Tank Storage **	Wells Available	Wells On During Peak Hours	Wells in Reserve During Peak Hours	Reserve GPM at Peak	Reserves Meets Fire flow for			
											Residential 1,500 GPM	Commercial 2,500 GPM	Industrial 3,500 GPM	Hospital 4,500 GPM
2/18/2019	Mon	55	3.833	1pm-2pm	47	680,000	16	5	11	12283	Yes	Yes	Yes	Yes
2/19/2019	Tue	56	5.020	7pm-8pm	46	780,000	16	4	12	14620	Yes	Yes	Yes	Yes
2/20/2019	Wed	57	4.399	6pm-7pm	44	780,000	16	5	11	12641	Yes	Yes	Yes	Yes
2/21/2019	Thu	56	4.267	5pm-6pm	45	780,000	16	4	12	13871	Yes	Yes	Yes	Yes
2/22/2019	Fri	57	4.302	1pm-2pm	45	780,000	16	4	12	13871	Yes	Yes	Yes	Yes
2/23/2019	Sat	60	4.446	12pm-1pm	42	780,000	16	5	11	12071	Yes	Yes	Yes	Yes
2/24/2019	Sun	66	4.616	8pm-9pm	45	780,000	16	5	11	12641	Yes	Yes	Yes	Yes
2/25/2019	Mon	72	4.467	5pm-6pm	45	780,000	16	5	11	13390	Yes	Yes	Yes	Yes
2/26/2019	Tue	67	4.427	7pm-8pm	45	780,000	16	4	12	13841	Yes	Yes	Yes	Yes
2/27/2019	Wed	70	4.398	8pm-9pm	45	820,000	16	4	12	13841	Yes	Yes	Yes	Yes
2/28/2019	Thu	65	4.275	7pm-8pm	46	780,000	16	4	12	13841	Yes	Yes	Yes	Yes
3/1/2019	Fri	65	4.205	8am-9am	45	780,000	16	4	12	13271	Yes	Yes	Yes	Yes
3/2/2019	Sat	71	4.200	10am-11am	45	780,000	16	5	11	12641	Yes	Yes	Yes	Yes
3/3/2019	Sun	68	4.395	12pm-1pm	43	780,000	16	5	11	12071	Yes	Yes	Yes	Yes
3/4/2019	Mon	66	4.128	7pm-8pm	44	780,000	16	6	10	11820	Yes	Yes	Yes	Yes
3/5/2019	Tue	60	3.877	6pm-7pm	45	780,000	16	5	11	12041	Yes	Yes	Yes	Yes
3/6/2019	Wed	70	4.357	11am-12pm	45	780,000	16	6	10	11006	Yes	Yes	Yes	Yes
3/7/2019	Thu	62	4.237	7pm-8pm	46	780,000	16	5	11	13020	Yes	Yes	Yes	Yes
3/8/2019	Fri	56	4.116	12pm-1pm	45	780,000	16	4	12	13271	Yes	Yes	Yes	Yes
3/9/2019	Sat	57	4.343	9am-10am	45	780,000	16	6	10	10841	Yes	Yes	Yes	Yes
3/10/2019	Sun	61	4.314	3pm-4pm	45	780,000	16	5	11	13020	Yes	Yes	Yes	Yes
3/11/2019	Mon	64	4.225	8pm-9pm	43	780,000	16	7	9	10785	Yes	Yes	Yes	Yes
3/12/2019	Tue	66	4.287	12pm-1pm	44	780,000	16	6	10	11250	Yes	Yes	Yes	Yes
3/13/2019	Wed	61	4.417	12pm-1pm	45	780,000	16	5	11	12041	Yes	Yes	Yes	Yes
3/14/2019	Thu	65	4.377	7pm-8pm	45	780,000	16	7	9	10620	Yes	Yes	Yes	Yes
3/15/2019	Fri	70	4.222	8pm-9pm	45	780,000	16	5	11	12641	Yes	Yes	Yes	Yes
3/16/2019	Sat	73	4.585	7pm-8pm	45	780,000	16	6	10	12130	Yes	Yes	Yes	Yes
3/17/2019	Sun	77	4.794	12pm-1pm	45	780,000	16	7	9	10020	Yes	Yes	Yes	Yes

* Goal is to keep system above 30 psi., below 20 cause regulatory issue.

** Elevated tank has a 1,000,000 gallon maximum capacity.

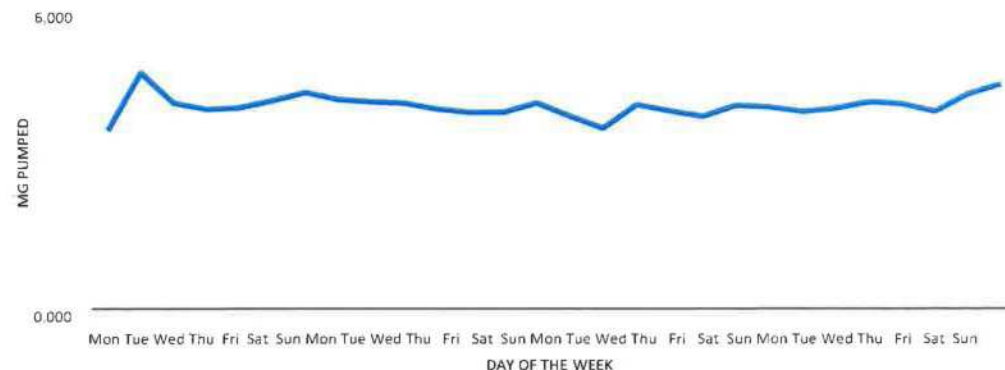
19 **Total Wells**

2 **Wells Not Available**

#16 Being Retrofitted for Submersible Pump to Gain 500 gpm
#27 Redevelopment in process

17 **Number of Wells Available**

Daily Production





REPORT TO CITY COUNCIL

Approved by:

Wendy Silva
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: B-4

SUBJECT:

Informational Report on Personnel Activity

RECOMMENDATION:

This report is submitted for informational purposes only and there is no action requested from the City Council.

SUMMARY:

The purpose of this report is to provide the City Council an informational update on employment matters, including new hires, transfers, and terminations.

DISCUSSION:

The Civil Service Commission did not have any business to consider this past month, and therefore no meeting was held in March 2019.

The following individuals began employment with the City since our last report:

Name	Position	Department	Effective Date
Stephanie Pantoja	Records Clerk	Police Department	3/4/19

The Human Resources Department currently has individuals in background for the following positions:

- Public Works/Sewer Division - Public Works Maintenance Worker II (2 positions)
- Public Works/Admin - Part Time Administrative Assistant
- Police - Animal Control Officer
- Police - Police Officer Trainee
- Parks/Maintenance - Part Time Park Aide
- Engineering - Administrative Analyst

- Parks/Community Services - Program Leader I (2 positions)

There were no promotions or transfers since our last report.

The following employees separated from employment since our last report.

Name	Position	Department	Effective Date
Nicholas Salinas	Neighborhood Preservation Specialist	Police Department, Code Enforcement	2/20/19
Jimmy Monreal	Administrative Analyst	Engineering	2/22/19

FINANCIAL IMPACT:

Funding for positions and employees to fill those positions is contemplated annually by the City Council in the budget process. During the course of any given fiscal year, individual employees filling specific positions may change due to a number of various circumstances. All hiring and termination decisions are subject to the approval of the City Manager.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The information contained herein is not addressed by the Vision Madera 2025 plan, nor is the information in conflict with that plan.

ALTERNATIVES:

This report is for informational purposes only.

ATTACHMENTS:

None



REPORT TO CITY COUNCIL

Approved by:

Robert Webb FOR _____

Department Director

Arnoldo Rodriguez

Arnoldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: B-5

SUBJECT: Consideration of Adoption of a Resolution Recognizing the Importance of Supporting the 2020 U.S. Census and Helping to Ensure a Complete, Fair, and Accurate Count of All Californians.

RECOMMENDATION:

Staff recommends that the City Council (Council) adopt a resolution recognizing the importance of supporting the 2020 U.S. Census and helping to ensure a complete, fair, and accurate count of all Californians.

SUMMARY:

Staff has prepared a resolution recognizing the importance of the 2020 Census, supporting a fairer and more accurate census in order to ensure a complete, fair, and accurate count of all Californians.

DISCUSSION:

The 2010 census undercounted 95,000 California residents, which has many cities concerned about receiving an accurate account in the upcoming census. In an effort to provide a more accurate account in the upcoming census, the United States (U.S.) Census Bureau has requested that cities adopt a resolution (see Attachment 1) to recognize the importance of the 2020 U.S. Census.

To that end, the City of Madera has already initiated collaborative efforts with the U.S. Census. Last year, the Planning Department participated in the Local Update of Census Addresses (LUCA) voluntary decennial census operation. LUCA's objective was for local governments to provide the U.S. Census Bureau a complete and accurate address list that reaches every living quarters and associated population for inclusion in the 2020 Census. The City was awarded \$7,500.00 for its efforts in LUCA.

Adoption of the attached resolution would signify the City's continued support of the 2020 U.S. Census.

FINANCIAL IMPACT:

There is no direct positive or negative financial impact associated with the resolution, although future financial benefits may be derived by a more accurate census count.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The resolution supports consistency with all vision statements within the Vision Madera 2025 Plan in that the census provides the City of Madera economic, socio-economic, demographic and other similar data that aids the City in ensuring “A Well-Planned City, Good Jobs and Economic Opportunities, A Strong Community and Great Schools, and A Safe, Healthy Environment.”

ALTERNATIVES:

The Council could consider alternatives other than staff’s recommendation of adoption of the resolution. Those include an action not to adopt the resolution or direction to staff to prepare an alternative resolution to be brought back to the Council at a later date.

ATTACHMENTS:

1. Resolution
2. Action Alert – “Be Counted California”

Attachment 1: Resolution

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA TO
SUPPORT THE 2020 U.S. CENSUS AND HELPING TO ENSURE A
COMPLETE, FAIR, AND ACCURATE COUNT OF ALL CALIFORNIANS.**

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, the next enumeration will be April 1, 2020 and will be the first to rely heavily on online responses; and

WHEREAS, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups; and

WHEREAS, that challenge is amplified in California, given the size of the state and the diversity of communities; and

WHEREAS, California has a large percentage of individuals that are considered traditionally hard to count; and

WHEREAS, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

WHEREAS, California receives nearly \$77 billion in federal funding that relies, in part, on census data; and

WHEREAS, a complete and accurate count of California's population is essential; and

WHEREAS, the data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments; and

WHEREAS, the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

WHEREAS, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and

WHEREAS, this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more; and

WHEREAS, U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical; and

WHEREAS, California is kicking-off its outreach and engagement efforts in April 2019 for the 2020 Census: and

WHEREAS, the City of Madera, in partnership with other local governments, the State, businesses, schools, and community organizations, is committed to robust outreach and communication strategies, focusing on reaching the hardest-to-count individuals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADERA hereby recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians.

* * * * *

Attachment 2: Action Alert – “Be Counted California”

ACTION ALERT!!

SUPPORT

Send a City Resolution to Recognize the Importance of the 2020 U.S. Census “Be Counted California”

Background:

California cities can play an active role in helping to make the 2020 U.S. Census fair and accurate, especially for historically undercounted populations: racial and ethnic minorities, young children and renters. The 2010 census undercounted 95,000 (or 0.26 percent of) California residents. Though the overall count was an improvement from the previous undercounts (2.74 percent in 1990 and 1.52 percent in 2000), the rate of undercounted populations remains consistently high, and that has many cities concerned about getting an accurate account in the upcoming census. One of the main implications of a miscount is the loss of annual federal and state funding for local government as well as philanthropic funding for social programs and services. In addition, one or more Congressional seats given to California could be lost.

Obtaining an accurate and complete count poses challenges due to several factors. The housing affordability crisis has forced more Californians to move into hard-to-count unconventional housing and overcrowded dwellings or to become homeless. For the first time, the Census is a digital census and more than 75 percent of California households will be receiving an invitation to complete their census form online, even though many households lack broadband or digital literacy.

The California Census Office is hosting a kick-off event on April 2, 2019 at the State Capitol in Sacramento to jump-start the public awareness of the 2020 Census and they have requested for the League to encourage its members to adopt a resolution recognizing the importance of the 2020 U.S. Census.

ACTION:

Adopt a city proclamation or resolution supporting the 2020 U.S. Census.

Sample resolution attached.

Quick Facts

Why is the 2020 Census important?

- Every Californian counts
- It's about fair representation
- It's about fair share of funding
- It's your civic duty
- It's about redistricting
- You are the expert – your responses help
- Your data are confidential

How is the Census data used?

- To advocate more resources for community members.
- To ensure public safety and plan new schools and hospitals.
- To decide where to open companies and businesses, which create jobs.
- By law, the U.S. Census Bureau cannot share the data with immigration or law enforcement agencies or allow it to determine eligibility for government benefits.

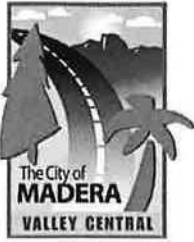
Tips for Building Complete Count Partnerships

California has made a historic commitment to the 2020 Census by investing over \$100 million to help ensure a complete count. With more than \$70 million directly allocated for county, tribal and community based organizations, the state is taking special care to reach hard-to-count communities. And philanthropic organizations, such as the California Endowment and the Irvine Foundation, made a \$20 million commitment in 2017–18 to support local and regional census work by allocating funding and sustaining coordinated efforts like the Census Policy Advocacy Network. Aside from forming local census complete count committees, cities should consider partnering with federal and state agencies, tribal governments, counties and community-based organizations and tap into existing initiatives.

Resources to Help Identify Your Hard-to-Count Populations

- **2020 Census Maps: California's Hard-to-Count Communities.** The Public Policy Institute of California projects the likelihood of nonresponse rates for individual hard-to-count groups.
- **2010 Census Participation Rates.** This U.S. Census Bureau map shows participation rates in the 2010 and 2000 censuses.
- **California Hard-to-Count Index Map.** This map provides demographic information in addition to the Hard-to-Count Index.

For more information, visit www.census.gov/2020resources or <https://census.ca.gov/resources>.

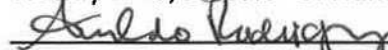


REPORT TO CITY COUNCIL

Approved by:



Wendy Silva, Director of Human Resources



Arnoldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: B-6

SUBJECT:

Consideration of a Minute Order Authorizing the Mayor to Execute the Partial Proof of Loss for Reimbursement for Estimated Fire Repairs Totaling \$178,224.85 to 5 East Yosemite.

RECOMMENDATION:

Staff recommends the City Council (Council) authorize the Mayor to execute the Partial Proof of Loss so Lexington Insurance Company can proceed with issuing a partial payment to the City.

SUMMARY:

On November 13, 2018, a City owned building located at 5 East Yosemite caught fire. The building is commonly known as the former Redevelopment Agency Offices (RDA). The fire started on the exterior of the west side of the building and entered the building at the wood soffit at the roof line. The building was vacant at the time of the fire.

DISCUSSION:

On November 13, 2018, Cal-Fire, as well as the Madera Police Department, responded to a fire at the old RDA building, located at 5 East Yosemite. Upon arrival, it was noted the fire started on the exterior of the building and entered the roof area. Cal-Fire was able to contain the fire, but the building sustained a considerable amount of damage to both the interior and exterior. The cause of the fire was determined to be started by an unknown person.

The City participates in the Alliant Property Insurance Program (APIP) through Alliant Insurance Services, with claims handling provided by McLarens Young International (McLarens). This program has a \$25,000 deductible for scheduled losses. The City additionally participates in the Property Damage pooled program through the Central San Joaquin Valley Risk Management Authority (CSJVRMA) to cover the \$25,000 deductible with a \$5,000 self-insured retention on property losses. These programs provide reimbursement at current replacement value for losses.

The City filed a property loss claim with APIP. The total value of the loss has not been determined at this time. McLarens hired the services of J.S. Held to provide an estimate and explanation of the claim to date. Prior to J.S. Held's involvement, emergency services were completed by Belfor

Property Restoration, who was retained by the insured to perform asbestos and lead remediation work to include asbestos air monitoring and structural drying and mitigation.

The City has been notified by McLarens that they would like to proceed at this point in the project with issuing a partial payment. In order to receive payment, the City must execute a Partial Proof of Loss with Alliant Insurance Services for the initial payment from the APIP program. This does not take into consideration code upgrades and ADA upgrades at this time. A final settlement will be issued after completion of the repairs for total replacement costs.

FINANCIAL IMPACT:

The monies will be used to repair the damaged portions of the building to current standards and will also include asbestos abatement for those portions damaged by the fire. The City will be responsible for the deductible.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The requested action is not addressed in the vision or action plans; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

If the Council chooses not to take action on execution of the Partial Proof of Loss, the City will not be reimbursed from its insurance, and in that case, the cost of the repairs will be borne by the General Fund.

ATTACHMENTS:

1. Partial Proof of Loss
2. Statement of Loss

Amount of Policy
\$365,311

SWORN STATEMENT
in

Policy Number 017471589/05

Agency Name Alliant Insurance Services

PARTIAL PROOF OF LOSS

Issued July 1, 2018 Expires July 1, 2019

To Lexington Insurance Company
of Boston, MA

By the above indicated policy of insurance your insured CSJVRMA including its member, City of Madera

against loss by all risk of physical damage upon the property described, according to the terms and conditions of the said conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A loss occurred about the hour of o'clock M., on the 13th day of November 20 18 .
The cause and origin of said loss were: Fire loss

2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: Vacant

3. Title and Interest: When this policy was acquired and at the time of the loss the interest of your insured in the property described therein was sole and unconditional ownership, and no other person or persons had any interest therein or incumbrance thereon. (State exceptions, if any.) NO EXCEPTIONS

4. Changes: Since the said policy was acquired there has been no assignment thereof, or change of ownership, use, occupancy, possession, location or exposure of the property described, or of our insured's interest therein. (State exceptions, if any.) NO EXCEPTIONS

5. Total Insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss, \$365,311

6. The Cash Value of said property at the time of loss was \$ Not Determined

7. The Whole Loss and Damage was \$ TBD

8. The Amount Claimed under the above numbered policy \$ 178,224.85
(Amount claimed is net applicable deductible of \$25,000 and recoverable depreciation of \$15,812.87.)

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were in the building damaged or destroyed, and belonging to, and in possession of the said insured at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered as part of this proof.

The furnishing of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of their rights.

FOR YOUR PROTECTION, CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM:
Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

State of (Insured Signature)

County of Insured

Subscribed and sworn to (or affirmed) before me on this day of (month), (year) by

proved to me on the basis of satisfactory evidence to be

the person(s) who appear before me.

(signature of Notary)

Insured : City of Madera
 Claim #:
 Location: 5 E Yosemite < Msadera
 Date of Loss: November 13, 2018
 McLarens #: 002.047720.00



Statement of Loss

Item	Description	Ref	As Submitted	Adjustment	Recommended
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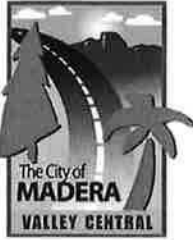
Building Repairs	Per J S Held		219,037.72	15,812.87	203,224.85
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	<u>\$ 219,037.72</u>		<u>\$ 15,812.87</u>		<u>\$ 203,224.85</u>
				Less: Member Deduct	
				Less: Deductible	(25,000.00)
				Net Claim	<u>178,224.85</u>
				Net Claim Due Insured ##	<u>\$ 178,224.85</u>

Notes:
(a) Recoverable depreciation

Date: February 28, 2019
 Preparer: Diane Gordon
 Company: McLarens San Francisco

Payment Distribution		
Market (AIG)	100%	\$ 178,224.85
	0%	-
	0%	-
	0%	-
	100%	<u>\$ 178,224.85</u>



REPORT TO CITY COUNCIL

Approved by:

Dino Lawson, Chief of Police

Arnaldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: B-7

SUBJECT:

Consideration of a Resolution Authorizing Submittal of Application(s) for the CalRecycle Local Government Waste Tire Amnesty Grants for a Period of five (5) Years.

RECOMMENDATION:

Staff recommends the City Council adopt the resolution authorizing the application(s) to CalRecycle for the Local Government Waste Tire Amnesty grant(s).

SUMMARY:

This resolution would empower the City Manager to execute in the name of the City of Madera (City) all grant related documents necessary for the purposes of securing grant funds to implement and carry out the Waste Tire Amnesty program for a period of five (5) years.

DISCUSSION:

The City has participated in the CalRecycle waste tire program for the past fifteen years. The County of Madera and the City of Chowchilla are included in the City's regional application where the City of Madera serves as the lead jurisdiction. The Tire amnesty grant allows for public events in which participants could bring up to 20 waste tires for proper disposal. Tire amnesty events are not open to waste tire generating businesses for disposal. The grant runs in two-year cycles. The City will hold five events within a two-year period. The following is a summary of prior years' activity:

Two-year Grant Cycle	Grant Budget	Actual Expenditures	Actual Tires Collected	Cost Per Tire
2014 - 2015	\$62,871	\$52,791	16,624	\$ 3.18
2016 - 2017	\$56,484	\$72,508	19,120	\$ 3.79

With the current Local Government Waste Tire Amnesty grant application, CalRecycle provides the option of submitting one resolution as application approval for a regional application naming

the City of Madera as the lead agency. All participating agencies desire to keep the City of Madera as the lead agency as this has been a successful arrangement historically. Staff wishes to continue the use of grant funds to carry out the activities related to waste tire management within the City of Madera and will apply for all tire-related grants where qualifications and purpose are met.

FINANCIAL IMPACT:

The application process is for future fiscal years and has no impact to the general fund.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Strategy #437.1 Implement hazardous waste collection programs.

Waste Tire Amnesty Grant programs is consistent with promoting recycling through multiple programs.

ALTERNATIVES:

If the Council chooses to decline approval of the resolution, the application process cannot be completed, ending the service to both the City and County residents.

ATTACHMENTS:

1. Resolution with Exhibit A – List of Participating Jurisdictions

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,
CALIFORNIA AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR
CALRECYCLE LOCAL GOVERNMENT WASTE TIRE AMNESTY
GRANTS FOR A PERIOD OF FIVE YEARS.**

WHEREAS, Public Resources Code sections 40000 et seq. authorize the California Department of Resources Recycling and Recovery (CalRecycle) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish necessary procedures governing the application, awarding and management of the Grants; and

WHEREAS, Local Government Waste Tire Amnesty Grant allows regional grant projects; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of Cal Recycle grants.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MADERA hereby resolves, finds, and orders as follows:

1. The submittal of Local Government Waste Tire Amnesty Grant regional application on behalf of itself as Lead Agency and the participating jurisdictions as shown by the attached documentation "Exhibit A."
2. The City Manager, or his/her designee, is authorized and empowered to execute in the name of the City of Madera all grant related documents necessary for the purposes of securing grant funds to implement and carry out the program(s) specified in the grant applications(s).
3. This authorization is effective for five (5) years from the date of adoption of this resolution.
4. This resolution is effective immediately upon adoption.

EXHIBIT A

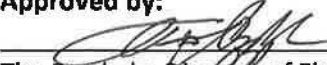
**Local Government Waste Tire Amnesty Grant
List of Participating Jurisdictions**

Lead Applicant:	City of Madera
Participating Jurisdiction:	County of Madera
Participating Jurisdiction:	City of Chowchilla




REPORT TO CITY COUNCIL

Approved by:



Tim Przybyla, Director of Financial Services



Arnoldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: B-8

SUBJECT:

Consideration of a Resolution of the Madera Public Financing Authority (MPFA) Establishing Regular Meeting Dates

RECOMMENDATION:

Approve the resolution establishing regular meeting dates for the MPFA Board.

SUMMARY:

The City Council (Council), acting in its capacity as the MPFA Board, will need to take certain actions and approve resolutions to provide for the Lease Revenue Bond financing for the new fire station. Such actions and approval must be obtained during regularly-scheduled MPFA meetings.

DISCUSSION:

The resolution sets the regular MPFA meeting dates and times to mirror Council meetings, which are the first and third Wednesday of each month at 6 pm. The current dates established for regular MPFA meetings are the first Wednesdays of the month in October and in December. Changing the dates to match all regularly scheduled Council meetings will allow staff and the MPFA to conduct business on a as needed basis, thereby streamlining processes. Although there will seldom be agenda items placed on the MPFA agenda, the Council and MPFA meetings will be conducted and noticed jointly.

FINANCIAL IMPACT:

There is no financial impact on the MPFA resulting from approval of this resolution establishing regular meetings that coincide with the Council meetings.

ALTERNATIVES:

As an alternative the Council may wish to direct staff to:

1. Establish regular meetings for the MPFA that do not coincide with the Council meetings.
2. Wait until the next regularly scheduled MPFA meeting (e.g. October) to take this action.

ATTACHMENTS:

Resolution of the MPFA establishing regular meeting dates.

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BOARD OF
THE MADERA PUBLIC FINANCING AUTHORITY
ESTABLISHING REGULAR MEETING DATES**

WHEREAS, the Madera Public Financing Authority is a joint exercise of powers entity created and existing under the laws of the State of California (the "Authority") with the authority to assist in the financing of public capital improvements on behalf of the City of Madera (the "City"); and

WHEREAS, California Government Code section 54954(a) requires the legislative body of each local agency to provide the time and place for holding regular meetings; and

WHEREAS, California Government Code section 6592.1, effective January 1, 2010, requires that any resolution authorizing bonds or accepting the benefits of any bonds or the proceeds of bonds be adopted by any authority only during a regular meeting held pursuant to Section 54954; and

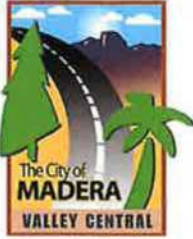
WHEREAS, it would be in the best interests of the Authority to increase the number of dates on which the Governing Board of the Authority (Board) may hold a regular meeting.

NOW THEREFORE, THE COUNCIL OF THE CITY OF MADERA does hereby resolve, find and order as follows:

Section 1. Recitals. The recitals set forth above are true and correct and incorporated herein by reference.


Section 2. Meeting Dates, Time, and Location. The regular meetings of the Board shall be held on the first and third Wednesdays of each month starting at 6:00 p.m., in the City Council Chambers at City Hall, 205 W. 4th Street, Madera, CA, which are the same dates, starting time, and location established for regular meetings of the City Council of the City of Madera; provided that, if no agenda of a regular meeting of the Board is posted at least seventy-two hours before the time of that regular meeting, then that regular meeting is cancelled.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage.

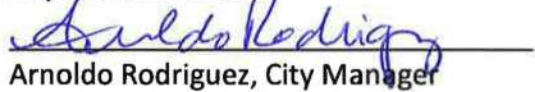


REPORT TO CITY COUNCIL

Approved by:



Department Director



Arnoldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: C-1

SUBJECT:

PUBLIC HEARING TO CONSIDER THE BLOCK GRANT COMMISSION'S COMMUNITY DEVELOPMENT BLOCK GRANT RECOMMENDATIONS FOR THE 2019/2020 ACTION PLAN AND REQUEST FOR COUNCIL TO APPROVE THE ALLOCATIONS

RECOMMENDATION:

Staff recommends that City Council (Council):

1. Open the public hearing and consider the Block Grant Commission (BGC) recommendations for the Community Development Block Grant (CDBG) 2019/2020 Action Plan.
2. Approve tentative allocations within the City of Madera (City) Citizen Participation Plan (CPP) and the U.S. Department of Housing and Urban Development's (HUD) CDBG Guidelines.

SUMMARY:

This is the first Council hearing to develop the City's CDBG Action Plan for Fiscal Year (FY) 2019/2020. The Action Plan contains next fiscal year's budget for CDBG projects. The City is uncertain about the final amount of CDBG funds it will receive in 2019/2020; however, the City uses a formula to determine an estimate, and will make needed adjustments after Congressional approval of the President's Federal FY budget for 2019/2020. The purpose of this public hearing is for Council to consider the funding recommendations proposed by the BGC and to receive information about the development of the 2019/2020 CDBG Action Plan, before approving tentative allocations.

DISCUSSION:

The City is an entitlement jurisdiction receiving a federal formula grant from the U.S. Department of Housing and Urban Development (HUD). The subject grant, the CDBG, is an annual grant that is intended to benefit low-income persons. HUD requires all jurisdictions receiving grants from CDBG to prepare an Annual Action Plan. The Action Plan is a one-year plan to address the most

pressing needs of the community during that year and includes a description of the programs and projects to be implemented.

HUD splits CDBG funding into three categories, Administration, Public Services and Capital Project/Public Improvements. Each category is defined as follows:

1. Administration (maximum of 20 percent of funds allowed): Consists of administrative activities, services and equipment purchases required to carry out the CDBG program; such as, coordination/compliance, reporting to HUD, and/or developing agreements with subrecipients and contractors to carry out program activities. The City applied for the maximum permitted allocation of 20 percent, being \$156,972.
2. Public Services (maximum of 15 percent of funds allowed): Under this category, CDBG funds may be used to provide public services, including labor, supplies, materials and other costs. The City received 8 applications with a total request of \$456,936.
3. Capital Projects/Public Improvements (no maximum restrictions): To repair or install infrastructure in CDBG eligible census tracts. CDBG funds may be used by the grantee (City), or other public or private nonprofit entities for the acquisition, including long term lease for periods of 15 years or more, construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility) or installation of public improvement for facilities (except for buildings for the general conduct of government) The City received 5 applications with a total request of \$1.1M.

The City received a total of 13 grant applications under the three categories as indicated on Table 1 for a total grant request of \$1,722,409. The third column on Table 1 demonstrates that the City anticipates having a maximum estimated amount of \$865,479 during this year’s annual allocation.

<i>Funding Categories</i>	<i>Requested grant amount</i>	<i>Maximum amount City may award, using estimated annual allocation</i>
Administration (20% maximum) <i>(one grant proposal received)</i>	\$156,972	\$156,972
Public Service (15% maximum) <i>(8 grant proposals received)</i>	\$456,936	\$117,729
Capital Projects/Public Improvements (No maximum) <i>(5 grant proposals received)</i>	\$1,108,501	\$590,778, (includes \$80,619 in unprogrammed funds)
Total	\$1,722,409	\$865,479

One application was received by City Grants Department for administration of past, current and next year’s CDBG grant administration activities, and to develop the next five-year Consolidated

Plan. Eight applications were received for Public Services to provide services for the homeless seniors, youth groups, a parenting/pregnancy prevention program, and a family reunification program. Five applications were received for Capital Projects/Public Improvements for housing, parks, sidewalk repairs, and homeless housing projects.

BGC's Recommended Budget Allocation

As evidenced by Table 1, the requested grant amount of \$1.72 million exceeds the anticipated \$865K that the City will be receiving from HUD. As a result, not all applicants will receive funding to satisfy their requests. As part of the allocation process, the BGC takes into consideration a plethora of information and recommends that the Council award grants per funding category as highlighted on Table 2.

Table 2: Summary of BGC Recommended Budget Allocation per Category

<i>Funding Categories</i>	<i>Max. funding permitted per HUD</i>	<i>Recommended Allocation</i>
Administration (20% maximum)	\$156,972	\$156,972
Public Service (15% maximum)	\$117,729	\$117,729
Capital Projects/Public Improvements	No max	\$590,778
Total (1)	\$865,479	\$865,479

(1) The total maximum funding is what the City anticipates to receive from HUD.

While some grant applications are proposed to be funded at 100 percent of the requested amount, the BGC is recommending that not all proposals be funded, while others are recommended to be funded at significantly lower amounts than what was requested. Attachment No. 1: City of Madera 2019/2020 Proposed Community Development Block Grant Programs and Projects, provides a detailed summary of the organization, the requested funding amount, and the BGC recommended funding amount, while Table 3 provides a synopsis.

Table 3: Summary of BGC Recommended Budget per proposal

<i>Funding Categories</i>	<i>Requested Funding</i>	<i>BGC Recommendation</i>
Administration (20% maximum)		
City of Madera	\$156,972	\$156,972
Public Services (15% maximum)		
City, Senior Nutrition & Rec. Program	\$100,000	\$54,729
Friends of Madera Animal Shelter	\$45,000	\$5,000
Madera Rescue Mission	\$30,000	\$15,000
Big Brothers/Big Sisters	\$60,000	\$ 0
Coalition for Community Justice	\$25,000	\$5,000
Doors of Hope Parenting Center Building	\$128,936	10,000
Community Action Committee, Continuum of Care Homeless Program	\$18,000	\$18,000
Pequeños Empresarios	\$50,000	\$10,000
Capital Projects/Public Improvements		
Habitat for Humanity, Home Rehabilitation Program	\$181,500	\$50,000
City, Centennial Park Picnic Shelter & Playground Shade Project	\$250,000	\$150,000
City, Lilly & Vineyard Sidewalks near Martin Luther King Middle School	\$203,112	\$195,389
City, Maple, Stadium Rd. & Monterey Sidewalks near James Madison Elementary School and Madera High School	\$317,889	\$195,389
Housing Authority, Expansion of Temporary Housing for Homeless Families at Pomona Ranch Housing Ctr.	\$156,000	\$0

Action Plan Development Process

Per recent requests from HUD, to further the community engagement outreach efforts and to ensure that resident’s input is meaningful and informed when developing the Action Plan, City staff expanded its outreach and community engagement. Consequently, resident’s input was prioritized in the development of the Action Plan. This was done through the development of an Asset Based Community Development (ABCD) outreach approach when attending events and meetings, collecting surveys, having discussions with residents at educational centers, religious institutions, and commercial sites, all aiming to determine what residents considered to be the most pressing needs that CDBG funds should support.

BGC’S role in the process included the following:

- Developed the assessment tool (Refer to Attachment No. 2: Scoring Rubric)
- Updated the application for Public Services
- Reviewed and provided input during the development of the survey

- Scored/evaluated applications
- Held a public meeting to receive presentations from applicants, had an opportunity to ask questions and receive answers from applicants, and deliberated to derive at their recommendations
- Chair announced what would be BGC's proposed recommendations to Council to applicants at the end of the hearing

For tonight's meeting, the BGC Chair, Mr. Ken Hutchings, will provide an overview of the recommended allocations and will be available to respond to questions that Council may have regarding the actions of the BGC during the development of the Action Plan and regarding their proposed recommendations for allocations.

During the process, staff provided technical support to the BGC in the following areas:

- How to evaluate outcomes that are proposed by the applicants.
- To thoroughly vet proposals with excessive budget requests.
- Review Action Plan Survey (Refer to Attachment No. 3: CDBG 2019/2020 Action Plan Survey).
- Review of the Targeted Outreach Survey (Refer to Attachment No. 4: CDBG 2019/2020 Survey Results).
- How to evaluate past performance (Refer to Attachment No. 5: Performance Scores).
- How to use the scoring rubric and the survey results to evaluate the applications (Refer to Attachment No. 6: Tables 1 and 2: Action Plan Targeted Outreach Survey Totals by Priorities).

Next Steps and Request for Direction:

After tonight's meeting, the City will allow for the 30-day public comment period, as required by HUD and by the City's CPP. The CPP outlines how the City will conduct public input and provide notification of all proposed plans, amendments and annual reports. Following the 30-day period, staff will respond to any public comment(s) received and advise the Council about any public comments regarding the proposed allocations and Council will then be asked to approve final allocations at its May 15, 2019 meeting. Staff will submit the final Action Plan to HUD, for HUD's approval of the City of Madera's 2019/2020 Action Plan following Council approval.

Staff is requesting that the Council consider the BGC's recommendations, approve tentative allocations and provide staff direction for how to continue to develop the 2019/2020 Action Plan.

FINANCIAL IMPACT:

This is a Federal grant and the ultimate allocation of the available funding may affect the General Fund through increased revenues or expenditures, which would be approved by Council.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Given the broad scope of this grant, Action Plan activities have the potential to advance an extensive number of the Vision Plan's objectives. The BGC's funding allocations are consistent with HUD's regulations, the Consolidated Plan and promote the aspirations of the Vision Madera 2025 Plan.

ALTERNATIVES:

As an alternative to the BGC's recommendations, the Council may:

1. Reject the BGC's allocations.
2. Adjust the BGC's allocations.
3. Develop new allocations.
4. Direct staff to re-advertise for programs and projects.
5. Supply direction to staff to obtain new allocations from the BGC.
6. Allow staff to coordinate a submittal of the Action Plan to HUD, beyond the requested date, which is June 25, 2019.

ATTACHMENTS:

1. City of Madera 2019/2020 Proposed Community Development Block Grant Programs and Projects
2. CDBG 2019/2020 Applicant Scoring Rubric
3. CDBG 2019/2020 Action Plan Survey
4. CDBG 2019/2020 Summary of Written Survey Results
5. 2018/2019 CDBG Performance Scores
6. Table 1: Action Plan Targeted Outreach Survey Totals by Priorities for Public Services
Table 2: Action Plan Targeted Outreach Survey Totals by Priorities for Capital Projects/Public Improvements

Attachment No. 1



City of Madera 2019/2020 Proposed Community Development Block Grant Programs and Projects



Activity Type	Maximum Allocation	Proposal	Amount Requested	Block Grant Commission 03/18/19	City Council 4/3/19	Max. Remaining Funds
Administration	\$ 156,972	Local Administration	\$ 156,972			
		Total Administration:	\$ 156,972	\$ 156,972	\$ -	\$ 156,972

Activity Type	Maximum Allocation	Proposal	Amount Requested	Block Grant Commission 03/18/19	City Council 4/3/19	Max. Remaining Funds
Public Services	\$ 117,729	City of Madera Parks & Community Services Senior Nutrition and Recreation Program	\$ 100,000	\$ 54,729		
		Friends of Madera Animal Shelter Low Cost Spay/Neuter Program	\$ 45,000	\$ 5,000		
		Madera Rescue Mission	\$ 30,000	\$ 15,000		
		Big Brothers Big Sisters of Central California High School Bigs Program	\$ 60,000			
		Madera Coalition for Community Justice	\$ 25,000	\$ 5,000		
		Doors of Hope Parenting Center Building Better Parents	\$ 128,936	\$ 10,000		
		Community Action Partnership of Madera County, Inc. Fresno Madera Continuum of Care Homeless Funding	\$ 18,000	\$ 18,000		
		Pequeños Empresarios	\$ 50,000	\$ 10,000		
		Total Public Services:	\$ 456,936	\$ 117,729	\$ -	\$ 117,729

Activity Type	Maximum Allocation	Proposal	Amount Requested	Block Grant Commission 03/18/19	City Council 4/3/19	Max. Remaining Funds
Capital Projects / Public Improvements	\$ 590,778	Habitat for Humanity Greater Fresno Area Home Rehabilitation Program	\$ 181,500	\$ 50,000		
		City of Madera Parks & Community Services Centennial Park Picnic Shelter and Playground Shade Project	\$ 250,000	\$ 150,000		
		City of Madera Engineering Department Lilly St. & Vineyard Ave. Sidewalk Improvements Near Martin Luther King Middle School	\$ 203,112	\$ 195,389		
		City of Madera Engineering Department Maple St., Stadium Rd., Monterey St. and Santa Cruz St. Sidewalk Improvements Near James Madison Elementary School and Madera High School North Campus	\$ 317,889	\$ 195,389		
		Housing Authority of the City of Madera Expansion of Temporary Housing for Homeless Families at Pomona Ranch Housing Center	\$ 156,000			
		Total Capital Projects/Public	\$ 1,108,501	\$ 590,778	\$ -	\$ 590,778

\$ - \$ 865,479



Attachment No. 2

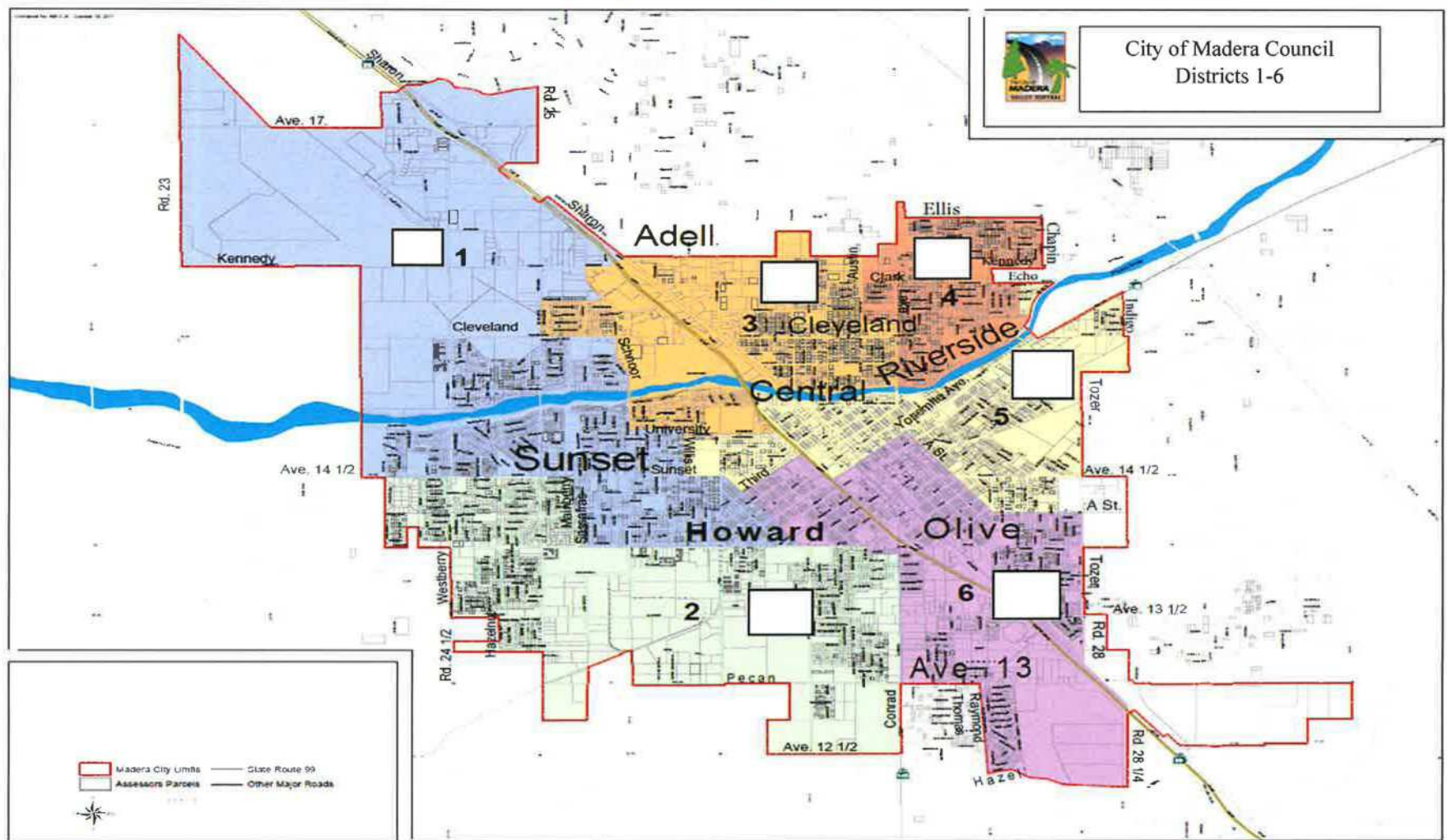
CDBG 2019/2020 Applicant Scoring Rubric		
Criteria	Points	Committee Member Ranking
Ability to Address Community Need or Priority Please refer to Priority Needs chart on page 3	20	
Work Plan and Capacity Please refer to Question No. 4.	15	
Ability to Address a National Objective with Measureable Outcomes and Meets a Priority Need Please refer to Question No. 5.	30	
Schedule Please refer to Question No. 7.	10	
Ability to Locate Other Funds/Fund Raise Please refer to Question No. 9.	5	
Public Input Received Please refer to Question No. 10.	10	
References Please refer to Question No. 16	10	
	Total	

Attachment No. 3
CDBG 2019/2020
Action Plan Survey

**CDBG 2019/2020 Action Plan Survey/
CDBG 2019/2020 Encuesta del Plan de Acción**

The City of Madera is in the process of obtaining input about Madera's strengths and what can be done to make Madera stronger./La ciudad de Madera está en proceso de obtener información sobre las fortalezas de Madera y lo que se puede hacer para que Madera sea más fuerte.

Mark the box showing the neighborhood/district (shown in color) where your home is located./Marque la caja en el vecindario/distrito (reflejado en color) donde se encuentra su casa.



**CDBG 2019/2020 Action Plan Survey/
CDBG 2019/2020 Encuesta del Plan de Acción**

Age/Edad:	<input type="checkbox"/> 14-17	<input type="checkbox"/> 18-25	<input type="checkbox"/> 26-40	<input type="checkbox"/> 41-59	<input type="checkbox"/> 60+	
Gender/Género:	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
Ethnicity/Etnia:	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Hawaiian/Pacific Islander	<input type="checkbox"/> Indian/Alaskan Native
Language spoken in the home/Idioma que utiliza en el hogar:						
<input type="checkbox"/> English	<input type="checkbox"/> Español	<input type="checkbox"/> Hmong	<input type="checkbox"/> Laotian	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Punjab	
<input type="checkbox"/> Other:	_____					
Would you be interested in receiving updates and knowing when and where meetings are scheduled?/¿Estaría interesado en recibir actualizaciones y saber cuándo y dónde se programan las reuniones?						
If yes, write your name, phone number and email address below / En caso afirmativo, escriba su nombre, número de teléfono y dirección de correo electrónico a continuación.						
Name/Nombre _____						
Phone/Teléfono _____						
Is the number a cellphone?/¿El número es un teléfono celular?						
Yes/Si _____ No _____						
Email/Correo electrónico _____						

- 1. What does your community have that you really appreciate?**
¿Qué tiene su comunidad que realmente aprecia?

- 2. In the City of Madera, what works well? What are its strengths?**
¿En la Ciudad de Madera, que funciona bien? ¿Qué son sus fortalezas?

**CDBG 2019/2020 Action Plan Survey/
CDBG 2019/2020 Encuesta del Plan de Acción**

- 3. What community agencies/services/non profits and businesses in the community provide benefits to your quality of life?/¿Qué agencias de la comunidad/servicios/organizaciones sin fines de lucro y negocios proveen alguna mejora para su calidad de vida?**
- 4. Please look at all of the following pictures, then choose 5 pictures from the 24 on the following pages that are most important to you and your family./Por favor, mire a todas de las siguientes fotos. Elija 5 fotos a continuación de la 24 en las siguientes páginas que sean más importantes para usted y su familia.**



More parks/park space/Más parques/espacio del parque



Provide more affordable housing choices/Proporcionar opciones de vivienda más asequibles



Slow down traffic in neighborhoods/Reducir la velocidad del tráfico en los vecindarios



More Bicycle Lanes/ Paths/Más carriles/ trayectorias de la bicicleta



Build and repair sidewalks to make walking easier and safer/Construye y repara aceras para hacer que caminar sea mas facil y

**CDBG 2019/2020 Action Plan Survey/
CDBG 2019/2020 Encuesta del Plan de Acción**



Increase public transit opportunities/
Aumente las oportunidades de transporte público



Improve Downtown/Mejore el centro de la ciudad



Farmer's market/Mercados de agricultores



Community gardens/Jardines comunitarios



Traffic signals/Señales de Tráfico



More street lights/Más luces de calle

CDBG 2019/2020 Action Plan Survey/
CDBG 2019/2020 Encuesta del Plan de Acción



Childcare or parenting classes/Cuidado de niños o clases para padres



Road improvements/ Mejora de caminos



Programs for the homeless/Programas para los sin hogar



Home improvements/ Mejoras del hogar



Job readiness/Preparación para el trabajo



Accessibility improvements/ Mejoras de accesibilidad



Employment/ Empleo



Senior Services/ Servicios para Ancianos

CDBG 2019/2020 Action Plan Survey/
CDBG 2019/2020 Encuesta del Plan de Acción



Assistance to businesses/
Asistencia a negocios



Flooding improvements/Mejoras
para



Blight improvements/Mejoras
para tizón



Healthcare/
Cuidado de la salud



Financial literacy classes/
Clases de litracy financiera



Sidewalk improvements/Mejoras
de aceras

THANK YOU!

¡GRACIAS!

**Attachment 4
Summary of Written Survey Results**

Survey No.	Appreciate	Works Well/Strengths	Agencies/Non-Profits/Businesses
1	Public Transportation	Street Signs	CPS Services
2	Non profit Oasis Glory of Zion	People are involved, Need to work on Public Involvement	Church goes shopping & deliver to church and deliver to 5 or 6 households
3	Schools	BLANK	El Toro Loco, La Esperanza Market, Wal-Mart
4	Farm work	PG&E, Water	Childcare, Head-Start programs
5	Family services	Buses	CPS Services
6	Schools	Medical Assistance	Medi-CAL
7	Close to school	Street lights	Medi-CAL
8	Always finds employment	Schools, Police Protection	Medi-CAL, Hospital Clinic
9	All close proximity to needs	Police Patrol	Social Security, Millview, Food Bank, Free Food
10	The People	Functional	Social Services
11	Police involvement with Community	BLANK	Holy Family Table, Rescue Mission, Hope House, and many other non-profits
12	The community	Collaboration with other agencies	
13	Proximity to family and friends locations	Agriculture/Industrial jobs	Local Churches
14	BLANK	BLANK	CAPMC
15	Resources for families who have been displaced	Agencies that come together when there are people in need	CAPMC, CPS, DSS, Workforce, John Wells Youth Center
16	Great City Council members that care about the well-being, Police Department and their willingness to assist & protect the community	Madera Police Dept. and Great council leaders such as the mayor that cares about the community	BLANK
17	Great community leaders	BLANK	BLANK
18	BLANK	BLANK	HACM, CAPMC, CRLA, Madera Coalition
19	BLANK	Agencies sharing information regarding resources and project findings	BLANK
20	Restaurants in abundance	Crime is down stronger law enforcement	BLANK
21	Madera Rescue Mission, Hope House	BLANK	BHS, CAPMC, Hope House, MRM
22	Our City has some hard working administrators, employees, city council members	The City has a number of Non-Profit/ Faith based Agencies that work well in unity together.	Madera Ministerial Association
23	Lots of work	Food giveaways on 6th/Cst on Wednesday's @ 11 am	BLANK
24	Small Community and is calm	The Schools	Camarena Medical Services
25	10 years here & it is very calm	BLANK	Medi-CAL
26	Assistance for People	BLANK	BLANK
27	Help from Government & City	Food giveaways	MCCJ
28	Calm community	Everything	Help with food for families, Medi-CAL
29	Parks	PD	Red Cross needs a office in town
30	The parks	The parks	Madera Coalition, Lidores Campesinas
31	The Public Services	The Public Services	Medi-CAL
32	Calm community	Everything	Medi-CAL
33	Everything is easily accessible	The city really cares about the people	Social Services, Section 8 Housing
34	It's Beautiful	Repair of Roads	Food giveaways
35	Lots of assistance for families	Lots of schools, Adding more lights to be safer	Medi-CAL
36	Calm community	Better roads	BLANK
37	Need better parks	BLANK	BLANK

**Attachment 4
Summary of Written Survey Results**

Survey No.	Appreciate	Works Well/Strengths	Agencies/Non-Profits/Businesses
38	Farmers Markets	BLANK	BLANK
39	New "Happenings" Art Center-Veteran Low Cost Housing	BLANK	BLANK
40	Golf Course	BLANK	BLANK
41	Hardware Stores; Restaurants	Youth Sports programs	BLANK
42	Senior Center	BLANK	Master Gardeners, Rotary, Trail
43	Volunteer/ Community Pride	Website	BLANK
44	People who know each other & work well together	School District	Chamber of Commerce
45	Friendly people, parks, great youth center, responsive government people	Volunteers, lots of people concerned about the city	BLANK
46	Community activities	close knit community	Madera Master Garden program
47	Parks	Parks	BLANK
48	Kids Kare Program	BLANK	More education for teen pregnancy/ More road fixes and stops at
49	I appreciate the opportunities the workforce gives student and people, in general.	I would say the speed of our police officers. I once had to call 911 due to what I thought was a break in. Officers arrived in less than 5 min.	As I mentioned before, the workforce is of great help. Also WIC gives a huge help to pregnant women.
50	Church	Schools, Police Protection	Church/Hope House
51	BLANK	BLANK	BLANK
52	Madera Adult School	New to Madera, Sorry can't say	Goodwill/ CrossFit Madera
53	BLANK	BLANK	BLANK
54	Small tight community	A lot of schools getting built	BLANK
55	Madera Adult School, Madera Community College, Workforce, Assistance Center	Easy Access to services	Madera Adult School
56	BLANK	BLANK	Madera Adult School, Workforce, Library
57	Nice people	BLANK	BLANK
58	I am able to seek help at the site. School, work and a variety of help to have many choices.	Education knowledge is power.	Madera Adult School for diplomas
59	The school Madera Center	What works well is the Madera Center Workforce, because it offers a lot of opportunities for the community.	BLANK
60	Valley West Christian Center	BLANK	BLANK
61	Bus Transportation	Buses & Stores	BLANK
62	First 5 program they go to houses to help	Food Bank	BLANK
63	Public Transportation	Hope House. They help our community in mental health & homelessness	Transportation
64	Well I can't say much about Madera but Agriculture is nice	I don't know I think the light is ok	BLANK
65	Walk Trails! Parks!	BLANK	BLANK
66	Madera Action Committee	BLANK	WIC, Health insurance, Medical
67	Schools	Police services are good	Camarena Health
68	All the programs in favor of the community	Community work	Camarena
69	Local stores w/ fresh & vegetables. And that most stores accept Cal Fresh benefits	The partnerships that community based organizations create to bring services/ programs to the community of Madera	WIC, Food 4 Less, Marshalls, Camarena Health, Churches

**Attachment 4
Summary of Written Survey Results**

Survey No.	Appreciate	Works Well/Strengths	Agencies/Non-Profits/Businesses
70	BLANK	BLANK	BLANK
71	BLANK	BLANK	BLANK
72	BLANK	BLANK	BLANK
73	BLANK	BLANK	BLANK
74	BLANK	BLANK	BLANK
75	Madera Community Hospital, Camarena Health, Madera Police Dept.	Madera Police Dept.	Madera Community Hospital, Camarena Health, Madera Police Dept.
76	Effort to make community events at the park.	Free Community, events like our "promotoras de Salud". Community involvement and inform our community.	MAX Transportation, Food Banks
77	Family close	BLANK	We need more stores
78	Family near	BLANK	Food Bank
79	Weather	Housing Program	Food Bank
80	Born and raised here. It's Home!	Close knit community	Food Bank, Churches
81	Near schools, grocery	Nice Neighborhood	Senior Citizens
82	BLANK	BLANK	BLANK
83	Born and raised here.	Church	Food Bank
84	BLANK	Everything; Clean water	Food Bank
85	Activity; jobs	jobs	Food Bank
86	All things they give	very good for myself	Food Bank
87	County	Yes	BLANK
88	Food Giveaway	BLANK	Energy Assistance
89	Calm community	BLANK	BLANK
90	Food Bank	Community	BLANK
91	Food Bank	Public Trans	BLANK
92	Help community with food; Family is here; Need more shopping	BLANK	BLANK
93	Everything Community	Community Involvement	Churches, Food Giveaways
94	Good Police Services	BLANK	Food Bank; Churches
95	Everything	Signal lights	Churches
96	Everything	Buses; All programs	Church; food giveaways
97	BLANK	BLANK	BLANK
98	Community Unity	Food Bank	UFW, MCCJ
99	Close community everyone knows each other	Great food banks it really helps	BLANK
100	Food Banks	BLANK	BLANK
101	Transportation	Community Involvement	Food Banks
102	Everything in the City of Madera	Police Department	Churches
103	Food Bank	BLANK	BLANK
104	Outreach with churches	The programs / agencies geared to families	BLANK
105	Warm Nest and welcoming	It has character and a strong government	Madera Housing Authority
106	Great Community partners	BLANK	Local food stores that sell organic foods
107	City Transportation, Sidewalks, Bike Route	BLANK	CAPMC- City Transportation
108	The friendliness of the City programs & Committees	All City & Organizations work well together	Housing Authority, CAPMC, Clear view outreach; Churches
109	The help for homeless	The schools	BLANK
110	All	All	All

**Attachment 4
Summary of Written Survey Results**

Survey No.	Appreciate	Works Well/Strengths	Agencies/Non-Profits/Businesses
111	Senior Center, Housing Authority	Activities @ Senior Centers	Senior Center, McDonald's
112	Senior Centers	Law	Food Bank
113	Senior Center	Dial A Ride- Transportation	Senior Center, Griffin Hall, Rescue Mission
114	History	Need more buses	BLANK
115	More Buses	Senior Centers	BLANK
116	Need more places to shop	Places to shop	Places to stay
117	Stores, Transportation, Senior Center	BLANK	Senior Centers
118	Food Bank	Bus Services, Senior Center, Food Bank, Transit	BLANK
119	The Center and Transportation	BLANK	BLANK
120	Public Transportation, Senior Center, Low housing for seniors	Programs that help low income, seniors, children	Social Services, Transportation
121	Griffin Hall	I would like to know!	Senior Center, Griffin Hall, Welfare for information <u>only</u> . Action
122	I really enjoy coming to Frank Bergon Senior Center it gives me something to look forward to everyday	Having programs for seniors, transportation	I use public transportation, housing authority, social services
123	The people	Yes	Transportation, Frank Bergon
124	I really love the Frank Bergon Senior Center	Transportation	Transportation, Social Services, Frank Bergon, Housing Authority
125	I appreciate the clean water	I don't know	The City of Madera Parks & Community
126	I really appreciate the clean water	It's strengths are unknown to	City of Madera Parks & Community Services
127	The many opportunities that are given for everybody	The events that offer many amusement	I don't know
128	One thing that our community has that I really appreciate is Diversity	Clean; Safe	The City of Madera Parks & Services
129	PD Department involvement, great parks	Community Events	Parks & Recreation department
130	Community Involvement, Clean Parks	New businesses, community revamp	Parks & Rec, Police
131	Programs for all ages	Programs all year around	Rec centers for youth sports
132	We have great relationships with our mayor and community leaders	Involvement with citizens and keeping us informed or involved in future/current events in City of Madera	Police Organizations, such as Neighborhood Watch, Business watch program
133	City Transportation, Sidewalks	BLANK	BLANK
134	Parks	BLANK	BLANK
135	BLANK	BLANK	BLANK
136	The Diversity	The unity that our community always tries to achieve	Housing Authority
137	Parent growth, new business opportunities	Allowing new business to bring more opportunity to the public/ Choices	Arts available, Parent personal growth
138	MUSD	Walmart	Grocery Stores
139	BLANK	Marshalls, Wal-Mart	BLANK
140	Parks	Affordable housing but waitlist are long and hard to get into	WIC, Parks
141	I appreciate the cleanliness of my neighborhood trails, and parks, But would like by road to be fixed	City of Madera is quick to respond to any issues the City might need	BLANK
142	Lion's park the police is patrolling on bicycle.	BLANK	First 5

**Attachment 4
Summary of Written Survey Results**

Survey No.	Appreciate	Works Well/Strengths	Agencies/Non-Profits/Businesses
143	Good intent to build strong relationship with residents. I do appreciate	Safety	Madera Coalition for Community Justice, CAPMC
144	There are lots of clinics for primary care	Multicultural	Camarena Health de promotoras, Madera Coalition
145	The Parks and new schools	BLANK	Madera Coalition, Camarena Health
146	Library, Parks and the schools	BLANK	BLANK
147	BLANK	BLANK	BLANK
148	New schools	BLANK	BLANK
149	The John Wells Youth Center, First 5 Classes, (playground)	Communities events, Health fairs	Madera Library, The Madera Coalition
150	Support & Unity between community members	Camarena clinic is one stop for everything; public transportation has Dial-A-Ride and can pick me up at home	Camarena Clinic, Valley Children's Hospital
151	Hospital, Police, Bike lanes, schools, Parks, Close to mountains	BLANK	BLANK
152	BLANK	BLANK	BLANK
153	It is very clean	It is clean and trash is picked up around town	Madera Coalition, Las promotoras de salud, Catholic Church youth group
154	The Parks	Police Department services	BLANK
155	Madera Community Hospital; Camarena	BLANK	BLANK
156	Churches	Programs for Children, Small Community	Madera Action Committee, Child Care Assistance Programs, Churches, Youth Programs
157	Special Events, Good Officers	Safety	BLANK
158	BLANK	BLANK	BLANK
159	Clean Parks	Recreation Programs	Rec. Department/ & Police Department
160	Fairgrounds	Better streets	Recreation Department
161	Youth Activities, Love Madera	Community Involvement	Food Bank
162	BLANK	BLANK	BLANK
163	Safe Youth Centers, Diversity, A Welcoming Community, Rich in Agriculture/Fresh local produce	Low unemployment rate, Agriculture sector, Community involvement, Community-based organizations	Job readiness workshops, Workforce Assistance, Department of Social Services, Department of Public Health, Camarena Health Centers, CAP MC
164	Community meetings to help make a difference in Madera County,	We have great resource for homeless, Its strengths are the efforts agencies make to come together, PD	Rescue Mission, Capmc, Hope House, Doors of Hope, Reading and beyond, WIC, First 5
165	Food bank, Madera Coalition for Community Justice who help low income families	BLANK	Madera Coalition, CRLA, Workforce
166	Collaboration within agencies	Reliable Police Department	Agencies are helpful
167	Green Space, neighborhoods, helpful people	Partnerships & Ability to work together	City Gov. , service clubs (Soroptimist, Rotary, Kiwanis, Workforce, Community College)
168	The array of resources	The coming together of the community at times of need	CAPMC, Workforce

**Attachment No. 5
City of Madera
2018/2019 CDBG Performance Scores**

Agency/Department Name	July to September 2018			October to December 2018			January to March 31, 2019			April to June 30, 2019			Performance
	Reporting	Invoicing	Progress	Reporting	Invoicing	Progress	Reporting	Invoicing	Progress	Reporting	Invoicing	Progress	Score
Madera Rescue Mission	√+	√+	√-	√+	√+	√-							10
Community Action Partnership of Madera County Fresno/Madera Continuum of Care	√+	√+	√+	√+	√+	√+							15
Youth Leadership Institute	√+	√+	√-	√+	√+	√-							10
Madera Coalition for Community Justice	√+	√-	√-	√+	√+	√-							7.5
Doors of Hope	√+	√+	√+	√+	√+	√+							15
Pequeños Empresarios	√+	√-	√-	√+	√+	√-							2.5
Parks Senior Services	√+	√+	√+	√+	√+	√+							15
Parks ADA Improvements Phase II	√+	√+	√-	√+	√+	√-							7.5
Engineering Virginia Lee Rose Pedestrian Improvements	√+	√-	√-	√+	√-	√-							5
Engineering HAWK Signal at Stadium Rd. and Gary Ln.	√+	√-	√-	√+	√-	√-							5
Madera Housing Authority Temporary Housing for Homeless Families at Pomona Ranch	√+	√-	√+	√-	√+	√+							10
Public Works Millview Community Center New Roof	√+	√-	√-	√-	√-	√-							2.5
Engineering Washington Elementary School Sidewalk Improvements	√+	√-	√-	√+	√-	√-							5
E. Yosemite Ave. and Elm St. Intersection Improvements	√+	√+	√+	√+	√+	√+							15
Centennial Park Rehabilitation and Lighting Project	√+	√+	√-	√+	√+	√-							10

The Performance Scores were derived as follows:

Three performance categories were identified (Reporting, Invoicing and Progress)

Reporting references timely submittal of quarterly reports.

Invoicing references timely submittal of quarterly invoices for payment and subsequent timely draw down of funds.

Progress references timely program/project start up.

Each category was assigned a √+ and/or √-.

A √+ was assigned for compliance with any of the three categories.

A √- was assigned for non-compliance with any of the three categories.

Each √+ was assigned a point value of 2.5.

The total of 2.5 assigned point values resulted in the following:

12 – 15 Good Standing, 7 – 12 Low Standing and 1 – 6 Poor Standing

Attachment 6

Table 1: Action Plan Targeted Outreach Survey Totals by Priorities	
Public Services (Maximum allocation of 15% of overall CDBG allocation)	
<i>Priority</i>	<i># of responses</i> (1)
Services for the Homeless	70
More Farmers' Markets	46
Access to Jobs	42
Access to Healthcare	33
Access to Community Gardens	28
Programs and Services for Seniors	27
Access to Childcare	26
Access to Skills Training	19
Financial Literacy Education	13
Assist Businesses with Start Up or Expansion	11

(1) Represents the number of responses received.

Table 2: Action Plan Targeted Outreach Survey Totals by Priorities	
Capital Projects/Public Improvements (1)	
<i>Priority</i>	<i># of responses</i> (2)
More Affordable Housing	81
Sidewalk Repairs	73
Streetlight Improvements	72
Additional Parks	70
Improvements to Downtown	63
Reduced Speeds in Neighborhoods	54
Road Improvements	52
Increased Transportation	47
Additional Flood Improvements	42
More Bicycle Lanes	37
Home Repairs/Improvements	27
New Sidewalk Improvements	25
Removal of Blight	24
More Traffic Signals	20
More ADA Improvements	9

(1) No maximum allocation amount, however if other programs are funded at maximum amount, 65% of CDBG allocation would be allocated to Capital Projects/Public Improvements.

(2) Represents the number of responses received.

LOCAL
ADMINISTRATION

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ADMINISTRATION PROPOSAL APPLICATION
2019/2020**

RECEIVED
3-7-19
4:45 PM

AGENCY/PROGRAM INFORMATION **DATE SUBMITTED: March 7, 2019**

Legal Name of Agency: City of Madera

Program Name: CDBG Administration

Agency Address: 205 W. Fourth Street

City/Zip: Madera Telephone: 559-661-3693

Program Manager: Jorge Rojas FAX: 559-674-2972

SUMMARY OF ADMINISTRATION NEEDS

This activity supplies oversight in all areas of the CDBG program. Oversight includes the following areas:

- **consultant services**
- **providing subrecipients with training and capacity building**
- **providing staff and the public with Fair Housing training and oversight**
- **funding to remain current with, but not limited to training, regulations and CDBG components such as:**
 - **Davis Bacon Prevailing Wage**
 - **National Environmental Policy Act**
 - **Section 3**
 - **Minority Business and Disadvantage Business recruitment and contracting**
 - **Outcome and Performance Measurements**
 - **Integrated Disbursement and Information System Reporting**
 - **Economic Development**
 - **Continuum of Care coordination and capacity building**
 - **Downtown and historic preservation**
 - **Neighborhood Revitalization Strategies**
 - **Americans with Disabilities Act compliance and ensuring access to programs and facilities**

NEW 2020/2024 CONSOLIDATED PLAN

A very important line item in the 2019/2020 Administration budget is the line item to work with a consultant to draft the new 2020/2024 Consolidated Plan. This process involves extensive community outreach to obtain and develop strategies and measurable goals to meet for the next five years. The process also involves collaboration among County, State and regional agencies. There is also a need to

hear from local service providers and non-profits. This line item also funds Fair Housing Training, Paired Auditing and Non-profit capacity training.

The Consolidated Plan is designed to help States and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The process serves as the framework for a community-wide dialogue to name housing and community development priorities that align and focus funding from the CDBG program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress meeting Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

EXISTING SERVICES: List other agencies currently addressing the need or problem described above. (Attach sheets if necessary.)

Several agencies and City Departments carry out CDBG activities. They do not provide CDBG administrative services.

Explain how your program supplements or complements existing services without duplicating them. (Attach sheets if necessary.)

CDBG Administration supplies oversight and guidance of funded projects. It does not duplicate their activities.

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

The effectiveness is measured annually and documented in the Consolidated Annual Performance and Evaluation Report. This supplies a summary of what we carried out throughout the program year as well as the number of persons served, and amount spent.

What National Objective does your program meet?

Administration of the CDBG program is exempt from meeting a National Objective.

Describe what measurable objectives your program meets?

Administration of the CDBG program is exempt from measurable objectives. It reports the outcomes of funded programs.

How will your program meet its goals in one year?

A function of Administration associated with the CDBG program is the oversight and monitoring associated with ensuring CDBG-funded programs meet their stated goals.

How does your proposal support the Vision Madera 2025 Action Plan?

The scope of activities funded with CDBG have the potential to advance an extensive number of the Vision Madera 2025 Action Plan's goals. Funding requests are reviewed for consistency with CDBG regulations and, also, to promote the aspirations of the Vision Madera 2025 Action Plan.

SERVICE FUNDING

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

Except the General Fund, no other sources are available.

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

Not applicable.

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

Not applicable.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

Not applicable for Administrative program oversight.

When there is an overflow of clients, how is it determined whom to serve?

Not applicable for Administrative program oversight.

Are income criteria used to establish eligibility for services?

Yes No (If yes, attach a copy of the criteria.)

Is a fee schedule used?

Yes No (If yes, attach a copy of fee schedule.)

INCOME SOURCE	AMOUNT	
CITY		
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY) (CDBG)	156,972	
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/ CONTINGENCY		
OTHER (LIST)		
TOTAL INCOME	156,972	
		AMOUNT
SALARIES		58,080
BENEFITS		26,685
TELEPHONE		1,000
ADVERTISING		2,000
OFFICE SUPPLIES		1,250
SOFTWARE		1,250
CONFERENCE/ TRAINING		2,000
INTERFUND CHARGE- CENTRAL		300
CONTRACTED SERVICES New 2020/2024 Consolidated Plan consultant, Fair Housing and Paired Audit and Non-Profit training		64,407
TOTAL		156,972

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet?

City Council serves as the governing board. Their meetings are the first and third Wednesday of every month.

What was the average number of Board members attending meetings last year?

 7

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

 4 Minimum 7 Maximum

Please provide the following information:

Date of Incorporation: **March 27, 1907**

IRS Employer Number: **94-6000365**

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

Name	Occupation	Term	District
Andrew J. Medellin, Mayor	Owner, Andy's Sports and Design	Elected 2016, Mayor term ending December 2020	At-Large
Cecelia (Cece) Foley Gallegos, Mayor Pro Tem	Educator	Elected November 2018, Council Member term ending December 2022	1
Jose Rodriguez	Mortgage Lender	Elected November 2016, Council Member term ending December 2020	2
Steve Montes Mayor Pro Tem	City of Fresno	Elected November 2018, Council Member term ending December 2022	3
Derek O. Robinson Sr., Council Member	Postal Service Retiree, Youth Counselor, Track Athlete and Coach	Elected November 2016, Council Member term ending December 2020	4
Santos Garcia Council Member	Central Labor Council	Elected November 2018, Council Member term ending December 2022	5
Donald E. Holley, Council Member	Machine Operator, Jesse Owens Games Organizer, past NAACP President, MLK Committee Member	Elected November 2016, Council Member term ending December 2020	6

FINANCIAL:

How often are financial records audited, and by whom?

Annually by Price Paige & Company

Are the treasurer and/or other financial officers bonded? Yes

If so, for how much? \$1 million

List any judgments or pending lawsuits against the agency or program:

None.

List any outstanding obligations:

None.

RESOLUTION/CERTIFICATION:

Not applicable currently. The City Council will approve a resolution for the final 2019/2020 programs and projects in the Action Plan.

We, the Board of Directors of _____ do hereby resolve that on _____, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) nonprofit, (2) tax exempt, and (3) incorporated in the State of California and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: _____

AGENCY NAME: _____

ADDRESS: _____

TELEPHONE: _____

By: _____

President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: 
Grants Administrator

**RETURN AN ORIGINAL AND
ONE COPY TO:**

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE:

March 8, 2019; 5:00 p.m.

CONTACT PERSON:

Jorge Antonio Rojas, Program Manager –
Grants
559-661-3693
irojas@cityofmadera.com

CITY OF MADERA
PARKS & COMMUNITY SERVICES
SENIOR NUTRITION &
RECREATION PROGRAM

RECEIVED
5-6-199R
4:33 PM

GRANT APPLICATION SUBMITTAL CHECKLIST (To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Font: 12 point <input checked="" type="checkbox"/> Paper: 8 1/2 x 11 <input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively <input checked="" type="checkbox"/> One-inch top, bottom, left and right margins <input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u> <input checked="" type="checkbox"/> Double-checked for grammar and spelling errors <input checked="" type="checkbox"/> No emailed applications <input checked="" type="checkbox"/> No dividers 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Grant Application Coversheet
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Program/Project Timeline
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Budget Table
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Marketing/Outreach Plan
	<ul style="list-style-type: none"> <input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Letters of Support

CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: City of Madera – Parks & Community Services Department
Physical Address: (Street, City, State, Zip Code) 701 East 5 th Street, Madera, CA 93638
Mailing Address: (Street, City, State, Zip Code) 701 East 5 th Street, Madera, CA 93638
Program Name: Madera Senior Nutrition and Recreation Programs
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 94-6000365
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Mary Anne Seay, Director of Parks & Community Services
Grant Administrator Telephone Number and Email Address 559.661.5491 mseay@cityofmadera.gov
Amount Requested: \$100,000
Additional Sources and Amounts: FMAAA (approximately \$24,000); senior donations (\$3,300); fundraising (\$4,500); and City of Madera’s General Fund (approximately \$,000).

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 3 THROUGH 8)**

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services.	7,000	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	500	
3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No
		X
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)		X
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		X

If yes to No. 3 above, then please explain and limit your response to the space below.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
						20	100	380
GENDER	Female	350						
	Male	150						
FEMALE HEAD								

Ethnic Categories*	No.
Hispanic or Latino	350
Not-Hispanic or Latino	150
Racial Categories*	
American Indian or Alaska Native	6
Asian	0
Black or African American	30
Native Hawaiian or Other Pacific Islander	2
White	120
Other	342

***Definitions of these categories may be found on the next page.**

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic” or “Latino.”

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	105,149	
UNITED WAY	0	
STATE (SPECIFY)	0	
FEDERAL (SPECIFY)	24,000	
SERVICE FEES	0	
FUND RAISING	4,500	
DONATIONS	3,300	
RESERVE/CONTINGENCY		
OTHER (CDBG)	100,000	
TOTAL BUDGET	236,949	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	127,793
BENEFITS	0150	61,363
SERVICES & SUPPLIES		17,000
INSURANCE	0200	325
COMMUNICATIONS	0250	3,700
CONSULTANT SERVICES	0300	1,000
OFFICE EXPENSE	0350	700
OFFICE RENTAL	0400	0
EQUIPMENT RENTAL	0450	0
UTILITIES	0500	1,400
TRAVEL (ADMIN.)	0550	200
FOOD SUPPLIES	0600	2,000
CONTRACTS	0650	15,000
TRANSPORTATION	0700	3,968
FUND RAISING	0750	2,500
TOTAL		236,949

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? Madera City Council meets twice per month; the first and third Wednesday of each month. In the event a regularly scheduled meeting lands on a holiday, the Council meets the following business day.

What was the average number of Board members attending meetings last year? 7

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

4 Minimum 7 Maximum

Please provide the following information:

Date of Incorporation: 1907

IRS Employer Number: 94-6000365

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

Andrew J. Medellin, Mayor, Mayor, Self-employed, 8 years of service
Cecelia Gallegos, Council Member, Teacher, 3 years of service
Jose Rodriguez, Council Member, Self-employed, 2 years
Steve Montes, Mayor Pro-Tem, Code Enforcement for City of Fresno, 2 months of service
Derek O. Robinson Sr., Council Member, Retired, 7 years of service
Santos Garcia, Council Member, Central Valley Labor Council, 2 months of service
Donald E. Holley, Council Member, Retired, 7 years of service

The Mayor and each Council Member may be reached at the following:

Madera City Hall
205 W. 4th Street
Madera, CA 93637
(559) 661-5409

FINANCIAL:

How often are financial records audited, and by whom? Senior Service budgets are tracked regularly by staff. Internal Parks & Community Service Department practice is to review budgets on a quarterly basis. The Senior Program is subject to being audited twice annually. Separate audits occur by the Fresno Madera Agency on Aging and by Price Paige and Company; they can be reached at (559) 299-9540, fax (559) 299-2344 or website www.ppcpas.com.

Are the treasurer and/or other financial officers bonded? Yes

If so, for how much? \$1,000,000

List any judgments or pending lawsuits against the agency or program:

None

List any outstanding obligations:

None

PART 2. For the following, submit your responses below each discussion item and question and follow these instructions. •Use 12-point font. •Do not exceed four, single-sided, single-spaced pages and do not alter the margins.

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED: (Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)

The City of Madera's Parks & Community Services (PCS) Department offers programs and services for the senior citizens of Madera. Seniors are defined as individuals 60 years of age and older. In recent years, staff has charted increased attendance in each of our program areas because of aggressive CDBG goals, an improved marketing & program plan as well as an increasing senior population. While the interest and demand for senior services continue to grow in Madera, revenues have continued to decline. Without additional sources of funding, the City of Madera would have no recourse but to reduce existing service levels to Madera's seniors.

Parks & Community Services employees manage senior services and programs at two congregate sites in addition to providing home-bound meal deliveries (Meals on Wheels) throughout the City. Staff is seeking Community Development Block Grant (CDBG) resources in the amount of \$100,000 to support staffing, supplies and associated programming costs for our suite of senior activities which are in Madera's disadvantaged neighborhoods at the Frank Bergon Senior Center and the Pan American Community Center.

The requested CDBG funding would enable the City to continue to host and enhance the following programs and services for seniors:

- 1. Senior Meal Program** – The City of Madera provides a nutritious and balanced meal five days per week throughout the year, excluding holidays at our two senior sites. The Meals on Wheels program delivers 7 nutritious meals per week, including fresh vegetables/fruits, milk and bread to qualified home bound seniors. When resources are available from another funding source, Fresno Madera Agency on Aging (FMAAA), additional snacks and/or shelf stable meal packages are also provided.
- 2. Wellness and Nutrition Programs** – Fitness programs offered throughout the week could include Tai-Chi, aerobics, Yoga, walking, Zumba, balance & stretching and others. Nutritional healthy food education/classes are provided on a regular basis. Presentations on enhancing wellness, improving healthy living, managing depression, and safety at home are given regularly.
- 3. Recreation and Educational Programs** – The City augments its daily service for seniors with a variety of recreation and educational programs that includes discussions on senior fraud/scams led by local law enforcement, technology related programs, arts & crafts, social dances, karaoke, and a wide variety of local excursions and regional trips.

EXISTING SERVICES: List other agencies currently addressing the need or problem described above.

The City of Madera is the only agency within the City that provides seniors with home delivered and congregate meal services and the variety of programs within the city limits that the City's Parks and Community Services Department offers.

Explain how your program supplements or complements existing services without duplicating them.

Not applicable.

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

Goal #1: The City will implement new local and regional recreational and educational programs for seniors. Participants will self-report a greater understanding of their community and a healthier life style.

Objective #1: The City will provide regional excursions that expose seniors to art galleries, special cultural events, garden exhibits, farmer's markets, and marketplace experiences that promote lifelong learning of the arts and exposure to various cultures.

Objective #2: The excursions will provide the senior with opportunities to socialize, exercise through walking, shop for healthy fruits and vegetables and promote a better quality of life.

Goal #2: The City will implement new wellness and recreation programs for seniors. Participants will self-report greater life satisfaction and wellness as a result of participating in City provided programming.

Objective #1: The City will provide wellness presentations and programs for seniors to socialize and meet new friends thus providing a wellness experience that promotes healthier self-esteem.

Objective #2: The City will provide a monthly social dance program for seniors to interact and socialize. The art of dancing is a great exercise activity that provides greater range of motion movement, better balance and a sense of wellbeing.

The City of Madera's Senior Service Programs have a system of checks and balances to ensure efficiencies, goal achievement and quality service. In addition to regular site visits, staff observation, employee evaluations, and program audits, we distribute and collect regular customer satisfaction surveys. The data collected from these surveys is compiled, analyzed and used as a means to grow and improve service. (See attached employee evaluation, visitation check-list, and customer satisfaction service survey.)

Which National Objective does your program meet?

The City of Madera Senior Service Program meets the national objective of benefiting low and moderate-income persons. Most program participants in the City of Madera meet the low-income criteria. In the rare circumstance where this is not the case, all program participants are seniors and therefore meet the qualifications as defined by CDBG.

Which measurable objectives does your program meet?

Objective #1: The program areas listed above will each achieve at least a 10% increase in duplicated services provided over the grant period.

Objective #2: The average score on self-reporting surveys for life satisfaction will rise 10% over the grant period.

Objective #3: The average score on self-reporting surveys for wellness will rise 10% over the grant period.

How will your program meet its goals in one year?

The City of Madera Senior Services Program will meet its goals by monitoring monthly meal consumption and quarterly reports that demonstrate goals and objectives are being met to ensure low and moderate-income persons are receiving meals, social interaction and recreation programming detailed in this grant application.

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

- 1) The Fresno Madera Area Agency on Aging (FMAAA) offers grant funding to help offset costs of senior services programs.
- 2) Some seniors make anonymous voluntary donations to the programs. The suggested donation is \$2.50/meal. Seniors are NOT denied a meal and City staff does not track who donates resources and who does not.
- 3) The City of Madera's General Fund.
- 4) Other fund-raising efforts occur periodically throughout the year; modest support of senior programs is achieved through fund-raising.

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

Voluntary donations for the current fiscal year are projected to be shy of \$3,500. These voluntary contributions have declined significantly over the last several years and have not recovered in step with the economic recovery. City staff project \$8,000 in fundraising revenues for the upcoming fiscal year. The City's General Fund available to the Parks and Community Services Department has also decreased in step with the economic down-turn and has not recovered during the current up-turn. This reduction has impacted the service delivery plan for senior programs, while CDBG and FMAAA grant awards make continued programming possible.

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

The City of Madera surveys senior program participants annually and receives feedback from the City of Madera Vision 2025 subcommittee. These groups meet regularly to discuss various topics and to give valuable input on programs and services, including those for seniors. Survey results and community feedback data are analyzed, and program planning is implemented to meet the needs of participants as a direct result of feedback data.

The City of Madera has also hosted community meetings to seek feedback from seniors on the allocation of resources. Staff continues the practice of including participant feedback in program development. This occurs through formal evaluations and surveys as well as more casual conversation between staff and program participants. Valuable input from seniors continues to influence the provision of services. Seniors identified various areas of interest; the top three areas of requested change in the last survey are:

1. Increasing hours of operation at senior centers.
2. Increasing senior programming during added hours of operation.
3. Increasing healthy food choices in the meal program.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

The City does not offer service outside the City limits.

When there is an overflow of clients, how is it determined whom to serve?

The City of Madera has not had an issue with an overflow of clients for the congregate meal program. The Home delivered meal program has a waiting list system in effect to serve the overflow of clients, additional resources helps to reduce the waiting list. We have increased the number of recreation and fitness programs to accommodate the increased interest, including additional and more regular field trips. Trips are offered on a first come/first served basis and they have filled up from time to time. When possible, a second bus is ordered.

Discuss your program's/project's successes.

The City offers programs benefitting many of Madera's seniors. Without the City's senior programs, many program participants would live in isolation without the guarantee of consuming at least one nutritious meal each day. The recreation and fitness component provide the opportunity for the senior to have social interaction, engagement, improved vitality and overall increased wellness. Our participants describe our senior programs as their home away from home and a reason to get up each morning, thus helping them with their overall mental health. Our services are nutritional, educational, and sometimes the only social connection a senior may have each day.

Discuss your program's/project's past performance (2011 to 2016).

The suite of programs provided by the City to seniors through CDBG resources has consistently met program goals and objectives in the 2011 to 2016 time-frame. The availability of CDBG funding has aided the City in providing tens of thousands of individual interactions with the community's senior citizens; be it providing a hot meal, an opportunity to dance or exercise, a sympathetic listening ear, or a referral to an outside service group or agency. Over the past five years, the City has provided a core of essential services such as the meal program and wellness activities; but at the same time, in consideration of requests from the client population, new activities and programs have been introduced. The City has always been cognizant of increasing its outreach to help underserved individuals in the community and CDBG resources have been leveraged year-over-year to increase both duplicated and unduplicated program participants.

Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

New services are highlighted in the Parks & Community Services Activity Guide published twice yearly both in print and online versions. Intra-departmental weekly updates include a program attendance component. Any periodic reporting to internal or external CDBG program monitors will include documentation of new programs and attendance figures.

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain “Yes” and “No” responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
Linda Descoteaux	Administrative Manager	Fresno Madera Area Agency on Aging (FMAA)	559.600.4405	ldescoteaux@fmaaa.org
Peggy Mendibles	Compliance HR	SER-SCSEP	559.452.0881	pmendibles@sercalifornia.org
Mattie Mendez	Executive Director	Community Action Partnership of Madera County (CAPMC)	559.673.9173	mmendez@maderacap.org

Staff Work Experience

Mary Anne Seay, Parks & Community Services Director

Ms. Seay has 30 years of work in municipal parks departments. After graduating from California State University, Fresno with a BA in 1988, Seay began working for the City of Fresno's Parks & Recreation Department. She spent 18 years promoting from part-time to full-time to Supervisor and ultimately Manager. She accepted the Director position in the City of Madera in August of 2007.

During her 30 years of experience, she has worked as a: Program Coordinator providing direct service to seniors; Senior Program Monitor overseeing all reporting, Community Services Manager who oversaw a team that delivered service to 16 senior sites, and the Director in Madera.

Corinne Long-Folk, Recreation and Community Programs Coordinator

Corinne has worked for the City of Madera's Parks and Community Services Department in the Senior Section for 19 years. Corinne is responsible for programming, coordinating, and supervising senior staff and service programs.

During her 19 years, she has provided direct service to the seniors through the Madera Adult Day Care Center, Frank Bergon Senior Center and Pan American Community Center. Corinne is responsible for her budget along with monthly accurate reports to CDBG and Fresno Madera Agency on Aging (FMAAA).

Lauren Magdaleno, Recreation and Community Program Leader II

Lauren has been with the City of Madera's Parks and Community Services Department for 8 years. Lauren spent her first 5 years as a Recreation Program Leader I, then she was promoted to a Program Leader II for the senior program at the Frank Bergon Senior Center and has held that position for 3 years. Lauren oversees the day to day program at the senior center, insuring all policy and procedures are followed, helping seniors with information and assistance, monitoring the congregate meal, and preparing monthly reports.

Marcella Zamilpa, Recreation and Community Program Leader I

Marcella has been with the City of Madera for 3 years. She started as a volunteer for the congregate meal program, and later was hired to assist at the Frank Bergon Senior Center.

Marcella was promoted last year to a Program Leader II for the Pan American Community Center. She oversees the day to day program at the senior center, insuring all policy and procedures are followed, helping seniors with information and assistance, monitoring the congregate meal, and preparing monthly reports.

City of Madera – Parks & Community Services

Visitation Checklist

Community Services Division

Facility:		Program:	
Date:		Staff Present:	
Time:		Report By:	
# of Participants			
PERSONNEL (Staff was where they were schedule to be, doing what they were scheduled to do)		FORMS (Staff was able to locate forms at the facility and were aware of their intended use)	
All scheduled employees were present		Activity calendar posted	
Employees were on time		Attendance Form (up to date)	
Employees were in appropriate attire/uniform		Department Mission Statement and Core Values posted	
Employees were leading calendared activities		Incident reports on file	
Employees were working to achieve objectives		Accident reports on file	
Employees were engaged with program participants		Rules Posted	
Employees appeared organized		Other Required Forms:	
Employees had the supplies they needed			
FACILITY (The facility is well maintained)			
The exterior of the Facility was neat and orderly			
Landscape and parking lot was neat and orderly			
Interior of the Facility was neat and orderly		SAFETY (Safety policies and procedures were observed)	
Furniture was neat and orderly		Staff Exhibited basic safety principles	
Bathrooms were clean and stocked		Fire extinguisher current	
Other Facility issues: (please note that facility issues need to be reported to appropriate staff)		Injury and Illness Plan available	
		Appropriate postings of required safety procedures	
		First Aid Kit up to date	
		Other safety concerns or issues: (please note that safety issues need to be reported to appropriate staff immediately)	
CORE VALUES (To the extent possible, please identify whether the staff exhibited the departments core values)			
Service			
Integrity			
Accountability			
Teamwork			
NOTES & OBSERVATIONS (Use this space to highlight the positives you noted during this visitation. Also, use the space below share information that might help the PCS team deliver higher quality service to our program participants.			
Employee(s) Signature(s):		Supervisor Signature:	

City of Madera
Part Time Employee Performance Rating Form

LAST NAME	FIRST NAME	ID#	RANGE/STEP	PURPOSE OF REPORT
				<input type="checkbox"/> Annual Performance Evaluation <input type="checkbox"/> Merit Increase <input type="checkbox"/> Other _____
DEPARTMENT Parks & CS	POSITION TITLE Program Leader II	EVALUATION DATES (From - To) (___/___/___) - (___/___/___)		

PERFORMANCE FACTORS

(Refer to back of sheet for explanation of ratings)

	UNSATISFACTORY	SATISFACTORY	GOOD	SUPERIOR
1. Skill Level/ Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality and Accuracy of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attendance/ Punctuality/ Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Safety Procedure/ Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Initiative, Judgment and Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Appropriate Work Attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Technology/ Software/ Equipment Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Program Registration, Records and Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Program Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUPERVISOR'S COMMENTS:

EMPLOYEE COMMENTS: Yes No (Employee comments are optional, please check appropriate box):

If employee **does not** agree with the evaluation he/she may submit a written response (no later than 10 working days after review) for inclusion in their Personnel File.

SIGNATURE OF RATER (Immediate Supervisor)	()	I HAVE DISCUSSED THE ABOVE WITH THE EMPLOYEE AND EXPLAINED THE RATING & REMARKS
DATE		
EMPLOYEE SIGNATURE	()	I HAVE DISCUSSED THE ABOVE RATING WITH MY SUPERVISOR
DATE	()	I HAVE REVIEWED THIS REPORT, MY SIGNATURE DOES NOT NECESSARILY IMPLY AGREEMENT WITH ALL ITEMS MARKED.
DEPARTMENT HEAD SIGNATURE	()	I CONCUR WITH RATING
DATE	()	I DO NOT CONCUR WITH RATING
CITY MANAGER SIGNATURE	()	REVIEWED BY CITY MANAGER
DATE		

City of Madera – FRANK BERGON SENIOR CENTER

Senior Program Survey- 50 people surveyed

January 2019

Please fill out this short survey to help us meet your needs more effectively and efficiently. We thank you in advance and appreciate your input and feedback.

1. I come to the Senior Center primarily for the?

- a) Socialization 7
- b) Nutritious Meal 4
- c) Recreation Programs (i.e., dances, bingo, trips, exercise, computers, etc.) 8
- d) All of the above 33

2. How often do you visit the Senior Center?

- a) Once a week 2
- b) 2 to 3 times a week 32
- c) 4 to 5 times a week 16

3. Please rate senior program staff (Only circle one)?

- a) Excellent 31
- b) Satisfied 16
- c) Needs Improvement 2
- d) Poor If Poor, Why? _____

4. Please rate the senior program meals (Only circle one).

- a) Excellent 11
- b) Satisfied 24
- c) Needs Improvement 11
- d) Poor 2 If Poor, Why? _____

5. Please rate the senior recreation programs (Only circle one).

- a) Excellent 16
- b) Satisfied 31
- c) Needs Improvement 2
- d) Poor 1 If Poor, Why? _____

6. Have you taken advantage of the senior trips offered?

- a) Yes 32
- b) No 18 If No, Why? Busy-11 Walking – 3 No Money - 1

7. Are there additional programs or services you would like to see offered by The City of Madera Parks and Community Services Department?

8.

Fitness Program-1, Holiday Crafts – 1, Bingo on Tuesday – 4

9. What is your age? (Circle One)

50-60yrs	60-70yrs	70-80yrs	80-90yrs	90yrs+
8	14	12	14	1

City of Madera – PAN AMERICAN COMMUNITY CENTER

Senior Program Survey – 31 people surveyed

January 2019

Please fill out this short survey to help us meet your needs more effectively and efficiently. We thank you in advance and appreciate your input and feedback.

1. I come to the Senior Center primarily for the?

- a) Socialization 4
- b) Nutritious Meal 4
- c) Recreation Programs (i.e., dances, bingo, trips, exercise, computers, etc.) 7
- d) All of the above 17

2. How often do you visit the Senior Center?

- a) Once a week 7
- b) 2 to 3 times a week 12
- c) 4 to 5 times a week 12

3. Please rate senior program staff (Only circle one)?

- a) Excellent 21
- b) Satisfied 6
- c) Needs Improvement 3
- d) Poor If Poor, Why? _____

4. Please rate the senior program meals (Only circle one).

- a) Excellent 10
- b) Satisfied 11
- c) Needs Improvement 4
- d) Poor If Poor, Why? _____

5. Please rate the senior recreation programs (Only circle one).

- a) Excellent 14
- b) Satisfied 8
- c) Needs Improvement 5
- d) Poor If Poor, Why? _____

6. Have you taken advantage of the senior trips offered?

- a) Yes 13
- b) No 17 If No, Why? Busy-1, Walking-1, No Money-11, More Trips-1

7. Are there additional programs or services you would like to see offered by The City of Madera Parks and Community Services Department?

More Crafts-1, More Dancing-1, Sugar Free Desserts-1, Movies-2

8. What is your age? (Circle One)

50-60yrs	60-70yrs	70-80yrs	80-90yrs	90yrs+
1	9	9	8	0



Agency on Aging Serving Fresno & Madera

Connecting the Community

March 5, 2019

To Whom It May Concern:

We are providing this letter in support of the City of Madera's application for a Community Development Block Grant.

We have partnered with the City of Madera for over two decades to bring the Elderly Nutrition Program to the City's older residents. The City provides nutrition site management for our program at the Frank Bergon Senior Center and the Pan American Community Center, and assesses and enrolls older individuals who are homebound for home-delivered meals. The City fully cooperates with the contract monitoring process and consistently complies with the terms of our contracts. The City has proven to be an effective and successful partner in provision of nutrition services for older adults.

The City's older adults not only benefit from our nutrition program, but also the adjunct activities conducted at the nutrition sites, such as exercise classes, field trips, and card and board games. The City also recognizes older adults through special events, such as the annual barbecue for seniors in May and the annual senior celebration event in September, both held at Rotary Park. Although our agency does not fund these activities, we recognize and appreciate the City's dedication to the well-being of its older residents.

We are hopeful that the City's proposal for funding is granted. Please contact us at (559) 600-4405 if any additional information is needed.

Sincerely,

Jean Robinson
Executive Director

3837 N. Clark St. • Fresno, CA 93726

Senior Information: Ph 559.600.4405 • Fax 559.243.5651 • Email: services@fmaaa.org
Administration/Finance: Ph 559.600.4405 • Fax 559.243.5918 • Email: admin@fmaaa.org
Toll Free 800.510.2020 • Website: www.fmaaa.org

FAB 2-27-19

I come to the Bergon Senior Center 3 to 4 times a week. I play Bingo and sing Karaoke. I enjoy visiting with everyone and enjoy our lunches. The center keeps me from sitting at home all day in front of the TV. I have made many wonderful friends here! Your staff is wonderful, very helpful and good to us seniors.

PS Without the center a lot of people would be very lonely!

Thank You,
Linda White

To who I may concern :

FAB

I come to the center to make my life better; I come to socialize.

I use the computers to help my english. with out the center I would not have anywhere to go. It make me feel welcomed.

Guadalupe López

PAC

To Whom It May Concern, 2/22/19

I'm glad that we were asked to express our thoughts about the Senior center.

I appreciate it's function. It is a good connection for all of the seniors in Madera.

I have helped older ones to get their bus tickets, which they appreciate very much.

I have also enjoyed the trips that are announced in advance on their bulletin board.

I also enjoy their gym area. It is excellent for walking. It is a safe place to walk and get our exercise.

There are so many functions that take place all month. I know that many enjoy and benefit from playing games and using the computers.

Many seniors also benefit from the deliveries that the food bank makes.

The staff that work at these high-functioning places, are very nice. They deal well with the seniors.

I hope the Center (Pan Am) will be here for many more years to come 😊

Wadnie Junoke - age 70 years

PAC

Friday Feb 22/19

To Whom it may concern
I really enjoy coming to
the Pan American Center for
the senior program.

The staff here is very
nice and helpful.

The variety of events (outings)
and indoor activities are a
lot of fun.

The menus are good and
nutrition conscious.

I love coloring, because I am
an artist.

The computers are a big
help for times when I need
to do research.

The Karaoke is fabulous, and
the dances are fun too.

Pablo's magic is so much
fun.

Thank you for providing
a well planned program
for senior citizens. It is so
helpful and reduces the
senior's tendency to staying
home and isolating. Thank you.

To Who it May Concern

My Name is Beruto Juarez I'm 70 years old and I have been coming to the center for three years and it ~~was~~ wasn't for the center I would be at home all by my self I go between the Pan and Bergen center so I appreciate both of the center

Thank You
For all you
do for us
Beruto Juarez

P.S. I joined three years ago with a Dear friend passed away and now My Mother and I know that I have the support of both of the friend in both center
Thank You
Beruto Juarez

PAC

To whom you may concern

I wish to express the enjoyment

I get singing, and developing

friendships with the people that

gather at the Pan Am center.

The fact that there is food and

other activities here, makes coming

here an opportunity for so many people

to have something meaningful to

do with their time.

Dexter Young

Feb 25, 2019 PAC

My name is Vida and I come to the Pan Am Center every day. I enjoy the atmosphere here and the food. Sometimes I don't have food at home and this gives me another place to get my needs met. The place is always clean and ~~sanitary~~ I have fun with the other people and listen to music which is enjoyable to watch as they sing & sometimes dance. Hope this continues for a long time.

Vida Frangel

TO WHOM IT MAY CONCERN:

PAC

PAN AM SENIOR CENTER

- A PLACE TO CONNECT WITH PEOPLE THE SAME AGE AS YOURSELF AND THE SAME CONCERNS
- A PLACE TO ESCAPE OUR VALLEY HEAT + COLA AND RAINY WINTERS
- CONNECT WITH SERVICES FOR SENIORS
- USE OF COMPUTERS FOR EDUCATION + AMUSEMENT
- COMPUTER CLASSES FOR SENIORS
- NUTRITION CLASSES AS WELL AS COOKING DEMONSTRATIONS
- COPING + FAXING SERVICES
- BUS PASSES AS WELL AS BUS TRIPS TO POINTS OF INTEREST IN OUR AREA
- EXERCISE CLASSES
- DANCES FOR SENIORS
- WEIGHT ROOM
- INDOOR BASKETBALL COURT
- HOT COFFEE + SWEET SNACK
- CLEAN RESTROOMS
- A BETTER AND MORE VARIED LUNCH THAN YOU COULD COOK FOR YOURSELF
- A FRIENDLY STAFF
- BOOKS, MAGAZINES, T.V.
- IN SHORT A PLACE THAT DOES MORE FOR SENIORS THAN ANY OTHER PLACE AND AROUND TO BELONG TO IT.

Ecl Pompeo

PAC

— JESÚS LUERANO —

Quiero felicitar a este centro comunitario del "Panamá", por todo el bien que están haciendo, en beneficio de toda la Comunidad de "Madera"; por sus atenciones, sus servicios, su comida y en forma especial por el entretenimiento con el Programa del "Karaoke" y a que es admirable que gente de 90 años toman el micrófono y enseñan esas ganas enormes de continuar en esta "vida", felicitaciones de nuevo y suplicándoles que continúen por este camino para gusto de todos nosotros.

GRACIAS

A handwritten signature in black ink, appearing to read "Jesús Luerano", written over a diagonal line.

PAC

Feb. 22-19

yo Lucy Garcia.

me gusta venir aqui (Pan America)
para convivir con mis amistades
disfruto mucho el ambiente
de todas las personas, sobre todo
con el ambiente que tienen
cuando están, se siente uno
contento y feliz y sobre todo muy bien
atendidos y la comida que sirven con
mucho cariño

asi que muchas gracias
por estar aqui
thanks Lucy Garcia

Joseph might may concern:

2-27-19

I come here on Tuesday and Thursday I enjoy the art coloring class. on Tuesday it's relaxing. Thursdays I enjoy the Karaoke. I don't sing myself but I surely enjoy the singing. There are a lot of talented fingers here at The Bergen Center. I don't enjoy Bingo so I don't come here Mondays, Wednesdays and Fridays but it is popular here. Those days I have the option to go to Pan Am. I enjoy the company of the ladies here. I also enjoy the Senior Dances sometimes dancing sometimes watching. I enjoy the Band week with the Potluck as I love to cook. The week of the N.G. is my favorite because in between his music he plays requests. I love to here songs from the 50's and 60's. Country Western and Oldies. I've noticed that a lot of Seniors come here because they have nowhere else to go. It's great because it gets them out of their house to mingle with their peers. I enjoy spending time with them. They have so many important stories to tell. Well I will close for now. I'm also glad to come here because I wasn't raised here in Madera and I get to get out and mingle with my peers also.

My deepest respect E.P.

To whom it may concern,

I come to Frank Bergon Senior Center to talk, socialize with friends. I in joy the lunch serves it has to offer. It helps food give away and snacks helps me get through the month. I in joy listen to the karaoke.

Sign:

Rose Diaz U

Frank Bergon senior center

Hello let me endues myself My name is Rickie A Spradlin I just turned sixty years of age as of feb.o9.1959 & it is grate of the City of Madera to A safe place for provide A to keep up social skills and being able to make new friends the staff showed me A lot for grace for I was 59 nigh & A haft I thank the city of Madera

The male was not expected the dose mean A lot to me & other of the older member of our community the days that I come in; well I can just say it all almost like home, the rescors here help direct me into finding housing too the bingo go is fun the pool table is grate that just sums it up for the Frank Fergon senior center

Sinisterly yours Rickie A Spradlin

A handwritten signature in cursive script that reads "Rickie A Spradlin". The signature is written in black ink and is positioned below the typed name.

Mi nombre es TERESA Maldonado
estoy viniendo al centro por casi tres años
me gusta compartir con amigos, tomando
un café con un pancito, me gusta la
comida unos días más que otros, También
estoy agradecida por los tickets para
el bus y también me gusta los días
que hay Karaoke nos divertimos mucho

GRACIAS

2/21/19

Teresa Maldonado

Salvador Garibay -
dise que aquí todo está -
perfecto.

La comida muy sabrosa -
El personal muy amable y todos los que
asisten a este lugar muy buenos Amigos
muchas Gracias

2-25-19

To whom it may concern:

I enjoy coming to Pan American Senior center because I love attending the English classes that is offered at the center. In addition, Pan American provides a variety of activities that I enjoy and love to participate. Lastly, I also enjoy eating the senior meals.

Sincerely,

Maria Ramon

8-27-19

To whowit may concern

I Ghoria Enjoy coming to the center to talk & meet ^{pep} peopl
And also to Enjoy my lunch 😊

Gloria D.

I COME to The Center, TO TALK
TO my Friends, AND ENJOY COFFEE.

Frank Rodriguez

2-22-99

I enjoy coming and have the opportunity to make new friends. Also the activities are rewarding especially KARAOKE.

The field trips to the casinos and museums are educational. The dances are also very enjoyable.

The meals could have more variety and cater a bit to diabetics.

We should see the directors more often. They don't make appearances too often.

Personnel at each center are very kind and helpful and others are different.

They try to cater to each ones needs and ways.

Carrie M. M. M.

The people are nice
here! I like to work here
for them, and I have a
great boss!

Thanks

Mary B.

2/22/19

To whom I + My Creem

I enjoy eating lunch
with the other SENI-
ors Also the activities

Sincerely
Janis Jones

2-23-2019

I come to enjoy The company of my
Senior Friends, and The Food is ok.

Those Field Trips, and of course The
music and Reggae.

C. Martinez

I Rosie really enjoy coming to seniors at Pan America because I get to socialize with friends. I also like all the fun activities they have for us. The food that we get for lunch is also very good.

Rose D Valdez

Don Martines

2/25/19

Enjoy coming to Senior
Center. Talking with my friends.

I am new to the center.

I am glad that I discovered this center because it allows me to socialize and also eat a balanced meal. At home alone you do not always eat properly. Being alone can be so depressing at times. This is a good idea for seniors to have a place to go to for meeting friends, and to enjoy a day.

Mary Velasquez

FRIENDS OF MADERA
ANIMAL SHELTER
LOW COST SPAY/
NEUTER PROGRAM

RECEIVED
 3-7-19
 2:14 PM R

GRANT APPLICATION SUBMITTAL CHECKLIST
(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

GRANT APPLICATION SUBMITTAL CHECKLIST
(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p> <p><input checked="" type="checkbox"/> Font: 12 point</p> <p><input checked="" type="checkbox"/> Paper: 8 1/2 x 11</p> <p><input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</p> <p><input checked="" type="checkbox"/> One-inch top, bottom, left and right margins</p> <p><input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u></p> <p><input checked="" type="checkbox"/> Double-checked for grammar and spelling errors</p> <p><input checked="" type="checkbox"/> No emailed applications</p> <p><input checked="" type="checkbox"/> No dividers</p>	<p><input checked="" type="checkbox"/> Grant Application Coversheet</p> <hr/> <p><input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)</p> <hr/> <p><input checked="" type="checkbox"/> Program/Project Timeline</p> <hr/> <p><input checked="" type="checkbox"/> Budget Table</p> <hr/> <p><input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)</p> <hr/> <p><input checked="" type="checkbox"/> Marketing/Outreach Plan</p> <hr/> <p><input checked="" type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)</p> <hr/> <p><input checked="" type="checkbox"/> Letters of Support</p> <hr/> <p><input checked="" type="checkbox"/> References</p>
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City of Madera
CDBG 2019/2020 Grant Cycle
Application Coversheet

Applicant name: Friends of Madera Animal Shelter
Physical address: 14269 Road 28, Madera, CA 93638
Mailing address: P.O. Box 923, Madera, CA 93639

Friends of Madera Animal Shelter Low Cost Spay/Neuter Program for City of Madera Low Income Residents.

Tax I.D. 77-0553194

Grant Administrator: Shanna Weakly, Friends of Madera Animal Shelter Administrator.

Phone: (559) 363-5106
Email: fmasvolunteers1@gmail.com

Amount requested: \$45,000

Additional sources: administrative costs paid by FMAS through general fundraising and donations.
Amount requested only covers spay/neuter surgery costs for this program at FMAS negotiated veterinarian rates that are deeply discounted.

Priority: To provide very low cost spay/neuter services to pets of low income Madera City residents that are that are homeless or at risk of becoming homeless.

Client Population:

1. Indicate total number of potential clients in community who require your services: 500 residents.
2. Indicate the total number of unduplicated clients you intend to serve during the term of this proposed program/service (12 months): 450 residents
3. This program was not funded last year.
4. Income criteria will be used, see attached Friends of Madera Animal Shelter Low Cost Spay/Neuter program flyer.
5. A small fee is charged, see attached flyer. This fee is routinely waived if it is deemed to be an impediment. The main purpose of small fee is to encourage residents to follow through with getting pets altered.

Demographic: Adults 18 years or older, no gender pattern.

Ethnic: Hispanic or Latino 77%/23% all other.

Budget: \$45,000 to licensed veterinarians to provide 600 spay or neuter surgeries. All other costs of administering voucher program will be raised through Friends of Madera Animal Shelter fundraising.

Sponsoring Agency Management:

Corporation Directors:

How often does Board meet: once a month

What was average number of Board members attending meetings last year: 9

By-Laws state minimum number of board members of 7 and maximum of 17.

Friends of Madera Animal Shelter was incorporated June 18, 2002.

Tax I.D. 77-0553194

Financial:

The Friends of Madera Animal Shelter Board of Directors verifies organization assets every year.

Friends of Madera Animal Shelter carries Director liability insurance but treasurer, Kay Rhoads or other officers are not bonded.

No pending lawsuits

No outstanding obligations

BOARD of DIRECTORS
FRIENDS OF MADERA ANIMAL SHELTER
Updated 3-5-2019

PRESIDENT

Velvet Rhoads
Velvet.pecks@yahoo.com
Business Owner
201 South Pine St.
Madera, CA 93637
10 year Board member

VICE PRESIDENT

Bob LaBrucherie
labrucher@aol.com
RETIRED H.S. AG TEACHER
14269 Road 28
Madera, CA 93638
6 year Board member

TREASURER

Gillian Kay Rhoads
kay@pecksprt@pacbell.net
PRINT SHOP OWNER
201 South Pine St.
Madera, CA 93637
17 year Board member

SECRETARY

Carrie Tuttle
carrietut@att.net
Operations Manager
3136 Glenville Ave.
Madera, CA 93637
17 year Board member

DIRECTORS

Roberta Fongemie
rafongemie@hotmail.com
Retired Animal Services Assistant
15 year Board member

Jennifer Godfrey
Jennifer.godfrey68@yahoo.co
Real Estate Title Research
14269 Road 28
Madera, CA 93638
4 year Board member

Kirsten Gross
kgross@madera-county.com
Director, Madera County Animal Services
14269 Road 28
Madera, CA 93638
17 year Board member

Deborah LeMarr Hall
Modeb22@yahoo.com
Office Manager
14269 Road 28
Madera, CA 93639
3 year Board member

Robin Bell
RobinBell@sti.net
Business Owner
14269 Road 28
Madera, CA 93638
3 year Board member

**BOARD of DIRECTORS
FRIENDS OF MADERA ANIMAL SHELTER
Updated 3-5-2019**

Tamara Shimizu

tamarashimizu@gmail.com

Business Owner

14269 Road 28

Madera, CA 93638

1 year Board member

Tiffany Daily

tdaily@ag1.nett

Wasco Hardface

Accounting

14269 Road 28

Madera, CA 93638

3 month Board member

Resolution/Certification:


We, the Board of Directors of Friends of Madera Animal Shelter do hereby resolve that on March 5, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non-profit, (2) tax exempt, and (3) incorporated in the State of California and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: March 5, 2019


Friends of Madera Animal Shelter
P.O. Box 923
Madera, CA 93639
(559) 908-8845

By: _____


Velvet Rhoads, President

This application and the information herein are true, correct and complete to the best of my knowledge.

By: _____


Velvet Rhoads, Executive Director

PART 2.

1. Summary of Community Need or problem to Be Addressed

The price for low income residents to be able to spay or neuter their dogs and cats is currently beyond affordability for most Madera residents. Local vets currently charge an average of \$185 per dog and \$103 per cat. As human populations increase in Madera, not spaying or neutering local domestic dogs and cats results in a huge, surplus population of unwanted and homeless animals, which is costly for municipalities in the form of animal control costs. Stray or roaming dogs can create havoc when they attack or bite, and cause auto accidents when running in traffic. Children and seniors are most often the victims of dog attacks. According to estimates by Madera County Animal Services one homeless animal currently costs taxpayers approximately \$200 to pick up, contain, feed, vaccinate, send to rescue, re adopt and or ultimately euthanize. Assisting low income Madera residents with the responsibility of spaying or neutering their pets reduces calls and costs for animal control services, reduces bites and the stray and homeless animal population, protects human health by complying with state Rabies vaccination laws and creates a better community and a better quality of life for all Madera residents.

2. Existing Services : None. There are no other low cost services for spaying or neutering animals in the City of Madera. FMAS has negotiated reduced group rates with some local veterinarians and the HOPE Animal Foundation of Fresno.

3. FMAS provides vouchers for low income residents to spay or neuter dogs or cats for a \$20/\$15 co pay and provides state required Rabies vaccinations, and transportation to and from veterinarians for residents where necessary. FMAS raises, administers and pays the balance of this cost.

4. The FMAS volunteer group has been providing these services for low income Madera residents since 2002, has raised approximately \$6 million and has spayed or neutered approximately 40,000 animals in that time. We estimate roughly 40 per cent of those animals were owned by city residents, for a previous expenditure of about \$2.4 million spent on city residents animals during that time period. Regretfully, we can no longer provide this labor intensive and valuable service without some kind of financial contribution from the city of Madera, or other sources.

5. National Objectives The FMAS volunteer group serves low income, senior and homeless residents and helps them obtain necessary services for their pets. We work to educate young residents on responsible and humane pet ownership, and involve and train these young people in leadership and community outreach skills through volunteering at the animal shelter, adoption events or our low cost shot clinics.

6. FMAS already raises and spends approximately \$30,000 each month to help 300 residents with low cost spay and neuter services, significantly reducing the population of local reproducing animals.

7. FMAS provides scheduling and transportation for these services and can add or adjust these services based on demand. Increased funding will provide more opportunity for these services for low income residents. Our FMAS volunteers also drive our vans loaded with 30 to 40 surplus animals, 15 hours one way to Oregon and Washington State Humane Societies several times a month to avoid having to euthanize them.

8. FMAS has applied for and received significant grant funding for city and county residents from PetSmart Charities over the years. Most recently FMAS applied for and received a \$36,500 grant to spay and neuter feral or community cats within the city limits of Madera. FMAS volunteers provide traps, transportation, so residents can release these altered cats back into their communities, stabilizing the populations and allowing them to live out their lives.

9. The FMAS volunteer group operates the low cost shot clinic held the first Saturday of each month at the Madera District Fair Grounds, holds adoption events in the Bay area and receives approximately \$100,000 a year from the County of Madera from it's animal adoption fees.

10. FMAS is barely keeping up with requests and demand for low cost spay and neuter services, and has had to discontinue funding for low income residents within the city limits. We have a website and operate a public Facebook page for public comment and public participation.

11. See above.

12. FMAS provides services based on a first come, first served basis to low income County of Madera residents, with some exceptions being made for at risk seniors or homeless residents.

13. FMAS efforts with education, rescue and spay and neutering local animals are working! According to statistics from Madera County Animal Services the number of homeless animals impounded at the Madera County Animal Shelter in 2018 were 5,142 down from a high of 7,948 in 2010, in spite of the increasing human population. The FMAS volunteer group is widely known for it's outreach and educational efforts, and for working tirelessly to do everything possible to humanely reduce the surplus of unwanted, homeless Madera animals. But we need help to continue this effort for our low income residents.

14. From September, 2013 through 2015 FMAS successfully administered the Red and Nancy Arnold Foundation grant by spaying or neuter 18,000 Madera County pets between. Starting in January, 2016 FMAS resumed administration for pets of low income Madera residents and community (feral) cats. Funding of the spay-neuter program since 2016 is provided by donations, grants and Madera County flow through of excess adoption fees over adoption costs and outright support.

FMAS holds low cost vaccination clinics every month to protect pets for contagious and dangerous diseases.

15. With this funding the FMAS low cost spay-neuter program will be available to low income Madera City residents. Currently no low cost spay-neuter options are available to Madera City residents.

16. Names of 3 work-related references:

Kirsten Gross, Director, Madera County Animal Services

Email: kgross@maderacounty.com

Phone: 559-675-7891

Dino Lawson, Chief of Police, City of Madera

Email: Dlawson@cityofmaderapd.org

Phone: 559-675-4200

Brett Frazier, Madera County Board of Supervisors

Email: Brett.Frazier@co.madera.ca.gov

Phone: 559-675-7703

Carrie Tuttle

To: Carrie Tuttle
Subject: RE: FMAS/HOPE Partnership

From: Eric Downing
Sent: Monday, March 4, 2019 3:18 PM
To: 'Carrie Tuttle'
Subject: FMAS/HOPE Partnership

City of Madera Grants Division,

H.O.P.E. Animal Foundation has partnered with Friends of Madera Animal Shelter for over 10 years. Thanks to their hard work and outreach, they have made spay and neuter accessible to residents of their community; even offering transportation for residents without adequate transportation. We rely on FMAS to target and service areas that they see are in demand of H.O.P.E.'s services. In the past decade, Friends of Madera Animal Services has facilitated the sterilizations of over 5,000 cats and dogs, thereby decreasing the amount of unwanted animals in the community and ultimately lowering shelter intake. Without their efforts, those more than 5,000 cats and dogs would still be contributing to the pet overpopulation epidemic of the Central Valley.

We enjoy our partnership with Friends of Madera Animal Shelter and look forward to many more spays and neuters for pets of people who could not otherwise afford it. FMAS is a wonderful organization who has overseen and administered grant funding successfully and expeditiously and I would not hesitate to consider them highly for a grant of any size.

Please contact me should you have any questions or concerns.

Thank you,

Eric Downing

Assistant Executive Director
H.O.P.E. Animal Foundation
5490 W. Spruce Ave.
Fresno, CA 93722
559-271-0209 X108



LOW COST/LOW INCOME SPAY/NEUTER PROGRAM



DOGS - \$20 Co-Pay CATS - \$15 Co-Pay

Requirements: Proof of I.D. and MediCal, SSI, Food Stamps (EBT) or Utility Assistance (PG&E Care Program).

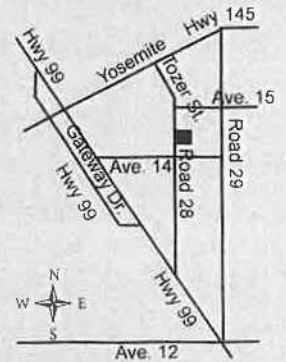
Vouchers Available Monday-Friday
14269 Road 28, Madera CA 93638

FREE FERAL CAT PROGRAM

To schedule a feral cat spay/neuter appointment or borrow a trap
Please call 559-363-5106.



Ferals are only fixed one day a week and
an appointment must be scheduled prior to drop off.
Cat traps are available for loan (deposit fee is required).



Save a Life...Adopt! Save Thousands...Spay/Neuter!
Programs Sponsored By Friends of Madera Animal Shelter



BAJO COSTO/BAJO INGRESO ESTERILIZACION Y CASTRACION



PERROS - \$20 Co-Paga Gatos - \$15 Co-Paga

Requisitos: Prueba de Indentificacion, Medi-Cal, EBT, PG&E (descuento de cuidado), SSI

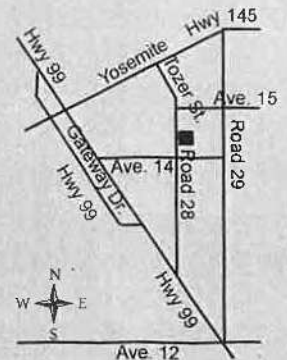
Coupones de Ingresos disponibilidad Lunes-Viernes 8am-5pm
14269 Road 28, Madera CA 93638

PROGRAMA GRATIS DE GATO SALVAJE

Llama (559) 363-5106 para una cita.

Gatos Salvaje estan fijo un dia ala semana
necesita cita antes de cirugia.

Trampas del gato estan disponible para prestamo
un depositose necesita.



Salva unavida! A horror Miles! esterilizacion y castracion
Programa Patrocinados Por Amigos de Madera Refugiode Animales

MADERA RESCUE
MISSION

RECEIVED
 3-8-19
 1:12 PM
 JK

GRANT APPLICATION SUBMITTAL CHECKLIST
 (To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p> <p><input checked="" type="checkbox"/> Font: 12 point</p> <p><input checked="" type="checkbox"/> Paper: 8 1/2 x 11</p> <p><input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</p> <p><input checked="" type="checkbox"/> One-inch top, bottom, left and right margins</p> <p><input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>notbound</u></p> <p><input checked="" type="checkbox"/> Double-checked for grammar and spelling errors</p> <p><input checked="" type="checkbox"/> No emailed applications</p> <p><input checked="" type="checkbox"/> No dividers</p>	<p><input checked="" type="checkbox"/> Grant Application Coversheet</p> <hr/> <p><input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)</p> <hr/> <p><input checked="" type="checkbox"/> Program/Project Timeline</p> <hr/> <p><input checked="" type="checkbox"/> Budget Table</p> <hr/> <p><input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)</p> <hr/> <p><input type="checkbox"/> Marketing/Outreach Plan N/A</p> <hr/> <p><input checked="" type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)</p> <hr/> <p><input checked="" type="checkbox"/> Letters of Support</p>
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P.O. Box 642 Madera, CA 93639
Bus. (559) 675-8321 Fax (559) 675-8073 munger@maderarm.org

03/08/2019

Grant Administrator
Jorge Rojas
City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

Dear Jorge:

Please find the enclosed application and proposal summary for review by the trustees of The Community Development Block Grant (CDBG). My hope is that the CDBG will help us with a grant to alleviate the annual expenses that we have here at the mission.

We are requesting a grant of **\$ 30,000** to help fund our 30 day emergency shelter and 18 month faith-based in-patient Recovery Program. This grant will help us to maintain the services that we provide to the recovering addicts, homeless, low income children and families of Madera County. Each year we are challenged by increases in food expenses and utilities costs. By partnering with us through a generous financial grant, you will help us to meet our ever increasing expenses.

Included with this cover letter is the Madera Rescue Mission proposal summary, IRS determination letter, organizational budget, and completed the CDBG application, as required in your guidelines.

Thank you for taking time to consider this grant request. As Executive Director, I will be happy to respond to any questions you may have. My contact number is (559) 675-8321 Ext 223.

Sincerely,

Mike Unger
Executive Director
Madera Rescue Mission Inc.

CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: Mike Unger
Physical Address: (Street, City, State, Zip Code) 1305 Clinton Street Madera, CA 93638
Mailing Address: (Street, City, State, Zip Code) P.O Box 642 Madera, CA 93639
Program Name: Madera Rescue Mission
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number:77-0144-133
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Ligia Pacheco Grant writer & Accounting Assistant
Grant Administrator Telephone Number and Email Address (559) 708-6299 ligiapacheco40@yahoo.com
Amount Requested: \$ 30,000.00
Additional Sources and Amounts: Madera County \$ 278,000; CDBG \$20,000; FEMA \$19,901; David Eppler \$21,250; Well Community Church \$13,870. We also have the 5K Second Wind, Thanksgiving & Christmas mailing campaign. In addition to that we also have monthly donations from individual donors and businesses. Please note that these amounts are based on 2018 donations; for the year 2019 we estimate about the same income.

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE2019/2020PROPOSALAPPLICATION
PART 1 (PAGES 3 THROUGH 8)

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services.	1,000	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	392	
3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No
	X	
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)		X
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) N/A		

If yes to No. 3 above, then please explain and limit your response to the space below.
MRM has seen a 10% increase in the target population as related to the homeless, low-income families and children, in addition to people with substance abuse issues in our community.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
	47	31	10	128	130	14	22	10
GENDER	Female	96						
	Male	296						
FEMALE	266							

EthnicCategories*	No.
Hispanic or Latino	296
Not-Hispanic or Latino	96
Racial Categories*	
American Indian or Alaska Native	20
Asian	10
Black or African American	13
Native Hawaiian or Other Pacific Islander	0
White	53
Other	0

***Definitions of these categories may be found on the next page.**

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic” or “Latino.”

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	30,000	
UNITED WAY	607.28	
STATE (AB 109& Emerson Housing)	278,000	
FEDERAL (FEMA)	19,901.00	
SERVICE FEES		
FUND RAISING	90,000	
DONATIONS	274.72	
RESERVE/CONTINGE NCY	0	
OTHER (Provide Source)		
TOTAL BUDGET	See Attach # 1	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	
BENEFITS	0150	
SERVICES & SUPPLIES		4,000
INSURANCE	0200	1,000
COMMUNICATIONS	0250	
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	5,000
OFFICE RENTAL	0400	
EQUIPMENT RENTAL	0450	
UTILITIES	0500	20,000
TRAVEL (ADMIN.)	0550	
FOOD SUPPLIES	0600	
CONTRACTS	0650	
TRANSPORTATION	0700	
FUND RAISING	0750	
TOTAL		Advertising See Exhibit #1 for MRM budget

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? Once a month

What was the average number of Board members attending meetings last year? 6

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

Minimum 6

Maximum 11

Please provide the following information:

Date of Incorporation: 01/05/1987

IRS Employer Number: 77-0144133

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

How often are financial records audited, and by whom? CPA Annually

Are the treasurer and/or other financial officers bonded? NO

If so, for how much? N/A

List any judgments or pending lawsuits against the agency or program:

N/A

List any outstanding obligations:

N/A

RESOLUTION/CERTIFICATION:

We, the Board of Directors of **Madera Rescue Mission** do hereby resolve that on **March 7, 2019**, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non-profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: March 7, 2019

AGENCY NAME: Madera Rescue Mission

ADDRESS: 1305 Clinton Street Madera, CA 93638

TELEPHONE: (559) 675-8321

By: 
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: 
Executive Director

RETURN THIS ORIGINAL TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE: **March 8, 2019; 5:00 p.m.**

CONTACT PERSON: Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
jrojas@cityofmadera.com

PART 2. For the following, submit your responses below each discussion item and question and follow these instructions. •Use 12-point font. •Do not exceed four, single-sided, single-spaced pages and do not alter the margins.

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED: (Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)

The homeless situation in Madera County is a complicated one. It impacts business, residential areas, health care and social services and remains a controversial topic of conversation within the community. Increased inquiries regarding use of the Missions services indicates that we have more homeless people living in the river and on the street of our town.

- a. **The mission provides emergency shelter to some 100 plus men, women and children nightly.**
- b. **The mission provides breakfast, lunch and dinner (300 plus meals daily).**
- c. **The mission programs and counsels some 78 individuals throughout the year in our 9-12 plus 18 month Addiction Program.**
- d. **The mission provides at no charge, clothes and clothes washing services to the homeless.**

The reality of homelessness is that it has far sweeping ramifications. Very often a warm meal, a shower and good safe nights rest brings hope to a person that may otherwise feel hungry, hurt and hopeless; a combination that often leads to criminal activities that further deepen the problem.

EXISTING SERVICES: List other agencies currently addressing the need or problem described above.

Hope House provides limited daily activities for the homeless, Holy Family Table provides breakfast. We also assist the Madera Food Bank distributing food boxes to alleviate the hunger issue within our community.

Explain how your program supplements or complements existing services without duplicating them.

The Madera Rescue Mission although a Christian faith based organization services all people and faith groups that fall into a need as it relates to emergency housing and or food.

- a. **We have emergency housing for women and children (49 beds).**
- b. **We have emergency housing for men (64 beds).**
- c. **A hot well balanced nutritionally sound dinner is created nightly.**
- d. **Faith based 18 month Addiction Recovery program for both men (20) beds and women (5) beds up to (12 months in-in-patient and 6 months transitional/out-patient).**
- e. **Work training, and work placement assistance.**
- f. **We have five beds available for handicapped people 3 for the men & 2 for the ladies.**
- g. **Ongoing counseling and mentorship long after they've graduated or left the program.**

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

- a. **By removing 100 plus homeless men, women, and children from the streets nightly and in so doing, making a safer city for all parties involved.**
- b. **By caring for single mothers and children (Shelter, diapers, formula, and counseling).**
- c. **By feeding 300 plus meals a day we create and provide healthy food choices.**
- d. **By moving some 21 plus men and women through our 18-month Faith based Addiction Recovery Program annually.**
- e. **By moving our program graduates into transitional housing**
- f. **Once transitionally housed our graduates have an opportunity to finish their Grade 12 or GED educational requirements, or find gainful employment**
- g. **Once gainfully employed our transitional candidates are assisted and directed to permanent housing or restoration of housing**
- h. **I would be remiss not to mention the changed lives that are touched as God plays a more active role in their recovery.**
- i. **Special events activities; the holidays are particularly difficult for the homeless. As such, we make a special effort to brighten the Thanksgiving season for those that may not have much to be thankful for. We do this by preparing and presenting some 300 plus turkey meals, complete with all the fixings. For Christmas, we provide 800 turkey meals and give out 1,116 age specific, wrapped toys for the children.**

Which National Objective does your program meet?

Madera Rescue Mission meets National Objective # 1. Our activities benefit homeless, lower income families and children. In addition we also provide 18 month inpatient Addiction recovery. The mission endeavors to provide a safe place to reside during an emergency scenario. This may come by way of making poor personal decisions that ultimately result in the client needing assistance whether it is by way of shelter/housing, or food. The Mission would also avail itself in a more community centered crisis, providing yet again a safe place during an emergency to re-establish a sense of normalcy to an otherwise chaotic moment by:

- a. **Safely housing and feeding those that come to the Mission despite the emergency.**
- b. **Providing a safe haven for recovery from a myriad of addictions.**
- c. **Counseling and case managing clients towards a better outcome.**

Which measurable objectives does your program meet?

Our objectives serve the following groups:

- **No one is denied services.**
- **The homeless**
- **Individuals with substance abuse.**
- **Low income families & children.**

The Mission meets the measurable objective of assisting ALL that come to the Mission looking for services, turning NO ONE away provided we are able to help. It may sound somewhat

heady to suggest that we have a 100% success rate, but I contend that this statistic is 100% correct, let me explain. Not everyone that comes to the Mission does or completes what we say, or teach in the program, but if we as a believers treat everyone that seeks help with respect and dignity, we will have fulfilled our mandate of loving our neighbor and as such, we will have achieved 100% success.

How will your program meet its goals in one year?

The mission will meet or exceed its goals by providing a higher level of services through improved facilities and improved skills training

- a. **Upgraded facilities and improved housing**
- b. **Improved nutrition through the selection of healthy eating alternatives**
- c. **Additional training**

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

The following are the financial resources available to us for 2019:

Temporary AB109. Contract 9897B-C-2015

Central Women Conference (see attachment # 2)

Bank of America Charitable Foundation. (see attachment # 3)

West America Bank (verbal commitment of \$ 1,000)

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

Our income comes from: three major's events: Second Wind 5K run, our annual fundraiser banquet in October, and Thanksgiving & Christmas meal mail campaigns. In addition, we also have 150 donors between local churches, local businesses and single individuals of Madera County that donate food, clothing and support.

Projected Net Income Estimates:

- **Second Wind 5K \$ 38,000.**
- **Christmas & Thanksgiving direct mail campaigns \$ 30,000**
- **Annual Banquet \$ 40,000.**
- **Rescue Mission Auxiliary (meeting once monthly at local churches) \$8,000.**

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

MRM promotes our fundraising activities through radio, television, social media (Facebook), local newspaper, and appearances at local churches and Auxiliary meetings throughout the year.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

N/A

When there is an overflow of clients, how is it determined whom to serve?

N/A

Discuss your program's/project's successes.

We house, clothe and feed ALL that come to us for help. Many times we have seen homeless, hopeless people enter our facilities and re-emerge as new creations. This would include recovery from homelessness, from addiction to health & sobriety. Many Mission clients are now productive contributors to and for Madera proper.

Discuss your program's/project's past performance (2018 to 2019).

We have witnessed a steady increase of clients including those that need assistance finding sobriety. As a result we have seen more success, in fact we currently feel we have 100% success rate given we are loving & caring for those that come and in so doing we fulfill our mandate of serving others for their benefit, or good, without thought of return. We love like our great example, Jesus Christ.

Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

We will provide better food quality as well as quantifiable resume inserts based on completed program training and job preparation. We will improve facilities, flooring, and appliances. We will increase capacity with additional beds, re-establishing the priority of value to those clients that come by better equipping them through evidence based training, etc.(new space available)

Resume: Michael A. Unger

Current Position: Executive Director, Madera Rescue Mission, Inc.

Objective: To love my Lord and God with everything I have and to love my neighbors as myself.

Experience:

- 1) 2012 to present - Executive Director/Pastor, Madera Rescue Mission, Inc
 - a) Supervise and co-ordinate all aspects of the (12) Month in-patient faith based recovery program.
 - b) Teach and preach messages that promote inside out change. Romans 12
 - c) Counsel and pray as needed.
 - d) Oversee staff/volunteers and daily administrative responsibilities mission wide. The mission houses in excess of 100 men, women and children, feeds 300 plus meals a day, provides food boxes and clothes as needed, all while providing a safe haven to get cleaned up and receive the love of Christ. *"Serving the least, the last and the lost of Madera County."*
 - e) Present the ministry to the community in a positive light so as to encourage community involvement and ownership.
 - f) Encourage local churches to take on the mantle of co-laborers where discipleship is concerned.

- 2) 2011- 2012 Madera County Office of Education Madera, Ca.
 - a) Supervise the successful implementation of all aspects of the After School Program while preaching the Gospel through lifestyle evangelism.
 - b) Coordinate all weekly Lesson plans and enrichment activities.
 - c) Oversee staff administrative responsibilities.
 - d) Ensure a safe and productive environment for all students in attendance.

- 3) 2005 – 2011 Yosemite Lakes Community Church Coarsegold, Ca.
 - a) Five and a half years of leading Student ministries at YLCC.
 - b) Weekly lesson planning and program development and lesson delivery using power-point.
 - c) Counseling and guiding teens Biblically through the issues of life.
 - d) Council and guide families using Biblical truths as a guide.
 - e) Create weekly Sunday School lesson plans & devotional workbooks.
 - f) Plan, lead and train up future worship leaders musically each week.
 - g) Spearheaded the vision & building of YLCC's first youth building, *The Tower*.

Education:

As of 06/01/05, I graduated Summa Cum Laude with a Bachelor of Theological Studies through Bethany Divinity College & Seminary, with future plans of completing a Masters program with a ministry focus.

1982–1985

VCC Langara Campus

Vancouver, B.C.

General studies.

Criminal justice program.

Police training.

Resume: Lynda Belmontez

Current Position: Assistant Executive Director, Madera Rescue Mission, Inc.

Experience:

- 1) 2015 – present - Assistant Executive Director
 - a) Oversee all aspects of the Madera Rescue Mission.
 - b) Supervise 9 employees.
 - c) Oversee payroll.

- 2) 2009 – 2015 - Women's Services Director
 - a) Oversee daily operations of all facilities of women's services, Emergency Units, Women's Emergency Shelter, Women's Transitional Shelter.
 - b) All scheduling of staff of women's services.
 - c) Class scheduling.
 - d) Oversee all volunteers and coordinate all activities.

- 3) 2007 – 2009 - Assistant program director
 - a) Assisted the Program Director in all aspects of the Women's Discipleship program.
 - b) Data Entry.
 - c) Grading of lessons.
 - d) Help oversee Guest Director.
 - e) Conflict resolution of issues with 30-day shelter clients.
 - f) Counseling.

- 4) December 2004 – 2007 - Guest Director:
 - a) Guest Intake.
 - b) Data Entry.
 - c) Monthly stats.
 - d) Bed coordination.
 - e) Helped guest with appointments, conflict resolution, case management.
 - f) Answer phones, filing.

Education:

I have no extended education. I have 16 years of on the job training, working with people in addiction and homelessness. Over the last 16 years I have had some training in Domestic Violence, Behavioral Health First Aid, and Harassment Avoidance.

Work Experience/Narrative: Emerson Carrick

My name is Emerson Carrick and I am 36 years old and have either worked or volunteered at the Madera Rescue Mission for the past 10 years. I graduated from Yosemite High School in the year 2000 with a 4.2 gpa, and then completed three years at UCSC focusing on environmental studies. I still need another year of upper division course work to get my bachelor's degree.

In August of 2008, I entered the Madera Rescue Mission's discipleship program, and graduated a year later. I was given the opportunity to stay on as a volunteer, doing the grave yard security shift. For a short period of time, when the Fresno Rescue Mission temporarily took over operations, I was an office assistant to Pastor Felix Vigil. After the Fresno Rescue Mission finished helping us out, I became the house manager, making sure the men in the discipleship program stayed on task and handling conflicts with them and our overnight guests. I was also overseeing the workers in the kitchen, being Serv Safe certified, ensuring proper cooking, food handling, and food storage.

For the past three years, I have been in charge of the MIOCR program, an acronym that stands for Mental Illness Offender Crime Reduction program, purchasing of food and supplies, and maintaining our vehicles.

We have 10 beds, 8 for men and 2 for women on site for what was originally people on probation whom also had a behavioral health diagnosis. Since the state funding for the MIOCR program ran out in June of 2018, Madera County Behavioral Health has taken over funding the program now called the Emerson House. I monitor and store our client's medications, and keep file notes on their progress as well as live on-site to handle any emergencies that may arise.

Every month I purchase food and janitorial supplies, and must adhere to a spending limit provided by the board of directors. We receive food donations from local grocery stores and restaurants on a daily basis, but there are many things like meat and produce that the kitchen needs to serve proper meals.

Taking care of the Mission vehicles involves routine fueling and oil changes, and searching for the lowest prices for parts and services that we can't perform on-site. We've had the good fortune of having many disciples come through the program that have been able to do things like brake jobs and minor installs and repairs, but for things like new tires and recalls we have to turn to professionals.

Resume: Ligia Pacheco

Current Position: Accounting Office Assistant - Madera Rescue Mission, Inc.

Experience:

1) June 2014 – Present - Accounting Office Assistant

- a) Counting chapel money and donor gifts daily
- b) Assisting in mail pick ups at U.S. Post Office
- c) Assisting in preparation of monthly mass mail thank you letters to donors.
- d) Data entry to donor tracking software
- e) Online research of charity organizations and philanthropic groups
- f) Applications and follow-up online
- g) Writing grant proposals
- h) Budget recommendations/proposals
- i) Preparing received grant reports
- j) Spanish document translations and interpreting with clients

2) January 2018 to present - Doors of Hope - Volunteer:

- a) Counseling and teaching:
- b) Anger management
- c) Parenting/co-parenting
- d) Domestic Violence Prevention
- e) Translating educational material from English to Spanish

3) August 2011 - May 2012 - BSW Social Work Intern-In Home Supportive Services:

- a) Receiving and evaluating applications for IHSS.
- b) Determining financial eligibility for IHSS and Medi-Cal.
- c) Visiting and interviewing consumers and/or their authorized representatives in their homes, developing a positive rapport with the consumer and family members.
- d) Determining a consumer's functioning in activities and indirect activities of daily living; assessing need for services, taking into account the recipients' home environment and existing support system.

Education:

Bachelor of Arts in Social Work - California State University, Fresno
Certificate in Theology - Bogotá, Colombia South América (May, 1996)
Language proficiency: Fluent in Spanish
Cultural diversity

Resume: Gregory Belmontez

Current Position: Men's Program Director

Experience:

- 1) 8-3-2015 to present - Men's Program Director – Madera Rescue Mission, Inc
 - a) Responsible for the development of all client programs, support operations, and program facilities as designated by the Executive Director. Program may include community outreach, shelter solutions, and recovery programs, to persons facing poverty, homelessness, addiction, and other life-controlling problems.
 - b) Oversee and develop programs and relating services through the involvement of staff and volunteers.
 - c) Provide appropriate client supervision and participate in program activities.
 - d) Provide a clean, and a safe environment for clients, staff, volunteers, and visitors.
 - e) Respond to problems concerning the Madera Rescue Mission during the week and on weekends.
 - f) Interview potential clients over the phone, on campus, and in The Madera County Jail.
 - g) Communicate with the Madera Probation Department providing monthly progress reports, and drug test results.
 - h) Assist with Madera Rescue Mission special events, which include in house tours, participating with outside agencies, and churches.
 - i) Oversee the maintenance work, Troubleshoot, Electrical, plumbing, perform minor carpentry, flooring, painting, maintenance and repair.
 - j) Teach class twice a week, counsel our clients in the program and guest.

Education:

- 1) Fresno High School though 11th grade
 - a) No extra education, on the job training, I volunteered for three years, House manager, driver, pick up food, clothing, donations, certified to teach "Ace overcomers". I've been involved with the mission since 2008. I'm also a graduate of the Madera Rescue Mission 18-month drug and alcohol program. I stood on as a Volunteer for three years, in those three years I learned a great deal on how the mission was operated. The mission taught me how to serve those in need, without expecting anything in return. Before I got to the Madera Rescue Mission, I served myself, lost in my addiction. The Madera Rescue Mission saved my life, through the teaching of Jesus Christ, The Bible say's Romans Ch: 12- 2, Do not be conformed to this world, but be transformed by the renewal of the mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect. I'm so thankful that the Madera Rescue Mission gave me an opportunity to be part of their team and to serve my community.

Resume: David C. Pinske

Current Position: Accounting Office Manager – Madera Rescue Mission, Inc.

Experience:

- 1) 8/20/2014 to present - Accounting Office Manager
 - a) Receive, count and record all incoming chapel donations from the previous evening.
 - b) Maintain all receivables and payables as needed throughout each day in Quickbooks.
 - c) Manage all incoming donations and record contact information in "Donor Express" software.
 - d) Send out monthly mail merged thank you letters with donation records signed by the Executive Director.
 - e) Submit semi-monthly employee hours via Excel spreadsheets to payroll company.
 - f) Manage donation inputs from special event activities and record in Donor Express and Quickbooks.
 - g) Send out mail merged thank you letters with donation records for special event contributions signed by the Executive Director.
 - h) Prepare monthly reports for MRM Executive staff and Board of Directors.
 - i) Reconcile Banking activity with Quickbooks monthly.
 - j) Reconcile Mission credit card activity with Quickbooks monthly.
 - k) Assist in providing accounting info for writing grants and soliciting business donations.
 - l) Maintain all Employee files
 - m) Maintain all vendor 1099 copies for tax purposes
 - n) Manage/purchase copier and office supplies
 - o) Maintain \$500 in petty cash.

- 1) 3/9/2014 to 8/20/2014 Over Night Security – Madera Rescue Mission, Inc.
 - a) Make sure gates are locked and lights are managed.
 - b) Answer any incoming calls (emergency or other).
 - c) Perform hourly perimeter and guest area checks.
 - d) Handle any guest issues that may arise and make 911 call if needed.
 - e) Log all occurrences on computer by date and time

Education:

- 1) High School Diploma from Pulaski High School, Milwaukee, WI. June 1971
- 2) Certificate in Mechanical Technology from Milwaukee Area Technical College – 1973
- 3) Introduction to CAD at Fresno State University – 1986
- 4) General classes toward Associate Degree in Medical Imaging Technology at SCCC Madera – 2003-2004

Computer Literacy:

- 1) Proficient in use of Microsoft Office or Corel Office Suite, Quickbooks and Donor Express software.
- 2) Set up database of all scanned photographs for the Madera County Historical Society – 2002-2004

Resume: Anthony Martinez

Current Position: House Manager/Kitchen Oversight - Madera Rescue Mission, Inc

Objective: To share the love, strength, compassion and hope with all that come to use our services.

Experience:

- 1) 02/01/16 – Present House Manager/Kitchen Oversight, Madera Rescue Mission
 - a) Oversee all participants in our Drug and Alcohol Treatment Program
 - b) Make sure all clients are abiding by the MRM guidelines
 - c) Assign job tasks
 - d) Teach and train new clients in their new work task
 - e) Distribute medication
 - f) Distribute cleaning supplies
 - g) Oversee all Kitchen Movements
 - h) Confirm and approve menu for the week
 - i) Ensure all sanitization products are stocked
 - j) Check refrigerators are cleaned on a daily basis
 - k) Ensure all old food/liquids are discarded properly by date
 - l) Check cleanliness of kitchen area every night
 - m) I also coordinate the monthly Chapel Speaker Schedule

Education:

1. Currently enrolled in Madera Community College and on course to earning an AA in Psychology
2. 2008 GED, Milpitas Adult Ed
3. Language proficiency: Fluent in Spanish

MADERA RESCUE MISSION

Date: Click here to enter a date.

Shelter: Choose an item.

Client, Personal Information:

Departure Date: Click here to enter a date.

First Name: _____ **Last Name:** _____

M.I.: Click here to enter text.

DOB: _____ **Age:** _____ **S.S#:** _____

Driver's License #/other ID: _____ **Exp. Date:** _____

Marital Status? _____ **Are you a Veteran?** Choose an item.

Do you Smoke? Choose an item.

Illicit Drug Use? Choose an item.

Probation/Parole?: Choose an item. **Officer Name:** _____ **Notes:** Click here to enter text.

Diagnosed with Mental Illness? Choose an item.

When diagnosed Click here to enter text.

Briefly describe any behavioral health issues

Are you receiving any counseling Choose an item.

Services provided by: Click here to enter text.

Organization, shelter, and/or institutions previously in and when: Click here to enter text.

Is anyone with you staying at Men's Shelter? Choose an item. **Name/Relationship:** _____

Are you Pregnant: Choose an item.

Months: Click here to enter text.

Due Date: Click here to enter text.

Dr. Name: Click here to enter text.

Health Insurance / Carrier & ID #: Click here to enter text.

Emergency Contact Information

Name: _____ **Phone:** _____ **Work Phone:** _____

Address: Click here to enter text. **City:** Click here to enter text.

State: Click here to enter text. **Zip:** Click here to enter text.

Language: English Spanish Other (specify): Click here to enter text.

Do you own a vehicle? _____ **Make/Model/Lic#:** Click here to enter text.

Room/Unit Assigned: _____

Children's Information:

First Name	Last Name	DOB	Age	Gender	Ethnicity #	Soc.Sec. #	School	Grade	Shelter
						Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
					Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
					Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.

Madera Rescue Mission

						text.	text.	enter text.	
					Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
					Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.

List any disease, infection, disability or allergies you or any family member (in shelter) has:

	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

List any medications and doses that you and/or your child/ren have at time of intake:

	Click here to enter text.
	Click here to enter text.
Click here to enter text.	Click here to enter text.

Income Information

Income Source Please check all that apply

Employment , How much? Retirement , How much? \$ Click here to enter text.,
Public Assistance How much? Alimony/Child support How much? \$ Click here to enter text.
Disability/Workers Comp , How much? \$ Click here to enter text.

Food Stamps , \$ value per month: \$

Employer: Click here to enter text. Full time Part time Position: Click here to enter text.
Hrs./wk.: Click here to enter text. Schedule: Click here to enter text. Address: Click here to enter text.

CASE MANAGEMENT:

Goals: (List any plans that the client has while at the shelter. Etc. Find housing, work, school, apply for aide, groups)

Referrals: (List any agencies/shelters/transportation that you have suggested for the client and the date)

Click here to enter text.

Progress Notes: (Please chart information obtained from the client here with the date received and your initials.)

EXIT ASSESSMENT:

After Shelter Destination: Choose an item.

City: Click here to enter text.

State: Choose an item.

Goals Accomplished: Click here to enter text.

Notes



**MADERA COUNTY
PROBATION DEPARTMENT
Adult Services**



Jose Pantoja
Deputy Chief Probation Officer

RICK DUPREE, Chief Probation Officer

14241 Road 28
Madera, CA 93638
Phone (559) 675-7739
Fax (559) 675-7978

February 25, 2019

To Whom It May Concern:

I am writing this letter of reference for the Madera Rescue Mission. The Madera County Probation Department has worked collaboratively with the Madera Rescue Mission servicing the criminal justice re-entry population and the overall community. I personally went to visit the Madera Rescue Mission on a recent tour and am still highly impressed with the services the Madera Rescue Mission continues to provide to the men, women and children in our community.

The Madera Rescue Missions motto "Not turning anyone away" speaks volumes of their dedication to the community and those in need. It is my understanding the Madera Rescue Mission is applying for CBDG Grant Funding. This additional funding will assist the Madera Rescue Mission in providing continued services, meals, housing and clothing.

The Madera Rescue Mission is an established organization that is in line with our department's philosophy of changing behaviors in their programs and providing stability in emergency situations.

Madera County Probation Department will continue our collaborative efforts with the Madera Rescue Mission and respectfully submit this letter of reference to the CBDG committee

If you have any questions or would like more information I can be reached at (559) 675-6739, ext. 204.

Sincerely,

Jose Pantoja, Deputy Chief
Madera County Probation Department
Adult Services
14241 Road 28
Madera, CA. 93638
(559)675-6739 ext. 204
jpantoja@maderacounty.com



MADERA COUNTY BEHAVIORAL HEALTH SERVICES

209 E. 7th Street / Madera, CA 93638

Dennis P. Koch, MPA

Director of Behavioral Health Services

Mental Health Director – Alcohol/Drug Program Administrator

February 22, 2019

Re: Letter of Reference

To Whom It May Concern:

I, as the Director of the Madera County Behavioral Health Department am pleased to write this letter of reference for the Madera Rescue Mission "The Mission" based on their exceptional work in saving and changing countless lives. Their commitment to the people they serve and the community at large is without compare.

It is my understanding that The Mission will be submitting a proposal for CBDG Grant Funding. This funding will support their efforts to improve lives and the community.

Our organization has worked collaboratively with The Mission for many years and finds their services to be of the highest quality and responsive to individual and community needs. The Mission has a proven record of reaching and serving the most challenging people.

The Mission partners with many community based providers and government health and human services departments. They provide an integral piece to the health and human services continuum in Madera.

The Mission has made a big difference to our community by providing services to the most challenging and need persons. Their struggles are real, their needs are great and The Mission meets these challenges head on by providing thousands of meals each year and a safe place to sleep for hundreds each week and programming each day to restore their lives. Taken from their Web Page. **"We endeavor to serve the least, the last and the lost of Madera with the life changing love of Christ, knowing that this is the catalyst for sustainable growth and abundant living"**

Madera County Behavioral Health Services Department looks forward to our continued association with The Mission and we urge the CBDG Funders to give the utmost consideration to their proposal for funding.

Dennis P. Koch, Director





March 6, 2019

Re: Letter of Reference

To Whom it May Concern:

I, as the Executive Director of Community Action Partnership of Madera County am pleased to write this letter of reference for the Madera Rescue Mission. "The Mission" based on their exceptional work in saving and changing countless lives. Their commitment to the people they serve and the community at large is without compare.

It is my understanding that The Mission will be submitting a proposal for Community Development Block Grant (CDBG) Funding. This funding will support their efforts to improve lives and the community.

Our agency has worked collaboratively with The Mission for many years and finds their services to be of the highest quality and responsive to individual and community needs. The Mission has a proven record of reaching and serving the most challenging people.

The Mission partners with many community based providers and government health and human services departments. They provide an integral piece to the health and human services continuum in Madera.

The Mission has made a significant impact to our community by providing services to the most challenging and in need persons. The struggles are real, their needs are great and The Mission meets these challenges head on by providing thousands of meals each year and a safe place to sleep for hundreds each week and programming each day to restore their lives. Taken from their web page, "*We endeavor to serve the least, the last and the lost of Madera with the life changing love of Christ, knowing that this is the catalyst for sustainable growth and abundant living.*"

Community Action Partnership of Madera County looks forward to our continued association with The Mission and we urge the CDBG Funders to give the utmost consideration to their proposal for funding.

Sincerely,

Mattie Mendez, Executive Director
Community Action Partnership of Madera County
1225 Gill Avenue
Madera, CA 93637
559-673-9173
mmendez@maderacap.org

1225 Gill Avenue • Madera, CA 93637 • www.maderacap.org

Administration/Community Services (559) 673-9173 • Fax (559) 673-3223 • Child Care Resource & Referral (559) 675-8469 • Fax (559) 675-1497
Alternative Payment Program (559) 661-0779 • Fax (559) 661-0764 • Child Development Services (559) 673-0012 • Fax (559) 661-8459 • Victim Services (559) 661-1000/ (800) 355-8989 • Fax (559) 661-8389
Fresno Migrant Head Start • 4610 W. Jacquelyn Avenue • Fresno, CA 93722 • (559) 277-8641 • Fax (559) 277-2640

Madera Rescue Mission, Inc.

2019 DRAFT Budget
1/16/2019



Attachment #1

REVENUE	2019 DRAFT Budget	2018 Budget	12/31/2018 Draft Actuals	
Revenue				
Grants	30,000	13,000	34,927	FEMA 12k, Misc 8k,CDBG 10k
Unrestricted Contributions	275,000	275,000	274,467	
AB109, Miocr	278,000	290,000	290,139	AB109 100k; Miocr 178k
Special Events (Run, Banquet)	90,000	65,000	102,800	Banquet 40k; Run 30k; Chg4Chg 20k
Miscellaneous	10,000	5,000	14,883	Recycling, offset living, lockers, misc
Interest	600	400	664	
TOTAL REVENUE	683,600	648,400	717,880	
Special Event Expense	41,000	24,000	41,746	Banquet 11k; Run 20k; Chg4Chg 10k
Gross Profit	642,600	624,400	676,134	
EXPENDITURES				
Professional Services				
Accounting Fees	6,000	6,000	5,793	
Outside Contractors	2,500	2,500	1,550	
Total Professional Fees	8,500	8,500	7,343	
Operations				
Advertising Expense	22,000	19,000	21,211	BlueDawg 20k ; Misc 2k
Auto Expense	9,000	6,000	5,808	
Food Supplies	25,000	25,000	12,525	
Maintenance & Repairs	35,000	35,000	23,030	
Supplies	15,000	14,000	12,506	
Telephone	13,000	12,000	12,713	
Utilities	53,000	45,000	52,028	
Total Operations	172,000	156,000	139,821	
Administration				
Bank Charges	100	100	94	
Dues & Subscriptions	3,000	11,000	6,647	AGRM 2k; Misc 1k
Insurance	32,000	32,000	30,325	
Other Costs	3,000	3,000	1,629	
Staff Development & Travel	5,000	5,000	3,593	
Total Administration	43,100	51,100	42,288	
Payroll Expense				
Salaries & Wages	304,000	333,500	315,009	11 staff
Payroll Taxes	23,000	28,300	21,246	
Total Payroll Expense	327,000	361,800	336,255	
TOTAL EXPENDITURES	550,600	577,400	525,707	
NET INCOME (LOSS)	92,000	47,000	150,427	
(Does not include depreciation)				



Attachment #2

March 4, 2019

Mike Unger
Executive Director
Madera Rescue Mission
P.O. BOX 642
Madera CA 93639

Dear Mike,

Congratulations! It is our pleasure to inform you that the Board of Directors of the CENTRAL CALIFORNIA WOMEN'S CONFERENCE has approved a \$1000 grant to support your organization's work which benefits women and children in California's Central Valley. The grant is to be applied for dishwasher and preparation for area of the Madera Rescue Mission. Any significant change in the use of these funds requires prior approval by the Conference board. The CENTRAL CALIFORNIA WOMEN'S CONFERENCE requires donation recipients to use these funds by December 31, 2019.

The CENTRAL CALIFORNIA WOMEN'S CONFERENCE supports 501c3 tax exempt organizations throughout California's Central Valley whose mission and services support women and children, and your grant is made possible from the 2017 conference proceeds.

On **Tuesday, April 23 at 5:30 p.m.**, we will recognize all grant recipients at a reception at Pardini's (corner of Shaw & Van Ness). An invitation is forthcoming. We look forward to meeting with members of your Board and staff to present your check at that time.

We are delighted to offer this support to Madera Rescue Mission. We appreciate your organization's drive and commitment to improving our community and we wish you continued success in building and sustaining a healthy community for the residents and citizens of our area.

Also, mark your calendar for this year's Central California Women's Conference, which will be held on Tuesday, September 27, 2019.

If we don't have it already, our CCWC PR & Speaker Coordinator, Betsy Hays, may be reaching out to you to obtain your logo or other information in an effort to promote your grant award. If you have received a grant in the past and have a new name or logo, please reach out to her directly at betsy@ccwc-fresno.org.

If you have any questions related to this grant, please feel free to contact Nené Casares (559) 430-6955 or at nenecasares@ccwc-fresno.org or Mary Stabelfeld (209) 356-1000 or at mary@ccwc-fresno.org.

Sincerely,
Nené Casares
Board President

Sincerely,
Mary Stabelfeld
Conference Director

Sincerely
Betsy Hays
PR & Speaker Coordinator

*Attachment #3***Fw: Bank of America Charitable Foundation Application Update**

From: MURU Unger (muruunger911@hotmail.com)
To: ligiapacheco40@yahoo.com
Cc: lkmorris70@yahoo.com
Date: Wednesday, March 6, 2019, 2:14 PM PST

From: do_not_reply@cybergrants.com <do_not_reply@cybergrants.com>
Sent: Wednesday, March 6, 2019 10:10 PM
To: muruunger911@hotmail.com
Cc: charlie.henderson@bankofamerica.com
Subject: Bank of America Charitable Foundation Application Update

March 6, 2019

Mr. Mike Unger
Madera Rescue Mission Incorporated
1305 Clinton
Madera, CA 93638

Dear Mr. Unger:

The Bank of America Charitable Foundation, Inc. is pleased to provide a grant to Madera Rescue Mission Incorporated in the amount of \$2,500.00 for the purposes outlined in your grant request dated 01/09/2019.

The funds awarded will be transferred to your bank account within three to five business days via Automated Clearing House (ACH) and will be reflected as Bank of America CashGrants in your account. Please communicate this gift to the person who manages the bank account you provided for ACH payments.

Bank of America is lending, investing and giving in local communities like yours in order to advance local economies and create positive change. Providing support to organizations like Madera Rescue Mission Incorporated, that are providing critical services and programs is just one of the ways we are helping improve the quality of life in the communities we serve.

This grant is subject to the terms and conditions accepted through your application. In addition, the Foundation may request further information regarding your organization and this grant as agreed to in your grant application. Thank you for your commitment to the community.

Sincerely,

The Bank of America Charitable Foundation, Inc.

The reference code for this application is Request ID: 51720259

Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

In reply refer to: 8248667583
Apr. 30, 2010 LTR 91686 ED
77-0144133 000000 00

00020655
BODC: TE

MADERA RESCUE MISSION INCORPORATED
PO BOX 642
MADERA CA 93639-0642



01144

Employer Identification Number: **-***4133
Person to Contact: Ms Mosley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 21, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1992.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pacific Ag Ins.-Chowchilla 216 W. Robertson Blvd Suite A Chowchilla, CA 93610 David Alexander		CONTACT David Alexander NAME: PHONE (A/C, No, Ext): 559 665-3434 FAX (A/C, No): E-MAIL ADDRESS: ADDRESS:	
INSURED Madera Rescue Mission PO Box 642 Madera, CA 93639		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Ins Comp. NAIC # INSURER B: State Compensation Ins Fund INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDD SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	PHPK1665596	07/03/2017	07/03/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK1665596	07/03/2017	07/03/2018	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	9047580-2018	02/28/2019	02/28/2019	PER STATUTE OT-H-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
X	Professional Lia.		PHPK1855596	07/03/2017	07/03/2018	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed as additional insured on general liability
 "general liability has blanket waiver coverage"
 "work comp waiver of subrogation endorsement"

CERTIFICATE HOLDER City of Madera 205 W. 4th St Madera, CA 93637	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Pamela Richardson</i>
--	--



**City of Madera
Business License**
THIS LICENSE EXPIRES : 06/30/2019

**License Number
4465**

Location 1305 CLINTON ST MADERA, CA 93638

This license does not constitute acceptance or the use of the above locations as having complied with existing building codes or fire prevention codes. A licensee shall remain fully liable and responsible for bringing the premises in conformity with all applicable City and State codes. Finance Director must be notified of any change in address. This license is nontransferable, nonrefundable, and is subject to revocation for noncompliance.

Category: OTHER SERVICES

Type: NON PROFIT

**DISPLAY IN A
PROMINENT PLACE**

PAID



For Office Use Only
**City of Madera
Business License
205 West Fourth Street
Madera, CA 93637
(559) 661-5408**

**License Number
4465**

Business Location: 1305 CLINTON ST MADERA, CA 93638

Issue Date: 11/28/2018

Business Name: MADERA RESCUE MISSION INC

Expiration Date: 06/30/2019

Mailing Address: 1305 CLINTON
MADERA, CA 93638

Business ID: 53842

This license does not constitute acceptance or the use of the above locations as having complied with existing building codes or fire prevention codes. A licensee shall remain fully liable and responsible for bringing the premises in conformity with all applicable City and State codes. Finance Director must be notified of any change in address. This license is nontransferable, nonrefundable, and is subject to revocation for noncompliance.

Category: OTHER SERVICES

Type: NON PROFIT

	FEES:
ADA BUSINESS LICENSE	\$0.16
ADA COMPLIANCE FEE	\$1.20
ADA BUILDING DEPARTMENT PORTION	\$2.64
TAX EXEMPT	\$0.00

Total Received: \$4.00

**BIG BROTHERS BIG SISTERS OF
CENTRAL CALIFORNIA
HIGH SCHOOL BIGS PROGRAM**

RECEIVED

3-8-19 9K
~~12:40~~ PM
1:40

GRANT APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

1 original completed application	<input type="checkbox"/> Grant Application Coversheet
<input type="checkbox"/> Font: 12 point	<input type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)
<input type="checkbox"/> Paper: 8 1/2 x 11	<input type="checkbox"/> Program/Project Timeline
<input type="checkbox"/> Single-sided, <u>no double-sided pages</u> , single-spaced and numbered consecutively	<input type="checkbox"/> Budget Table
<input type="checkbox"/> One-inch top, bottom, left and right margins	<input type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)
<input type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u>	<input type="checkbox"/> Marketing/Outreach Plan
<input type="checkbox"/> Double-checked for grammar and spelling errors	<input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)
<input type="checkbox"/> No emailed applications	<input type="checkbox"/> Letters of Support
<input type="checkbox"/> No dividers	

CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: Big Brothers Big Sisters of Central California
Physical Address: (Street, City, State, Zip Code) Headquarters: 4047 N Fresno Street Fresno, CA 93726 Local: 2300 W Industrial Avenue Madera, CA 93637
Mailing Address: (Street, City, State, Zip Code) Headquarters: 4047 N Fresno Street Fresno, CA 93726
Program Name: High School Bigs Program
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 94-1668376
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Zenia Brizendine Program Mgr + Elizabeth Smith Operations Mgr
Grant Administrator Telephone Number and Email Address (559)268-2447 zbrizendine@bigs.org esmith@bigs.org
Amount Requested: \$60,000.00
Additional Sources and Amounts: N/A

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 3 THROUGH 8)

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services.	200	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	Minimum of 120	
3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No
	N/A	N/A
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)	X	
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		X

If yes to No. 3 above, then please explain and limit your response to the space below.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
		60	60					
GENDER	Female	80						
	Male	40						
FEMALE HEAD OF HOUSEHOLD	80%							

Ethnic Categories*	No.
Hispanic or Latino	102 (85%)
Not-Hispanic or Latino	18 (15%)
Racial Categories*	
American Indian or Alaska Native	0
Asian	0
Black or African American	3 (<3%)
Native Hawaiian or Other Pacific Islander	1 (<1%)
White	14 (12%)
Other	

***Definitions of these categories may be found on the next page.**

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic” or “Latino.”

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	\$60,000	
UNITED WAY	0	
STATE (SPECIFY)	0	
FEDERAL (SPECIFY)	0	
SERVICE FEES	0	
FUND RAISING	0	
DONATIONS	0	
RESERVE/CONTINGENCY	0	
OTHER (Provide Source)	0	
TOTAL BUDGET	\$60,000	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	\$33,447
BENEFITS	0150	3,770
SERVICES & SUPPLIES		\$14,856
INSURANCE	0200	\$4,633
COMMUNICATIONS	0250	\$1,944
CONSULTANT SERVICES	0300	0
OFFICE EXPENSE	0350	0
OFFICE RENTAL	0400	0
EQUIPMENT RENTAL	0450	0
UTILITIES	0500	0
TRAVEL (ADMIN.)	0550	\$823
FOOD SUPPLIES	0600	0
CONTRACTS	0650	0
TRANSPORTATION	0700	\$527
FUND RAISING	0750	0
TOTAL		\$60,000

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? The agency's board of directors meet once a month.

What was the average number of Board members attending meetings last year? Average of 9

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

The bylaws do not set a limit Minimum The bylaws do not set a limit Maximum

Please provide the following information:

Date of Incorporation: October 14, 1968

IRS Employer Number: 94-1668376

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

How often are financial records audited, and by whom?

The agency's financial records are audited annually by Horg & Gray, CPA.

Are the treasurer and/or other financial officers bonded? No

If so, for how much? N/A

List any judgments or pending lawsuits against the agency or program:

N/A

List any outstanding obligations:

N/A

RESOLUTION/CERTIFICATION:

We, the Board of Directors of Big Brothers Big Sisters do hereby resolve that on 2/26, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

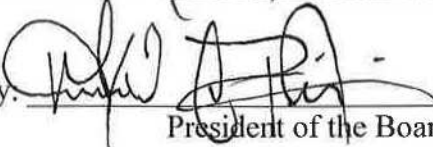
Furthermore, we certify that the agency making this application is (1) non-profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: March 6, 2019

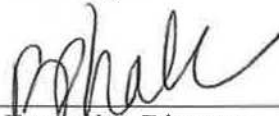
AGENCY NAME: Big Brothers Big Sisters of Central California

ADDRESS: 4047 N. Fresno St. Fresno St. Fresno, CA 93727

TELEPHONE: (559) 208-2447

By:  _____
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By:  _____
Executive Director

RETURN THIS ORIGINAL TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE: **March 8, 2019; 5:00 p.m.**

CONTACT PERSON: Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
jrojas@cityofmadera.com

PART 2. For the following, submit your responses below each discussion item and question and follow these instructions. •Use 12-point font. •Do not exceed four, single-sided, single-spaced pages and do not alter the margins.

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED: (Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.) Big Brothers Big Sisters of Central California (BBBSCC) is applying for funding for three High School Bigs Programs to serve children at the following school sites: Alpha Elementary, Madison Elementary and Parkwood Elementary. The program provides youth in the community an opportunity to reach their potential; BBBSCC works with youth who are considered at-risk and addressed the following community needs: truancy, academic improvement and emotional and social development of youth. Therefore, this program is able to provide youth with a positive role model in order to support positive choices in the lives of youth.

For over 15 years, BBBSCC has served the city of Madera and it's residents through the High School Bigs Program. The agency has previously partnered with Madera Unified School District (MUSD), however the contract for the 2018-19 school year has not been approved due to MUSD's internal matters and therefore the program is not operating as prescribed. The agency values the importance of the mentoring relationships that have been formed and cultivated for years, and is currently still serving the youth, only at a limited capacity. For these reasons, the agency is reaching out to the Community Development Block Grant Committee to apply for and rally your support to continue the High School Bigs Programs for the youth of Madera.

The High School Bigs Program is designed for youth to mentor youth in their own community. Students meet once a week for 90 minutes at the designated elementary school site. BBBSCC staff coordinates and supervises all match meetings and spend time providing match support and guidance to the matches. During the 90 minutes they spend together, Bigs and Littles bond by playing sports, games, drawing, talking together and doing hands-on STEM activities. These mediums allow Littles to develop and improve their academic and social skills. Most recent research finds this program to be as effective in bringing attitudinal changes as our adult mentoring program. According to www.mentoring.org, young adults who were at-risk for falling off track but had a mentor are 55% more likely to enroll in college, 78% more likely to volunteer regularly, 90% interested in becoming a mentor, 130% more likely to hold leadership positions. (<https://www.mentoring.org/why-mentoring/mentoring-impact/>)

EXISTING SERVICES: List other agencies currently addressing the need or problem described above.

The only program serving youth in the City of Madera with professionally supported one-to-one mentoring relationships is Big Brothers Big Sisters of Central California.

Explain how your program supplements or complements existing services without duplicating them.

Big Brothers Big Sisters of Central California partners with the child's support team such as teachers, counselors, mental/ behavioral health professional, Big (mentors) and others as needed, to collectively support the child and help them achieve success. Looking at partnerships from a different angle, Madera Department of Social Services, schools and other community agencies often refer children to our program for services. Elementary school students are not the only ones that benefit from being a part of the program. BBBSCC counts with the support of a foundation

and generous donor who annually donates scholarships to High School Bigs (mentors) who are a part of the program. Since 2014, mentors from Madera High School and Madera South High School have been awarded of \$30,000.

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation. BBBSCC falls under the umbrella of the Big Brothers Big Sisters of America Federation. As such, BBBSCC uses tools developed, produced and analyzed by Big Brothers Big Sisters of America. Copies of the Strength or Relationship (SOR) and Youth Outcomes Survey (YOS) are attached.

Which National Objective does your program meet?

BBBSCC's High School Bigs Program aligns with National Objective #1: Activities Benefiting Lower Income Persons/ Households and under the following activities: Public Services. This program falls under crime prevention, social services and contribution to educational success of clients.

Which measurable objectives does your program meet?

BBBSCC measures a child's academic performance in reading level, math and truanacies. In addition, BBBSCC also measures a child's social-emotional growth in the following areas: social acceptance, scholastic competency, educational expectations, grades, avoidance of risky behaviors, parental trust, truancy, ability to trust and confide in a special adult (mentor) and deterrence of the juvenile justice system.

How will your program meet its goals in one year?

The aforementioned objectives are measured on an annual basis by Big Brothers Big Sisters of America and/or Big Brothers Big Sisters of Central California. By forming a partnership with the child's advocates, parent and Big, all parties work collectively to help the child(ren) achieve success.

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

Historically, the High School Bigs Program has been funded in its entirety by Madera Unified School District (MUSD). However, the contract for the 2018-19 school year is on hold due to MUSD's internal matters. For this reason, the agency is exploring all resources, including applying to the CBDG grant to ensure that the children who are still enrolled and served by our program may continue to do so.

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

At this time, the agency is optimistic about the approval of this grant. A specific plan to fundraise for this program is not in place, however the agency is committed to raise additional funds as needed through cold calls, presentations, soliciting employee giving and other opportunities as they become available.

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

Due to the aforementioned circumstance with MUSD, BBBSCC has maintained an open line of communication with parents, Bigs and Littles in the program. Parents are constantly reaching out to BBBSCC staff seeking an update on the program to serve their children. A number of parents, Bigs and Littles in the program have gone to multiple MUSD Board meetings to make a plea before the board to renew the program, to no avail. With this in mind, it was fitting to reach out to the same parents that continue to be involved and rally their support for the application of this grant.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

While Big Brothers Big Sisters of Central California serves children outside of the Madera city limits, those programs are funded through their own sources. Two examples are Oakhurst High School Bigs Program, funded by Bryant's True Value Home Center and Chowchilla High School Bigs funded through Chowchilla Elementary School District and Chowchilla Union High School District. The funds requested herein are specifically for the High School Bigs Program serving Alpha Elementary, Madison Elementary and Parkwood Elementary, all within city limits.

When there is an overflow of clients, how is it determined whom to serve?

Big Brothers Big Sisters of Central California is committed to serving children who are interested in being a part of the program. In the event of overflow of clients for the High School Bigs Program, children will follow the enrollment process and be placed on a waitlist. Children who are on the waitlist for the High School Bigs Program are afforded the option/ opportunity to be enrolled in the Community Based or Lunch Buddies Program, working with adult volunteers. The agency is fortunate to have three types of programs that can serve the community of Madera, however there is something special and unique about elementary school students being mentored by high school students.

Discuss your program's/project's successes.

During the span of 2011-2016, Big Brothers Big Sisters of Central California has served hundreds of children through the High School Bigs Programs. One of the success stories that stands out dates back to 2012, yet still continues to shine today. A 10-year-old female child (Little) was matched with her mentor (Big) for 3 years prior to the Big graduating from Madera South High School in 2012. This Big continued her match relationship through BBBSCC while simultaneously pursuing higher education. The Big continued to volunteer her time with the agency and soon was hired as a teacher's assistant for the program. The Little she was mentoring has since returned as a freshman in high school and has now become a Big Sister in the program. She went from being a Little in the program for many years to giving back to her community and mentoring a young child herself. The mentor who continues to be employed with BBBSCC is now in the process of mentoring another Little in our Community Based Program. The match between the now-employee and now-Big Sister has since closed, however they continue to stay in touch and foster their relationship of almost 10 years.

Discuss your program's/project's past performance (2011 to 2016).

Through the Youth Outcomes Survey (YOS), the project has seen the youth in the program continuously improve in the following areas: social acceptance, scholastic competency, educational expectations, grades, avoidance of risky behaviors, parental trust, truancy, ability to trust and confide in a special adult (mentor) and deterrence of the juvenile justice system.

Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

The concept of the program remains the same, however each year a number of Bigs and Littes move on from the program for a number of reasons including but not limited to: promotion to 7th grade, graduate from high school, relocation, etc. At the start of each school year, reasonable effort is made to have visibility on school campuses to recruit volunteers and children. When a child or mentor leaves the program in the middle of the school year, those on the waitlist, when applicable, fill the vacancy. The quantitative goal of the program is to serve a minimum of 120 Bigs and Littes, however due to reasons including those listed above, the number of children actually served exceeds the minimum.

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain "Yes" and "No" responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
Tom Wheeler	County Supervisor	Madera County	(559) 232-8915	supervisortomwheeler @yahoo.com
Chris Childers	Deputy Chief of Probation	Madera County Probation	(559) 474-5134	cchilders @maderacounty.com
Dino Lawson	Police Chief	Madera Police Department	(559) 232-4167	dlawson@cityofmadera.com

Youth Outcomes Survey

Match: _____

Date Completed: _____

Initial YOS / Follow Up YOS

MSS: _____

YOUTH OUTCOMES SURVEY

Introduction to the Survey for the Littles:

Before we get started, I'd like to tell you a little bit about the survey you will take today. The questions in this survey will ask you about how things are in school and at home. It will only take about 10 minutes. (**School-Based:** You will be asked to take this survey again at the end of the school year). (**Community-Based:** You will be asked to take this survey again about one year from now).

There are no right or wrong answers – just please answer all of the questions on this survey as truthfully and completely as possible. If you do not want to answer a question, we can leave it blank, however, everything you tell us will be kept private. Your answers will not be shared with your parents or guardians, your Big or your teachers. When we put the information that you give us together, your name will not be used.

Kids of all ages take this survey and we start by reading it out loud to everyone, even if they can read it on their own. After we get through a few pages, if you feel like you'd rather complete the rest on your own, just let me know.

Thank you for your help.

These questions ask how you feel about yourself and other kids. For each sentence, decide how true the sentence is for you. Then circle one number that fits best.

	Not True At All	Not Very True	Sort Of True	Very True
1. I am always doing things with a lot of kids.	1	2	3	4
2. I wish that more people my age liked me.	1	2	3	4
3. I find it hard to make friends.	1	2	3	4
4. I would like to have a lot more friends.	1	2	3	4
5. I am popular with others my age.	1	2	3	4
6. I have a lot of friends.	1	2	3	4

These questions ask how you feel about yourself, school, and your teacher(s).

	not at all true	not very true	sort of true	very true
7. I have trouble figuring out the answers in school.	1	2	3	4
8. I feel that I am just as smart as other kids my age.	1	2	3	4
9. I am very good at my schoolwork.	1	2	3	4
10. I'm pretty slow in finishing my school work.	1	2	3	4
11. I often forget what I learn.	1	2	3	4
12. I do very well at my class work.	1	2	3	4

These sentences are about your plans for high school and college. Circle one number to show how sure you are about each question.

How sure are you that you will...	Not At All Sure	Not Really Sure	Mostly Sure	Very Sure
13. finish high school?	1	2	3	4
14. go to college?	1	2	3	4
15. finish college?	1	2	3	4

Thinking about the grades and marks you are getting in school, please circle how you are doing.

	Not Good At All (F)	Not So Good (D)	Good (C)	Very Good (B)	Excellent (A)
16. Mathematics	1	2	3	4	5
17. Reading or Language Arts	1	2	3	4	5
18. Social Studies	1	2	3	4	5
19. Science	1	2	3	4	5

(continue on the next page →)



In the next questions think about how you feel when other kids your age do certain things.

What do you think about kids your age:	It's not okay	It's sort of okay	It's okay	It's perfectly okay
20. Using tobacco (cigarettes, cigars, smokeless or chewing tobacco)?	1	2	3	4
21. Taking drugs that aren't given to them by a parent or doctor?	1	2	3	4
22. Drinking alcohol without their parents knowing?	1	2	3	4
23. Skipping school without permission?	1	2	3	4
24. Hitting someone because they didn't like something they said or did?	1	2	3	4
25. Breaking rules in school?	1	2	3	4
26. Being late for school?	1	2	3	4

These questions ask about how things are going with your parents or guardians. If you live with two parents, please think about the parent or guardian you feel the closest when you answer.

How often do I feel that...	Hardly Ever	Not very often	Sometimes	Pretty Often
27. My parents respect my feelings.	1	2	3	4
28. My parents accept me as I am.	1	2	3	4
29. When I'm angry about something, my parents try to be understanding.	1	2	3	4

These questions ask about some behaviors you might have engaged in the past 30 days. Please remember that ALL of your answers will be kept private.

How often, in the past 30 days have you... (* if you're answering this question in July-September, reply for last May)	Never	I have done this, but not in the last 30 days	I did it 1-2 times in the last 30 days	I did it 3 or more times in the last 30 days
30. Been absent from school?	1	2	3	4
31. Been late for school?	1	2	3	4

32. Right now in your life, is there a special adult (not your parent or guardian) who you often spend time with? A special adult is someone who does a lot of good things for you. For example someone (a) who you look up to and encourages you to do your best, (b) who really cares about what happens to you, (c) who influences what you do and the choices you make, and (d) who you can talk to about personal problems?

No, I don't have a special adult in my life right now.

Yes, I do have a special adult in my life.

33. In the last 12 months, have you been arrested for a crime, offense and/ or a violation?

Never Yes, 1-2 times Yes, 3-4 times Yes, 5 or more times

Strength of Relationship Survey

NAME: _____

SOR Match Survey for Little – please check one box per question

	Never	Hardly Ever True	Sometimes True	Most of the Time True	Always True	I don't know
1. My Big gives me good ideas about how to solve a problem.						
2. My Big helps me take my mind off things by doing something with me.						
3. When I'm with my Big, I feel ignored.						
4. When I'm with my Big, I feel mad.						
5. When I'm with my Big, I feel safe.						
6. When I'm with my Big, I feel disappointed.						
7. My relationship with my Big is very important to me.						
8. When I'm with my Big, I feel bored.						
9. When something is bugging me, my Big listens while I talk about it.						
10. I feel close to my Big.						

Name: _____

Match Survey for Big – please check one box per question

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	I don't know
1. I am enjoying the experience of being a Big.						
2. I expected that being a mentor would be more fun than actually it is.						
3. My Little and I are interested in the same things.						
4. I feel confident handling the challenges of being a mentor.						
5. Being a Big is more of a time commitment than I anticipated.						
6. I feel overwhelmed by my Little's family difficulties.						
7. My Little has made improvements since we started meeting.						
8. I sometimes feel frustrated with how few things have changed with my Little.						
9. My Little and I are sometimes at a loss for things to talk about.						
10. It is hard for me to find the time to be with my Little.						
11. I think my Little and I are well-matched.						
12. I get the sense that my Little would rather be doing something else.						
13. My Little has trouble sticking with one activity for very long.						
14. I feel close to my Little.						

15. Which of the following best describes how decisions are usually made about how you and your Little will spend your time together? [Please check only one box]

I usually decide how we'll spend our time	My Little usually decides how we'll spend our time together	I get ideas from my Little then we decide together	Our MSS outlines how we will spend our time together	Someone else (like a teacher or parent) decides how we'll spend our time together

High School Bigs Informational Packet



Big Brothers Big Sisters.

OF CENTRAL CALIFORNIA

High School Bigs Program

Proudly serving Madera, Fresno, Kings & Tulare Counties

Headquarters:

4047 N Fresno Street Fresno, CA 93726

www.bigs.org

ABOUT US

mission

To provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever.

vision

All children achieve success in life.

history

The concept of mentoring at-risk youth was originated by New York City court clerk Ernest Coulter over 100 years ago; the idea of caring adults helping keep youth out of trouble evolved into what is known today as Big Brothers Big Sisters of America (BBBSA). BBBSA now boasts of over 300 domestic and international affiliates, including Central California.

Since opening its doors in 1968, the Central California affiliate has served over 20,000 youth in Fresno, Kings Tulare and Madera Counties combined.

This program is research-based with countless studies highlighting the power and potential of mentoring. Join us in celebrating 50 years of serving the youth of Central California.

OUR PROGRAMS

Community Based

An adult volunteer meets with a child 2-4 times per month in the community. Volunteers are matched with children based on shared interests and commit to at least one year of service.

Research and our local evaluations show this program effectively engages long-term impact.



Big in Blue/ Lunch Buddies

A program focused on building relationships between law enforcement and the communities they serve. The program provides each child with a one-to-one mentoring relationship with a member of law enforcement and in doing so builds a bridge between the community and law enforcement.



High School Bigs

Students meet once a week for 90 minutes at the elementary school site. BBBSCC staff coordinates and supervises all match meetings. By playing sports, games, drawing, talking together, doing hands-on STEM activities, Littles develop and improve their academic and social skills. Most recent research finds this program to be as effective in bringing attitudinal changes as our adult mentoring program.



THE IMPACT OF YOUR INVESTMENT CAN BE FELT BY:

LITTLES

- . Increased self-esteem
- . Positive attitude
- . Greater tolerance
- . Improved social skills
- . Improved academic skills
- . Improved school attendance
- . Sense of belonging
- . Relationship to a mentor they can trust
- . Avoidance of risky behaviors
- . Extra resources provided to Little & their family

BIGS

- . Increased self-esteem
- . Leadership skills
- . Community service hours
- . Improved school attendance and grades
- . Tutoring/mentoring experiences
- . Opportunity to participate in other activities provided through BBBSCC
- . Scholarships opportunities
- . Giving back to community and paying it forward
- . Problem solving skills

THE(IR) COMMUNITY

- . We have expanded from 1 office in 1969 to now operating 4 offices in Central California
- . We started with one 1 High School Bigs Program and have expanded to 22
- . 58 scholarships awarded in 2018; collectively, more than 200 High School Big scholarship recipients in the past 5 years
- . Decline of students joining gangs and being involved in the juvenile justice system
- . Investment in our future leaders TODAY, for a better tomorrow

PARTNERSHIPS

ELEMENTARY SCHOOLS

HIGH SCHOOLS

MADERA
COUNTY

1	Alpha Elementary - Madera Unified School District	Madera High School - Madera Unified School District
2	Madison Elementary - Madera Unified School District	Madera (South) High School - Madera Unified School District
3	Parkwood Elementary - Madera Unified School District	Madera (South) High School - Madera Unified School District
4	Oakhurst Elementary - Bass Lake Joint Union Elem School District	Yosemite High School - Yosemite Unified School District
5	Reagan Elementary - Chowchilla Elementary Unified School District	Chowchilla High School - Chowchilla Union High School District

FRESNO
COUNTY

6	Eric White Elementary - Selma Unified School District	Heartland High School - Selma Unified School District
7	Garfield Elementary - Selma Unified School District	Selma High School - Selma Unified School District
8	Roosevelt Elementary - Selma Unified School District	Selma High School - Selma Unified School District
9	Fremont Elementary - Fowler Unified School District	Fowler High School - Fowler Unified School District
10	Riverdale Elementary - Riverdale Joint Unified School District	Riverdale High School - Riverdale Joint Unified School District
11	Unity Estates - HUD Homes Sanger	Kings River High School + Taft Independent Study School

KINGS
COUNTY

12	Fremont Elementary - Corcoran Unified School District	Corcoran High School - Corcoran Unified School District
13	Monroe Elementary - Hanford Elementary School District	Hanford High School - Hanford Joint Union High School District
14	Lemoore Elementary - Lemoore Union Elementary School District	Lemoore High School - Lemoore Joint Union High School District

TULARE
COUNTY

15	Cutler Elementary - Cutler-Orosi Joint Unified School District	Orosi High School - Cutler-Orosi Joint Unified School District
16	Palm Elementary - Cutler-Orosi Joint Unified School District	Orosi High School - Cutler-Orosi Joint Unified School District
17	Golden Valley Elementary - Cutler-Orosi Joint Unified School District	Orosi High School - Cutler-Orosi Joint Unified School District
18	Jefferson Elementary - Dinuba Unified School District	Dinuba High School - Dinuba Unified School District
19	Kennedy Elementary - Dinuba Unified School District	Dinuba High School - Dinuba Unified School District
20	Wilson Elementary - Dinuba Unified School District	Dinuba High School - Dinuba Unified School District
21	Royal Oaks Elementary - Visalia Unified School District	Preparatory High School - College of the Sequoias
22	Wilson Elementary - Tulare City School District	Tulare Union High School - Tulare Joint Union High School District

INVESTMENT

Program Includes:

- Service for the entire school year or calendar year
- Complete supplies for hands-on learning activities to meet the need of each student
- Annual pre-and post– Youth Outcomes Survey + Strength of Relationship assessment
- Provide all marketing materials for students and parents: journal logs for students
- Scholarships offered for all qualifying seniors in High School Bigs Program
- Track each student's grades, attendance, tardiness, reading, social and emotional behaviors
- Salary for a trained staff (w/ a bachelor degree) screened, trained and hired by BBBSCC
- Salary for a teacher assistant screened, trained and hired by BBBSCC
- Full supervision and coordination of program
- Big Brothers Big Sisters t-shirt for every student

TOTAL INVESTMENT

Only \$625 per student (min. of 25 students per site)

High School pays 50% at \$12,500

Elementary School pays 50% at \$12,500

ADDITIONAL SERVICES

2 x Educational 1-Day Summer Program Events	\$1,000
<ul style="list-style-type: none">• Examples: make your own ice cream, carnival games, swimming and more• Pen pal letter writing• Prizes• Food	
Holiday Party for Littles and Bigs	\$1,000
<ul style="list-style-type: none">• Teachings Bigs leadership by having them plan and budget for party• All Littles will receive a toy• All Bigs will receive a gift card• Food• Games	
Customized backpacks with school supplies for Littles and Bigs	\$1,000
End of Year Award Celebration Field Trip at local amusement park	\$2,000
<ul style="list-style-type: none">• Transportation• Admission• Lunch• Goodie bag• Award ceremony	

TOTAL INVESTMENT

Only \$125 per student (min. of 25 students per site)

2018 SCHOLARSHIP RECIPIENTS

BRISCOE FAMILY FOUNDATION

Noemi	Luna	\$ 350.00	Orosi
Andrew	Gonzalez	\$ 500.00	Orosi
Mayra	Martinez	\$ 450.00	Orosi
Larissa	Belmonte Lopez	\$ 300.00	Orosi
Victor	Lopez	\$ 500.00	Orosi
Fiona	Chen	\$ 450.00	Dinuba
Nayeli	Castillo Correa	\$ 550.00	Dinuba
Selena	Perez	\$ 400.00	Dinuba
Cynthia	Orozco Ramirez	\$ 550.00	Dinuba
Karen	Montes	\$ 350.00	Dinuba
Christian	Duran	\$ 200.00	Dinuba
Jazleny	Maldonado-Yanez	\$ 450.00	Sanger
Elsie	Amador	\$ 250.00	Sanger
Aide	Zambrano	\$ 250.00	Sanger
Adilene	Aguilar	\$ 250.00	Sanger
Diana	Nong	\$ 250.00	Sanger
Adam	Ramos	\$ 400.00	Visalia
Jennifer	Beltran	\$ 400.00	Madera
Melissa	Gallardo	\$ 400.00	Madera

Aubrey	Crawford	\$ 450.00	Visalia
Diego	Ortiz	\$ 400.00	Visalia
Everlee	Vang	\$ 400.00	Visalia
Ervin Joseph	Flores	\$ 400.00	Visalia
Justin	Medrano	\$ 500.00	Visalia
Kimberly	Terry	\$ 450.00	Visalia
Mackaby	Pennington	\$ 450.00	Visalia
Sarah	Toomey	\$ 450.00	Visalia
Meghan	Chrissakis	\$ 400.00	Hanford
Mariah	Lopez	\$ 400.00	Selma
Brianna	Torres	\$ 400.00	Selma
Heron	Uriarte	\$ 400.00	Selma
Daniel	Acevedo Garcia	\$ 600.00	Selma
Hannah	Mitchell	\$ 400.00	Selma
Gissell	Guzman	\$ 600.00	Selma
Adore	Berzamina	\$ 600.00	Madera
Bibi Daniella	Gonzalez	\$ 500.00	Madera
Aubree	Walle	\$ 500.00	Oakhurst
Cassandra	Elisarraraz	\$ 400.00	Madera

SIERRA WAREHOUSE

Sara	Zamarripa	\$ 500.00	Tulare
Leslye	Alvarez Valencia	\$ 500.00	Dinuba

Jisselle	Garcia	\$ 500.00	Orosi
Juan	Candelario Sandoval	\$ 500.00	Orosi

DESTINATION WEALTH

Isabel	Rivera	\$ 500.00	Dinuba
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Rafael	Macias-Gutierrez	\$ 500.00	Orosi
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QUALITY TRUCKING

Adrienne	Fox	\$ 500.00	Visalia
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Angel	Nazario Carreon	\$ 500.00	Orosi
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EMERIAN FAMILY SCHOLARSHIP

Stephanie	Hernandez	\$ 600.00	Madera
Jacqueline	Lopez	\$ 500.00	Visalia
Nicholas	Seechan	\$ 500.00	Visalia

Sarah	Giles	\$ 500.00	Visalia
Sarah	Ghaniem	\$ 500.00	Visalia
Arianna	Pompa	\$ 500.00	Madera

FREQUENTLY ASKED QUESTIONS

How long is each session for the after school program?

Each session runs 90 minutes in length.

What does the school need to provide?

- Physical space to accommodate program (e.g. classroom, media room, or library)
- Space for banner to promote the program
- Referrals for after school students

Can we use our own staff?

Yes, if qualified, we can hire your current staff as a teacher assistant.

How does the school select the students?

Referrals from teachers, counselors, parents, site coordinators, principals, and/or school administrators.

How many students can attend the program?

Due to quality, a maximum of 25 matches is recommended for each session

What is the process to get the program started for the Littles?

1. Students (grades 1st-5th) are identified and referred to BBBSCC.
2. Forms are disseminated to parents/guardians to sign.
3. Referrals are contacted for reference checks (teacher, counselor, principal, and/or parents).
4. Interviews are schedule with each student (approx. 20-30 minutes).
5. Assessment and goals are conducted for each student.

What is the process to get the program started for the Bigs?

1. Students (freshmen, sophomores and juniors) are identified, recruited and referred to BBBSCC.
2. Forms are disseminated to parents/guardians to sign.
3. Two referrals are contacted for references (teacher, counselor, principal, and/or parents).
4. Interviews are scheduled with each potential Big (approx. 20-30 minutes).
5. Match will then be determined based on compatibility and preferences from both Bigs and Littles.

Letters of Support

3-4-19

To whom it may concern,

For the past few years, my son Arlee has been in the Bigs & Littles program and honestly it has helped us greatly. Arlee would look forward to meeting with his big after school, and I was comfortable knowing he was in good hands. Him being in the program changed him for the better. Grades went up, honor roll, much more. Arlee doesn't have a older sibling so that's why I felt like this was the perfect choice for him. Arlee ask all the time when will the program resume. I would love if Bigs & Littles were to continue. The program has helped me out as well. my kids were able to have a Christmas, school supplies and much more while I wasn't able to provide such. I pray that something could happen so Arlee could continue. I thank you all so much for the love and generosity you've shown.

→

To whom it may concern
My name is Jessica Pacheco,
I have five kids in the Big Brother
Big sister program. My oldest is 14
and been in it since 2nd grade.
All my kids enjoy the program.
Every Monday they couldn't wait
to be with program. My kids learned
how to respect people, make stuff,
and also they are worth it. Were
like family with them. I hope you
have it in your heart to bring
Big Brother and Big sisters back
to the school again. Thank you!!
Have a nice Day!

Jessica Pacheco
(559) 5141178

I think you guys should
keep big brother's big sister's
open because it helps ~~me~~ me and
I have a lot of fun being there.

mail's from

Alled

VERONICA

Big brother, big sister is a very good, caring program. I like how they come together as a family to help everyone involve. This program helps all ages to get a big bro or a big sis. I have three kids that join the Club and they love it so much. My kids ask a lot about the program because they hear to tell them that they still can't open the program. As a mother I benefit a lot of this program, one is in which they help my kids have someone they can trust with their problem or issues of school. Secondly they help them with homework, it hurts me to see how my daughter got so attached to her Big and how she just has to wait and she can't understand why the program can't be in school if it makes kids happy.

I love how they help out family during the holidays. As a single mom it's hard to get my kids special gifts on Christmas, one year I was chosen to receive gifts and food for my family. My kids face was priceless and I was lost without words to say of how thankful and blessed I felt. This program really does care for the community. I love everything about them, I really can't say one bad thing about them. This program also helps in buying kids their backpacks for back to school. It shows they want kids to be prepared for school. This year they help my kids stay warm by providing them jackets. So nice and thoughtful of them to think for our kid. Even though the program is still close, they have little packages so the kids can see their big bro, big sis.

- I miss program because it was fun and amazing
- I had the same big for four years
- I LOVE big brother big sisters because they are nice and they are amazing and treat everyone the same

- Angelica

Big brother
Big sisters!

Why I love BB&BS because They have fun events and cool activities. Everyone is treated like my family and they pick you the best big they can find. I only been there for 2 years and I feel that its really special and the people there are really nice and cool. So that is why I love BB&BS.

Big Brother
&
Big sister



-Katelyn
Diaz



I want to have big brothers and big sisters because I feel like it's a good opportunity to talk to someone who I will look up as a sister because I sometimes when my sister is not here and I think we need big brothers and big sisters to come back because we all miss it!

PLEASE
BRING
IT BACK



Bethel



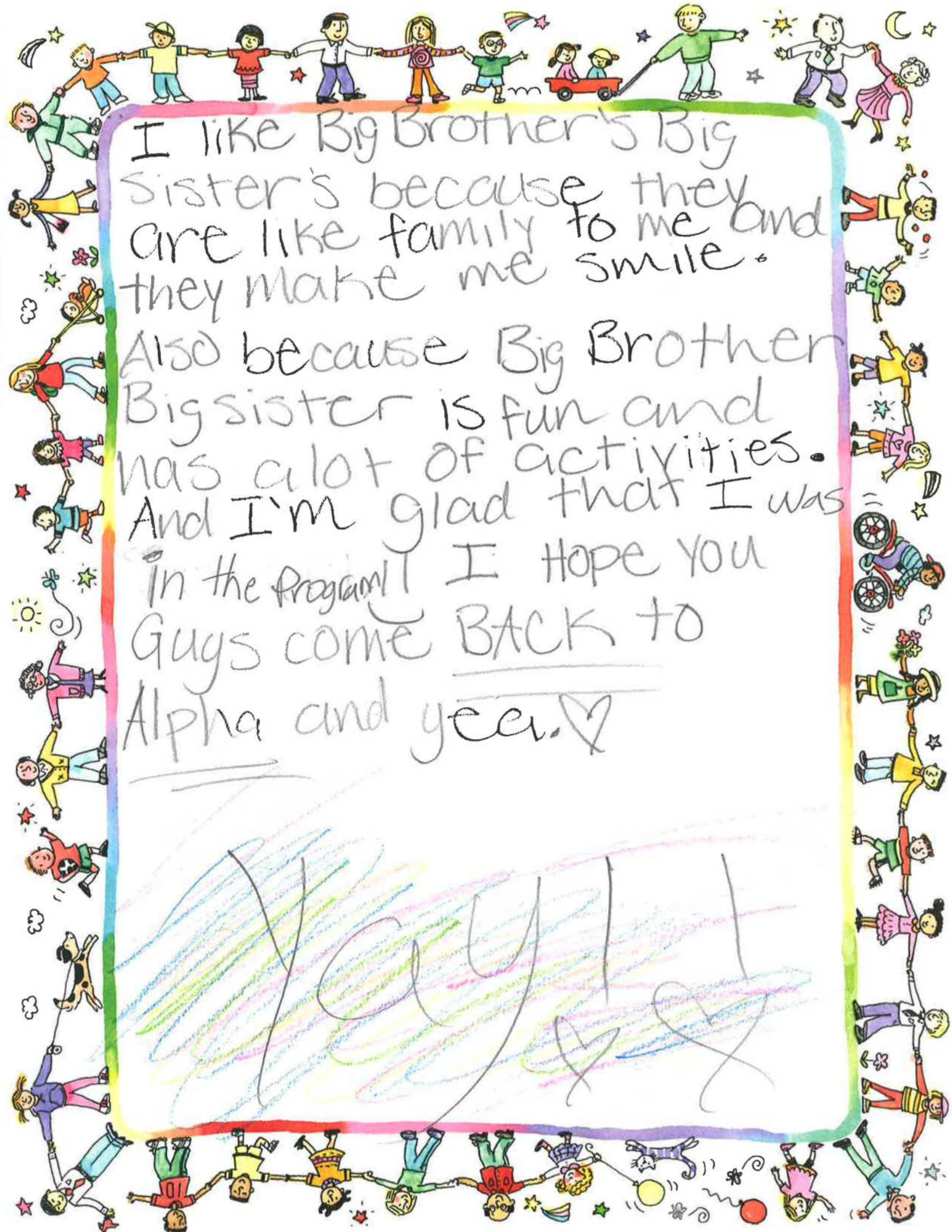
I miss the program because I had a
great time spending time with my big
because he like sport and I do to and
also we play the program board game
and when we went to go outside and
play soccer, basket ball, Soft ball, Dodge ball some
times with other friend, I like go to place's
with the program like wild water park and
I had a great with my friend and my big it
was a great time,

for teaching
me. let me have
fun. so I
can read,
giving me
stuff to
use. give me
a big Thank
you for
everything.



Jose Gordillo





I like Big Brother's Big
Sister's because they
are like family to me and
they make me smile.

Also because Big Brother
Big sister is fun and
was a lot of activities.
And I'm glad that I was
in the program! I hope you
Gugs come BACK to
Alpha and year. ♡



MADERA COALITION FOR
COMMUNITY JUSTICE

RECEIVED
3-8-19
2:05 PM
JR

GRANT APPLICATION SUBMITTAL CHECKLIST (To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Font: 12 point <input checked="" type="checkbox"/> Paper: 8 1/2 x 11 <input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively <input checked="" type="checkbox"/> One-inch top, bottom, left and right margins <input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u> <input checked="" type="checkbox"/> Double-checked for grammar and spelling errors <input checked="" type="checkbox"/> No emailed applications <input checked="" type="checkbox"/> No dividers 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Grant Application Coversheet <input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability) <input checked="" type="checkbox"/> Program/Project Timeline <input checked="" type="checkbox"/> Budget Table <input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual) <input checked="" type="checkbox"/> Marketing/Outreach Plan <input checked="" type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit) <input checked="" type="checkbox"/> Letters of Support <input checked="" type="checkbox"/> References
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CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: Madera Coalition for Community Justice
Mailing Address: (Street, City, State, Zip Code) 126 N. B St., Madera, CA 93638
Program Name: Resilient Madera 2.0
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 77-0391942
Grant Administrator – First and Last Name and Title Lourdes Herrera, Director
Program/Project Administrator Telephone Number and Email Address 661-1879 ; lourdes@maderaccj.org
Amount Requested: \$25,000
Additional Sources and Amounts: None

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 3 THROUGH 8)

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services.	8000	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	35	
3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No
	X	
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)	X	
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		X

If yes to No. 3 above, then please explain and limit your response to the space below.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
			35					
GENDER	Female	28						
	Male	7						
FEMALE HEAD								

Ethnic Categories*	No.
Hispanic or Latino	34
Not-Hispanic or Latino	1
Racial Categories*	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	35
Other	

***Definitions of these categories may be found on the next page.**

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Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	25,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (Provide Source)		
TOTAL BUDGET		
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	19,000
BENEFITS	0150	2000
SERVICES & SUPPLIES		480
INSURANCE	0200	
COMMUNICATIONS	0250	120
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	200
OFFICE RENTAL	0400	1200
EQUIPMENT RENTAL	0450	
UTILITIES	0500	
TRAVEL (ADMIN.)	0550	100
FOOD SUPPLIES	0600	800
CONTRACTS	0650	
TRANSPORTATION	0700	1100
FUND RAISING	0750	
TOTAL		25,000

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? Monthly

What was the average number of Board members attending meetings last year?
10

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

8 Minimum 20 Maximum

Please provide the following information:

Date of Incorporation: September 7, 1994

IRS Employer Number: 77-0391942

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

How often are financial records audited, and by whom? 12 months

Are the treasurer and/or other financial officers bonded? No

If so, for how much? N/A

List any judgments or pending lawsuits against the agency or program:

N/A

List any outstanding obligations:

N/A

RESOLUTION/CERTIFICATION:

We, the Board of Directors of MCCJ do hereby resolve that on _____, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non- profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: March 8, 2019

AGENCY NAME: Madera Coalition for Community Justice

ADDRESS: 126 N. B street Madera CA 93638

TELEPHONE: (559) 661-1879

By: See Attached
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: Loures Herrera
Executive Director

RETURN THIS ORIGINAL TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE: **March 8, 2019, 5:00 p.m.**

CONTACT PERSON: Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
jrojas@cityofmadera.com

Madera Coalition for Community Justice
Meeting of the Board of Directors
February 26, 2019

In attendance: Lourdes Herrera (Director), Laura Hadjis (Acting Chair), Sue Kern
(Secretary), Ana Chia, Estevan Esquivel, Teresa Castillo, Baldwin
Moy (consultant)
Absent: Raquel Rodarte, Lilia Alaniz

RESOLUTION

The following item came on regularly on the Board agenda for discussion:

Approval of 2019 CBDG application to the City of Fresno for \$20,000 for college
preparation and leadership development for youth.

Following discussion, Estevan moved, Ana Chia seconded, approval of the above-
described application for CBDG funding for 2019. Motion carried.

*Approved by Board 2/26/19
Sue Kern, Secretary*

PART 2 Resilient Madera 2.0

Summary: The proposed project will build on the successful Resilient Madera I which was funded in FY 2018-19. Resilient 2.0 is specifically designed to help the low-income and young people of color in succeed and will target students who are significantly more likely to experience childhood trauma and have compounded obstacles to overcome before reaching their educational and career goals. Many of these students have many obstacles on their way to college and career paths. The Resilient Madera project will support youth through a holistic approach to student's health and academic success, while training in leadership and community engagement. During the course of the program, youth will engage in activities that contribute character development and promote acquisition of academic knowledge and skills in order to increase their likelihood of reaching their college and career goals. In concluding the program, youth within the cohort will be applying their newly developed leadership skills to develop community-driven campaigns to benefit their families, schools and neighborhoods. The teaching philosophy will be popular education and the methodology used will be small group activities, guest presentations, hands-on learning, role play and reflection. To empower at-risk students, MCCJ will first facilitate leadership training that provides them all the tools to excel academically, while acknowledging that they are in need of a support system that addresses their unique challenges and gives them skills to cope, reduce stress and become resilient leaders.

Problem Presented: Eastside Madera is the home of many low-income, Latino and farmworker families. Most exist on the economic and social margins of the community. Parents of these families lose control of their children when they enter middle school. The latter are offspring of recent immigrants. Many of these youth struggle to adapt to the American culture while retaining some of their rural Mexican identity. The confluence of these forces has wide-ranging consequences on the social life of these youth. Youth hanging out with nothing to do, detached from family influence, unfamiliar with and uncommitted to school, and in fear of the law, gradually become rooted in this negative subculture. It's no surprise that Madera has one of the highest gang affiliation rate per capita, juvenile arrests, felony convictions and incarceration.

Madera County- Stats.	Year	County	Rank in State
Teen Pregnancy	2012	44.6 per 1000 of youth gives birth	3rd highest county
High School Dropouts:	2013	14.7% of youth dropout of high school	10th highest county
Children Living in Areas of Concentrated Poverty	2008-2012	27.6% of youth live in concentrated poverty	5th highest county
Food Insecurity	2013	30.6% of youth live in food insecure households	10th highest county
Youth Incarceration	2013	9.5 per 1000 youth has a felony arrest	11th highest county

** All data sourced from kidsdata.org*

Research continues to show a direct link between childhood trauma (Adverse Childhood Experiences) and student's academic success, mental, emotional and physical health. We know that our students can not perform well in school while they are sick, and we must be innovative in our strategies of intervention. It's shown that children without support and protection from adults, children who experience toxic stress are at higher risk for health and social problems. Like other innovative youth development programs in the state, we believe the young people of

Madera need more systems of social_emotional support alongside educational development in order to meet their day to day needs, reach their career and college potential success, become leaders in their communities and live long and healthy lives. "The Search Institute* identifies 40 measurable assets of young people, including support by parents or other adults, community service, involvement in extracurricular activity, academic goals, skill in making decisions, positive values, a positive view of one's own future, and social skills.4 In working to encourage young people to develop and rely on their own assets, the most promising programs focus on each young person's abilities while taking into consideration his/her individual family, social, cultural, and school environment. Such programs focus on developing young people's self-esteem, self-efficacy, and self-worth. The thrust of youth development—also known as life options—programs must be flexible to be able to meet the individual needs and build on the individual assets and strengths of each young participant. By tailoring services to meet the needs and build on the assets of the individual, these programs motivate young people to work toward achieving successful futures.

Existing Services: Given the thousands of youth in the City and the dearth of youth-serving programs, the overwhelming majority simply go unserved. There are other youth-serving entities but none in the manner proposed. It targets at-risk youth first and foremost. Project's approach to leadership is geared towards learning by service to community.

Complementary: To the extent practical, this project will supplement what currently exists. No duplication of services.

National Objective - Activities benefiting lower-income persons/households.

Measurable objectives - Youth services.

Workplan: Resilient Madera will be modeled on the successful leadership training initiative championed by ex-President Obama, "My Brother's Keeper." This initiative has since been adopted by communities and organizations to create successful programs such as: Alliance for Boys and Men of Color- supported by The California Endowment, La Cultura Cura- supporting young men and women to become leaders through culturally based practices, United Students- a project of East LA's Inner-City Struggle and Fresno Unified's Men's and Women's Alliance programs. All of these programs aim to help young people who traditionally struggle to graduate high school and go on to college.

The first component of this program seeks to provide a safe and welcoming place to connect, share coping and stress reduction techniques on how to manage school while facing severe instability at home and pressure to engage in gangs or other risky behaviors. The second goal of this program is to provide students who are less likely to graduate and go on to college, the information and support to be successful in a college or career path and to encourage growth in their self_esteem and facilitation skills, in order to make broad change in Madera. Whether they are focused on bullying on their school campus or advocating for better bus access in their area

of town, they are experts in creating solutions to their communities' struggles and are capable of leading holistically supportive and genuine community engagement through circles and forums. There are three primary outcomes for the project: (1) Each session will be made up of 25-35 youth participants, with sessions held weekly. The program will run on a year-round basis, with curriculum cycles coinciding with the spring, summer and fall school schedule. Each curriculum cycle we will be accepting new students but youth are encouraged to stay with our program throughout their high school career. Each youth session will allow the participants to create a safe and connected circle of support with other young people and their adult allies. Throughout the sessions, youth will learn about mindfulness and other techniques to help counteract the effects of Adverse Childhood Experiences, to seek the help they need to succeed, to build self-esteem, efficacy and self-worth, to know what it feels like to be valued, engage in positive decision-making and to be a leader.

(2) MCCJ will build upon previous success and ongoing college-readiness/preparatory assistance. Students will learn about A-G coursework requirements. Seniors will be given a checklist of required filings and deadlines. All youth participants will create a personalized "Individual Empowerment Plan" to help them track progress and reach their goals. Students can participate at any point in the educational path. Whether they are just starting high school or graduating this year, we will work together to map out their path to college and career. Students will meet with counselors, college representatives and campus students while attending college campus tours (UC Merced, CSUFresno, a private university and UC Berkeley or Stanford). Parents will also be offered opportunities to engage as active participants in fulfilling their student's Individual Empowerment Plan.

(3) Youth from this program will be developing two service learning projects that involves environmental science. The exact topic can range from air quality to water safety. Youth will investigate to identify viable community issues, conduct research, gather and analyze data, plan design, implement and evaluate each project. The goals and objectives of the respective project will be determined by the youth team. The task of the youth-lead activities is designed to build team work to develop a community-driven campaign that addresses a local need.

Evaluation will measure program outcomes and process. Program effectiveness will be determined by comparing accomplishments to the stated objectives and activities that will be set forth in a work plan. Important criteria include completion of tasks, attaining recruitment goals and compliance with budget outlay. There are important indicators that will measure successes or failures. In terms of the youth: retention rate of over 60% of participants; increase knowledge confidence and skill in conducting research, planning, advocacy and evaluation; clear understanding and commitment to project mission; 75% of members participate in project activities, events and training; 60% of members participate in college outreach and preparation; establish stronger relationship with each other and with adult mentors; development of a core group of members who assume roles as mentors and trainers of fellow peers; and, increased knowledge of current

events and local issues. Project shall document the additional service-learning project activities undertaken by youth. Reports will be made available to City upon request.

- See above. There will be periodic evaluations by participants and partners on the program and/or activities. These important "lessons learned" will be shared with participants, community partners, the organization and board. Process will be evaluated through quarterly activity and budget reports. Review and updates will be provided by the director to the board monthly.

Other Financial Resources & Other Fundraising Opportunities - There are no other application(s) pending for this project or planned. No fund raising anticipated.

Public Input – Survey conducted with parent and student groups. Their input directly caused the board of directors to direct of the continuance of Resilient Madera 2.0. No surveys data was kept.

Area of service - Services are confined to City of Madera.

Overflow of clients - Overflow of potential participants will be wait-listed and placed when there are openings.

Prior Success - Resilient 2.0 continue the very successful program (funded in 2016 & 2018) working with youth, by integrating the dynamic interaction of community service with academic learning and leadership development. The new proposal will expand it to include a parent component. The two-tier program will strengthen relationships between students, parents and community to support and compliment school learning and community engagement.

Past Performance - MCCJ has been receiving CDBG funding from City for many years including 2011-18 and has successfully completed the contracts despite some periodic reporting glitches.

Level of Services - No new or increased level of services will be provided.

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain "Yes" and "No" responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
David Hernandez	Director of Community Service & Parent Resource Centers	MUSD	706-9941	davidhernandez@maderausd.org
Eddie Ocampo	Community Development Specialist	Self-Help Enterprises	802-1683	eddieo@selfhelpenterprises.org

Nayamin Martinez	ED	Central California Environmental Justice Network	907-2047	Nayamin.martinez@outlook.com
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A Nonprofit Housing and Community Development Organization

February 28, 2018

RE: Support of Madera Coalition for Community Justice's Application to CalEPA Grant Funding

Ladies and Gentlemen,

The Community Development Division of Self Help Enterprises (SHE) unreservedly supports Madera Coalition for Community Justice's (MCCJ's) grant application for funds that would facilitate their efforts in promoting youth-led community education campaigns targeting students, parents, and community members.

MCCJ has a long history of providing advocacy and of promoting community-based organization throughout Madera County. Their efforts include: their TEAM Collaborative, their support of Madera Child Development Centers, their Food Share Project, their Madera Youth Leaders program, their SMART Growth Grant program (through a partnership with the Rose Foundation), and their Teen Pregnancy Prevention program (through their partnership with the Fresno Regional Foundation).

There is no question that MCCJ will provide an enriching and rewarding experience to any youth and community members who would ultimately participate in MCCJ's proposed community betterment effort. I encourage you to support their worthwhile endeavor.

Respectfully,

Eddie Ocampo
Community Development Manager
Community Development Division
Self Help Enterprises
Madera Office
2425 W. Cleveland Ave., Suite # 103
Madera, CA 93637
(559) 802-1683
eddieo@selfhelpenterprises.org



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Amount Requested: \$25,000
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	X	
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)	X	
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		X

If yes to No. 3 above, then please explain and limit your response to the space below.

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American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	25,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (Provide Source)		
TOTAL BUDGET		
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	19,000
BENEFITS	0150	2000
SERVICES & SUPPLIES		480
INSURANCE	0200	
COMMUNICATIONS	0250	120
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	200
OFFICE RENTAL	0400	1200
EQUIPMENT RENTAL	0450	
UTILITIES	0500	
TRAVEL (ADMIN.)	0550	100
FOOD SUPPLIES	0600	800
CONTRACTS	0650	
TRANSPORTATION	0700	1100
FUND RAISING	0750	
TOTAL		25,000

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? Monthly

What was the average number of Board members attending meetings last year?
10

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

8 Minimum 20 Maximum

Please provide the following information:

Date of Incorporation: September 7, 1994

IRS Employer Number: 77-0391942

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

How often are financial records audited, and by whom? 12 months

Are the treasurer and/or other financial officers bonded? No

If so, for how much? N/A

List any judgments or pending lawsuits against the agency or program:

N/A

List any outstanding obligations:

N/A

RESOLUTION/CERTIFICATION:

We, the Board of Directors of MCCJ do hereby resolve that on _____, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non- profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: March 8, 2019

AGENCY NAME: Madera Coalition for Community Justice

ADDRESS: 126 N. B street Madera CA 93638

TELEPHONE: (559) 661-1879

By: See Attached
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: Loures Herrera
Executive Director

RETURN THIS ORIGINAL TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE: **March 8, 2019, 5:00 p.m.**

CONTACT PERSON: Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
jrojas@cityofmadera.com

Madera Coalition for Community Justice
Meeting of the Board of Directors
February 26, 2019

In attendance: Lourdes Herrera (Director), Laura Hadjis (Acting Chair), Sue Kern
(Secretary), Ana Chia, Estevan Esquivel, Teresa Castillo, Baldwin
Moy (consultant)
Absent: Raquel Rodarte, Lilia Alaniz

RESOLUTION

The following item came on regularly on the Board agenda for discussion:

Approval of 2019 CBDG application to the City of Fresno for \$20,000 for college
preparation and leadership development for youth.

Following discussion, Estevan moved, Ana Chia seconded, approval of the above-
described application for CBDG funding for 2019. Motion carried.

*Approved by Board 2/26/19
Sue Kern, Secretary*

PART 2 Resilient Madera 2.0

Summary: The proposed project will build on the successful Resilient Madera I which was funded in FY 2018-19. Resilient 2.0 is specifically designed to help the low-income and young people of color in succeed and will target students who are significantly more likely to experience childhood trauma and have compounded obstacles to overcome before reaching their educational and career goals. Many of these students have many obstacles on their way to college and career paths. The Resilient Madera project will support youth through a holistic approach to student’s health and academic success, while training in leadership and community engagement. During the course of the program, youth will engage in activities that contribute character development and promote acquisition of academic knowledge and skills in order to increase their likelihood of reaching their college and career goals. In concluding the program, youth within the cohort will be applying their newly developed leadership skills to develop community-driven campaigns to benefit their families, schools and neighborhoods. The teaching philosophy will be popular education and the methodology used will be small group activities, guest presentations, hands-on learning, role play and reflection. To empower at-risk students, MCCJ will first facilitate leadership training that provides them all the tools to excel academically, while acknowledging that they are in need of a support system that addresses their unique challenges and gives them skills to cope, reduce stress and become resilient leaders.

Problem Presented: Eastside Madera is the home of many low-income, Latino and farmworker families. Most exist on the economic and social margins of the community. Parents of these families lose control of their children when they enter middle school. The latter are offspring of recent immigrants. Many of these youth struggle to adapt to the American culture while retaining some of their rural Mexican identity. The confluence of these forces has wide-ranging consequences on the social life of these youth. Youth hanging out with nothing to do, detached from family influence, unfamiliar with and uncommitted to school, and in fear of the law, gradually become rooted in this negative subculture. It’s no surprise that Madera has one of the highest gang affiliation rate per capita, juvenile arrests, felony convictions and incarceration.

Madera County- Stats.	Year	County	Rank in State
Teen Pregnancy	2012	44.6 per 1000 of youth gives birth	3rd highest county
High School Dropouts:	2013	14.7% of youth dropout of high school	10th highest county
Children Living in Areas of Concentrated Poverty	2008-2012	27.6% of youth live in concentrated poverty	5th highest county
Food Insecurity	2013	30.6% of youth live in food insecure households	10th highest county
Youth Incarceration	2013	9.5 per 1000 youth has a felony arrest	11th highest county

** All data sourced from kidsdata.org*

Research continues to show a direct link between childhood trauma (Adverse Childhood Experiences) and student’s academic success, mental, emotional and physical health. We know that our students can not perform well in school while they are sick, and we must be innovative in our strategies of intervention. It’s shown that children without support and protection from adults, children who experience toxic stress are at higher risk for health and social problems. Like other innovative youth development programs in the state, we believe the young people of

Madera need more systems of social_emotional support alongside educational development in order to meet their day to day needs, reach their career and college potential success, become leaders in their communities and live long and healthy lives. "The Search Institute* identifies 40 measurable assets of young people, including support by parents or other adults, community service, involvement in extracurricular activity, academic goals, skill in making decisions, positive values, a positive view of one's own future, and social skills.⁴ In working to encourage young people to develop and rely on their own assets, the most promising programs focus on each young person's abilities while taking into consideration his/her individual family, social, cultural, and school environment. Such programs focus on developing young people's self-esteem, self-efficacy, and self-worth. The thrust of youth development—also known as life options—programs must be flexible to be able to meet the individual needs and build on the individual assets and strengths of each young participant. By tailoring services to meet the needs and build on the assets of the individual, these programs motivate young people to work toward achieving successful futures.

Existing Services: Given the thousands of youth in the City and the dearth of youth-serving programs, the overwhelming majority simply go unserved. There are other youth-serving entities but none in the manner proposed. It targets at-risk youth first and foremost. Project's approach to leadership is geared towards learning by service to community.

Complementary: To the extent practical, this project will supplement what currently exists. No duplication of services.

National Objective - Activities benefiting lower-income persons/households.

Measurable objectives - Youth services.

Workplan: Resilient Madera will be modeled on the successful leadership training initiative championed by ex-President Obama, "My Brother's Keeper." This initiative has since been adopted by communities and organizations to create successful programs such as: Alliance for Boys and Men of Color- supported by The California Endowment, La Cultura Cura- supporting young men and women to become leaders through culturally based practices, United Students- a project of East LA's Inner-City Struggle and Fresno Unified's Men's and Women's Alliance programs. All of these programs aim to help young people who traditionally struggle to graduate high school and go on to college.

The first component of this program seeks to provide a safe and welcoming place to connect, share coping and stress reduction techniques on how to manage school while facing severe instability at home and pressure to engage in gangs or other risky behaviors. The second goal of this program is to provide students who are less likely to graduate and go on to college, the information and support to be successful in a college or career path and to encourage growth in their self_esteem and facilitation skills, in order to make broad change in Madera. Whether they are focused on bullying on their school campus or advocating for better bus access in their area

of town, they are experts in creating solutions to their communities' struggles and are capable of leading holistically supportive and genuine community engagement through circles and forums. There are three primary outcomes for the project: (1) Each session will be made up of 25-35 youth participants, with sessions held weekly. The program will run on a year-round basis, with curriculum cycles coinciding with the spring, summer and fall school schedule. Each curriculum cycle we will be accepting new students but youth are encouraged to stay with our program throughout their high school career. Each youth session will allow the participants to create a safe and connected circle of support with other young people and their adult allies. Throughout the sessions, youth will learn about mindfulness and other techniques to help counteract the effects of Adverse Childhood Experiences, to seek the help they need to succeed, to build self-esteem, efficacy and self-worth, to know what it feels like to be valued, engage in positive decision-making and to be a leader.

(2) MCCJ will build upon previous success and ongoing college-readiness/preparatory assistance. Students will learn about A-G coursework requirements. Seniors will be given a checklist of required filings and deadlines. All youth participants will create a personalized "Individual Empowerment Plan" to help them track progress and reach their goals. Students can participate at any point in the educational path. Whether they are just starting high school or graduating this year, we will work together to map out their path to college and career. Students will meet with counselors, college representatives and campus students while attending college campus tours (UC Merced, CSUFresno, a private university and UC Berkeley or Stanford). Parents will also be offered opportunities to engage as active participants in fulfilling their student's Individual Empowerment Plan.

(3) Youth from this program will be developing two service learning projects that involves environmental science. The exact topic can range from air quality to water safety. Youth will investigate to identify viable community issues, conduct research, gather and analyze data, plan design, implement and evaluate each project. The goals and objectives of the respective project will be determined by the youth team. The task of the youth-lead activities is designed to build team work to develop a community-driven campaign that addresses a local need.

Evaluation will measure program outcomes and process. Program effectiveness will be determined by comparing accomplishments to the stated objectives and activities that will be set forth in a work plan. Important criteria include completion of tasks, attaining recruitment goals and compliance with budget outlay. There are important indicators that will measure successes or failures. In terms of the youth: retention rate of over 60% of participants; increase knowledge confidence and skill in conducting research, planning, advocacy and evaluation; clear understanding and commitment to project mission; 75% of members participate in project activities, events and training; 60% of members participate in college outreach and preparation; establish stronger relationship with each other and with adult mentors; development of a core group of members who assume roles as mentors and trainers of fellow peers; and, increased knowledge of current

events and local issues. Project shall document the additional service-learning project activities undertaken by youth. Reports will be made available to City upon request.

- See above. There will be periodic evaluations by participants and partners on the program and/or activities. These important "lessons learned" will be shared with participants, community partners, the organization and board. Process will be evaluated through quarterly activity and budget reports. Review and updates will be provided by the director to the board monthly.

Other Financial Resources & Other Fundraising Opportunities - There are no other application(s) pending for this project or planned. No fund raising anticipated.

Public Input – Survey conducted with parent and student groups. Their input directly caused the board of directors to direct of the continuance of Resilient Madera 2.0. No surveys data was kept.

Area of service - Services are confined to City of Madera.

Overflow of clients - Overflow of potential participants will be wait-listed and placed when there are openings.

Prior Success - Resilient 2.0 continue the very successful program (funded in 2016 & 2018) working with youth, by integrating the dynamic interaction of community service with academic learning and leadership development. The new proposal will expand it to include a parent component. The two-tier program will strengthen relationships between students, parents and community to support and compliment school learning and community engagement.

Past Performance - MCCJ has been receiving CDBG funding from City for many years including 2011-18 and has successfully completed the contracts despite some periodic reporting glitches.

Level of Services - No new or increased level of services will be provided.

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain "Yes" and "No" responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
David Hernandez	Director of Community Service & Parent Resource Centers	MUSD	706-9941	davidhernandez@maderausd.org
Eddie Ocampo	Community Development Specialist	Self-Help Enterprises	802-1683	eddieo@selfhelpenterprises.org

Nayamin Martinez	ED	Central California Environmental Justice Network	907-2047	Nayamin.martinez@outlook.com
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A Nonprofit Housing and Community Development Organization

February 28, 2018

RE: Support of Madera Coalition for Community Justice's Application to CalEPA Grant Funding

Ladies and Gentlemen,

The Community Development Division of Self Help Enterprises (SHE) unreservedly supports Madera Coalition for Community Justice's (MCCJ's) grant application for funds that would facilitate their efforts in promoting youth-led community education campaigns targeting students, parents, and community members.

MCCJ has a long history of providing advocacy and of promoting community-based organization throughout Madera County. Their efforts include: their TEAM Collaborative, their support of Madera Child Development Centers, their Food Share Project, their Madera Youth Leaders program, their SMART Growth Grant program (through a partnership with the Rose Foundation), and their Teen Pregnancy Prevention program (through their partnership with the Fresno Regional Foundation).

There is no question that MCCJ will provide an enriching and rewarding experience to any youth and community members who would ultimately participate in MCCJ's proposed community betterment effort. I encourage you to support their worthwhile endeavor.

Respectfully,

Eddie Ocampo
Community Development Manager
Community Development Division
Self Help Enterprises
Madera Office
2425 W. Cleveland Ave., Suite # 103
Madera, CA 93637
(559) 802-1683
eddieo@selfhelpenterprises.org



DOORS OF HOPE
PARENTING CENTER
BUILDING BETTER PARENTS

RECEIVED
 3-8-19 GR
 3:15 pm

GRANT APPLICATION SUBMITTAL CHECKLIST (To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p> <p><input type="checkbox"/> Font: 12 point</p> <p><input type="checkbox"/> Paper: 8 1/2 x 11</p> <p><input type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</p> <p><input type="checkbox"/> One-inch top, bottom, left and right margins</p> <p><input type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u></p> <p><input type="checkbox"/> Double-checked for grammar and spelling errors</p> <p><input type="checkbox"/> No emailed applications</p> <p><input type="checkbox"/> No dividers.....</p>	<p><input checked="" type="checkbox"/> Grant Application Coversheet</p> <hr/> <p><input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)</p> <hr/> <p><input checked="" type="checkbox"/> Program/Project Timeline</p> <hr/> <p><input checked="" type="checkbox"/> Budget Table</p> <hr/> <p><input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)</p> <hr/> <p><input type="checkbox"/> Marketing/Outreach Plan</p> <hr/> <p><input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)</p> <hr/> <p><input checked="" type="checkbox"/> Letters of Support and Client Letters</p>
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CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: Doors Of Hope Parenting Center
Physical Address: (Street, City, State, Zip Code) 500 E. Almond Ave, Suite 5A
Mailing Address: (Street, City, State, Zip Code) 500 E. Almond Ave, Suite 5A, Madera, CA 93637
Program Name: “Building Better Parents”
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 42-1593588
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Linda Garner Founder/Executive Director
Grant Administrator Telephone Number and Email Address (559) 662-8629 doorsofhopemadera@sbcglobal.net
Amount Requested: \$128,936.00
Additional Sources and Amounts: Monthly Donations: \$4,200.00 Fundraiser: \$10,000 Grant/Central California Women’s Conference: \$1,200.00est.

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 3 THROUGH 8)**

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services.	614	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	401	
3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No X
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)		X
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		X

If yes to No. 3 above, then please explain and limit your response to the space below.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
		4	28	180	172	17		
GENDER	Female	204						
	Male	197						
FEMALE HEAD *33%		101						

Ethnic Categories*	No.
Hispanic or Latino	312
Not-Hispanic or Latino	89
Racial Categories*	
American Indian or Alaska Native	3
Asian	5
Black or African American	8
Native Hawaiian or Other Pacific Islander	3
White	66
Other	4

***Definitions of these categories may be found on the next page.**

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

\$9,00

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or

other Spanish culture or origin, regardless of race.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Budget For CDBGrant Money

INCOME SOURCE	AMOUNT
CITY	\$128,936.00
UNITED WAY	0
STATE (SPECIFY)	0
FEDERAL (SPECIFY)	0
SERVICE FEES	0
FUND RAISING	
DONATIONS	
RESERVE/CONTINGENCY	0
OTHER (Provide Source)	
TOTAL BUDGET	\$128,936.00

SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES Includes payroll taxes	0100	\$97,336.00
BENEFITS	0150	0
SERVICES & SUPPLIES		\$11,150.00
INSURANCE	0200	\$1,000.00
COMMUNICATIONS	0250	
CONSULTANT SERVICES	0300	\$900.00
OFFICE EXPENSE	0350	\$9,650.00
OFFICE RENTAL	0400	
EQUIPMENT RENTAL	0450	0
UTILITIES	0500	0
TRAVEL (ADMIN.)	0550	\$8,900.00
FOOD SUPPLIES	0600	0
CONTRACTS	0650	
TRANSPORTATION	0700	0
FUND RAISING	0750	0
TOTAL		\$128,936.00

SEE NEXT PAGE FOR DETAILS OF BUDGET ITEMS

Budget With DOH Plus CDBG Funds

INCOME SOURCE	AMOUNT	
CITY	\$128,936.00	
UNITED WAY	0	
STATE (SPECIFY)	0	
FEDERAL (SPECIFY)	0	
SERVICE FEES	0	
FUND RAISING	\$10,000.00	
DONATIONS	\$50,000.00	
RESERVE/CONTINGENCY	0	
OTHER (Provide Source)		
TOTAL BUDGET	\$188,936.00	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES Includes payroll taxes	0100	\$97,336.00
BENEFITS	0150	0
SERVICES & SUPPLIES		\$11,150.00
INSURANCE	0200	\$1,000.00
COMMUNICATIONS	0250	\$3,000.00
CONSULTANT SERVICES	0300	\$900.00
OFFICE EXPENSE	0350	\$10,650.00
OFFICE RENTAL	0400	\$9,600.00
EQUIPMENT RENTAL	0450	0
UTILITIES	0500	\$1,726.00
TRAVEL (ADMIN.)	0550	\$8,900.00
FOOD SUPPLIES	0600	\$400.00
CONTRACTS	0650	\$900.00
TRANSPORTATION	0700	0
FUND RAISING	0750	\$500.00
TOTAL		\$146,062.00

Detail Budget For CDBG Funding 2019-2020	
Director (16 hrs per week x \$12.00)	\$11,520.00
Client Services Director (30 hrs. per week x \$15.00)	\$22,500.00
New Hire/Female (28 hrs per week x \$12.00)	\$16,800.00
New Hire/Male (28 hrs per week x \$12.00)	\$16,800.00
Receptionist / (28 hrs per week x \$12.00)	\$16,800.00
Payroll Taxes	\$12,916.00
Subtotal	\$97,336.00
Client Services & Supplies:	
Client/Class Supplies (update curriculums)	\$5,000.00
3 new Smart TVs (for streaming classes)	\$1,500.00
3 new DVD players (for classrooms)	\$200.00
Mommy Boutique (20 car seats / 20 strollers for EWYL clients)	\$2,900.00
Storage Cabinet with lock for bathroom	\$250.00
1 Stackable Washer & Dryer (to clean clothing donations)	\$1,300.00
Subtotal	\$11,150.00
Office Expenses:	
3 new computers	\$3,000.00
1 new HP Printer	\$500.00
Ink supply for one year	\$600.00
Stamps and Mass Mailings (to donors & clients)	\$1,500.00
General office supplies (paper, file folder, etc)	\$1,500.00
Update Director's accounting/donor program system	\$1,000.00
Computer tech consultant (set new computers & systems)	\$900.00
2 new Signs for building (front and back parking lot)	\$800.00
Janitorial Service (carpet cleaning 3 x per year)	\$750.00
Insurance (increase of Liability & WC due to additional staff)	\$1,000.00
Subtotal	\$11,550.00
Staff Training:	
Anger Management training & certification for 3 staff members	\$4,500.00
ACE (Adverse Children Experiences) training & certification for 3	\$900.00
Annual Conference fees, travel & hotel to Annual Conference for 2 staff members	\$2,500.00
2 Regional Directors Meetings: travel, hotel, meals and gas for 2 staff members	\$1,000.00
Subtotal	\$8,900.00
GRAND TOTAL	\$128,936.00



Key Staff Narrative And Project Manager

Name: Linda J. Garner
Position: Founder and Executive Director
Education: High School Diploma
Training: Peer/Advocate Counselor
Certified Overcoming Adverse Childhood Experiences Instructor
Certified Pastoral Counselor
Critical Incident Stress Management/Individual Crisis Intervention
Support Personnel

Employment History:

- Secretary for local State Farm Insurance office (13 years)
- Executive Secretary for Regional Manager of Jostens Class Ring Company (13 years)
- Church Administrator for Believers Church of Madera (14)
- 2003 - present / Established non-profit: Doors Of Hope Pregnancy Care Center

Executive Director duties are:

- Oversee daily function of Doors Of Hope
- Recruit, interview and hire all employees
- Delegate clerical jobs based on priority, staff and volunteers' skills
- Prepare and distribute training materials for staff and volunteers
- Design and print brochures for clients and local events
- Attend local events; school fairs, health & job fairs, college campus events
- Prepare presentations for organizations, groups
- Prepare and edit newsletter and send bulk mail
- Generate client services when requested
- Prepare all monthly and quarterly reports for Board and Advisory Board
- Shop for all supplies
- Plan and prepare all staff meetings and events
- Oversee financial reports and record keeping
- Attend all Regional Directors Meetings... host one meeting per year

Personal/Family Info:

- Married/Spouse – Lloyd L. Garner (54 years)
- Two children – Son, Gregory L. Garner, Daughter, Donna Lynn Atherton
- Live long resident of Madera
- Foster Parent



Key Staff Narrative

Name: Deborah J. Holiday

Position: Client Services Director, Front Office Manager and Client Advocate

Education: High School Proficiency Diploma

Special Education/Training:

- Trained Peer Counselor/Advocate
- Certified Anger Management Special – 1 with National Anger Management Association
- Certified ACE/Overcoming Adverse Childhood Experiences Instructor
- Celebrate Recovery Group Leader
- Certified Pastoral Counselor

Duties:

- Key client Advocate/counselor
- Prepare class material for clients
- Develop new programs for clients
- Advise Ex. Director of needed materials
- Oversee receptionist and volunteers
- Prepare intake forms for clients
- Input client data and prepare reports for Ex. Director
- Oversee daily function of front office
- Assist with community events
- Option counseling and oversight of client's self-administered pregnancy test

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? 2/3 meetings per year

What was the average number of Board members attending meetings last year?
4

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

3 Minimum 5 Maximum

Please provide the following information:

Date of Incorporation: May 21, 2003

IRS Employer Number: EIN# 42-1593588

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

How often are financial records audited, and by whom? N/A

Are the treasurer and/or other financial officers bonded? NO

If so, for how much? N/A

List any judgments or pending lawsuits against the agency or program:

NONE

List any outstanding obligations:

NONE

RESOLUTION/CERTIFICATION:

We, the Board of Directors of Doors Of Hope Pregnancy Care Center do hereby resolve that on March 8, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

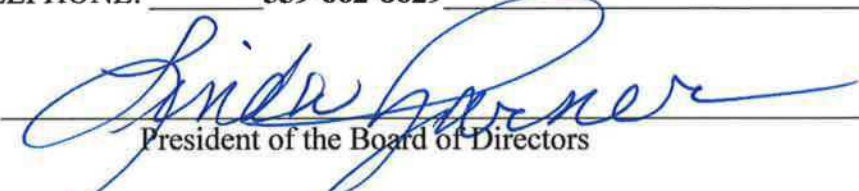
Furthermore, we certify that the agency making this application is (1) non- profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: March 7, 2019

AGENCY NAME: Doors Of Hope Pregnancy Care Center

ADDRESS: 500 E. Almond Ave, Suite 5A, Madera, CA 93637

TELEPHONE: 559-662-8629

By: 
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By:  Date: March 8, 2019

RETURN THIS ORIGINAL TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE: **March 8, 2019; 5:00 p.m.**

CONTACT PERSON: Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
jrojas@cityofmadera.com

PART 2. For the following, submit your responses below each discussion item and question and follow these instructions. •Use 12-point font. •Do not exceed four, single-sided, single-spaced pages and do not alter the margins.

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:

64% of Madera residents are at or below the poverty line with 48% being women living alone with children, while males make up only 4.8%. Seventy-eight percent (78%) of our client are below the poverty line and are unable to obtain required classes. This has hindered them from obeying court orders or DSS family plans. Causing a delay in getting their children out of foster care or losing them all together.

Three fourths of our clients are required to participate in classes by Family Court Services, DSS/CPS, Probation/Parole. Since many of these classed are not offered in Madera, clients must obtain them in surrounding cities, costing an average of \$300 to \$500 each, which is a burden for many.

Add to this, the State's effort to reduce the inmate population, the judicial system will be referring offenders to programs such as Anger Management in lieu of incarceration. We expect an increase for our services. The funds applied for will help Doors of Hope expand services to those in need. Doors Of Hope has continued to serve those in need within the Madera community since 2003 free of charge and desire to continue.

(Sources of data: US Census Bureau,CitiesV2017, City-Data.com, DataUSA.com)

EXISTING SERVICES: There are other agencies offering services however cost to client often prohibits their participation.

Other agencies:

- Madera Action Committee – offers group classes only, must be referred or have child in Head Start program. Various fees
- First 5 Family resource – offers classes only to parents with child(s) 0-5 years
- HEALP – offers group classes only, however fees are out of reach for many.

Explain how your program supplements or complements existing services without duplicating them.

- No Cost for services – No referral required
- Classes in English and Spanish languages
- No group classes, individual classes/sessions one-on-one
- Can start any time, no waiting for next group session to begin
- Anger Management classes led by a Certified Anger Management Specialist-1
- Peer Counseling and ACE Overcovers counseling led by Certified Instructors

Doors Of Hope offers all services to both male and female clients; married couples, single parents, separated/divorced parents. Services offered include; practical support beginning with a free pregnancy test, prenatal/child development education and parenting classes. Parenting classes for parent(s) with children 4-17, Co-parenting classes, giving

separated/divorced parents the skills to communicate, ending continuing conflict and learning to “put children first”. Emotional support by caring, compassionated peer counselors/advocates.

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program’s evaluation documentation.

All clients complete a detailed request for services form, showing personal information and his/her need and is followed up with weekly notes/charting and exist form. All information is transferred to online data program for weekly, monthly and annual statistical reporting. See attached forms: Request For Services Intake form, Exit form.

Which National Objective does your program meet?

Doors Of Hope meets National Objective # 1

- **Benefits low income families (and homeless) with the skills to be better parents**
- **Benefits parents whose children are in foster care, reuniting families**
- **Single moms/dads learn life skills needed to stabilize households**
- **Creates safer homes for children, helping parents learn new disciplining skills**
- **Parents receive education to handle family violence and personal anger management skills**

Which measurable objectives does your program meet?

Doors Of Hope:

- **Increase in low income families receiving services**
- **Number of families reuniting with children from foster care system**
- **Increase in total clients, no one being denied services**

How will your program meet its goals in one year?

Doors Of Hope will meet its goals by providing:

- **Adding female advocate to paid staff to daily schedule**
- **Adding male advocate to paid staff daily schedule**
- **Adding Bilingual (Spanish/English) paid advocate available daily for all Hispanic clients**
- **Providing evening classes three nights per week for working clients**

What financial resources, other than City are available for this program? **None at this time.**

Have applications for other funds been submitted? **NO**

Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

Describe in detail all proposed plans for fund raising for this program. What is the projected net

income from fund raising? If net fund raising is not increasing, please explain (be specific).

None, not enough staff, volunteers or time to plan outside fund raising events beyond Annual Baby Bottle Campaign.

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

Doors Of Hope did not seek public input. However, increase in client referrals from local agencies, shows the growing need in our community.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

N/A

When there is an overflow of clients, how is it determined whom to serve?

Doors of Hope makes every effort to serve all that come to the Center. Clients are encouraged to make appointments, but walk-ins and emergencies are worked into the day's schedule if possible.

Discuss your program's/project's successes.

Doors of Hope Successes include but not limited to:

- **Increase in services – to more than a pregnancy test and basic parenting education.**
- **Anger Management services for parents and non-parents within community.**
- **Referrals from local agencies have increased.**
- **Clients continue to attend classes after mandated class is completed.**
- **Partnered with Madera Health Department, distributing Baby Boxes to expectant mothers. Mothers receive their baby box after participating in a educational class on SIDs. This is on-going project.**
- **Partnered with Shugar Soap Company during their "Clean Hands" campaign, distributing 700 pounds of soap to clients during their visits.**
- **Worked with the National Pajama Project, receiving new pajamas and books for children sizes NB – 5T. Project's goal is to encourage parents to set bed times routines and read to their child.**
- **Two marriages reunited after completing Co-parenting classes.**
- **Training for key advocates, receiving certification in Anger Management, ACE Instruction and Pastoral Counseling.**

Discuss your program's/project's past performance (2011 to 2016).

Since 2011– 2016 Doors Of Hope has only increased in our areas of service and client numbers.

- **Increasing client numbers: 2011/312, 2012/357, 2013/381, 2014/427, 2015/382, 2016/413**
- **Received “Hands On Hero” Awards three years in a row; 2013, 2014, 2015 from First 5 of Madera County**

Services added:

- **Anger Management classes**
- **Co-Parenting classes**
- **Strengthening Families Program**
- **Distribution of Baby Boxes**

Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

Doors Of Hope will provide

- **Continue to use data tracking of client’s visits and class completion**
- **New and updated class materials and curriculum.**
- **Continue to search and purchase class curriculum in the Spanish language for our Hispanic clients.**
- **Require continuing education and training for staff over the course of the year via onsite instructors, videos or online courses.**

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain "Yes" and "No" responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
Sally Moreno	District Attorney	Madera Cty. District Attorney Office	559-675-7703	sally.moreno@maderacounty.com
Anna Moradian	Family Court Services	Superior Court of California	559-416-5560	anna.moradian@madera.courts.ca.gov
Sylvia Stratford	PHN2/RN Perinatal Coordinator	Madera County Health Depart.	559-675-7893	sylvia.stratford@maderacounty.com

CONFIDENTIAL REQUEST FOR SERVICES INTAKE

DOORS OF HOPE

Have you previously been seen at Doors of Hope? If yes, please notify receptionist before completing form.

Name _____ Date _____



Services (for women & men) Check if class is required by DSS/CPS or Family Court or Other

Parenting Classes Co-Parenting Classes Anger Management Classes
 ACE Overcomers Counseling Abstinence and STI Education Abortion Procedures Edu.
 Free Self-Administered Pregnancy Test Adoption Info & Referrals
 Material Resources & Referrals Personal Peer Counseling/Mentoring

CONTACT INFORMATION (please print clearly)

FEMALE MALE Date of Birth ____/____/____ Current Age _____
 First Name _____ Last Name _____
 Phone Number (____) _____ Email _____
 Street Address _____ City _____ State _____
 Best way to contact you? Call or Text Email DO NOT CONTACT ME

DEMOGRAPHIC INFORMATION (For statistical purposes only) Please answer each question.

ETHNIC BACKGROUND/RACE: African American Asian/Pacific Caucasian/White
 East Indian Hispanic/Latin American Native American Other _____

MARITAL STATUS: Are you legally Married to your partner? YES NO
 In Committed Relationship Single Engaged Separated Divorced Other _____

LIVING ARRANGEMENTS: I Live With: My Husband/Wife My Boy/Girlfriend Alone
 With My Children With Parent Relatives Group/Sober Home/Shelter Homeless

EDUCATION - ARE YOU CURRENTLY ATTENDING SCHOOL? YES NO
 If yes... Where? Middle School High School College Trade School

SOURCE OF INCOME: NONE JOB Unemployment TANF/SSI Dependent
 Child Support

INCOME LEVEL: \$0-\$14,000 \$15, - \$29,000 \$30-\$44,000 \$45,-\$59,000 \$60,000+

HEAD OF HOUSEHOLD: Myself Other _____

I HAVE READ AND UNDERSTAND ALL STATEMENTS, LIMITATIONS OF SERVICES ON THIS FORM (front & back) AND WILLFULLY REQUEST HELP AND ASSISTANCE FROM DOORS OF HOPE. I ALSO UNDERSTAND THE NEED FOR PRIVACY AND AGREE THAT I WILL TURN OFF ANY AND ALL ELECTRONIC RECORDING DVICES (SUCH AS MY CELL PHONE) DURING MY TIME IN THE DOH FACILITY. (Read back page before signing!)

Client Signature _____ Date _____

Client:# _____
 ___/___/17 ID Copy
 Advocate: _____

EXIT FORM
FORMA DE SALIDA

Doors of Hope Pregnancy Resource Center

Please take a moment to help Doors of Hope Pregnancy Resource Center enhance its service to our clients. Your opinion matters to us and your insights may benefit future clients. Thank you for your time and honesty in this matter.

Por favor tome un momento para ayudar Doors of Hope Pregnancy Resource Center mejorar nuestro servicio a nuestros clientes. Nos importa su opinión y sus ideas pueden beneficiar a futuros clientes. Gracias por su tiempo y honestidad en este asunto.

Name _____ Nombre _____	Circle One Circulo Uno	
1. Did your Client Advocate seem interested and sensitive to you and your needs? ¿Le pareció nuestro representante interesado y sensible a usted y a sus necesidades?	Yes/Sí	No
2. Were the Center's services helpful to you? ¿Fueron los servicios del centro útil?	Yes/Sí	No
3. Were you provided information and/or materials regarding your needs or situation? ¿Se le dio información y materiales sobre sus necesidades o situación?	Yes/Sí	No
4. Did you feel free to talk about personal issues? ¿Se sintió libre para hablar de asuntos personales?	Yes/Sí	No
5. Would you recommend our facility and services to others? ¿Recomendaría nuestro centro y servicios a los demás?	Yes/Sí	No
Comments, suggestions: _____ Comentarios: _____		
Client's Signature _____ Firma de Cliente _____		Date _____ Fecha _____

FOR OFFICE USE ONLY USO DE OFICINA SOLAMENTE

Seen by _____

On _____/_____/_____



Doors of Hope Pregnancy Resource Center
500 E. Almond Ave., Suite 5A
Madera, CA 93637



Partnerships Projects

Madera County Health Department >
Distribution of 65 Baby Boxes
(on going project)



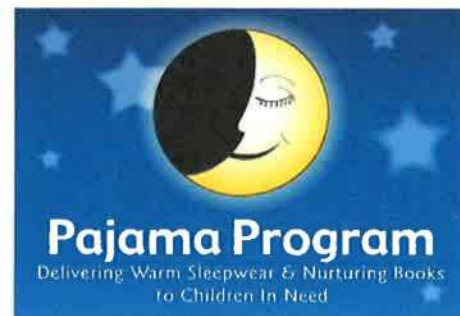
Home Depot "Christmas Project" for >
Client and family.



Shugar Soap Company
Distribution of 700 pounds of soap >



National Pajama Program
Distributing pajamas and books >



Center Overview

Visits Between 1/1/2011 and 12/31/2011

Title	Count	Percent
Clients		
Total		
Distinct Clients	312	
New Clients	239	
Repeat Clients	73	
All Client Visits	1190	
Female Clients	285	
Male Clients	5	
Unknown Clients	22	

Center Overview

Visits Between 1/1/2012 and 12/31/2012

Title	Count	Percent
Clients		
Total		
Distinct Clients	357	
New Clients	260	
Repeat Clients	97	
All Client Visits	1628	
Female Clients	311	
Male Clients	31	
Unknown Clients	15	

Center Overview

Visits Between 1/1/2013 and 12/31/2013

Title	Count	Percent
Clients		
Total		
Distinct Clients	381	
New Clients	254	
Repeat Clients	127	
All Client Visits	1821	
Female Clients	360	
Male Clients	21	
Unknown Clients	0	

Center Overview

Visits Between 1/1/2014 and 12/31/2014

Title	Count	Percent
Clients		
Total		
Distinct Clients	<u>427</u>	
New Clients	<u>266</u>	
Repeat Clients	<u>161</u>	
All Client Visits	<u>2026</u>	
Female Clients	<u>400</u>	
Male Clients	<u>22</u>	
Unknown Clients	<u>5</u>	

Center Overview

Visits Between 1/1/2015 and 12/31/2015

Title	Count	Percent
Clients		
Total		
Distinct Clients	<u>382</u>	
New Clients	<u>211</u>	
Repeat Clients	<u>171</u>	
All Client Visits	<u>1822</u>	
Female Clients	<u>329</u>	
Male Clients	<u>53</u>	
Unknown Clients	<u>0</u>	

Center Overview

Visits Between 1/1/2016 and 12/31/2016

Title	Count	Percent
Clients		
Total		
Distinct Clients	<u>413</u>	
New Clients	<u>247</u>	
Repeat Clients	<u>166</u>	
All Client Visits	<u>2385</u>	
Female Clients	<u>321</u>	
Male Clients	<u>92</u>	
Unknown Clients	<u>0</u>	

Center Overview

Visits Between 1/1/2018 and 12/31/2018

Title	Count	Percent
Clients		
Total		
Distinct Clients	360	
New Clients	201	
Repeat Clients	159	
All Client Visits	2176	
Female Clients	265	
Male Clients	94	
Unknown Clients	1	

New Cases by Initial Intentions

Abortion	2	
N/A	148	
NONE	18	
Parent	56	
Undecided	3	

Pregnancy Tests

All Tests

Total	82	
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Initial Assessment

Abortion Minded	2	2.4%
Abortion-Vulnerable	1	1.2%
Likely to Carry	10	12.2%
Not Obtained	69	84.1%

Positive

Total Positive	57	
Assessed Not Obtained, Current Intentions Now: Abortion	1	
Assessed Likely to Carry, Current Intentions Now: Baby born: full term	2	
Assessed Not Obtained, Current Intentions Now: Baby born: full term	12	
Assessed Not Obtained, Current Intentions Now: Baby born: multiple births	1	
Assessed Not Obtained, Current Intentions Now: Graduated	1	
Assessed Not Obtained, Current Intentions Now: N/A	8	

Center Overview

Visits Between 1/1/2018 and 12/31/2018

Title	Count	Percent
Assessed Not Obtained, Current Intentions Now: N/A.	1	
Assessed Likely to Carry, Current Intentions Now: Parent	6	
Assessed Not Obtained, Current Intentions Now: Parent	25	
Positive by Initial Assessment		
Likely to Carry	8	14.0%
Not Obtained	49	86.0%
Negative		
Total Negative	21	
Abortion Minded	1	4.8%
Abortion-Vulnerable	1	4.8%
Likely to Carry	2	9.5%
Not Obtained	17	81.0%
Inconclusive		
Total Inconclusive	4	

Babies Born

Birthdate within the selected Date Range

Total Babies Born 20

Babies Born by Initial Assessment

Likely to Carry 2 10.0%
Not Obtained 18 90.0%

At-Risk Clients

At-Risk Clients who VISITED for any reason during this timeframe, and have recorded a POSITIVE test at SOME TIME in the past

Total Distinct 1

Total At-Risk Clients Carrying 1 100.0%

Total At-Risk Clients Carrying that HAD an ULTRASOUND 0 0.0%

Center Overview

Visits Between 1/1/2018 and 12/31/2018

Title	Count	Percent
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Ultrasounds

Initial	0	
Repeat	0	
Total	0	
At-Risk Clients receiving Ultrasounds	0	
Abdominal Scan	0	
Transvaginal Scan	0	

Prenatal Vitamins

Total Dispensed	0	
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STDs

STD Test Clients

Total	0	
Female	0	0.0%
Male	0	0.0%
Positive	0	0.0%
Positive STD Test and Positive Pregnancy Test	0	0.0%

Spiritual / Religious

Discussion

Gospel Presented Visit Count	17	
Gospel Presented Client Count	17	4.7%
Spiritual Discussion Visit Count	1718	
Spiritual Discussion Client Count	304	84.4%

Decisions

Made a new profession of faith	20	
Rededicated life to Christ	11	

Spiritual Beliefs

Center Overview

Visits Between 1/1/2018 and 12/31/2018

Title	Count	Percent
No	127	35.3%
Yes	233	64.7%
Religious Preference		
Atheist	1	0.3%
Catholic	149	41.4%
Jehovah's Witness	5	1.4%
Jewish	1	0.3%
Muslim	1	0.3%
None	19	5.3%
Other	11	3.1%
Protestant	88	24.4%
Unknown	84	23.3%
Wicca	1	0.3%

Client Demographics

Age of Clients (as of CASE INITIATED DATE)

Under 15	4	1.1%
15-19	26	7.2%
20-24	67	18.6%
25-29	84	23.3%
30+	172	47.8%
Unknown Age	7	1.9%

Ethnic Makeup

African American	9	2.5%
Asian/Pacific Islander	4	1.1%
Caucasian	50	13.9%
Hispanic/Latin American	283	78.6%
Multi-racial	1	0.3%
Native American	5	1.4%
Other	2	0.6%
Unknown	6	1.7%

Marital Status

Cohabiting	66	18.3%
Divorced	26	7.2%

Center Overview

Visits Between 1/1/2018 and 12/31/2018

Title	Count	Percent
Engaged	13	3.6%
Married	94	26.1%
Separated	17	4.7%
Single	124	34.4%
Unknown	19	5.3%
Widowed	1	0.3%

Geographic Location By County

Chowchilla	2	0.6%
Fresno	8	2.2%
Madera	273	75.8%
Other	1	0.3%
Unknown	76	21.1%

Referral

Source

Church	16	4.4%
Dr., Hosp, clinic	10	2.8%
Friend or relative	119	33.1%
Government Agency	127	35.3%
Internet	19	5.3%
Love Inc	2	0.6%
Newspaper	1	0.3%
Other	15	4.2%
Planned Parenthood	5	1.4%
Sign	7	1.9%
Unknown	38	10.6%
Walk In	1	0.3%

Contraception

Using

Total	16	4.4%
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Type

Birth Control Pill	1	6.3%
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Center Overview

Visits Between 1/1/2018 and 12/31/2018

Title	Count	Percent
Condom	2	12.5%
depo-provera (3 month shot)	2	12.5%
lunelle (1 month shot)	1	6.3%
patch	3	18.8%
Unknown	8	50.0%

History

Prior Abortions

One	13	3.6%
Two or more abortions	5	1.4%

CDBG 2019/2020 Applicant Scoring Rubric

Criteria	Points	Committee Member Ranking
Ability to Address Community Need or Priority Please refer to Priority Needs chart on page 3	20	
Work Plan and Capacity Please refer to Question No. 4.	15	
Ability to Address a National Objective with Measurable Outcomes and Meets a Priority Need Please refer to Question No. 5.	30	
Schedule Please refer to Question No. 7.	10	
Ability to Locate Other Funds/Fund Raise Please refer to Question No. 9.	5	
Public Input Received Please refer to Question No. 10.	10	
References Please refer to Question No. 16	10	
Total		



Parenting & Pregnancy Center
500 E. Almond Ave, Suite 5A
Madera, CA 93637
(559) 662-8629

SUPPORT LETTERS / CLIENT LETTERS

- Attached are Letters of Support from individuals within our community.
- Attached are testimonials from past and current clients.

Please note; one is hand-written. This letter is from parents who had their children place in Foster Care. After completing their required classes, they have now been reunited with children.

March 5, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by Doors Of Hope Pregnancy Care Center of Madera. My wife and I have worked as volunteers with DOH for five years. The work that they are doing to help the families of our community cope with the stress and strains of parenting in a poverty filled environment is life saving in nature.

This funding will allow Doors Of Hope to continue to address the issues of unplanned pregnancies of woman of all ages, parenting concerns for both single and married moms and dads and anger management issues with families. Many within the community are unable to receive these services due to lack of funds and DOH offers services at no cost. This funding will allow Doors Of Hope to expand their daily staff who will help facilitate their goal to break the cycle of neglect and abuse within families. DOH works with Family Court Service, DSS/CPS and other local agencies who refers clients to DOH for services. DOH is made up of dedicated individuals, serving the families of Madera.

Without the Community Development Block Grant (CDBG), funding it would not be possible for DOH to continue reach those who are at risk of continuing the cycle of neglect and poverty. It is our hope that you will fund the grant application submitted by Doors Of Hope Pregnancy Care Center.

Sincerely,



Steve and Kim Imrie
3170 Hillcrest Ct
Madera Ca. 93637

THOMASSON

EDGAR E. THOMASSON
BARBARA R. THOMASSON

613 El Rancho Drive, Madera, CA 93637
559 232-0566 cell (Barbara)
bthomasson011@comcast.net

March 7, 2019

To: CDBG Committee

Regarding: Doors of Hope Pregnancy Care Center

The work done by Doors of Hope is an asset to this community. I believe the Services they provide are of tremendous value to pregnant women, fathers and their families. When you improve families the whole community benefits.

Parenting is one of the hardest jobs in the world and most people are not prepared to parent effectively. Thru the DOH classes, parents learn how to nurture their children thru consistency, love and appropriate discipline. Many of their clients come from dysfunctional families with neglect and abuse as "normal". At DOH clients learn how to break this cycle.

The DOH anger management counseling not only has a positive effect on the participant and their immediate family, it has a ripple effect spreading out in other areas of the individual's sphere of influence. A child watching a parent handle stress or conflict appropriately is one of the best life lessons they can "catch".

DOH needs the funds provided by this grant to continue and expand services.

As a lifelong Madera resident I encourage you to award this grant to DOH.
Strong families build strong communities!

Sincerely,



Barbara Thomasson



First Baptist Church
1111 West Yosemite Avenue
Madera, CA 93637
(559) 673-0908
firstbaptistmadera@gmail.com
Pastor Marc Unger, *ThB, ThM, DD, ThD*

March 8, 2019

CDBG Committee

Re: Doors of Hope Pregnancy Care Center of Madera

Our church is proud to include Doors of Hope in our mission budget and are happy to support the vital work they do in our community in the areas of crisis pregnancies and in helping families grow in their parenting skills, to cope with stress, and anger management, often in an environment of poverty. We are happy to support their grant application and know that, if granted, this will be put to life-saving use.

This funding will allow DOH to continue to address the issues of unplanned pregnancies of women of all ages, parenting concerns for both single and married moms and dads; also, those with anger management issues for both parents and non-parents alike.

The vital work of Doors of Hope breaks the cycle of neglect and abuse within families and this develops better parents, happier, healthy children and future citizens for the City of Madera and beyond. Their work truly affects future generations.

The CDBG funding would greatly help Doors of Hope to continue to reach out to these needy families and to all members of our community needing such assistance. As a congregation established in this community in 1890, I sincerely, respectfully, and strongly suggest that you fund the grant application submitted by Doors of Hope.

God bless you and give you wisdom in this decision,


Pastor Marc Unger, Senior Pastor

March 6, 2019

To whom this may concern,

I have been with The Doors of Hope since April of 2018, when my son was 3 months old. He is 1 now. I was referred by First 5 of Madera. The Doors of Hope has been a blessing in my life. I have two certificates of completion in two different courses, Strengthening Families and Anger Management. I have also viewed numerous videos on infant development. I have learned so much and have grown so much as a person since walking through these doors. The staff are absolutely amazing. They are loving, caring, and truly do care for each individual that comes seeking help. The Doors of Hope offered me all kinds of materials, guidance, counseling, and support. The tools I have gained by coming to here will help me all throughout life. I am truly thankful that I found The Doors of Hope and I would recommend it to anybody looking for help.

Sincerely,

Felicia Aguirre

A handwritten signature in cursive script that reads "Felicia Aguirre". The signature is written in black ink and is positioned below the typed name.

3/6/19

Dear Grant Committee,

I am happy, pleased and excited to write this letter of support for Doors of Hope.

As a Teacher, Wife, Mother and now Mother-in-law, I know first-hand how much we need institutions such as Doors of Hope. Just within my own family we have used the invaluable resources, classes and support they offer. Their loving, friendly, kind and encouraging staff are always there for people like myself, my family, friends and students.

Grant funding for Doors of Hope would be utilized to employ additional staff members as well as provide income for current full-time volunteer/s who give their time, energy and efforts to this cause.

Not only do they provide services and support for young pregnant women but they also serve those who are in need of marriage strengthening and parenting skills. In addition, they are saving our community money by partnering with and serving our local court, probation, parole and CPS departments.

I believe funding and support of Doors of Hope would enable them to continue offering its many services and resources to those in need. I've seen and experienced first-hand the power of their parenting classes and have also had the pleasure of praying with them before the start of their day and services. This is truly an organization of the heart. They give hope, peace, joy, direction and new beginnings to those who are lost and maybe have no hope. All in all, the services they offer are irreplaceable and invaluable to our community. My "hope" is that you would consider them for this much needed grant.

Sincerely,

Mrs. Linda Catuiza

Reading Intervention Teacher

ETAA Charter School

26247 Ellis St. Madera, CA. 93638

Work/Home: 1(559)479-9642

Ciriaco Hernandez

March 6, 2019

CDBG Grant Committee
City of Madera
205 West Fourth Street
Madera, CA 93637


Dear CDBG Committee,

I have been attending Co-Parenting classes at Doors Of Hope since February, 2019. I thought I was ordered to take these classes. I've since learned that it was not a requirement. However, I have learned so much, I want to continue the classes. I feel that they are very beneficial to me and my relationship with my co-parent and child.

I am encouraging my child's mother to attend. I told that after only one class that she would see the benefit and want to continue.

I appreciate how much Doors Of Hope is helping not only me but many other families in our community.

Sincerely,

A handwritten signature in black ink, appearing to be 'C. Hernandez', written over a light blue horizontal line.

Ciriaco Hernandez

March 4, 2019

Doors of Hope
500 E Almond Ave # 5A
Madera, CA 93637

To whom this may concern,

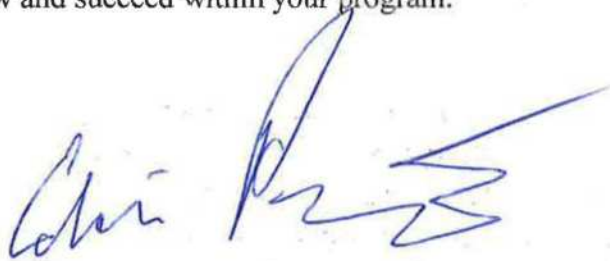
My name is Eddie Perez I would like to take this opportunity to let you know how the program through Doors of Hope has benefited my life. I enrolled in classes that are offered through the program and through these classes I was able to educate myself on how to become a better man and most importantly a better parent/father to all four of my children. Without the help of Doors of Hope I feel I would have never had the help that I needed to guide me in the right direction.

I started off with classes that assisted me with learning how to co-parent something that I never had an issue with in the past. I am so glad and thankful for these classes because not only has it helped me with my everyday life it has also showed me how to control issues that may arise with my child's mother and I. I am a much calmer individual now and I couldn't have done it without the help of your program. I've learned many things that I have not had the knowledge of prior to the classes. I have been taught how important it is in a child's life to have both parents co-parent and get along for the child's sake.

The program has also helped me with anger issues that before were hard to control. Now I feel that I analyze every situation prior to reacting. I give many thanks to this program and am glad that I was able to participate in the classes. I am willing to continue classes through Doors of Hope to better myself as the best father that I strive to be. Sure I have faults but everyday I continue to learn. I live my life to take care of my family to the best of my ability. I do recommend your company to others that may not know that these programs are available within our community. Thanks again for giving me the opportunity to grow and succeed within your program.

Sincerely,

Eddie Perez



I first met Deborah at Celebrate Recovery, a program at my church, Valley West. The first thing I noticed about her was she is very friendly, bubbly and loving.

My fiancée and I started going to Doors of Hope after good friends of ours telling us about it. Saying how great the staff was and how they helped them a lot especially a lady named Deborah.

When we walked in the doors of Doors of Hope we welcomed with a smile and friendly attitude by Deborah from church. Now putting together they were the same person. The staff there matching the same friendly, warming attitude. Made you feel important, and like you were at home.

See, me and my fiancée started going after having our kids taken away in April,

Starting to work on ourselves to become better parents, feeling down and depressed about our situation, hopeless, Doors of Hope welcomed us with welcoming, loving arms. After graduating our class, learning all the skills they taught us, and help they gave us, the prayers they prayed for us, we have our kids back and our family is happy, healthy, and whole.

They also helped us out with baby clothes, baby food, formula, diapers, etc. Without their helping hand I don't know what we would have done.

Doors of Hope and the Amazing staff are truly heaven sent! They helped us so much, they help a lot of more people, and they will help a lot more

people that were hopeless like us, I always and will continue to tell people about Doors of Hope and their resources and no matter what your situation is don't lose hope because there is help out there, And also God is with you always, he will never leave you, no matter what you do in this life, and he loves you when you feel like no one does! I love the fact that Doors of Hope is Christian based, and I give thanks to them from the bottom of my heart because I think without a doubt, thanks to all the staff, my family is now more of a strong loveable Christian family!

Sincerely,
Christian White

COMMUNITY ACTION PARTNERSHIP OF
MADERA COUNTY, INC.
FRESNO MADERA CONTINUUM OF
CARE HOMELESS FUNDING

RECEIVED
 3-8-19 JR
 4:25 PM

(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p>	<p><input checked="" type="checkbox"/> Grant Application Coversheet</p>
<p><input checked="" type="checkbox"/> Font: 12 point</p>	<p><input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)</p>
<p><input checked="" type="checkbox"/> Paper: 8 1/2 x 11</p>	<p><input checked="" type="checkbox"/> Program/Project Timeline</p>
<p><input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</p>	<p><input checked="" type="checkbox"/> Budget Table</p>
<p><input checked="" type="checkbox"/> One-inch top, bottom, left and right margins</p>	<p><input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)</p>
<p><input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u></p>	<p><input checked="" type="checkbox"/> Marketing/Outreach Plan -Included in Narrative</p>
<p><input checked="" type="checkbox"/> Double-checked for grammar and spelling errors</p>	<p><input checked="" type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit) - N/A</p>
<p><input checked="" type="checkbox"/> No emailed applications</p>	<p><input checked="" type="checkbox"/> Letters of Support</p>
<p><input checked="" type="checkbox"/> No dividers</p>	<p><input checked="" type="checkbox"/> References</p>

CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: Community Action Partnership of Madera County, Inc.
Physical Address: (Street, City, State, Zip Code) 1225 Gill Avenue, Madera, CA 93637
Mailing Address: (Street, City, State, Zip Code) 1225 Gill Avenue, Madera, CA 93637
Program Name: Fresno Madera Continuum of Care Homeless Funding
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 94-1612823
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Elizabeth Wisener, Community Services Program Manager
Grant Administrator Telephone Number and Email Address (559) 673-9173 ewisener@maderacap.org
Amount Requested: \$18,000
Additional Sources and Amounts: Madera Behavioral Health \$119,284.00 – Outreach for Mentally Ill

CITY OF MADERA

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 3 THROUGH 8)**

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services.	310	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	310	
3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No
		√
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)		√
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		√

If yes to No. 3 above, then please explain and limit your response to the space below.

The information provided in 1 and 2 has been based on the 2018 Homeless Point-In-Time Count. The 2019 Point-In-Time Count results have not been published yet.

This application is for administration funding.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
GENDER	Female							
	Male							
FEMALE HEAD								

Ethnic Categories*	No.
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the next page.**

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic” or “Latino.”

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY		
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (CDBG)		\$18,000
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (Provide Source)		
TOTAL BUDGET		\$18,000
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	\$10,974
BENEFITS	0150	\$2,927
SERVICES & SUPPLIES		
INSURANCE	0200	
COMMUNICATIONS	0250	\$77
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	\$300
OFFICE RENTAL	0400	\$593
EQUIPMENT RENTAL	0450	
UTILITIES	0500	\$110
TRAVEL (ADMIN.)	0550	\$220
FOOD SUPPLIES	0600	
CONTRACTS	0650	\$657
TRANSPORTATION	0700	\$641
INDIRECT COST		\$1,501
TOTAL		\$18,000

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? Monthly

What was the average number of Board members attending meetings last year? 10.67

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

15 Minimum 15 Maximum

Please provide the following information:

Date of Incorporation: 1965

IRS Employer Number: 94-1612823

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

How often are financial records audited, and by whom? Yearly – Brown Armstrong CPAs

Are the treasurer and/or other financial officers bonded? Yes

If so, for how much? \$200,000

List any judgments or pending lawsuits against the agency or program: None

List any outstanding obligations: None

RESOLUTION/CERTIFICATION:

We, the Board of Directors of Community Action Partnership of Madera County, Inc. do hereby resolve that on February 14, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

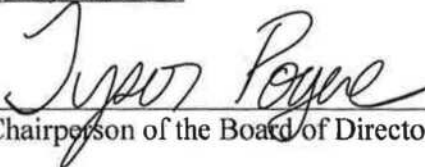
Furthermore, we certify that the agency making this application is (1) non-profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: February 14, 2019

AGENCY NAME: Community Action Partnership of Madera County, Inc.

ADDRESS: 1225 Gill Avenue, Madera, CA 93637

TELEPHONE: (559) 673-9173

By: 
Chairperson of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: 
Executive Director

RETURN THIS ORIGINAL TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE:

March 8, 2019; 5:00 p.m.

CONTACT PERSON:

Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
vrojas@cityofmadera.com

PART 2. For the following, submit your responses below each discussion item and question and follow these instructions. •Use 12-point font. •Do not exceed four, single-sided, single-spaced pages and do not alter the margins.

1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:

(Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)

This application seeks to help address community challenges created by homelessness in Madera. Homelessness is listed, as the top priority of the 2019 CDBG Community Input Result as well as on the City of Madera's 2015-2019 Consolidated Plan. For purposes of this application, the 2018 Homeless Point-In-Time Count results will be used to support how the need was identified. The Count is coordinated by the Fresno Madera Continuum of Care and is conducted by local volunteers. The 2018 Count enumerated 203 unsheltered homeless people and 107 sheltered homeless for a total of 310 people. The homeless problem is a complex problem creating many types of challenges.

2. EXISTING SERVICES: List other agencies currently addressing the need or problem described above.

The Community resources available to homeless individuals and families in Madera County are extremely limited. The Madera Rescue Mission offers emergency food and shelter for the homeless. The Victory Outreach program offers a faith-based transitional program that can serve men. Community Action Partnership of Madera County offers four housing programs that serve men, women, children and domestic violence victims. The Martha Diaz Shelter offers emergency shelter. Victim Services also operates a transitional housing program for victims of domestic violence. The Shunammite Place offers permanent supportive housing for chronically homeless women, men and families. Oakhurst Serenity Village is a permanent supportive housing program for chronically homeless men. The Housing Authority operates a transitional housing program at the Pomona Ranch for 3 to 5 months of the year.

In addition, CAPMC is a member of the Fresno Madera Continuum of Care (FMCoC). The FMCoC is a federally mandated homeless organization that serves as the Continuum of Care for the cities of Fresno, Madera, Clovis and all municipalities within Fresno and Madera Counties. CAPMC's Community Services Program Manager serves on both the Board of Directors and the Executive Committee with the Resident Manager of the Shunammite Place serving as the alternate board member. The FMCoC is comprised of homeless service providers who meet monthly to collaborate, develop and improve on a community-wide systematic approach to addressing the needs of the homeless population.

3. Explain how your program supplements or complements existing services without duplicating them.

The Fresno Madera Continuum of Care (FMCoC) invites nonprofit service providers, government entities, business, and individuals to join in the efforts to end homelessness in the community by becoming a member of the FMCoC. FMCoC does not duplicate or provide direct services, but enhances and compliments all other homeless services within the FMCoC

region. The FMCoC receive approximately \$10 million annually in HUD homeless funds. Without membership on the FMCoC, a Madera County entity would not be eligible to apply.

4. Describe the work plan, agency capacity and the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

The work plan, and measurable goals and objectives are listed in the sections below. The method used to measure the effectiveness of the outcomes and services will be to report on the progress of each of the goals on the quarterly reports submitted to the City of Madera. The Program Manager who will oversee the contract has 8 years' experience working with CDBG funding.

5. Which National Objective does your program meet?

Although this grant application does not directly relate to the three designated National Objectives, the scope of work of a Continuum of Care Coordinator or similar position is eligible under the CDBG program as administrative cost. Please fund this application out of the administrative cost. As a reference, please see HUD Information Bulletin CPD-01-020.

6. Which measurable objectives does your program meet?

1. Support activities of Madera County Homeless Coalition by coordinating and participating in Homeless Coalition meetings. The measurable performance indicator will be tracking participating in meetings. The expected number of meetings will be 4 per year.
2. CAPMC will have active membership on the Fresno Madera Continuum of Care. The CAPMC staff then communicates information from the Continuum to the Madera Homeless Coalition. The measureable performance indicator will be participation in meetings. There are at least 24 meetings per year.
3. CAPMC will plan and coordinate the 2020 Homeless Point-In-Time Count.
4. CAPMC will coordinate outreach efforts to the homeless at times when homeless encampments are scheduled for cleanup. CAPMC will conduct outreach at least once a month. CAPMC maintains a database with contact information on the homeless. The annual outreach contacts will total at least 100 contacts.

7. How will your program meet its goals in one year? Provide a timeline with start and end dates for your program's stages.

The program will monitor and report on performance indicators on a quarterly basis to the City of Madera. CAPMC will know that it has met its goals in one year if the performance indicators listed above reach the expected numbers. Timeline is attached.

8. What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

The CAPMC Staff who serve on the FMCoC Board are funded out of multiple sources. The CDBG funding allows us to maximize resources to provide more comprehensive services to the homeless. CAPMC has also recently received a contract for \$119,284 to provide

outreach services to mentally ill homeless.

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

Each year, CAPMC solicits in-kind donations to provide much needed assistance for the Homeless Point-In-Time count. A dollar value has not been assigned for the donations, but the events would not be successful without the additional support. This past year CAPMC received enough donations to prepare over 300 hygiene kits. In addition over 1,000 pairs of socks were donated and for the 2018 Homeless Point-In-Time Count, there were over 50 people who came out to help conduct the count. The FMCoC raised \$10,000 of donations that also helped with the cost.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

CAPMC shared about the funding with the Madera County Homeless Coalition, Social Agencies Linking Together (S.A.L.T.), Pomona Housing Meeting, CAPMC's Board of Director and has the support of those groups as well as the Fresno Madera Continuum of Care members to continue facilitating and coordinating the homeless activities of the Coalition. Members were contacted to request support for this application. Included as an attachment to this application are several letters of support.

11. If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

When outreach is conducted outside of the Madera City limits, a different funding source is used to pay for staff time.

12. When there is an overflow of clients, how is it determined whom to serve?

The Centralized/Standardized intake prioritization process is accomplished by utilizing the Homeless Management Information System (HMIS) and the FMCoC addresses the issue through the standardized referral and placement of homeless into appropriate and available programs. This is one of the mandated services that HUD has required of all CoC's.

13. Discuss your program's/project's successes.

Because of the CDBG funds, the following successes were made possible:

- CAPMC was eligible to apply for and has received funding to serve an additional six people at the Shunammite Place for a total of 21.
- The CDBG funds allows a representative from CAPMC to join the FMCoC. As a result, there is now more support for the homeless in Madera.

- Madera receives valuable T&TA from homeless experts on the FMCoC. Jody Ketcheside, the past Chair, attends both the Homeless Coalition meetings and Housing the Homeless meetings. Her advice has been valuable to both groups.
- An outreach team has been funded by the FMCoC to help conduct outreach to the homeless in Madera.
- CAPMC staff planned and coordinated the HUD mandated Homeless Point-In-Time Count
- CAPMC staff participated on the Coordinated Access Team that planned and established the HUD mandated Coordinated Access system. A Coordinated Entry Procedures Manual has also been written and approved by the FMCoC.

14. Discuss your program's/project's past performance (2012 to 2018).

- HUD mandated Homeless Point-In-Time counts were conducted
- Requirements of the Hearth Act were implemented via the direction of the FMCoC
- Housing First Program Approach to addressing homelessness was implemented
- Annual Homeless Awareness Day events were planned and conducted
- New Homeless Management Information System Performance Standards were implemented via the HMIS Committee of the FMCoC
- The Homeless Coordinated Access system has been developed via the FMCoC's committee
- Homeless Coalition meetings were facilitated to provide communication about homeless issues with Madera's Homeless service providers
- Homeless Emergency Aid Program – California Emergency Solutions Program and Housing (HEAP-CESH) Adhoc committee was formed to help design a homeless assistance program for Madera and to support agencies who are planning to apply for funding.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

The Coordinated Access system includes tracking the progress of housing homeless people in the HMIS system. Quantifiable data can be extrapolated from the HMIS system.

16. Provide contact information (name and e-mail address) for three work-related references.

Name	Title	Company/Agency	Phone	Email Address
Ryan McWherter	Executive Director	Madera County Food Bank	(559) 674-1482	Rmcwherter.Maderafoodbank@gmail.com
Jody Ketcheside	Regional Director	Turning Point	(559) 233-2663	Jketcheside@tpocc.org
Shawn Jenkins	Senior Vice President	WestCare CA, Inc.	(559) 974-2919	shawn.jenkins@westcare.com



DEPARTMENT OF SOCIAL SERVICES
COUNTY OF MADERA

700 E. YOSEMITE AVENUE / MADERA, CALIFORNIA 93638
(559) 675-7841 PHONE / (559) 675-7603 FAX

Deborah Martinez, Director

Equal Opportunity Employer

March 5, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by the Community Action Partnership of Madera County (CAPMC) for the Continuum of Care Ending Homelessness Grant Application. This funding allows CAPMC to help address the issues of homelessness in the Madera area. CAPMC is the lead agency on supporting Madera County's Ten Year Plan to End Homelessness. This funding allows CAPMC staff to facilitate and lead the Madera County Homeless Coalition; a group made up of dedicated local service providers who meet to help address the needs of homelessness in Madera. In addition, CDBG funds are used to help coordinate the annual homeless Point-In-Time Count, and to seek out new sources of funding to serve the homeless.

It also allows CAPMC staff to serve on the Executive Committee and Board of Directors for the Fresno-Madera Continuum of CARE (FMCoC). The FMCoC is comprised of a group of homeless service providers who work together to address the problems of homelessness in the Fresno and Madera areas. CAPMC staff serves as a liaison to connect the activities of these two groups.

Funding of the CDBG for this project is vital to the success of the Madera County's coordinated efforts to end homelessness. Without the Community Development Block Grant (CDBG), funding it would not be possible for CAPMC to continue participating on the FMCoC. It is our hope that you will fund the grant application submitted by the Community Action Partnership of Madera County.

Sincerely,

Deborah Martinez
Director



MADERA COUNTY PROBATION DEPARTMENT Administration



STEPHANIE STOECKEL
Deputy Chief Probation Officer

RICK DUPREE, Chief Probation Officer

209 W. Yosemite Ave
Madera, CA 93637
Phone (559) 675-7739
Fax (559) 673-0521

March 4, 2019

Re: Community Development Block Grant Commission

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Sincerely,

Rick Dupree
Chief Probation Officer



March 4, 2019

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Sincerely,

Tracie Scott-Contreras, Executive Director
Workforce Development Board of Madera County



559-673-1368

14227 Road 28 (Physical address)
14241 Road 28 (mailing address)
Madera CA 93638

March 5, 2019

Re: Community Development Block Grant Commission

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Sincerely,

Barbara Bailey

Barbara Bailey

GEO Group Education/Employment Coordinator
GEO Group Aftercare Case Manager

CITY OF CHOWCHILLA CALIFORNIA



March 4, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by the Community Action Partnership of Madera County (CAPMC) for the Continuum of Care Ending Homelessness Grant Application. This funding allows CAPMC to help address the issues of homelessness in the Madera area. CAPMC is the lead agency on supporting Madera County's Ten Year Plan to End Homelessness. This funding allows CAPMC staff to facilitate and lead the Madera County Homeless Coalition; a group made up of dedicated local service providers who meet to help address the needs of homelessness in Madera. In addition, CDBG funds are used to help coordinate the annual homeless Point-In-Time Count, and to seek out new sources of funding to serve the homeless.

It also allows CAPMC staff to serve on the Executive Committee and Board of Directors for the Fresno-Madera Continuum of CARE (FMCoC). The FMCoC is comprised of a group of homeless service providers who work together to address the problems of homelessness in the Fresno and Madera areas. CAPMC staff serves as a liaison to connect the activities of these two groups.

Funding of the CDBG for this project is vital to the success of the Madera County's coordinated efforts to end homelessness. Without the Community Development Block Grant (CDBG), funding it would not be possible for CAPMC to continue participating on the FMCoC. It is our hope that you will fund the grant application submitted by the Community Action Partnership of Madera County.

Sincerely,

David Riviere, Chief of Police



MADERA COUNTY
BEHAVIORAL HEALTH SERVICES
209 E. 7th Street / Madera, CA 93638
Dennis P. Koch, MPA
Director of Behavioral Health Services
Mental Health Director – Alcohol/Drug Program Administrator

March 4, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by the Community Action Partnership of Madera County (CAPMC) for the Continuum of Care Ending Homelessness Grant Application. This funding allows CAPMC to help address the issues of homelessness in the Madera area. CAPMC is the lead agency on supporting Madera County's Ten Year Plan to End Homelessness. This funding allows CAPMC staff to facilitate and lead the Madera County Homeless Coalition; a group made up of dedicated local service providers who meet to help address the needs of homelessness in Madera. In addition, CDBG funds are used to help coordinate the annual homeless Point-In-Time Count, and to seek out new sources of funding to serve the homeless.

It also allows CAPMC staff to serve on the Executive Committee and Board of Directors for the Fresno-Madera Continuum of CARE (FMCoC). The FMCoC is comprised of a group of homeless service providers who work together to address the problems of homelessness in the Fresno and Madera areas. CAPMC staff serves as a liaison to connect the activities of these two groups.

Funding of the CDBG for this project is vital to the success of the Madera County's coordinated efforts to end homelessness. Without the Community Development Block Grant (CDBG), funding it would not be possible for CAPMC to continue participating on the FMCoC. It is our hope that you will fund the grant application submitted by the Community Action Partnership of Madera County.

Sincerely,

Dennis P. Koch, Director





Jay A Varney, Sheriff-Coroner

OFFICE OF THE SHERIFF

Madera County

2725 Falcon Dr.
Madera, CA 93637
Phone: (559) 675-7770
Fax: (559) 675-8413
E-Mail: sheriff@maderacounty.com

March 6, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by the Community Action Partnership of Madera County (CAPMC) for the Continuum of Care Ending Homelessness Grant Application. This funding allows CAPMC to help address the issues of homelessness in the Madera area. CAPMC is the lead agency in supporting Madera County's Ten Year Plan to End Homelessness. This funding allows CAPMC staff to facilitate and lead the Madera County Homeless Coalition; a group made up of dedicated local service providers who meet to help address the needs of homelessness in Madera. In addition, CDBG funds are used to help coordinate the annual homeless Point-In-Time Count, and to seek out new sources of funding to serve the homeless.

CAPMC staff serves on the Executive Committee and Board of Directors for the Fresno-Madera Continuum of CARE (FMCoC) with support from CDBG funds. The FMCoC is comprised of a large group of homeless service providers from different disciplines. These members work together to address the problems of homelessness in the Fresno and Madera areas. CAPMC staff serves as an important liaison to connect the activities of these two groups to the needs of Madera County.

Funding of the CDBG for this project is vital to the success of the Madera County's coordinated efforts to end homelessness. Without the Community Development Block Grant (CDBG), funding it would not be possible for CAPMC to continue participating on the FMCoC. It is my hope that you will fund the grant application submitted by the Community Action Partnership of Madera County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay Varney", is written over a light blue circular stamp.

Jay Varney
Sheriff/Coroner
Madera County Sheriff's Office



Agency on Aging Serving Fresno & Madera

Connecting the Community

March 5, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by the Community Action Partnership of Madera County (CAPMC) for the Continuum of Care Ending Homelessness Grant Application. This funding allows CAPMC to help address the issues of homelessness in the Madera area.

Our partnership with CAPMC, through a subcontract with the County of Madera, has been effective and successful in helping to meet the nutrition needs of older adults. CAPMC administers our Home-Delivered Meals Program in Madera County and our Congregate Nutrition Program at seven meal sites throughout Madera County.

CAPMC is the lead agency on supporting Madera County's Ten Year Plan to End Homelessness. This funding allows CAPMC staff to facilitate and lead the Madera County Homeless Coalition, a group of dedicated local service providers who meet to help address the needs of homelessness in Madera. In addition, Community Development Block Grant (CDBG) funds are used to help coordinate the annual homeless Point-In-Time Count, and to seek out new sources of funding to serve the homeless, of which many are older adults.

The funding also allows CAPMC staff to serve on the Executive Committee and Board of Directors for the Fresno-Madera Continuum of CARE (FMCoC). The FMCoC is comprised of a group of homeless service providers who work together to address the problems of homelessness in the Fresno and Madera areas. CAPMC staff serves as a liaison to connect the activities of these two groups. Funding of the CDBG for this project is vital to the success of the Madera County's coordinated efforts to end homelessness. Without the CDBG funding, it would not be possible for CAPMC to continue participating on the FMCoC.

It is our hope that you will fund the grant application submitted by the Community Action Partnership of Madera County. Please contact us at (559) 600-4405 if you need any additional information.

Sincerely,

Jean Robinson
Executive Director

3837 N. Clark St. • Fresno, CA 93726

Senior Information: Ph 559.600.4405 • Fax 559.243.5651 • Email: services@fmaaa.org
Administration/Finance: Ph 559.600.4405 • Fax 559.243.5918 • Email: admin@fmaaa.org
Toll Free 800.510.2020 • Website: www.fmaaa.org



Madera Community Hospital

March 4, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by the Community Action Partnership of Madera County (CAPMC) for the Continuum of Care Ending Homelessness Grant Application. This funding allows CAPMC to help address the issues of homelessness in the Madera area. CAPMC is the lead agency on supporting Madera County's Ten Year Plan to End Homelessness. This funding allows CAPMC staff to facilitate and lead the Madera County Homeless Coalition; a group made up of dedicated local service providers who meet to help address the needs of homelessness in Madera. In addition, CDBG funds are used to help coordinate the annual homeless Point-In-Time Count, and to seek out new sources of funding to serve the homeless.

It also allows CAPMC staff to serve on the Executive Committee and Board of Directors for the Fresno-Madera Continuum of CARE (FMCoC). The FMCoC is comprised of a group of homeless service providers who work together to address the problems of homelessness in the Fresno and Madera areas. CAPMC staff serves as a liaison to connect the activities of these two groups.

Funding of the CDBG for this project is vital to the success of the Madera County's coordinated efforts to end homelessness. Without the Community Development Block Grant (CDBG), funding it would not be possible for CAPMC to continue participating on the FMCoC. It is our hope that you will fund the grant application submitted by the Community Action Partnership of Madera County.

Sincerely,

Karen Paolinelli
Chief Executive Officer



225 S. Pine Street Madera, CA 93637
Office (559) 674-1482
Fax (559) 675-6771
Federal Tax ID #77-0513488

March 6, 2019

Re: Community Development Block Grant Commission

Dear Grant Committee:

This letter is in support of the application submitted by the Community Action Partnership of Madera County (CAPMC) for the Continuum of Care Ending Homelessness Grant Application. This funding allows CAPMC to help address the issues of homelessness in the Madera area. CAPMC is the lead agency on supporting Madera County's Ten Year Plan to End Homelessness. This funding allows CAPMC staff to facilitate and lead the Madera County Homeless Coalition; a group made up of dedicated local service providers who meet to help address the needs of homelessness in Madera. In addition, CDBG funds are used to help coordinate the annual homeless Point-In-Time Count, and to seek out new sources of funding to serve the homeless.

It also allows CAPMC staff to serve on the Executive Committee and Board of Directors for the Fresno-Madera Continuum of CARE (FMCoC). The FMCoC is comprised of a group of homeless service providers who work together to address the problems of homelessness in the Fresno and Madera areas. CAPMC staff serves as a liaison to connect the activities of these two groups.

Funding of the CDBG for this project is vital to the success of the Madera County's coordinated efforts to end homelessness. Without the Community Development Block Grant (CDBG), funding it would not be possible for CAPMC to continue participating on the FMCoC. It is our hope that you will fund the grant application submitted by the Community Action Partnership of Madera County.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan McWherter".

Ryan McWherter
Executive Director



Ariana Gomez

24032 W. Lincoln Ave.
Tranquillity, CA 93668
(559) 978-9883
a_gomez_100@yahoo.com

Bachelors of Social Work with 4 years of experience providing guidance, support, and linkages to women, men, and family enrolled in the housing program and homeless individuals experiencing homelessness in the community.

Work Experience

Community Action Partnership of Madera County

Shunammite Place Resident Manager

February 16, 2016- Present

- Overall day to day on-site management of supportive housing program
- Case Management- Provide supportive services to a caseload of 21+ clients
- Client Advocacy
- Life Skills Counseling
- Coordinate the Madera County Homeless Point In Time Count
- Coordinate homeless outreach activities
- Housing Navigator for homeless individuals

Shunammite Place Resident Support Aide

September 2015- January 2016

- Maintaining cleanliness of office
- Maintaining clients files
- Transport clients as needed
- Health and Safety inspections of units
- Unit meetings

Education

California State University, Fresno, Fresno CA

Bachelor of Social Work, May 2015

Gerontology Minor, May 2015

Skills

- Case Planning & Management
- Detailed and accurate client record-keeping
- Knowledge of community resources
- Bilingual

ELIZABETH M. WISENER

Ewisener@maderacap.org ♦ 22082 Shari Lane Madera, CA 93638 ♦ (559) 661-7323

OBJECTIVES

Seeking opportunities that allow me to serve the people of Madera County

EDUCATION

Fresno State University

Graduated May 1991 B.S. in Business Administration – Accounting Option

EXPERIENCE

Community Action Partnership of Madera County ♦ 1225 Gill Avenue Madera, CA 93637
Community Services Program Manager June 2011 – Present

Duties: Plan, organize and coordinate the activities of CAPMC's crisis intervention services/programs. Oversee the Community Services division/program operations; including development and implementation of all program goals and administration procedures and systems, financial management, budgeting, and compliance with grant outcomes and objectives. Other duties include program leadership, community organization and staying informed on low and moderate low-income issues, homeless prevention activities and collaborating with other agencies and community partners to eliminate the effects of poverty. A current list of programs that I oversee include: Low-Income Energy Assistance Program, Weatherization Program, Low-Income Weatherization Program, Senior Nutrition Program, FFMA, Eastern Madera County Transportation Program, Drought Water Programs, Shunammite Place – a permanent supportive housing program for chronically homeless, MMHSA Program – a facility maintenance contract for 2 housing units that provide housing for severely mentally ill individuals and families, the Community Services Block Grant, and the Community Development Block Grant.

Community Action Partnership of Madera County ♦ 1225 Gill Avenue Madera, CA 93637
Accountant Program Manager October 2006 – June 2011

Duties: Monitor and maintain fiscal responsibilities for Federal and State grants. At one point, I was responsible for \$8.5 million in grants. Other duties include budget development, assist in grant writing, fiscal reporting, review payroll data, review bank reconciliations, prepare bank transfers, supervise the program assistant, prepare for annual audits and participate with the fiscal team in federal reviews.

Dos Palos- Oro Loma Jt. Unified School District ♦ 2041 Almond Dos Palos, CA 93620
Chief Financial Officer October 2002 – October 2005

Duties: Plan, organize, control and direct the activities and operations of the Fiscal Services Department, maintain and monitor the district's \$22 million dollar annual general fund budget and \$10.5 million in modernization projects, supervise fiscal department personnel, represent the district in annual audits, serve on district team for union bargaining meetings, serve on the district's Worker's Compensation JPA Executive Board, and present the district's financial information at Board of Director meetings.

Community Action Partnership of Madera County ♦ 1225 Gill Avenue Madera, CA 93637
Accountant Program Manager October 1997 – October 2002

Duties: Responsible for monitoring and maintaining approximately \$5 million in Federal and State grants, assist with the preparation of annual budgets and grant applications, compile monthly expenditure reports, co-supervise A/P department, verify semi-monthly payrolls, and prepare bank reconciliations, participate in accounting audits and Head Start Federal Reviews.

SKILLS

- Proficient with computers.
- Knowledge of Microsoft Office products: Word, Excel, Outlook, Publisher
 - Proficient with Accufund and Fundware Accounting Software
 - Skilled in grant writing and preparing written reports

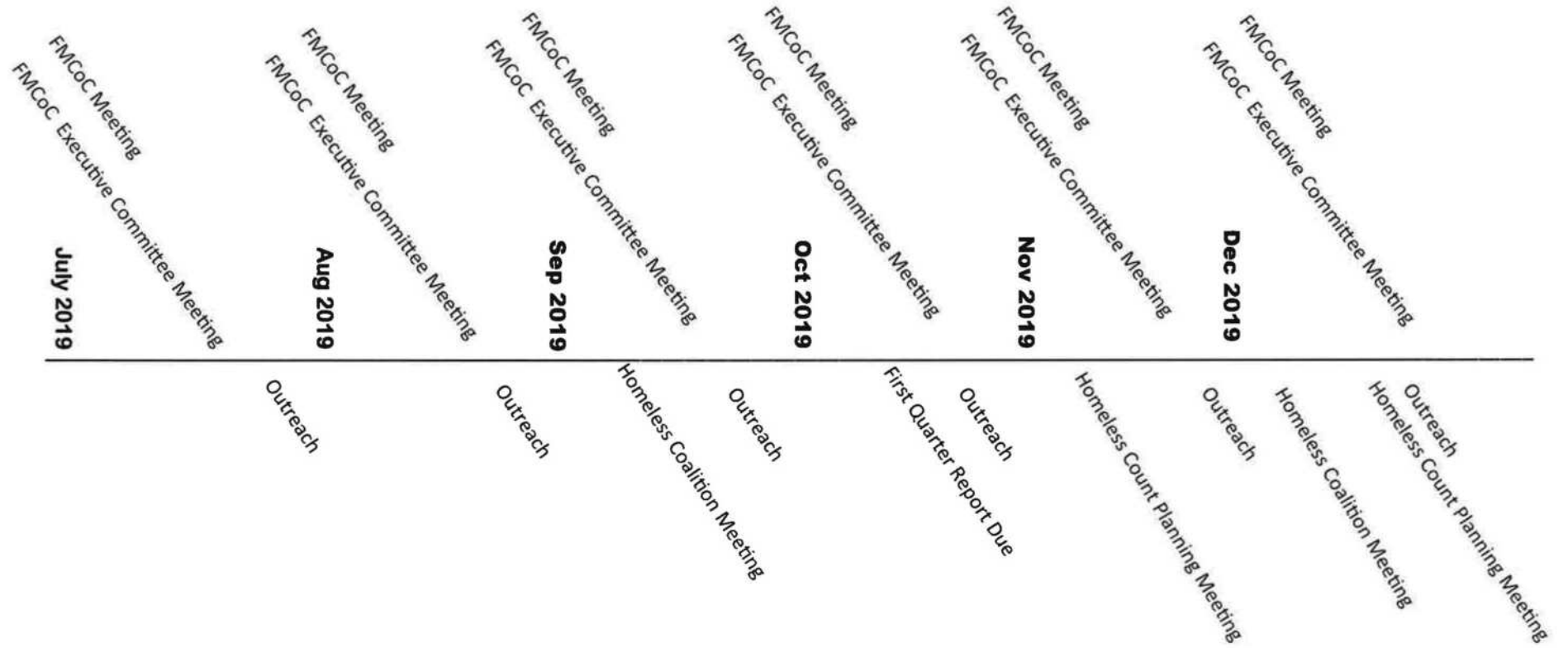
MEMBERSHIPS

- Fresno-Madera Continuum of Care Board Member
- Fresno-Madera Continuum of Care Executive Committee Member
- Facilitator for local Social Agencies Linking Together (S.A.L.T) Group
 - Chairperson for Madera County Homeless Coalition.
 - Madera County Civil Service Commission Board Chairperson
 - Former Madera County Workforce Development Board Member

Community Action Partnership of Madera County	
2019 Board Members Roster	
Public Officials	Representing
Deborah Martinez	Department of Social Services
Miguel Gonzalez - Alternate	Finance Committee Member
David Hernandez - Secretary/ Treasurer <i>Education Expertise</i>	Madera Unified School District Executive Committee Member
Robert Poythress <i>Fiscal Management/Accounting Expertise</i>	Board of Supervisors Finance Committee Member
Max Rodriguez - Alternate	
Jose Rodriguez	Madera City Council Personnel Committee Alternate (2/3)
Derek Robinson - Alternate	
Dennis Haworth	City of Chowchilla Executive Committee Member Personnel Committee Member
Diana Palmer - Alternate	
Private Sector	
Dennis Smith <i>Business Administration Expertise</i>	Madera Chamber of Commerce
Adriana Olivarría-Perez	Policy Council- Regional Head Start
Paula Xenos - Alternate	
Donald Holley <i>Community Affairs Expertise</i>	Executive Committee Member Personnel Committee Member Alternate (3/3) Finance Committee Member
Eric LiCalsi - Vice Chairperson <i>Legal Expertise</i>	Executive Committee Member
Kathy Lopes <i>Early Childhood Education and Development Expertise</i>	Personnel Committee Member
Target Areas	
Angela Andeola	Central Madera/ Alpha Personnel Committee Alternate (1/3) Finance Committee Member
David Hench - Alternate	
Tyson Pogue - Chairperson	Eastern Madera County Executive Committee Member Personnel Committee Member
Ruth Carral	Eastside/ Parksdale Finance Committee Member
Maxine Barnett - Alternate	
Molly Hernandez <i>Early Childhood Education and Development Expertise</i>	Fairmead/ Chowchilla
Aurora Flores	Monroe/ Washington Executive Committee Member
Octavio Pineda - Alternate	

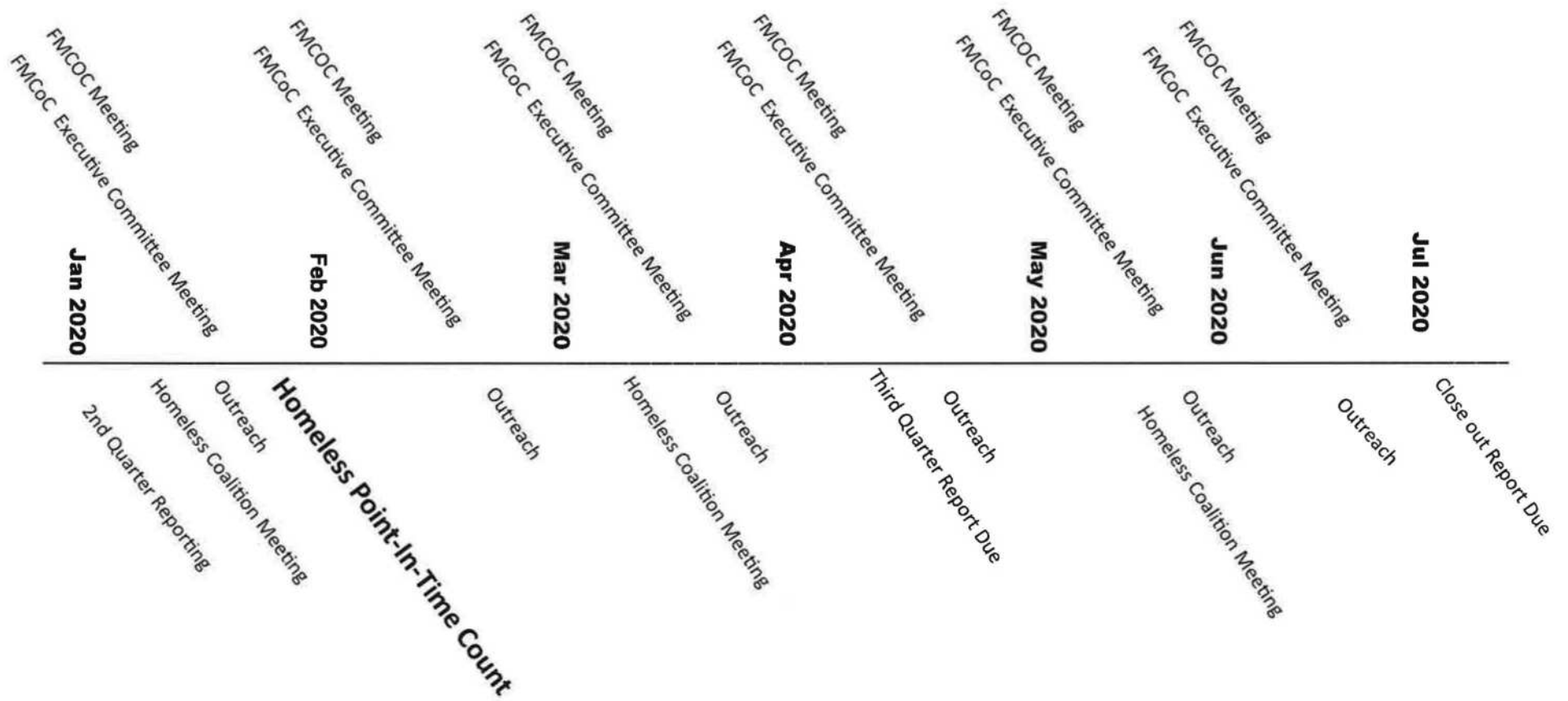
CDBG 2019—2020

Continuum of Care Homeless Funding Project Timeline



CDBG 2019—2020

Continuum of Care Homeless Funding Project Timeline



PEQUEÑOS EMPRESARIOS

GRANT APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

RECEIVED

3-8-19
4:52 pm JR

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p> <p><input type="checkbox"/> Font: 12 point</p> <p><input type="checkbox"/> Paper: 8 1/2 x 11</p> <p><input type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</p> <p><input type="checkbox"/> One-inch top, bottom, left and right margins</p> <p><input type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u></p> <p><input type="checkbox"/> Double-checked for grammar and spelling errors</p> <p><input type="checkbox"/> No emailed applications</p> <p><input type="checkbox"/> No dividers</p>	<p><input type="checkbox"/> Grant Application Coversheet</p> <hr/> <p><input type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)</p> <hr/> <p><input type="checkbox"/> Program/Project Timeline</p> <hr/> <p><input type="checkbox"/> Budget Table</p> <hr/> <p><input type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)</p> <hr/> <p><input type="checkbox"/> Marketing/Outreach Plan</p> <hr/> <p><input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)</p> <hr/> <p><input type="checkbox"/> Letters of Support</p>
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CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: Luis Zuniga
Physical Address: (Street, City, State, Zip Code) 16905 Road 26 Suite 103, Madera, CA, 93638
Mailing Address: (Street, City, State, Zip Code) (same as above)
Program Name: Pequeños Empresarios
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 45-5640209
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Leonor Hipolito
Grant Administrator Telephone Number and Email Address (559) 718-4801 / leonor@pequenosempresarios.org
Amount Requested: \$50,000
Additional Sources and Amounts: Wells Fargo 20k (pending)

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 3 THROUGH 8)

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

CLIENT POPULATION		
<p>1. Indicate the total number of potential clients in the community who require your services.</p> <p>There were 10,067 students from grades 1st-6th enrolled at the end of 2018 with 89.6% reporting Hispanic or Latino. From 2017 to 2018 there has been an increase of 1.0% of student enrollment. With the population in Madera growing every year, this indicates an increase in opportunity for more potential clients.</p> <p>(http://www.ed-data.org/district/Madera/Madera-Unified)</p>	10,067	
<p>2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).</p> <p>There are afterschool and summer school programs that will be divided into 4 workshops each and will begin August of this year and May of the following school year.</p>	100	
<p>3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?</p>	Yes	No
		X
<p>4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the criteria.)</p>	X	
<p>5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)</p>		X

If yes to No. 3 above, then please explain and limit your response to the space below.

N/A

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
		100						
GENDER	Female	50						
	Male	50						
FEMALE HEAD								

Ethnic Categories*	No.
Hispanic or Latino	100
Not-Hispanic or Latino	
Racial Categories*	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	100
Other	

***Definitions of these categories may be found on the next page.**

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic” or “Latino.”

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	50,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING	35,662	
DONATIONS	20,000	
RESERVE/CONTINGENCY		
OTHER (Provide Source)		
TOTAL BUDGET	105,662	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	19,200
BENEFITS	0150	
SERVICES & SUPPLIES		29,020
INSURANCE	0200	190
COMMUNICATIONS	0250	160
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	434
OFFICE RENTAL	0400	1,600
EQUIPMENT RENTAL	0450	
UTILITIES	0500	158
TRAVEL (ADMIN.)	0550	
FOOD SUPPLIES	0600	1,400
CONTRACTS	0650	53,500
TRANSPORTATION	0700	
FUND RAISING	0750	
TOTAL		105,662

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? 2nd Wednesday of every month at 6:00 pm

What was the average number of Board members attending meetings last year? 5

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

3 Minimum 7 Maximum

Please provide the following information:

Date of Incorporation: October 28, 2013

IRS Employer Number: 45-5640209

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board. (See attached)

FINANCIAL:

How often are financial records audited, and by whom? Currently there are no audit requirements from Wells Fargo. The audit for financial records is conducted by our hired accountant.

Are the treasurer and/or other financial officers bonded? Yes

If so, for how much? \$2,000,000.00

List any judgments or pending lawsuits against the agency or program:

N/A

List any outstanding obligations:

N/A

RESOLUTION/CERTIFICATION:

We, the Board of Directors of Pequeños Empresarios do hereby resolve that on March 7, 2019, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non-profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: March 7, 2019

AGENCY NAME: Pequeños Empresarios

ADDRESS: 16905 Road 26 Suite 103, Madera, CA 93638

TELEPHONE: 559-718-4801

By: Leonor Hipolito
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: Leonor Hipolito
Executive Director

RETURN THIS ORIGINAL TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE: **March 8, 2019; 5:00 p.m.**

CONTACT PERSON: Jorge Antonio Rojas, Program Manager – Grants
559-661-3693

PART 2. For the following, submit your responses below each discussion item and question and follow these instructions. •Use 12-point font. •Do not exceed four, single-sided, single-spaced pages and do not alter the margins.

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED: (Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)

By the end of 2018, Madera, CA had an Unemployment rate of 8.3%. It is higher than the state and national averages, 4.1% and 7.8% respectively (<https://www.homefacts.com/zip-code/California/Madera-County/Madera/93638.html#unemployment>). This is a trend that cannot continue if Madera plans on growing and taking its place in California among all the other profitable cities and towns. Pequeños Empresarios proposes to take an aggressive plan that will prepare young children to become entrepreneurs and professional individuals in their adult life. This goal will be achieved by mentoring these children to become successful business individuals that will have a positive impact in reducing poverty levels in our community.

EXISTING SERVICES: List other agencies currently addressing the need or problem described above.

Madera Adult School, State Center Community College District, and Timberline Education Center, LLC are all educational facilities in Madera, CA that are charged with educating the masses to make Madera profitable.

Explain how your program supplements or complements existing services without duplicating them.

Most programs are for adults. Our program starts the education early. Our future entrepreneurs get a positive, unequal start on the business unlike any other. Unlike the adult programs, our children do not have a lifetime of bad habits to break. Our program will teach proper habits and skills needed to succeed not only in the business world, but in life as well.

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

Children are provided with a questionnaire to analyze their skills. During the course, children receive one-on-one sessions to measure course progress. Through personal testimonials, children are able to validate the impact of the program and describe the impact it has created in their lives. A survey is provided to the children after completing a course to measure its success. **(See attached)**

Which National Objective does your program meet?

Benefiting low and moderate income families with access to our after school program. Our goal is to empower the Latino community with knowledge and life skills that are not taught in public schools. We strive to bring awareness to the parents and focus on the individual child's development and their relationship to society.

Which measurable objectives does your program meet?

Our measurable objectives are met by mentoring these children to become successful entrepreneurs and businessmen by the improvement of reading, comprehension, verbal communication as well as written communication. Our goal is to improve their grades and grade point average from the start of the program to the completion of the program. We have many programs in place to meet these objectives including, but not limited to: writing assignments, reports (written and oral), presentations and accountability for one's actions.

How will your program meet its goals in one year?

There will be one after school and one summer school program for the entire year. The summer school program will be held between June and August and the after school program will be worked out with the elementary school where the workshops will be held.

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

We are a non-profit organization and as such ask the community for support in the form of fundraisers, donations and grants. Currently, all staff members are volunteers interested in our community development. **(See attached)**

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

We have been successful in obtaining a \$20,000.00 grant from Wells Fargo; like we have the previous 2 years to pay for the instructors that were hired as well as some of the materials such as paper, books, etc. needed to give the classes. The projected fundraising amount is \$35,662.00. Our goal is to reach out to other financial institutions and successful businesses in our community requesting funding for our program. The Public Relations Directors will be attending events to network with business owners as well as other business professionals that are involved with helping the community evolve and grow.

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

The public's participation has been a huge success. The participants consist of parents and students from our community that are looking to earn volunteer hours. With the significant number of participants involved it is evident that the community understands the impact this program has in the children's future.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

Currently, the \$20,000.00 grant from Wells Fargo will be utilized in Madera. Our request for CDBG funds will also be dedicated to serve children residing within the city.

When there is an overflow of clients, how is it determined whom to serve?

Children are selected on a first come first serve basis. Our priority is to serve those families that fall into the low-income bracket but of course will consider other applicants if there are available slots remaining.

Discuss your program's/project's successes.

In our program, these children are taught finances, good values, the importance of entrepreneurship, self-development, leadership, etiquette and nutrition, etc. Children who have graduated from our program, have developed a notorious increment in self-esteem and self-confidence, have bettered their understanding of methods to care for our planet, have achieved better grades at school, bettered family and inspirational relationships among others. We have received a numerous amount of letters from parents stating the improvements they have seen in their children's lives.

Discuss your program's/project's past performance (2011 to 2016).

Up to date, over 700 children have graduated from the program in the course of the last 8 years and we are looking to expanding in the coming years to duplicate these numbers.

Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

No other after school programs were found in or around our community that teach the skills our program offers to prepare the children for "real life" experiences. We have done research online and within the community and found that the only other program similar to what we offer and teach, is the Boys & Girls Scouts which quite different from how we conduct our program. There will be research that will be documented in order to modify the program with changes that occur in our ecosystem to make sure we provide up to date, one of a kind experiences to the children.

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain “Yes” and “No” responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
Tim Rios	SVP Relations Mgr	Wells Fargo	5597791226	riostim@wellsfargo.com
Jose Antonio Ramirez	City Manager	City of Livingston	5599708896	president@communitydevelopment-inc.com
Yeri Olivares	Chief Operating Officer	Fresno Area Hispanic Foundation	5592228705	yolivares@fresnodbh.org



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Director 3 Years 7 Months

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Downey, CA 90240

CUESTIONARIO Final DE FINANZAS

Como se gana dinero?

Trabajamos a cambio de dinero hay muchos tipos de trabajos dependiendo de la educacion

El dinero se gana pidiendo en las oficinas del gobierno

¿Qué es el departamento del tesoro?

El lugar donde te regalan monedas y billetes

El lugar donde crean las monedas se imprime los billetes que usamos

Que es un cheque?

Es un tipo de marca que se deja en un papel

Es un tipo de cuenta bancaria que le permite poner dinero (depósito), o sacar dinero (retiro) el cheque es aceptado como medio de pago

Que es un banco?

El banco es un lugar que mantiene tu dinero seguro, te ayuda a invertir, y a ahorrar tu dinero

El banco es un lugar donde podemos comprar cosas para las oficinas

Que es una empresa?

Una empresa es una organización donde se contratan personas que comparten unos objetivos con el fin de obtener beneficios

Una empresa es una sala de juegos

Qué es un negocio?

Un negocio es una actividad que se realiza con fines lucrativos

Un negocio es construir un edificio

Qué es servicio al cliente?

Para que un negocio o una empresa funciones es muy importante como se da atención al cliente prestando atención a todos lo que cada uno de los que se acerquen reciban atención de calidad

Servicio al cliente es invitarlos a cenar

Nombre _____ Apellido _____

Dirección _____
Numero Calle Ciudad Estado Código Postal

Teléfono de La Casa _____ Celular _____

Fecha de Nacimiento _____

EMPRESARIOS

Nombre: _____ Fecha _____

Examen de valores

Marca la respuesta que creas correcta

Donde debemos practicar los valores?

En la escuela

En todas partes

Respeto es llegar a un lugar

Saludar

Discutir

Que es bullying?

Pelear y burlarse

Abrazar y compartir

Que es la confianza?

Dudar de las personas

Es la seguridad que te brinda el otro

Que es la generosidad?

No compartir

Dar sin esperar nada a cambio

Que es solidaridad?

Apoyo que se le brinda a otro

Ignorar a las personas

Escribe los valores _____

HABITAT FOR HUMANITY
GREATER FRESNO AREA
HOME REHABILITATION PROGRAM

CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

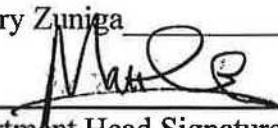
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Applicant Name: Habitat for Humanity Greater Fresno Area
Physical Address: (Street, City, State, Zip Code) 4991 East McKinley Ave, Suite 123, Fresno Ca 93727
Mailing Address: (Street, City, State, Zip Code) 4991 East McKinley Ave, Suite 123, Fresno Ca 93727
Program Name: Home Rehabilitation Program
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 77-0076649
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Jerry Zuniga, Neighborhood Revitalization Manager
Program/Project Administrator Telephone Number and Email Address 559-237-4102 X117 / jerry@habitatfresno.org
Amount Requested: \$181,500
Additional Sources and Amounts:

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT PROPOSAL FORM
2019/2020

DATE SUBMITTED: Thursday, March 7th 2019

A. GENERAL INFORMATION

1. Name of Department/Organization: Habitat for Humanity Greater Fresno Area
- Address: 4991 East McKinley Ave, Suite 123, Fresno Ca 93727
- Contact Person: Jerry Zuniga Phone: 559-237-4102 x117
- Concurrence:  Matthew Grundy - CEO
Department Head Signature/Authorizing Official

B. ACTIVITY DESCRIPTION

1. **Summary (Description of proposed project and anticipated accomplishment. If appropriate, include diagram of the area.):**

Offered citywide (or restricted to eligible census tracts, if requested), for all eligible applicants (see Appendix A, Section 6 for eligibility guidelines), Habitat for Humanity Greater Fresno Area (HFHGFA) proposes a program to provide critical home and accessibility improvements to 20 households for Program Year (PY) 2019-2020. A complete program narrative is available within Appendix A, Section 1 supplement of this document.

2. **Need (Explain why project is needed.):**

The goal of these activities is to serve the most vulnerable populations with critical home and/or accessibility repairs to allow for continued independence and quality of life for low to moderate income Madera residents. Additionally, we are proposing that these activities be offered as grants, considering that the majority of homeowners fall into the "low" to "extremely low" income households.

3. **Estimated cost of project and source of estimate (if available):**

We are requesting \$181,500 to deliver a minimum of 20 rehab projects for PY2019-2020. A budget table and breakdown of costs can be found within Appendix A, Section 3 supplement of this document.

4. **Timetable (assuming final approval next July 1). Will your proposal meet these goals in one year? Give starting date for activity.**

If awarded, HFHGFA assumes contract execution in line with our PY2019-2020, commencing on July 1, 2019. It is understood that the terms of this application are for 12 consecutive months thereafter.

5. What measurable goals will your program deliver?

HFHGFA will deliver high impact home repairs that allow for safe and healthy home environments. These repairs include repair or replacements for roofs, HVAC systems, water heaters and addressing critical electrical and plumbing needs. With the absence of assistance for many of these repairs, the threat to the well-being of home and persons is greatly increased. Additionally, our goal is to remove the barriers of the home for persons with disabilities and those dealing with reduced mobility. By implementing key accessibility and fall prevention activities, many homeowners will be able to extend the years of independence in their homes...and more importantly, the barriers that these repairs have on quality of life will be removed.

6. What are the project's expected outcomes? How are the outcomes assessed?

The outcomes from these repairs can be linked back to symptoms that each individual home, and persons living within, are experiencing. For instance, the symptom of a roof leak is the water intrusion that a homeowner has identified, or the symptom of an accessibility need is the inability to access and exit the home safely. This approach allows us to ensure that each home assessment, and the repair activities listed, has identified a symptom of a problem. As a result, the measurement of an intervention's success (outcome) can be easily tracked by answering if the symptom is present or not upon completion of repair activity.

7. What National Objective does your program meet?

HUD Objective - "Benefit low- and moderate-income individuals"

8. How does your proposal support the Vision Plan Madera 2025 Action Plan?

A key vision statement of the Madera 2025 Action Plan of "Safe, healthy environments" is the foundation of this program. Madera's senior population and individuals with disabilities deserve to live independent lives, and safe and healthy environments begin at the home where residents will spend most of the day. By removing barriers and repairing key systems that affect the health of the home and person, HFHGFA is enabling safe and healthy home environments.

C. ENVIRONMENTAL IMPACTS:

1. Historical:

a. How old is the affected structure?

We are proposing repairs to 20 or more homes in City of Madera. While we do not anticipate working on any historical properties, HFHGFA staff will work with Madera staff to receive proper historical preservation clearance before commencing any work.

- b. **Will this project affect an historically significant (or potentially historic) structure?**

We do not anticipate this outcome.

2. Archeological:

- a. **Will this project involve any ground disturbance?** No

b. **If so, how deep will excavation be and what is the volume of earth to be moved?** N/A

3. Water:

a. **Does this project involve a sewer or water system?** Yes. One key activity listed in our application is to address critical plumbing issues. If a plumbing system (supply or sewer) experiences catastrophic failure, we propose intervention. Should necessary clearance be required prior to engaging these activities, HFHGFA will ensure that these steps are met. We will always work, in partnership with city staff, to ensure all clearances are addressed prior to commencing any work.

D. PROGRAM ELIGIBILITY:

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

1. Primarily benefits low and moderate-income persons.

- a. **Number of persons served annually:** 20 households (20+ persons)
b. **Service Area:**

Number of City residents served annually: 20 households (20+ persons)

Number of persons with disabilities or seniors served:

While we would offer these services to all qualified individuals, it is our experience that this program overwhelmingly benefits seniors. Additionally, all outreach activities will be solely focused on seniors.

2. How will the proposed project prevent or eliminate slums or blight?

The current application does not address blight.

E. CITIZEN PARTICIPATION:

Project proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details. What were the outcomes? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

Our evidence of citizen support is based on community input results conducted by City of Madera. Home Improvement has been categorized as a top Capital Projects/Public Improvements need, and in our experience a key activity to the preservation of affordable housing.

2. Note complaints that have been received, etc. - N/A

3. Evidence of collaboration with other agencies within the community. - N/A

APPENDIX A – Supplemental Information per Grant Application Submittal Checklist

Section 1 - Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)

Habitat for Humanity is a global nonprofit housing organization working in local communities across all 50 states in the U.S. and in approximately 70 countries worldwide. Habitat's vision is of a world where everyone has a safe and healthy place to live. Habitat works toward our vision by building strength, stability and self-reliance in partnership with families in need of decent and affordable housing solutions.

Habitat for Humanity Greater Fresno Area's (HFHGFA) Neighborhood Revitalization team are an indispensable part of the organizations mission and commitment to reach out to the most underserved and vulnerable in the communities we serve. The approach is an all-encompassing revitalization and development model to help the communities achieve quality of life in vibrant, safe and self-reliant neighborhoods.

Foundational to the goal of our Neighborhood Revitalization approach, is the ability to maintain and support the preservation needs of the existing housing element. Through our Home Rehabilitation program, HFHGFA is proposing key activities to leverage CDBG funding to serve City of Madera residents, benefitting low and moderate income households (HUD objective). The following is a definition of HFHGFA's Home Rehabilitation Program and key activities:

Definition of Home Rehabilitation Program

The home rehabilitation program is aimed at addressing basic health, safety, and accessibility concerns as a first priority. The program will be divided into three levels of assistance. They are:

1. Critical Grant Projects
2. Accessibility/Minor Repair Grant Projects
3. Home Rehabilitation Loan Projects

Critical Grant projects are defined as projects where the need for repair presents an immediate threat to the health of the home or person residing within. Critical grant eligible activities include repair/replacement of:

- Roofing
- HVAC
- Water Heaters
- High priority electrical and plumbing repairs

Accessibility & Minor Grant projects are defined as repair activities that improve health, safety, accessibility of residents, and/or activities that if left unaddressed for extended periods of time, can cause catastrophic damage to home or person. These grant repair activities must address health and safety concerns first, yet allowing for peripheral repair activities (i.e. Deferred repairs) to be addressed if time, scope and budget allows. Eligible projects must demonstrate one of these

basic health, safety, and accessibility needs, and such, is not considered a handyman program. The following are examples of eligible activities:

- Minor Accessibility/Aging in Place/Fall Prevention: wheelchair ramps, half steps, step repair, handrails/railing, handheld showers, bath/shower seats, raised toilets/toilet seat risers & grab bars.
- Major Accessibility: Low-barrier or barrier free shower options will be provided to the homeowners that can no longer use their shower and require major accessibility modifications.
- Fire Safety: installation of smoke & carbon monoxide detectors
- Home Safety – Non-functional doors/locks/windows, security doors, improved lighting, gates, porches, steps and walkways that are non-functional and prevent egress in event of emergency
- Minor electrical: light fixtures, outlets & switches
- Minor plumbing: faucets, toilets & water heater
- Environmental: Gutters (along walkways only), downspouts/diverters (water intrusion issues only), vents, siding, trim, fascia & stucco patch

Home Rehabilitation Loan projects are defined as all projects that surpass the maximum grant allocation of \$10,000 per household. Large scale rehab projects currently cap at \$25,000 and may encompass any eligible activity that is covered in the Critical Grant program, and any major system replacement (i.e. new plumbing, electrical, etc.), as well as complete rehabs of kitchens and /or bathrooms as they pertain to health and/or safety of home and its occupants. Large projects are NOT intended to upgrade major components unless they are due to code improvements or present a long-term savings in maintaining/operating, and only is the cost benefit is within reason. HFHGFA will underwrite and finance these loans, and will not require any CDBG funding allocation commitment from City of Madera.

Ineligible Activities - Cosmetic or luxury improvements on the property, repairs to outbuildings, or garages unless connected to the property (and a source of code or safety concern), and improvements/installation of porches/decks that do not affect safe egress. Cosmetic improvements include, but are not limited to: landscaping work, additions, fireplaces, pools, hot tubs, area rugs, steam showers, skylights (unless to repair existing), and kitchen/bath cabinetry.

Implementation of work plan

Based on our experience, in order to best deliver this program in a sub-recipient capacity, there will be critical factors that will impact program delivery. Our first area of impact will be the ability to identify and intake clients. In the 'Marketing/Outreach Plan' section, we highlight our strategic approach to solving this. Core to our outreach approach, we will establish partnerships with other CBOs to help identify and serve home rehab clients that will eventually create a steady stream of client interest. While we have a strong relationship with media partners, we will always first leverage non-marketing outreach approaches to avoid an influx of client requests, which may result in extended waiting lists due to requests, processing or other funding constraints. Our outreach will also apply to sub-contractors, and will be our goal to establish a strong pool of qualified skilled partners.

To complement our service availability in Madera, an additional long-term operational goal will be to establish a Madera-county based office of operations. HFHGFA's goal is to also establish a retail storefront in Madera County, and will use marketing opportunities to further inform Madera residents of these services. Similar to our retail locations in Fresno and Clovis, our ability to operate the ReStore retail storefront in Madera County allows us to expand our presence into the communities we serve. The ReStore storefront not only allows us to generate retail sales tax that is directly benefitting Madera County, but the mission of the ReStore is to fund our existing programs and offset costs that will stretch our grant dollars. Our ReStore locations also serve as outreach vehicles to the thousands of people that visit Restore each month. The impact of this grant will further our goal to implement a base of operations attached to a Restore retail location in City of Madera.

Program Strategies

Understanding older adult homeowners, both their needs and challenges, is key to delivering impactful repairs for home rehabilitation programming. As a result, HFHGFA is positioned to be the ideal partner in addressing the overwhelming majority of older adult clients through the rehab program. We have developed methodologies on how to determine the type of repair, and which products to leverage that lead to minimal failures at the lowest cost point. HFHGFA holds dealer status for many solutions to help remove accessibility barriers in the home including; ramps, lifts, and Assistive Medical Devices (grab bars, shower mods, etc.) We also have experience unlike any partner to correctly assess and install the correct remediation solutions.

The final program strategy is to open these rehab services to residents of mobile home parks, if not already offered. These communities represent the most vulnerable and underserved communities across the US. Many 55+ mobile home communities have an overwhelming number of homeowners that live in fear of falling or exiting in the event of an emergency due to how high these homes are raised and substandard means of ingress/egress. Again, we have developed customized repair solutions for these most vulnerable communities, unlike any other CBO.

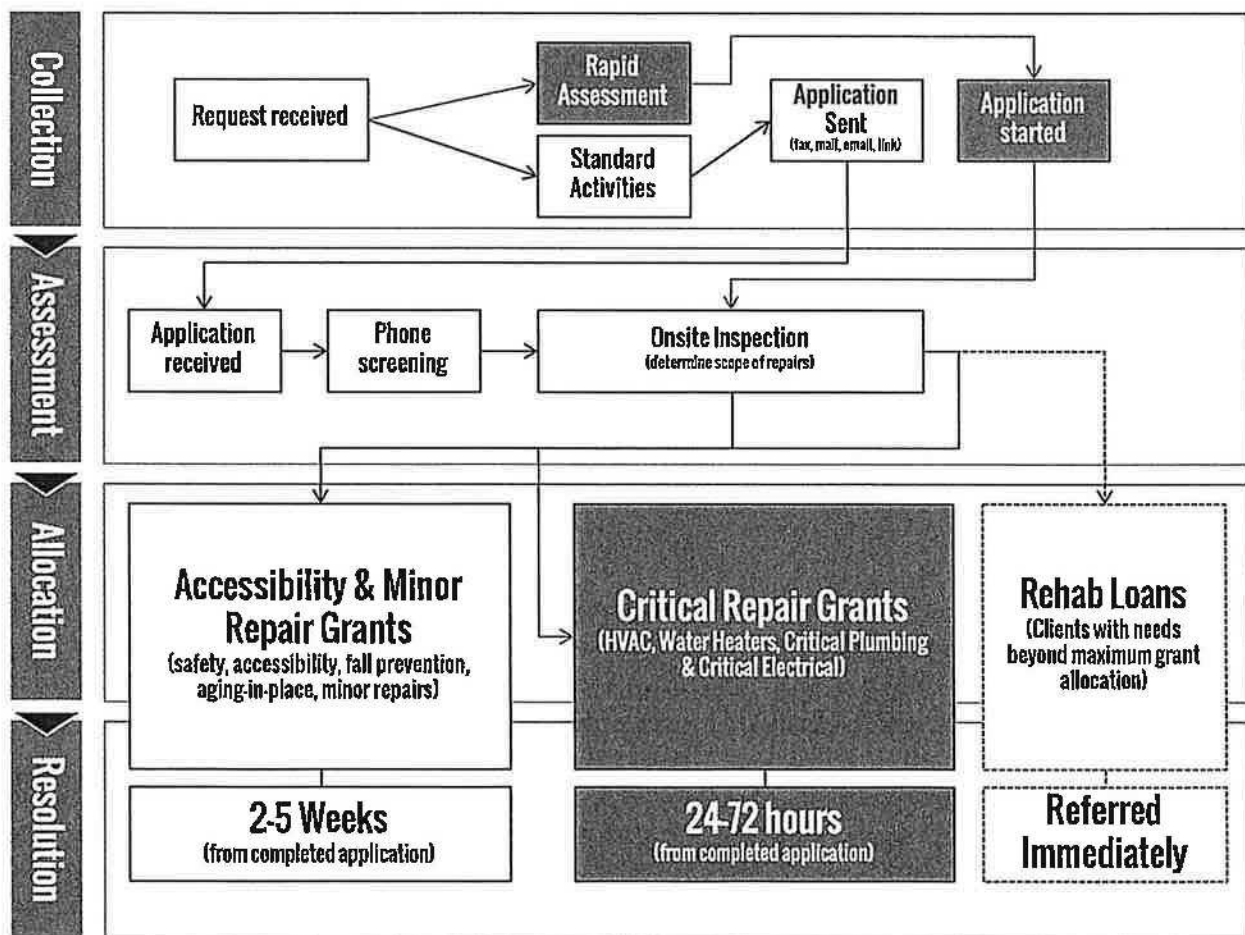
Section 2 - Program/Project Timeline

If awarded, HFHGFA assumes contract execution in line with our Program Year (PY) 2019-2020, commencing on July 1, 2019. It is understood that the terms of this application is for 12 consecutive months.

Program Timetables

	Q1	Q2	Q3	Q4
Critical Repair Grants	2	2	3	3
Accessibility/Minor Repair Grants	2	3	3	2
TOTALS	4	5	6	5

The following section depicts our project timelines, and how activities are addressed within our home rehab program. In order to best serve clients and properly channel activities to completion in the most efficient way, client repair requests may be processed differently. To best deliver this program, the following processes have been established.



Home Rehab Process

Project Activities

The following is a list of project activities within the home rehabilitation program:

Outreach / Marketing - All outreach efforts will be done in accordance with federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation, be excluded, denied benefits or subjected to discrimination under the Program. HFHGFA will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

Initial Contact / Intake - Upon a homeowners' expressed interest, Habitat will make all efforts to provide client with assistance throughout the intake process. The intake process is completed once the applicant has submitted a Completed Application.

The intake process requires that the applicant submit a Homeowner Application Form. The homeowner application form can be found at:

http://docs.wixstatic.com/ugd/527b6f_00d10e08ac6242cdb669dfc1ad7ad373.pdf

Submission of a homeowner application form does not guarantee acceptance into the program. At completion of homeowner application form, HFHGFA staff will contact applicant and perform a telephone interview to determine eligibility and repair urgency. If intake staff determines that the client requests can be addressed through the program, an inspection appointment is made, and the project is assigned to home inspection staff.

Standard Project Activities - All repair activities that do not have an element of urgency, will be processed as standard activities. Roofing and HVAC activities during offseason, accessibility and minor repair activities are considered standard activities. Standard activities should be completed within 2-5 weeks of completed application. A completed application is defined as an application where all supporting eligibility documentation is received, and all City/County/HUD supporting documentation is completed and approved for repair assistance.

Non-standard Project Activities - Non-standard process activities are defined as all critical home repair program activities that create an immediate threat to health and safety of the home or person if left unaddressed. These activities should be completed within 72 hours of completed application.

Home Rehabilitation Loan Projects - Projects that exceed the maximum grant allotments are addressed through HFHGFA loan repair program. HFHGFA has loan origination staff available to assist qualified homeowners through this process.

Section 3 - Budget Table

Based on the total funding request of \$181,500, HFHGFA proposes the following breakdown of costs:

Staffing Allocations

Position	Cost	Staff Allocation	Budget
Administrative/Intake	\$15,000	Partial allocation	Administrative
Outreach	\$7,500		Activity Delivery
Inspections	\$16,000	Partial allocation	Activity Delivery
Program Management/ Administration	\$5000	Partial allocation	Activity Delivery
TOTAL	\$43,500		

Other Allocations

Item	Cost	Comment
Operational Costs	\$16,500	This amount reserved for operational costs, such as rent, phones, utilities, etc.
Indirect Costs	\$0	De minimus 10% rate – HFHGFA will absorb these costs
TOTAL	\$16,500	

Grant Assistance to Beneficiaries

	Cost Per Program	# Projects
Critical Repair Grants	\$76,500	Minimum 10 projects
Accessibility/Minor Repair Grants	\$45,000	Minimum 10 projects
TOTAL	\$121,500	20 projects

Section 4 - Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)

HFHGFA currently oversees home rehabilitation services, leveraging nearly 700K in CDBG grant funding projects, across Fresno County. Our team is experienced and available to assist with the implementation and delivery of similar activities for City of Madera. The following staff have been identified to deliver these activities for City of Madera.

Position	Staff Member
Program Administrator/Inspections	Jerry Zuniga
Intake Oversight	Marina Harutyunyan
Administrative/Intake	Cecilia Fickenworth
Outreach/Qualified Loan Originator	Youa Vang
Repair Technician	Aaron Sale

JERRY ZUNIGA, CAPS

2915 North Van Ness Blvd
Fresno CA, 93704

Phone: (408) 717-3232
Email: thejerryzuniga@gmail.com

HIGHLIGHTS

10+ years of program development experience, including Director/Mgr-level Neighborhood Revitalization roles. Co-developed, in partnership with National Council on Aging (NCOA) and Rebuilding Together, the Falls Prevention course/training module for the Aging Mastery Program (AMP). Directly overseen 10+ million dollars in HUD funding for home rehab projects for nearly 3000 clients. 20+ years improving operational processes and diverse partnerships.

SKILLS SUMMARY

- Neighborhood Revitalization
- Program Strategy/ Development
- Marketing Communications
- Methodology Development
- Change/Implementation Management
- Home Renovation and Construction

PROFESSIONAL EXPERIENCE

Habitat for Humanity Greater Fresno Area *Neighborhood Revitalization Manager – July 2017 to Present*

- Oversees the strategic direction and launch of all housing rehabilitation programming
- Identifies and secure funding opportunities, including in-house funding streams
- Responsibility to cultivate/strengthen partnerships with existing funders (city and corporate)
- Improvement of operational processes
- Directly oversees nearly one million in CDBG repair funding per year
- Serves as housing rehab inspector and program manager for City of Clovis Home Rehabilitation Grant Program
- Advisory Council member for Fresno/Madera Area Agency on Aging
- Invited to be 2019 Habitat for Humanity National Conference speaker
-

Rebuilding Together Silicon Valley *Program Director – Sept 2006 to Dec 2015*

- Directed program that delivered Aging in Place, Critical Repairs, Weatherization, Energy Efficiency and Home Preservation services
- Continually refined service offerings based on cost/impact methodologies
- 8 straight years of continual program growth, providing over 4000 total repairs/modifications per year
- Created program strategies and service delivery methods replicated by partner affiliates
- Developed workflow systems and back office tools to improve field staff/volunteer productivity
- Identified and incorporated numerous best practices that improved program quality and lowered operational costs
- Created service partnerships with local governments that led to city contracts reaching nearly \$750k for repair funding, serving a population of nearly 2 million residents
- Led inspections for nearly 500 home assessments per year, assessing eligibility, financial viability, and identifying/planning for complex situations that may pose an issue with client satisfaction
- Created standards, vetted, managed and evaluated all sub-contractors and their performance on a regular basis
- Regularly produced critical decisions based upon internal/external policies, governmental regulations, locale, best practices, as well as financial and technical constraints
- Assessed project and program financial statements on a regular basis to properly plan for client load, staff allocation and project scope
- Highly creative/innovative when dealing with process improvement
- Served as subject matter expert in the field of healthy aging through home modifications, providing leadership for community aging partnerships and falls prevention coalitions
- Two-time National Rebuilding Together Conference speaker

Cecilia Fickenworth

2923 S. Weller

Fresno, CA 93706

Home (559) 369-8210 Cell (559) 341-4166

Email Address: c.fickenworth@gmail.com

PROFESSIONAL SKILLS

Microsoft Office Professional Suite

- MS Word 2013: Mail merge, Business Letters, Office memos, tables, macros, create manuscripts
- MS Excel 2013: Formulas and function, linking formula, PivotTables,
- MS PowerPoint: Create slides, organize graphics and animations
- MS Access 2013: create tables, reports, forms, and queries
- Outlook 2010: set up contacts, task, calendar (linking to contact), group contact

Bookkeeping

- QuickBooks 2015: set up company files from scratch, add and edit accounts, process accounts payable and accounts receivable
- set up chart of accounts and perform maintenance
- Setup Journals, prove and rule journal pages and cash at the end of the month
- Set up and maintain General Ledgers
- Perform month end closing accounts
- Create reports (Income statement and Balance Sheet)

Office Procedures

- Ability to use filing by ARMA standards
- Answered multi-function phones
- Operated fax, scanners, and printers
- Ability to type 50-WPM (net-certificate)
- Used 10-key (calculator and keyboard) at 292-KSPM
- Managed incoming and outgoing mail
- Updated confidential documents

Customer Service

- Supervised up to 15 and trained employees in a highly pressured environment
- Organized team meeting for morning and evening crew
- Ability to remain calm and relaxed under pressure
- Developed team-work skills
- Scheduled employees on daily work schedule
- Accountable for accuracy of cash receipts and processing bank deposits

YOUA VANG

COMMUNITY DEVELOPMENT

PROFESSIONAL SKILLS

Community Engagement
Event Coordination
Community Outreach
Volunteer Management

PERSONAL SKILLS

Bilingual (Hmong)
Reliable
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

P: 559.709.6366
E: youavang012@gmail.com
A: 4486 N. Sharon Ave #B
Fresno, CA 93726

WORK EXPERIENCE

NEIGHBORHOOD REVITALIZATION FAMILY SERVICES COORDINATOR
Habitat for Humanity, Fresno County | Jul 2015 - Present

- Coordinates and manages annual community events such as backpack drive, Christmas toy drive, turkey drive, Easter egg hunt, etc.
- Coordinates and manages weekly neighborhood revitalization projects
- Certified HFH Qualified Loan Originator
- Processes departmental program applications
- Actively engages with residents and community centers for project recruitment and strategic community outreach
- Manages volunteers and interns
- Handles organizational and administrative support tasks
- Advanced use of Customer Relationship Management tool (Salesforce)
- Handles all incoming department resident phone calls

IN-HOME CAREGIVER

Martin Residence | Jan 2013 - May 2013

- Responsible for extensive assistance with client's limited mobility
- Responded to strict medication and meal schedule
- Organized client's medication charts to ensure timely and smooth intake
- Prepared client's meals following a specific diet plan
- Provided support in client's daily activities (e.g. brushing hair, changing of clothes, etc.)

EDUCATION

BACHELOR OF ARTS, LIBERAL STUDIES

California State University, Fresno | 2010-2017
Concentration: Bilingualism - Hmong

REFERENCES

Dr. Kao Ly Yang | Fresno State University - Instructor
559-278-4240 | Years acquainted: 3+ years

Youa Khang | CRMC - Licensed Vocational Nurse
559-577-5289 | Years acquainted: 10+ years

Chong Vang | K4 Management - Account Clerk
559-313-6284 | Years acquainted: 10+ years

Aaron Sale

Clovis, CA 93612
aaronale@me.com
559-3877776

Work Experience

Facilities Manager

Riverpark Bible Church
2007 to Present

I maintained the buildings and grounds of the church, direct staff and overseeing the upkeep of equipment and supplies. I make sure the buildings and grounds are maintained, which entails daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements. I ensure compliance with health and safety standards and industry codes in accordance with state and local laws. I am in charge of a budget and must negotiate with outside vendors for supplies, repairs and other measures to maximize cost effectiveness. In addition, I oversee groundskeepers, maintenance workers, and custodial staff.

Lawn Technician, I

Weed Man Fresno - Fresno, CA
2004 to 2007

I was responsible for mixing and distributing chemicals to lawns and flower beds. This job entailed sales and customer service for my own route.

Education

Certificate of Completion in Turf Management

University of Georgia
2005

Diploma

Orange Glen High School
1994 to 1997

Additional Information

Skills

Analytical Skills: I must look at a lot of different information and make decisions based on needs and budget concerns.

Communication: I talk to my employees, and work with management to make sure the job gets done. Being able to clearly explain what needs to be done is necessary.

Attention to Detail: Quality control is a large part of my job. Making sure cleaning, upkeep and safety

Section 5 - Marketing/Outreach Plan

Phase I Outreach - Since 2016, HFHGFA has maintained a growing database of repair requests (Nearly 500 records) of homeowners that require repair assistance...many that are homeowners living in Madera. In fact, it was the continual request for assistance that prompted us to expand our service area to Madera County. A list of those interested residents has been maintained and will be contacted once the repair program contract is executed, and HFHGFA is given clearance to begin outreach.

Phase II Outreach - In order to properly serve the clients that have been waiting and have already been identified, HFHGFA will not promote these services initially...or until we exhausted the current informal waiting list. The goal of this approach is to avoid any situation where we promote services that are no longer available due to exhaustion of funding. Managing these expectations are key to a long-term partnership. For our Phase II Outreach plan, we will leverage existing partnerships to reach prospective clients. HGFA currently has partnerships with partner organizations that will render the most productive outreach scenarios. The following partner organizations have been identified as agencies that reach older adult homeowners at their homes, and would be ideally suited to identify clients:

- Community Action Partnership of Madera County (CAPMC)
- Fresno/Madera Area Agency on Aging (FMAAAA)
- Madera Senior Center & Community Centers with Senior programs
- Meals on Wheels programs

Phase III Outreach - We anticipate exhausting funds and reaching our unit commitment without the need for further outreach. However, if needed, HGFA will engage in door-to-door targeted neighborhood outreach, an outreach activity that we have continuously performed in Fresno County. If needed, HFHGFA will reach out to our media partners for additional program marketing.

Section 6 - Client Eligibility/Income Verification Plan

To qualify for assistance, homeowners must meet ALL of the following eligibility requirements:

- House must be owner-occupied. For properties with joint ownership, at least one owner must reside at the house full time
- Application must be filled out in entirety
- Program will be made available to all homeowner-occupied single-family dwelling units within the city of Madera (excluding county islands)
- Property cannot be located in a flood zone
- Homeowner must have owned the property for a minimum of one year at the time of application.
- Household income to NOT EXCEED 80% of Area Median Income (AMI).

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
\$33,450	\$38,200	\$43,000	\$47,750	\$51,600	\$55,400	\$59,250

Income Eligibility / Waitlist

In order to be eligible for assistance, the cumulative adjusted gross household income for all persons occupying a program-assisted unit cannot exceed 80% of area median income as defined by HUD at the time of application. Low- and moderate-income guidelines for this program are defined by HUD, and revised annually. Program staff will use the most current income limits to verify eligibility at the time of intake and at the time of assistance. If a household is placed on the waitlist for funding, Program staff may request that the household recertify their income and provide updated household and/or tenant income documentation to ensure that the household is still eligible for funding at the time of assistance. If updated documentation is not provided, HFHGFA reserves the right to reject the application and remove it from the waitlist.

Providing False Information

If an applicant falsifies or provides misleading information in an application, the applicant may be permanently disqualified from participation in the Program and will be required to repay any Program assistance already expended. Examples of this may include failure to report income from employment or failing to report an accurate account of residents in the household.

Verification of Eligibility

HFHGFA shall not discriminate against any persons on basis of race, color, ancestry, national origin, religion, sex, age, marital status, family status, source of income/rental assistance subsidy, physical or mental disability, Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related conditions (ARC), sexual orientation, or any other arbitrary basis account of, race, religion, sex, family status, age, handicap, or place of national origin in its performance of this Agreement and the completion of the Project.

Property Verification - Property ownership verification can be made by providing a copy of the current annual property tax statement from the local County Assessor's Office. If title to the property is in a trust, the applicants must be named as the trustee of the trust. Applicants holding title in a life estate are eligible if the property is their principal place of residence. Properties located in a flood zone or outside city limits are not eligible. Property taxes may not be in default at the time of application. CDBG funds cannot be used to bring property taxes current to participate in the Program.

Income Verification - Income eligibility is based on the gross anticipated annual income and may not exceed 80 percent of the Madera area median income adjusted for household size. Applicants must complete the household income section of the homeowner application, indicating the number of household members and income. Income from all household members 18 years of age and over must be included. For all residents that receive SSI as their sole income, a copy of the Social Security Benefits Statement is all that is required as their proof of income.

Other Income verification may include:

- Three most recent and consecutive pay stubs for proof of active income.
- Supplemental Security Income (SSI), annuities, cash value of whole life insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts. These amounts should not be grossed up.
- Proof of SSI/Pension income can be a benefit statement
- Income in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
- Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.
- Interest, dividends, and other net income of any kind from personal property. Where the net assets are in excess of \$5,000, income includes the greater of the actual income derived from all the assets or a percentage of the value of all such assets based on the current passbook savings rate, as determined by HUD's guidelines.

Income qualification for self-employed persons can be based on prior year income tax returns. Net income plus depreciation from the operation of a business or profession will be used.

Section 7 - References

City of Fresno

Corrina Nunez, Project Manager
Development and Resource Management Dept.
Housing and Community Development Division
2600 Fresno Street, Room 3070
Fresno, CA 93721

Ph: 559-621-8506

Email: Corrina.Nunez@fresno.gov

City of Clovis

Heidi Crabtree
Housing Program Coordinator
City of Clovis
1033 Fifth Street
Clovis, CA 93612

Ph. (559) 324-2094

Email: heidicr@ci.clovis.ca.us

County of Fresno

Yvette Quiroga
Affordable Housing Program Manager & NSP Program Manager
Community Development Division
Department of Public Works and Planning
County of Fresno
2220 Tulare Street, 8th Floor
Fresno, CA. 93721

Ph: (559) 600-4292 Fax: (559) 600-4573

E-Mail: yquiroga@co.fresno.ca.us

CITY OF MADERA
PARKS & COMMUNITY SERVICES
CENTENNIAL PARK PICNIC SHELTER &
PLAYGROUND SHADE PROJECT

RECEIVED
3-6-19 GR
4:33 pm

GRANT APPLICATION SUBMITTAL CHECKLIST
(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

GRANT APPLICATION SUBMITTAL CHECKLIST
(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

<p>1 original completed application</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Font: 12 point <input checked="" type="checkbox"/> Paper: 8 1/2 x 11 <input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively <input checked="" type="checkbox"/> One-inch top, bottom, left and right margins <input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u> <input checked="" type="checkbox"/> Double-checked for grammar and spelling errors <input checked="" type="checkbox"/> No emailed applications <input checked="" type="checkbox"/> No dividers 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Grant Application Coversheet <input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability) <input checked="" type="checkbox"/> Program/Project Timeline <input checked="" type="checkbox"/> Budget Table <input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual) <input checked="" type="checkbox"/> Marketing/Outreach Plan <input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit) <input checked="" type="checkbox"/> Letters of Support <input checked="" type="checkbox"/> References
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CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: City of Madera Parks & Community Services Department
Physical Address: (Street, City, State, Zip Code) 701 East 5 th Street, Madera, CA 93638
Mailing Address: (Street, City, State, Zip Code) 701 East 5 th Street, Madera, CA 93638
Program Name: Centennial Park Picnic Shelter and Playground Shade Project
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: 94-6000365
Grant Administrator – Manages Day-to-Day Tasks of Program Mary Anne Seay
First and Last Name and Title Mary Anne Seay, Director of Parks & Community Services
Program/Project Administrator Telephone Number and Email Address T - 559.661.5491; E - mseay@cityofmadera.gov
Amount Requested: \$250,000
Additional Sources and Amounts: There are no other resources currently confirmed for this project. The City workforce will manage the project and there is ongoing discussion with other funding sources.

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CAPITAL PROJECT/PUBLIC IMPROVEMENT 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 4 THROUGH 6)**

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain “Yes” and “No” responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
Paulo Soares	Chief Executive Officer	Camarena Health	559.675.5600	Psoares@camarenahealth.org
Mattie Mendez	Executive Director	Community Action Partnership of Madera County	559.673.9173	mmendez@maderacap.org
Chinayera Black	Executive Director	First 5 of Madera County	559.661.5155	cblack2000@prodigy.net

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT PROPOSAL FORM
2019/2020

DATE SUBMITTED: March 1, 2019

A. GENERAL INFORMATION

1. Name of Department/Organization: City of Madera, Parks & Community Services Dept.

Address: 701 East 5th Street, Madera, CA 93638

Contact Person: Mary Anne Seay, Director Phone: 559.661.5491

Concurrence: _____


Department Head Signature/Authorizing Official

B. ACTIVITY DESCRIPTION

1. Summary (Description of proposed project and anticipated accomplishment. If appropriate, include diagram of the area.):

The Centennial Park Picnic Shelter and Playground Shade Project is one project with two parts. The project consists of:

- 1) adding a small picnic shelter, BBQ, and picnic tables on a concrete slab that adjoins to the parking lot north-east of the swimming pool; and
- 2) adding shade sails to protect youth and families from harmful ultraviolet rays that shine down on the very popular Centennial Park playground.

2. Need (Explain why project is needed.):

Parks are vital building blocks of communities; they are ideal for enhancing neighborhoods, encouraging exercise, and creating safe places for youth and adults to gather and play. When not well-maintained, parklands can easily become blighted reducing livability and property values. When given appropriate resources to enhance and maintain them, however, parks are vibrant community gathering spaces that increase health, wellness, connectedness, livability, and property values.

Centennial Park is a very well-used facility in central Madera, which is in an economically challenged area of town. Positive park use has been steadily increasing since the John W. Wells Youth Center and a new inclusive playground were added in the last several years. Since the addition of the playground in 2016, there are now outdoor restrooms making this site even more attractive for families to congregate and recreate outside. There is currently

no picnic shelter at the facility and City staff have received requests for a picnic facility from many residents.

Additionally, the inclusive play feature installed in November of 2016 is heavily used. Staff has noted that outdoor activity levels for youth and families have grown substantially since the playground was opened. The extreme summer heat in Madera, California, however, limits the number of usable hours, as the playground fall surface and the play features become too hot to touch. Placing shade structures over the play features have many benefits. Most notably, shade would: 1) reduce harmful ultra-violet (UV) exposure; 2) improve comfort, aesthetic quality, and play value; 3) lower playground maintenance and repair costs; and 4. Reduces the heat of equipment.

Several studies have documented that exposure to UV rays is a risk factor for most skin cancers. With the high heat experienced in Madera's summers, heat illness is also a consideration. In addition to protecting skin, shade at parks and playgrounds keeps their bodies cool, so they can play for longer periods without overheating. Shade structures can also add visual interest to a playground by adding height and dimensionality to the design.

Shade features can add to the playground's lifespan by minimizing sun damage and reducing the need for costly maintenance and repairs. In the sun's Central Valley heat, plastic structures can weaken and crack, and metal brackets can corrode. Stainless steel structures are more resistant to such sun damage, but also benefit from a reprieve from intense heat and light exposure. Shade can also be an important safety issue in the context of children's direct skin contact with equipment. The Field, a professional practice blog of the American Society of Landscape Architects, reports that in Cathedral City, California a laser temperature reading of playground equipment at Panorama Park found it measured 161F to 180F on a 115-degree day. While not quite as hot as Cathedral City, Madera's playground equipment can get uncomfortably hot and should be properly shaded.

3. Estimated cost of project and source of estimate (if available):
\$250,000. This estimate was gathered by using recent concrete pricing and working with the landscape architectural firm that designed the existing playground.

Please identify other sources of funds to implement this project. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment. There are no current confirmed resources available for this project other than the requested CDBG resources and Generally Funded staff support. The Parks & Community Services Department has growing partnerships with Kaiser Permanente and First 5 of Madera County. Both agencies have expressed interest in helping the City provide shade over the City playgrounds. Some shade structure vendors provide mini-grants; should the City be granted these resources, we would attempt to garner one of those.

4. Timetable (assuming final approval next July 1). Will your proposal meet these goals in one year? Give starting date for activity.

The project can begin within 60 days of final approval and once an Agreement is fully executed between HUD and the City. The project can be completed in 12 to 18 months. It is likely that this project will extend into the 2021 Fiscal Year.

5. What measurable goals will your program deliver?

The Centennial Park Picnic Shelter and Playground Shade Project will:

- a. provide increased access to the park and playground to more residents,
- b. provide healthier and extended use of the playground amenities, and
- c. improve aesthetics of the park.

6. What are the project's expected outcomes? How are the outcomes assessed?

Staff anticipates a 35% increase in use of the playground during the warmer months, and 15% greater use during cooler months. Attendance records and reservation data will be used to assess this outcome.

By the client population will be enhanced, particularly for those with disabilities and/or limited mobility, or groups with sensitive skin. The play feature is designed to provide children with limited mobility 100% access to play features. Increasing the hours of usable time would increase attendance. Pre and post project surveys can be conducted among the attending clients to determine perception of barriers to use eliminated by the project. Also, facility rentals will be enumerated.

7. What National Objective does your program meet?

National Objective #1: Activities benefitting lower income person/households.

National Objective #2: Aid in the prevention or elimination of slums or blight

National Objective #3: Activities designed to meet community development needs having particular urgency.

8. How does your proposal support the Vision Plan Madera 2025 Action Plan?

Action 113.3 – Establish budgets to ensure all City facilities that provide services to the public are ADA compliant.

Action 113.4 – Provide parking with easy access for the handicapped.

Action 121.10 – Add facilities and amenities for the public.

Strategy 313 – Provide year-round programs fostering community pride at local centers.

Strategy 332 – Expand comprehensive services to Madera's youth.

Strategy 404 – Promote increased community wellness.

Strategy 407 – Promote and expand existing services to allow Madera’s elders to maintain independent lifestyles.

Strategy 411 – Enhance and expand recreational activities available to Maderans.

C. ENVIRONMENTAL IMPACTS:

1. Historical:

a. How old is the affected structure?

The only impacted structure is the inclusive playground. The playground was opened to the public on November 17, 2016.

b. Will this project affect an historically significant (or potentially historic) structure?

No

2. Archeological:

a. Will this project involve any ground disturbance?

Yes. Minimal excavation will be required during preparation and construction of concrete and associated footings for shade and pavilion structures.

b. If so, how deep will excavation be and what is the volume of earth to be moved?

Excavation will be 8” or less below existing ground elevation.

3. Water:

a. Does this project involve a sewer or water system?

No

D. PROGRAM ELIGIBILITY:

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

1. Primarily benefits low and moderate-income persons.

Yes. Centennial Park is classified as a neighborhood park that operates in service to Maderans, specifically those in the neighborhoods proximate to the park. The facility sits in a CDBG eligible tract.

- a. Number of persons served annually:
Staff estimates that 45,000 duplicated users would benefit from the proposed amenities on an annual basis.
- b. Service Area:
The City of Madera with occasional use by non-residents.

Number of City residents served annually:
Staff estimates that 43,500 duplicated users would benefit from the proposed amenities on an annual basis.

Number of persons with disabilities or seniors served:
Because the playground feature was designed and constructed for universal accessibility, a greater number of persons with disabilities use Centennial playground than other regional playgrounds. The Parks & Community Services Department also hosts special needs youth and adult programs. It is estimated that the new amenities would benefit at least 3,500 duplicated persons with disabilities and seniors on an annual basis.

2. How will the proposed project prevent or eliminate slums or blight?
Improvements to public facilities have an incremental impact in reducing slum or blight. When not well-maintained, parklands can easily become blighted reducing livability and nearby property values. When given appropriate resources to enhance and maintain them, however, parks are vibrant community gathering spaces that increase health, wellness, connectedness, livability, and property values.

E. CITIZEN PARTICIPATION:

Project proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details. What were the outcomes? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Staff has discussed the need for adding these amenities at several Vision meetings. The agendas are in template format and do not reflect the specific requests and meeting minutes are not taken. Included as attachments to this application, however, are letters of support from our partners who attend the Vision Committee meetings. (See attached) It

should also be noted that staff has received many requests for both a picnic shelter and shade at the playground during business at our main office and in community meetings.

2. Note complaints that have been received, etc.
There have not been written complaints to City staff regarding the lack of picnic shelters or shade at the playground. There have, however, been many comments made to all levels of Parks & Community Department staff about the desire to add the requested amenities. Front counter staff often receive requests for outdoor facility rentals that we cannot currently accommodate. Also, many parents and neighbors have stated that they cannot use the playground as often as they would like during the summer due to the strong UV rays and heat.

3. Evidence of collaboration with other agencies within the community.
While this does not represent an exhaustive list of Parks & Community Services Department partners, the list of agencies we received a letter of support from include:
 - a. First 5 of Madera County
 - b. Madera Coalition for Community Justice
 - c. Madera County Office of Education
 - d. The Madera Ministerial Association (by way of Valley West Christian Center)
 - e. The Madera Police Department
 - f. The Community Action Partnership of Madera County (CAPMC)
 - g. The Madera County Department of Social Services
 - h. Camarena Health
 - i. The Madera Beautification Committee President
 - j. The Madera County Public Health Department
 - k. The Madera Unified School District

Please see the eligible CDBG Census Tract map below.

RETURN AN ORIGINAL AND TWO COPIES TO:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE:

March 8, 2019, 5:00 p.m.

CONTACT PERSON:

Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
jrojas@cityofmadera.com

CDBG 2019/2020 Applicant Scoring Rubric

Criteria	Points	Committee Member Ranking
<p>Ability to Address Community Need or Priority</p> <p>Please refer to Priority Needs chart on page 1, question 2</p>	20	
<p>Ability to Address a National Objective with Measurable Outcomes and Meets a Priority Need</p> <p>Please refer to page 2, question 7.</p>	30	
<p>References</p> <p>Please refer to page 3.</p>	10	
<p>Ability to Locate Other Funds/Fund Raise</p> <p>Please refer to page 4, question 3.</p>	5	
<p>Schedule</p> <p>Please refer to page 4, question 4.</p>	10	
<p>Work Plan and Capacity</p> <p>Please refer to page 5, D. 1</p>	15	
<p>Public Input Received</p> <p>Please refer to page 6, question E.</p>	10	

Staff Work Experience

Mary Anne Seay, Parks & Community Services Director

Ms. Seay has 30 years of work in municipal parks departments. After graduating from California State University, Fresno with a BA in 1988, Seay began working for the City of Fresno's Parks & Recreation Department. She spent 18 years promoting from part-time to full-time to Supervisor and ultimately Manager. She accepted the Director position in the City of Madera in August of 2007.

During her tenure here, her department has successfully completed multiple capital projects. At Centennial Park alone, Seay has been a part of and/or overseen the completion of the following projects:

1. An entirely new pool building complete with office space, concession area, restrooms and janitorial closet.
2. Replaced dilapidated block fencing around the pool with attractive (& safer) wrought iron fencing.
3. Replaced a 60-year-old pool filter.
4. Resurfaced the swimming pool plaster.
5. Added an ADA chair lift.
6. Worked on the project management team for the John W. Wells Youth Center.
7. Added \$400,000 worth of solar panels to the top of the Youth Center.
8. Added a state-of-the-art inclusive play feature complete with fencing, landscaping, public art and universally accessible play equipment for children of all ages and abilities.
9. In the process of replacing a diving board, adding shade to the west side of the pool deck and adding park lighting for night safety.

Keith Helmuth, City Engineer

Keith is a certified Civil Engineer who has led countless multi-million-dollar projects in both the City of Madera and Las Vegas. Mr. Helmuth and his team are well suited to support Parks & Community Services team with this project.



Commission Chair
Max Rodriguez
Board of Supervisors

Board Members

Sara Bosse
Public Health

Linda Bresee
Community

Cecilia Massetti, Ed. D
Superintendent of Schools

Deborah Martinez
Social Services

Nina J. Zarucchi-Mize
Community

Aftab Naz, M.D.
Pediatrician

Karen V. Wynn, Ph. D
Community

Vacant
Community

Chinayera C. Black-Hardaman, MPA
Executive Director



First 5 Family Resource Centers

Madera Family Resource Center
525 E. Yosemite Avenue
Madera, CA 93638

Tel: 559-661-5155
Fax: 559-675-4950

Chowchilla Family Resource Center
405 Trinity Avenue
Chowchilla, CA 93610

Tel: 559-201-5000
Fax: 559-665-0490

www.first5madera.net

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

Please accept this letter in support of the City of Madera's pursuit of funding for additional amenities at Centennial Park. Specifically, the City's Parks & Community Services Department is seeking Community Development Block Grant (CDBG) funding to add both a picnic pavilion and shade structure for the playground at the park.

Centennial Park is a well-used recreation facility located in Central Madera. It services the immediate low-income neighborhoods, and more broadly, the entire Madera community. Park amenities include the John W. Wells Youth Center, a swimming pool complex and an inclusive playground. During planning and Vision meetings, the City of Madera's Parks & Community Services Department team has shared community concern over the lack of both a covered picnic area and shade over the playground.

As the Executive Director for First 5 Madera County, I can speak to the critical need for safe and comfortable recreation and community gathering places for young children and their families. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Further, during recent focus groups with families, parents reiterated the need for enhanced access to safe areas to gather within a walkable distance. Having top-notch facilities where children and families can congregate and integrate physical activity is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at 661-5155 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

Talk. Read. Sing.®
It Changes Everything.

Madera Coalition

for Community Justice

126 N. B St., Madera, CA, 93638
(559) 661-1879 ■ (559) 674-5674 (fax)

"If you want peace, work for justice." - Pope Paul

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

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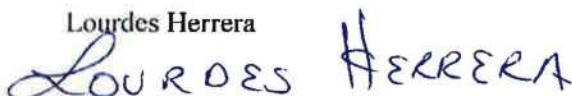
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As the director, for Madera Coalition for Community Justice a community-based organization, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at 559-661-1879 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

Lourdes Herrera

 LOURDES HERRERA



Cecilia A. Massetti, Ed.D.
Superintendent of Schools

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

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As the Superintendent of Schools for Madera County, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at 559-662-6274 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

A handwritten signature in black ink that reads "Cecilia A. Massetti".

Cecilia A. Massetti
Madera County Superintendent of Schools

Valley West

CHRISTIAN CENTER

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

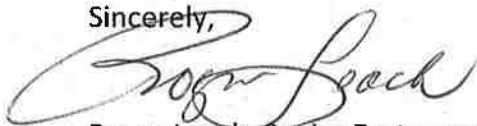
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As Senior Pastor of Valley West Christian Center, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community, including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays, thereby, extending hours of use for the play equipment, as well as, a pavilion with picnic tables.

Please contact me at (559) 907-4610 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,



Roger Leach, Senior Pastor and Founder
Valley West Christian Center

Roger D. Leach, Senior Pastor

101 West Adell Street, Madera, California 93638 • Office (559) 674-8922 • Fax (559) 674-8955

www.maderavwcc.com



MADERA POLICE DEPARTMENT

Office of the Chief of Police

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

Please accept this letter in support of the City of Madera's pursuit of funding for additional amenities at Centennial Park. Specifically, the City's Parks & Community Services Department is seeking Community Development Block Grant (CDBG) funding to add both a picnic pavilion and shade structure for the playground at the park.

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As the Chief of Police, for the City of Madera, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at (559) 675-4201 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dino Lawson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dino Lawson
Chief of Police



February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

Please accept this letter in support of the City of Madera's pursuit of funding for additional amenities at Centennial Park. Specifically, the City's Parks & Community Services Department is seeking Community Development Block Grant (CDBG) funding to add both a picnic pavilion and shade structure for the playground at the park.

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As the Executive Director, for Community Action Partnership of Madera County, Inc., I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at (559)675-5749 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

Mattie Mendez



DEPARTMENT OF SOCIAL SERVICES COUNTY OF MADERA

700 E. YOSEMITE AVENUE / MADERA, CALIFORNIA 93638
P. O. BOX 569
(559) 675-7841 PHONE / (559) 675-7603 FAX

DEBORAH MARTINEZ, DIRECTOR

Equal Opportunity Employer

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

Please accept this letter in support of the City of Madera's pursuit of funding for additional amenities at Centennial Park. Specifically, the City's Parks & Community Services Department is seeking Community Development Block Grant (CDBG) funding to add both a picnic pavilion and shade structure for the playground at the park.

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As the Director for the Madera County Department of Social Services, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at (559) 675-7841 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

Deborah Martinez
Director

CAMARENA HEALTH

We are community. We are family. We are health.

February 25, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

Please accept this letter in support of the City of Madera's pursuit of funding for additional amenities at Centennial Park. Specifically, the City's Parks & Community Services Department is seeking Community Development Block Grant (CDBG) funding to add both a picnic pavilion and shade structure for the playground at the park.

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As the CEO of Camarena Health, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at 559-664-4089 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,



Paulo A Soares, MHA
Chief Executive Officer

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

Please accept this letter in support of the City of Madera's pursuit of funding for additional amenities at Centennial Park. Specifically, the City's Parks & Community Services Department is seeking Community Development Block Grant (CDBG) funding to add both a picnic pavilion and shade structure for the playground at the park.

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As the Chair, for Madera Beautification Committee, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at (559)706-6173 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

A handwritten signature in cursive script that reads "Reynette Fernandes". The signature is written in dark ink and is positioned below the word "Sincerely,".



PUBLIC HEALTH

DEPARTMENT OF PUBLIC HEALTH

559-675-7893

14215 Road 28
Madera, CA 93638

SARA BOSSE
Public Health Director

THOMAS COLE, M.D.
Health Officer

February 25, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

Dear Ms. Seay,

Please accept this letter in support of the City of Madera's pursuit of funding for additional amenities at Centennial Park. Specifically, the City's Parks & Community Services Department is seeking Community Development Block Grant (CDBG) funding to add both a picnic pavilion and shade structure for the playground at the park.

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As the Director of Madera County Department of Public Health I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

Please contact me at sara.bosse@maderacounty.com or (559) 416-9489 if additional information is needed. We are pleased to continue and even expand our partnership with Madera's Parks & Community Services Department so that we can further our collective efforts to strengthen the Madera community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sara Bosse", is written over the typed name and title.

Sara Bosse
Public Health Director

MADERA UNIFIED SCHOOL DISTRICT

1902 Howard Road, Madera, California 93637
(559) 675-4500
FAX: (559) 675-1186
www.madera.k12.ca.us



Board of Trustees:

Ray G. Seibert, President
Ruben Mendoza, Clerk

Trustees:

Ricardo Arredondo, Brent Fernandes,
Joetta Fleak, Ed McIntyre, Lucy Salazar

Superintendent:

Todd Lile

February 28, 2019

Mary Anne Seay, Director
701 East 5th Street
Madera, CA 93638

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As the Superintendent of Madera Unified School District, I can speak to the critical need for recreation space and community gathering places. The Madera community faces challenges of poverty and all negative impacts that come as a result. In fact, recent community data shows high rates of obesity in our community including our youngest and most vulnerable residents. Having top-notch facilities where children and families can congregate, and exercise is critical to address many of the challenges that face our community. I am pleased to offer my support to provide shade from harmful ultraviolet rays thereby extending hours of use for the play equipment as well as a pavilion with picnic tables.

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Sincerely,

A handwritten signature in black ink, appearing to read "Todd Lile", written over a large, stylized circular flourish.

Todd Lile
Superintendent

CITY OF MADERA
ENGINEERING DEPARTMENT
LILLY ST. & VINEYARD AVE.
SIDEWALK IMPROVEMENTS NEAR
MARTIN LUTHER KING MIDDLE SCHOOL

RECEIVED
3-8-19

8:42 P.M. *PR*

GRANT APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

GRANT APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

1 original completed application	
<input checked="" type="checkbox"/> Font: 12 point	<input checked="" type="checkbox"/> Grant Application Coversheet
<input checked="" type="checkbox"/> Paper: 8 1/2 x 11	
<input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u> , single-spaced and numbered consecutively	<input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)
<input checked="" type="checkbox"/> One-inch top, bottom, left and right margins	<input checked="" type="checkbox"/> Program/Project Timeline
<input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound</u>	<input checked="" type="checkbox"/> Budget Table
<input checked="" type="checkbox"/> Double-checked for grammar and spelling errors	<input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead, 2-Page Limit Per Individual)
<input checked="" type="checkbox"/> No emailed applications	<input type="checkbox"/> Marketing/Outreach Plan Not Applicable
<input checked="" type="checkbox"/> No dividers	<input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit) Not Applicable
	<input checked="" type="checkbox"/> Letters of Support
	<input checked="" type="checkbox"/> References

CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: City of Madera Engineering Department
Physical Address: (Street, City, State, Zip Code) 205 W. Fourth Street, Madera, CA, 93637
Mailing Address: (Street, City, State, Zip Code) 205 W. Fourth Street, Madera, CA, 93637
Program Name: Engineering Department
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: NA
Grant Administrator -- Manages Day-to-Day Tasks of Program
First and Last Name and Title Jose Sandoval, Assistant Engineer
Program/Project Administrator Telephone Number and Email Address P: (559) 661-5418 E: jsandoval@cityofmadera.com
Amount Requested: \$203,112.00 CDBG
Additional Sources and Amounts: \$22,568.00 LTF STREET

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT PROPOSAL FORM
2019/2020

DATE SUBMITTED: 3/8/2019

A. GENERAL INFORMATION

1. Name of Department/Organization: City of Madera, Engineering Department

Address: 205 W. Fourth Street, Madera, CA, 93637

Contact Person: Jose Sandoval

Phone: (559) 661-5418

Concurrence: _____

Department Head Signature/Authorizing Official

B. ACTIVITY DESCRIPTION

1. Summary (Description of proposed project and anticipated accomplishment. If appropriate, include diagram of the area.):

The proposed project involves the construction of pedestrian facilities including sidewalk, access curb ramps and drive approaches. The project is located on the following streets: Lilly Street and Vineyard Avenue. This location is generally southwest and extending to within a ¼ mile of Martin Luther King Jr. Middle School. See the location map in Attachment 1.

2. Need (Explain why project is needed.):

Various locations throughout the City of Madera, specifically in older developed areas, do not have adequate paths of travel for pedestrians traveling to schools, parks, churches, commercial areas, etc. A recent survey that was conducted throughout the community with the intent to determine what type of public improvements are the most important to the community determined that the highest priority for the community is building sidewalks to provide a safer pedestrian environment.

Lilly Street and Vineyard Avenue, which surrounds Martin Luther King Jr. Middle School and lead up to collector and arterial roads Yosemite Avenue and Clinton Street, do not have sidewalks or access ramps and would be considered a high priority location per the aforementioned survey. The lack of sidewalks and ramps represents a potential unsafe path of travel for the students that attend the school and residents that walk to the commercial areas in Yosemite Avenue and to the park area in Clinton Street. This project will begin to fill in the missing sidewalks along direct routes to the school while

also providing ADA compliant corner ramps and adjust existing approaches as required.

3. Estimated cost of project and source of estimate (if available): \$225,680.00

The engineer's estimate in Attachment 2.

CDBG Fund: \$203,112.00

LTF Street Fund: \$22,568.00

The City of Madera Engineering Department has the ability to reduce the scope of the project if the grant awarding body wishes to award a lesser amount than the \$203,112.00 and the City will commit to a 10% funding match.

Please identify other sources of funds to implement this project. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

This project will have additional funds provided by a designated line item for local match portion of the Local Transportation Streets Fund (LTF). The fund would provide \$22,568.00 or that equating to a 10% match.

4. Timetable (assuming final approval next July 1). Will your proposal meet these goals in one year? Give starting date for activity.

Upon award of the CDBG funds, the City will immediately begin the design phase, followed by right-of-way acquisition (if needed), and move on to construction. The schedule is highly dependent on the extent of right-of-way acquisition needed for this project. Areas along Vineyard Avenue have been identified with potential right-of-way conflict to install a 5-foot sidewalk and corner access ramps. See the project schedule in Attachment 3.

5. What measureable goals will your program deliver?

This project will help in furthering our goal of creating safe and complete paths of travel for pedestrians. This goal is also included in a City document called the Vision 2025 Plan.

6. What are the project's expected outcomes? How are the outcomes assessed?

The outcomes include decreasing the probability of pedestrian accidents along these routes. By making sidewalks and ramps available, pedestrians will no longer feel the need to walk in the streets and interact with vehicular traffic which in turn reduces the risk of pedestrian accidents.

7. What National Objective does your program meet?

The pedestrian and intersection improvements meet the following national objectives:

- 1. The project is in a low-income area that utilizes the local school.**
- 2. The project would positively address blight in the area by constructing sidewalk where dirt and weeds are present.**
- 3. The project has a direct need to provide sidewalks for the residents. Pedestrian safety is a priority not just locally but also on a state and national level. The lack of sidewalks put pedestrians in unsafe situations by forcing them to walk on the roads.**

8. How does your proposal support the Vision Plan Madcra 2025 Action Plan?

The project not only includes the improvements to the street; they enhance the current pedestrian facilities and improve the ADA accessibility.

C. ENVIRONMENTAL IMPACTS:

1. Historical:

a. How old is the affected structure?

NA. There are no historical sites in the project area that would be affected.

b. Will this project affect an historically significant (or potentially historic) structure?

NO

2. Archeological:

a. Will this project involve any ground disturbance?

The project will cause minimal ground disturbance as required to construct 4" thick concrete sidewalks.

b. If so, how deep will excavation be and what is the volume of earth to be moved?

NA

3. Water:

a. Does this project involve a sewer or water system?

No. This project will be limited to activities involving the construction of pedestrian facilities.

D. PROGRAM ELIGIBILITY:

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

1. Primarily benefits low and moderate-income persons.

a. Number of persons served annually:

The project is in the CDBG qualifying census tract 9. Referring to the 2010 census, the project will positively benefit approximately 9,612 low to moderate income residents in the surrounding area.

b. Service Area:

Number of City residents served annually:

Approximately 9,612 residents in the surrounding area would benefit from construction of sidewalks and ADA facilities.

Number of persons with disabilities or seniors served:

The project would provide sidewalk for numerous seniors and disabled persons in the community. This project would contribute by providing safe access to the schools, commercial areas, local churches and the transit stop in the area.

2. How will the proposed project prevent or eliminate slums or blight?

The proposed project is in a low-income area with a high minority population. The area currently has minimal pedestrian facilities on the local roads leading to the schools and commercial areas. Where sidewalks are missing, dirt and dried weeds are present. This project positively addresses the current blight by adding concrete sidewalk improvements where none previously existed.

E. CITIZEN PARTICIPATION:

Project proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details. What were the outcomes? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

Several surveys were conducted throughout the community with the intent to determine what type of public improvements and public services are the most important to the community. The surveys were performed in January and February of 2019 at the following locations:

- **La Esperanza Market – Cleveland & Lake Street**

- **El Toro Loco – D Street**
- **Master Gardeners’ Board Meeting**
- **Madera Adult School/ Workforce**
- **Camarena Health with Promotoras**
- **Trinity Lutheran Church**
- **Social Agencies Linking Together (SALT)**
- **Pomona Ranch**
- **Parent Resource Center Assistants at James Madison Elementary**
- **Hull Avenue Church**

The surveys revealed that the highest priority for the community is building and repairing sidewalks to provide a safer pedestrian environment.

2. Note complaints that have been received, etc.
A complaint was received by the City of Madera Engineering Department in 2017 from a resident stating that sidewalks were necessary along Vineyard Avenue from Clinton Street to Yosemite Avenue due to students being forced to walk in the street on their way to school due to muddy dirt areas.
3. Evidence of collaboration with other agencies within the community.
See letters of support from the Madera Unified School District and the Successor Agency in Attachment 4.

Please see the eligible CDBG Census Tract Map in Attachment 5.

RETURN AN ORIGINAL AND TWO COPIES TO:

City of Madera
 205 West Fourth Street
 Madera, CA 93637
 Attention: CDBG Administration

DUE DATE:

March 8, 2019, 5:00 p.m.

CONTACT PERSON:

Jorge Antonio Rojas, Program Manager – Grants
 559-661-3693
jrojas@cityofmadcra.com

ATTACHMENT 1
LOCATION MAP

Location Map

Pedestrian Facilities at Lilly St & Vineyard Ave



ATTACHMENT 2
ENGINEER'S ESTIMATE

PEDESTRIAN FACILITIES ON LILLY STREET & VINEYARD AVENUE
ENGINEER'S ESTIMATE

Item	Description	Unit	Quantity	Unit Price	Total Amount
1	Mobilization, Bonds, Insurance & Permits (not to exceed \$10,000)	LS	1	\$ 10,000.00	\$ 10,000.00
2	Traffic Control, Signage and Detours	LS	1	\$ 15,000.00	\$ 15,000.00
3	Water Pollution Control Plan(WPCP) & Dust Control Plan	LS	1	\$ 3,500.00	\$ 3,500.00
4	Clearing & Grubbing, Demolition, Removal & Disposal	LS	1	\$ 25,000.00	\$ 25,000.00
5	Concrete Sidewalk	SF	7200	\$ 8.00	\$ 57,600.00
6	Concrete Drive Approach	EA	9	\$ 3,000.00	\$ 27,000.00
7	Concrete ADA ramp with truncated domes	EA	2	\$ 5,000.00	\$ 10,000.00
8	6" Concrete Curb & Gutter	LF	100	\$ 50.00	\$ 5,000.00
9	Asphalt Concrete Type B - 1/2"	TON	15	\$ 300.00	\$ 4,500.00
10	Adjust, Relocate Existing Irrigation System	LS	1	\$ 5,000.00	\$ 5,000.00
11	Adjust Utility Boxes to Grade	EA	20	\$ 300.00	\$ 6,000.00
12	Miscellaneous Facilities and Operations (Not to exceed \$5,000)	LS	1	\$ 5,000.00	\$ 5,000.00

Construction Total	\$	173,600.00
Design 10%	\$	17,360.00
Construction Contingencies 10%	\$	17,360.00
Construction Management 10%	\$	17,360.00
TOTAL	\$	225,680.00
CDBG	\$	203,112.00
LTF Streets	\$	22,568.00

**ATTACHMENT 3
PROJECT SCHEDULE**

CDBG PROJECT SCHEDULE FOR PEDESTRIAN FACILITIES AT LILLY STREET & VINEYARD AVENUE	
ITEM OF WORK	DATE
CDBG Funds Awarded	July 2019
Preliminary Design, Environmental Review, & Right-of-Way Research	July 2019 - August 2019
Design*	August 2019 - December 2019
Advertise for Construction	January 2020
Award the Project	February 2020
Construction Phase**	March 2020 - April 2020
Project Close-Out	May 2020

* Design Phase may be extended 2-6 months if right-of-way acquisition is required
It may be extended up to 12 months if eminent domain is necessary

** Construction Phase may be extended dependent on weather

ATTACHMENT 4
LETTERS OF SUPPORT

MADERA UNIFIED SCHOOL DISTRICT
1902 Howard Road, Madera, California 93637
(559) 675-4500
FAX: (559) 675-1186
www.madera.k12.ca.us



Board of Trustees:
Ray G. Seibert, President
Ruben Mendoza, Clerk
Trustees:
Ricardo Añredondo, Brent Fernandes,
Joetta Fleak, Ed McIntyre, Lucy Salazar

Superintendent:
Todd Lile

March 6, 2019

City of Madera
Engineering Department
205 West Fourth Street
Madera, CA 93637

To whom it may concern,

Madera Unified School District supports the City of Madera's grant application to install new pedestrian facilities along Vineyard Avenue and Lilly Street. The new sidewalk and curb access ramps would increase pedestrian safety for students and parents walking to Martin Luther King Jr. Middle School and Virginia Lee Rose Elementary School.

We hope you will give this application your full consideration.

Sincerely,

A handwritten signature in cursive script that reads "Rosalind Cox".

Rosalind Cox
Director of Facilities Planning & Construction Management



428 East Yosemite Avenue
Madera, California, 93638
Phone: (559) 661-5110
Fax: (559) 674-7018

March 6, 2019

City of Madera
Engineering Division
205 West Fourth Street
Madera, CA 93637

Subject: Construction of a new sidewalk and ADA facilities southwest Madera

To whom it may concern,

The Successor Agency to the Former Madera Redevelopment Agency supports the City of Madera's grant application to install sidewalks on Vineyard Avenue and Lilly Street;

Prior to dissolution the Madera Redevelopment Agency was tasked with the elimination of physical and economic blight in the Agency's project area which includes Vineyard Avenue and Lilly Street. The Agency has always realized the importance of sidewalk, street lighting and curb & gutter projects and completed many similar projects prior to dissolution in this area. The neighborhood surrounding Vineyard Avenue and Lilly Street currently lacks full sidewalks and has an incomplete pedestrian path of travel. These items will add great value to this neighborhood, creating safer environments for the residents, adults and children, residing within.

At this time the Successor Agency to the Former Madera Redevelopment Agency would like to voice its full support of the proposed "Construction of a new sidewalk and ADA facilities."




Sincerely,

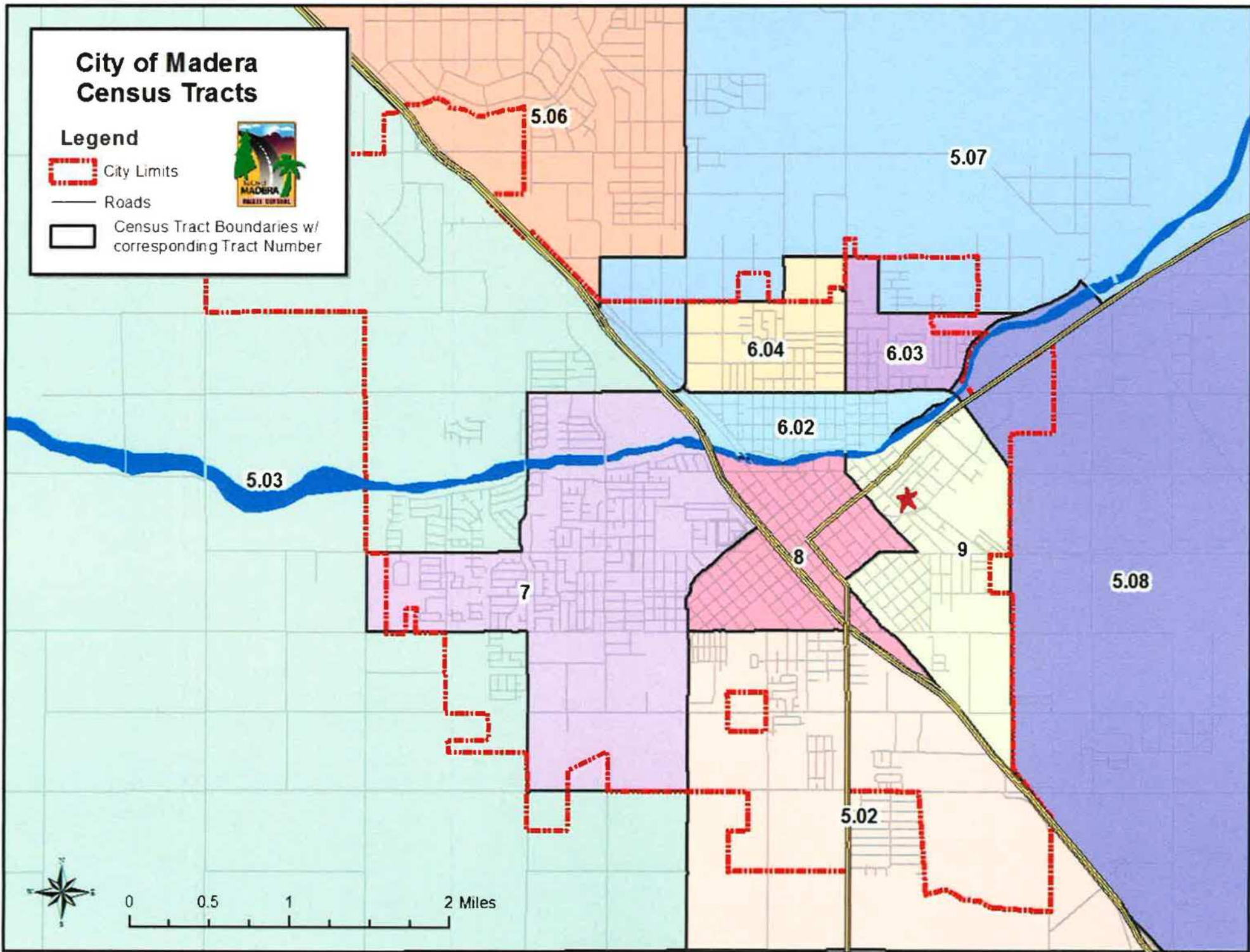
Bob Wilson
Executive Director

**ATTACHMENT 5
CENSUS TRACT MAP**

City of Madera Census Tracts

Legend

-  City Limits
-  Roads
-  Census Tract Boundaries w/
corresponding Tract Number



ATTACHMENT 6
REFERENCES

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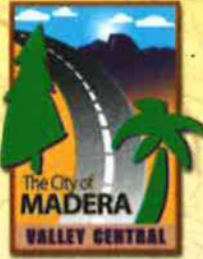
Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
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Bob Wilson	Executive Director	Successor Agency	(559) 661-5188	bwilson@cityofmadera.com
Mon Son Lee	Construction Project Manager	Seal Rite Paving and Grading	(559) 222-7325	Monslee88@gmail.com

ATTACHMENT 7
KEY STAFF



Keith Helmuth, PE
City Engineer

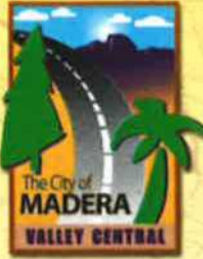
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Engineering

205 W. Fourth Street • Madera, CA 93637 • TEL (559) 661-5418 • FAX (559) 675-6605

www.cityofmadera.ca.gov



Jose Sandoval, EIT
Assistant Engineer

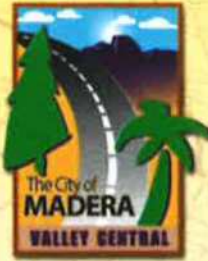
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Engineering Project Manager

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Engineering

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www.cityofmadera.ca.gov

CITY OF MADERA
ENGINEERING DEPARTMENT
MAPLE ST., STADIUM RD.
MONTEREY ST. & SANTA CRUZ ST.
SIDEWALK IMPROVEMENTS NEAR
JAMES MADISON ELEMENTARY SCHOOL &
MADERA HIGH SCHOOL NORTH CAMPUS

RECEIVED
 3-8-19
 8:42 a.m.

GRANT APPLICATION SUBMITTAL CHECKLIST
(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

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For All Grant Applicants (Include all the following in your application)

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	<p><input checked="" type="checkbox"/> Letters of Support</p>
	<p><input checked="" type="checkbox"/> References</p>

CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: City of Madera Engineering Department
Physical Address: (Street, City, State, Zip Code) 205 W. Fourth Street, Madera, CA, 93637
Mailing Address: (Street, City, State, Zip Code) 205 W. Fourth Street, Madera, CA, 93637
Program Name: Engineering Department
Non-profit Federal Internal Revenue Code Section 5019(c)(3) status: Tax ID Number: NA
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title Jose Sandoval, Assistant Engineer
Program/Project Administrator Telephone Number and Email Address P: (559) 661-5418 E: jsandoval@cityofmadera.com
Amount Requested: \$317,889.00 CDBG
Additional Sources and Amounts: \$35,321.00 LTF STREET

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT PROPOSAL FORM
2019/2020**

DATE SUBMITTED: 3/8/2019

A. GENERAL INFORMATION

1. Name of Department/Organization: City of Madera, Engineering Department

Address: 205 W. Fourth Street, Madera, CA, 93637

Contact Person: Jose Sandoval

Phone: (559) 661-5418

Concurrence: _____

Department Head Signature/Authorizing Official

B. ACTIVITY DESCRIPTION

1. Summary (Description of proposed project and anticipated accomplishment. If appropriate, include diagram of the area.):

The proposed project involves the construction of pedestrian facilities including sidewalk, access curb ramps and drive approaches. The project is located on the following streets: Maple Street, Stadium Road, Monterey Street and Santa Cruz Street. This location is generally southeast and extending to within a ¼ mile of James Madison Elementary and Madera High School North Campus. See the location map in Attachment 1.

2. Need (Explain why project is needed.):

Various locations throughout the City of Madera, specifically in older developed areas, do not have adequate paths of travel for pedestrians traveling to schools, parks, churches, commercial areas, etc. A recent survey that was conducted throughout the community with the intent to determine what type of public improvements are the most important to the community determined that the highest priority for the community is building sidewalks to provide a safer pedestrian environment.

Maple Street, Stadium Road, Monterey Street and Santa Cruz Street, which surround James Madison Elementary and Madera High School North Campus and lead up to collector and arterial roads Stadium Road and Olive Avenue, do not have sidewalks or access ramps and would be considered a high priority location per the aforementioned survey. The lack of sidewalks and ramps represents a potential unsafe path of travel for the students that attend the school and residents that walk to the commercial areas in Olive Avenue. This project will begin to fill in the missing sidewalks along direct routes

to the school while also providing ADA compliant corner ramps and adjust existing approaches as required.

3. Estimated cost of project and source of estimate (if available): \$353,210.00

The engineer's estimate in Attachment 2.

CDBG Fund: \$317,889.00

LTF Street Fund: \$35,321.00

The City of Madera Engineering Department has the ability to reduce the scope of the project if the grant awarding body wishes to award a lesser amount than the \$317,889.00 and the City will commit to a 10% funding match.

Please identify other sources of funds to implement this project. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

This project will have additional funds provided by a designated line item for local match portion of the Local Transportation Streets Fund (LTF). The fund would provide \$35,321.00 or that equating to a 10% match.

4. Timetable (assuming final approval next July 1). Will your proposal meet these goals in one year? Give starting date for activity.

Upon award of the CDBG funds, the City will immediately begin the design phase, followed by right-of-way acquisition (if needed), and move on to construction. The schedule is highly dependent on the extent of right-of-way acquisition needed for this project. Areas along Maple Street have been identified with potential right-of-way conflict to install a 5-foot sidewalk and corner access ramps. See the project schedule in Attachment 3.

5. What measurable goals will your program deliver?

This project will help in furthering our goal of creating safe and complete paths of travel for pedestrians. This goal is also included in a City document called the Vision 2025 Plan.

6. What are the project's expected outcomes? How are the outcomes assessed?

The outcomes include decreasing the probability of pedestrian accidents along these routes. By making sidewalks and ramps available, pedestrians will no longer feel the need to walk in the streets and interact with vehicular traffic which in turn reduces the risk of pedestrian accidents.

7. What National Objective does your program meet?

The pedestrian and intersection improvements meet the following national objectives:

- 1. The project is in a low-income area that utilizes the local school.**
- 2. The project would positively address blight in the area by constructing sidewalk where dirt and weeds are present.**
- 3. The project has a direct need to provide sidewalks for the residents. Pedestrian safety is a priority not just locally but also on a state and national level. The lack of sidewalks put pedestrians in unsafe situations by forcing them to walk on the roads.**

8. How does your proposal support the Vision Plan Madera 2025 Action Plan?

The project not only includes the improvements to the street; they enhance the current pedestrian facilities and improve the ADA accessibility.

C. ENVIRONMENTAL IMPACTS:

1. Historical:

a. How old is the affected structure?

NA. There are no historical sites in the project area that would be affected.

b. Will this project affect an historically significant (or potentially historic) structure?

NO

2. Archeological:

a. Will this project involve any ground disturbance?

The project will cause minimal ground disturbance as required to construct 4" thick concrete sidewalks.

b. If so, how deep will excavation be and what is the volume of earth to be moved?

NA

3. Water:

a. Does this project involve a sewer or water system?

No. This project will be limited to activities involving the construction of pedestrian facilities.

D. PROGRAM ELIGIBILITY:

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

1. Primarily benefits low and moderate-income persons.

a. Number of persons served annually:

The project is in the CDBG qualifying census tract 5.02. Referring to the 2010 census, the project will positively benefit approximately 10,473 low to moderate income residents in the surrounding area.

b. Service Area:

Number of City residents served annually:

Approximately 10,473 residents in the surrounding area would benefit from construction of sidewalks and ADA facilities.

Number of persons with disabilities or seniors served:

The project would provide sidewalk for numerous seniors and disabled persons in the community. This project would contribute by providing safe access to the schools, commercial areas, local churches and the transit stop in the area.

2. How will the proposed project prevent or eliminate slums or blight?

The proposed project is in a low-income area with a high minority population. The area currently has minimal pedestrian facilities on the local roads leading to the schools and commercial areas. Where sidewalks are missing, dirt and dried weeds are present. This project positively addresses the current blight by adding concrete sidewalk improvements where none previously existed.

E. CITIZEN PARTICIPATION:

Project proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details. What were the outcomes? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

Several surveys were conducted throughout the community with the intent to determine what type of public improvements and public services are the most important to the community. The surveys were performed in January and February of 2019 at the following locations:

- **La Esperanza Market – Cleveland & Lake Street**

- **El Toro Loco – D Street**
- **Master Gardeners’ Board Meeting**
- **Madera Adult School/ Workforce**
- **Camarena Health with Promotoras**
- **Trinity Lutheran Church**
- **Social Agencies Linking Together (SALT)**
- **Pomona Ranch**
- **Parent Resource Center Assistants at James Madison Elementary**
- **Hull Avenue Church**

The surveys revealed that the highest priority for the community is building and repairing sidewalks to provide a safer pedestrian environment.

2. Note complaints that have been received, etc.
A complaint was received by the City of Madera Engineering Department in 2017 from a resident stating that sidewalks were necessary along Vineyard Avenue from Clinton Street to Yosemite Avenue due to students being forced to walk in the street on their way to school due to muddy dirt areas.
3. Evidence of collaboration with other agencies within the community.
See letters of support from the Madera Unified School District and the Successor Agency in Attachment 4.

Please see the eligible CDBG Census Tract Map in Attachment 5.

RETURN AN ORIGINAL AND TWO COPIES TO:

City of Madera
 205 West Fourth Street
 Madera, CA 93637
 Attention: CDBG Administration

DUE DATE:

March 8, 2019, 5:00 p.m.

CONTACT PERSON:

Jorge Antonio Rojas, Program Manager – Grants
 559-661-3693
jrojas@cityofmadera.com

ATTACHMENT 1
LOCATION MAP

Location Map

Pedestrian Facilities at Stadium Rd, Maple Street, Santa Cruz Street & Monterey Street



ATTACHMENT 2
ENGINEER'S ESTIMATE

PEDESTRIAN FACILITIES ON MAPLE ST, STADIUM RD, MONTEREY ST & SANTA CRUZ ST
ENGINEER'S ESTIMATE

Item	Description	Unit	Quantity	Unit Price	Total Amount
1	Mobilization, Bonds, Insurance & Permits (not to exceed \$10,000)	LS	1	\$ 10,000.00	\$ 10,000.00
2	Traffic Control, Signage and Detours	LS	1	\$ 15,000.00	\$ 15,000.00
3	Water Pollution Control Plan(WPCP) & Dust Control Plan	LS	1	\$ 3,500.00	\$ 3,500.00
4	Clearing & Grubbing, Demolition, Removal & Disposal	LS	1	\$ 25,000.00	\$ 25,000.00
5	Remove Existing Trees	EA	4	\$ 2,000.00	\$ 8,000.00
6	Concrete Sidewalk	SF	10650	\$ 8.00	\$ 85,200.00
7	Concrete Drive Approach	EA	10	\$ 4,000.00	\$ 40,000.00
8	Concrete ADA ramp with truncated domes	EA	9	\$ 4,500.00	\$ 40,500.00
9	6" Concrete Curb & Gutter	LF	380	\$ 50.00	\$ 19,000.00
10	Asphalt Concrete Type B - 1/2"	TON	15	\$ 300.00	\$ 4,500.00
11	Adjust, Relocate Existing Irrigation System	LS	1	\$ 5,000.00	\$ 5,000.00
12	Relocate Fire Hydrant	EA	1	\$ 5,000.00	\$ 5,000.00
13	Adjust Utility Boxes to Grade	EA	20	\$ 300.00	\$ 6,000.00
14	Miscellaneous Facilities and Operations (Not to exceed \$5,000)	LS	1	\$ 5,000.00	\$ 5,000.00

Construction Total	\$	271,700.00
Design 10%	\$	27,170.00
Construction Contingencies 10%	\$	27,170.00
Construction Management 10%	\$	27,170.00
TOTAL	\$	353,210.00
CDBG	\$	317,889.00
LTF Streets	\$	35,321.00

**ATTACHMENT 3
PROJECT SCHEDULE**

**CDBG PROJECT SCHEDULE FOR
PEDESTRIAN FACILITIES AT STADIUM RD,
MAPLE ST, SANTA CRUZ ST & MONTEREY ST**

ITEM OF WORK	DATE
CDBG Funds Awarded	July 2019
Preliminary Design, Environmental Review, & Right-of-Way Research	July 2019 - August 2019
Design*	August 2019 - December 2019
Advertise for Construction	January 2020
Award the Project	February 2020
Construction Phase**	March 2020 - April 2020
Project Close-Out	May 2020

* Design Phase may be extended 2-6 months if right-of-way acquisition is required
It may be extended up to 12 months if eminent domain is necessary

** Construction Phase may be extended dependent on weather

ATTACHMENT 4
LETTERS OF SUPPORT

MADERA UNIFIED SCHOOL DISTRICT
1902 Howard Road, Madera, California 93637
(559) 675-4500
FAX: (559) 675-1186
www.madera.k12.ca.us



Board of Trustees:
Ray G. Seibert, President
Ruben Mendoza, Clerk
Trustees:
Ricardo Arredondo, Brent Fernandes,
Joetta Fleak, Ed McIntyre, Lucy Salazar

Superintendent:
Todd Life

March 6, 2019

City of Madera
Engineering Department
205 West Fourth Street
Madera, CA 93637

To Whom It May Concern,

Madera Unified School District supports the City of Madera's grant application to install new pedestrian facilities along Maple Street, Monterey Street, and Santa Cruz Street. The new sidewalk and curb access ramps would increase pedestrian safety for students and parents walking to James Madison Elementary and Madera High School.

We hope you will give this application your full consideration.

Sincerely,

A handwritten signature in cursive script that reads "Rosalind Cox".

Rosalind Cox
Director of Facilities Planning & Construction Management



428 East Yosemite Avenue
Madera, California, 93638
Phone: (559) 661-5110
Fax: (559) 674-7018

March 6, 2019

City of Madera
Engineering Division
205 West Fourth Street
Madera, CA 93637

Subject: Construction of a new sidewalk and ADA facilities southeast Madera

To whom it may concern,

The Successor Agency to the Former Madera Redevelopment Agency supports the City of Madera's grant application to install sidewalks on Maple Street and several adjacent cross streets.

Prior to dissolution the Madera Redevelopment Agency was tasked with the elimination of physical and economic blight in the Agency's project area which includes Maple Street. The Agency has always realized the importance of sidewalk, street lighting and curb & gutter projects and completed many similar projects prior to dissolution within the project area. The neighborhood surrounding Maple Street currently lacks full sidewalks and has an incomplete pedestrian path of travel. These items will add great value to this neighborhood, creating safer environments for the residents, adults and children, residing within.

At this time the Successor Agency to the Former Madera Redevelopment Agency would like to voice its full support of the proposed "Construction of a new sidewalk and ADA facilities."

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Executive Director

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CENSUS TRACT MAP

City of Madera Census Tracts

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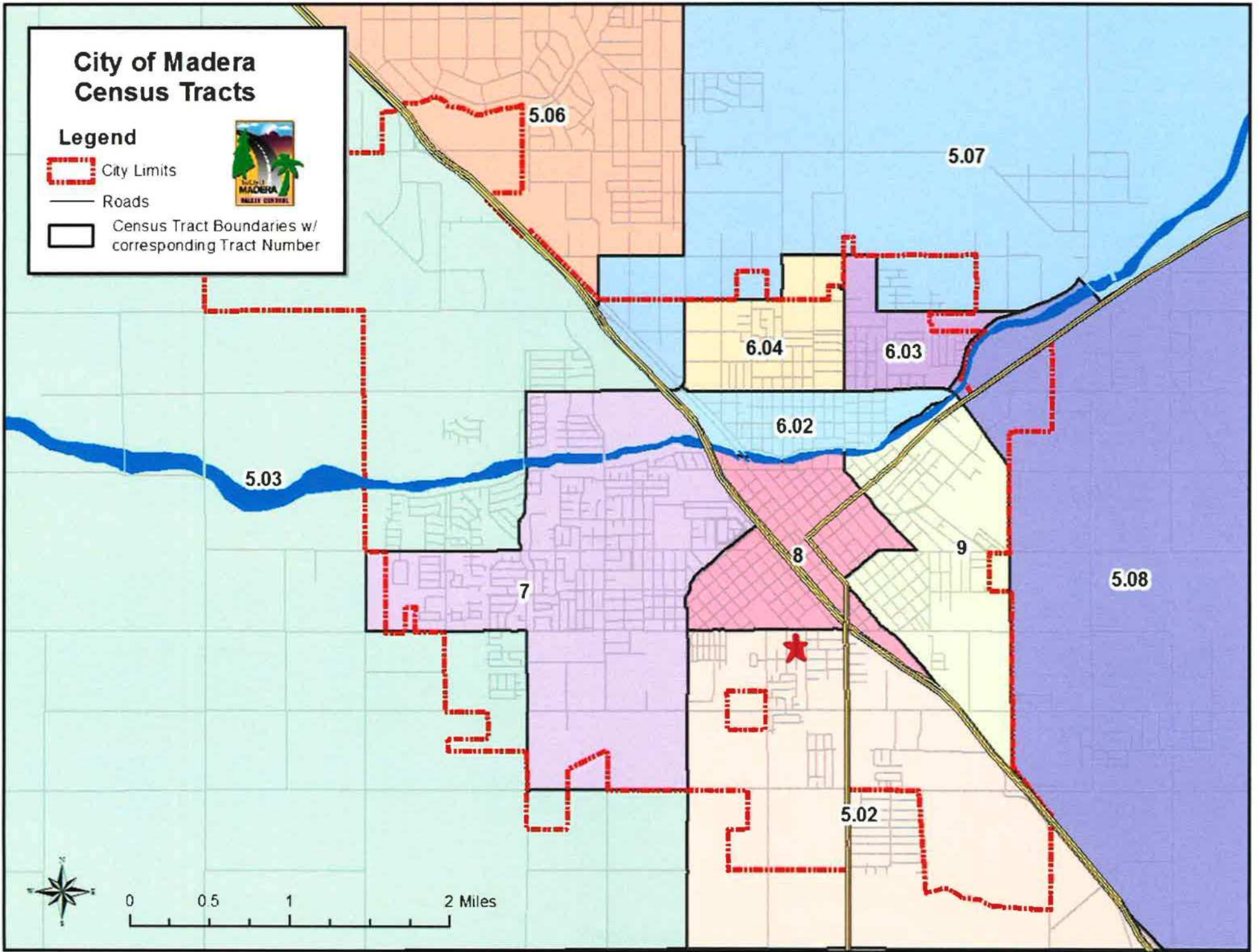
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Census Tract Boundaries w/
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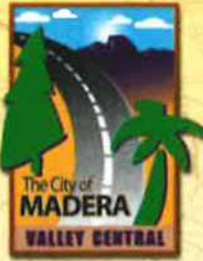
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Keith Helmuth, PE
City Engineer

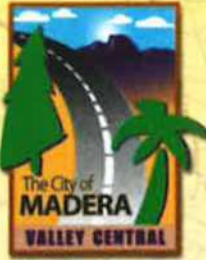
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Engineering

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Jose Sandoval, EIT
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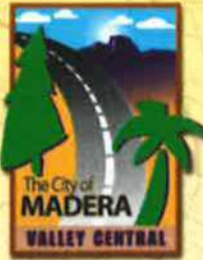
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Engineering

205 W. Fourth Street • Madera, CA 93637 • TEL (559) 661-5418 • FAX (559) 675-6605

www.cityofmadera.ca.gov

HOUSING AUTHORITY OF THE
CITY OF MADERA
EXPANSION OF TEMPORARY
HOUSING FOR HOMELESS FAMILIES AT
POMONA RANCH HOUSING CENTER



Housing Authority

9/2 RECEIVED
3-8-19
3:30PM

of the

City of Madera



Community Development Block Grant Application

2019-2020

Submitted by Linda Marie Shaw, Executive Director

HACM is dedicated to serving our community by providing quality housing, resources, capital improvements and other sustaining services that will improve the lives of families.

ORIGINAL

GRANT APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

For All Grant Applicants (Include all the following in your application)

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CITY OF MADERA
CDBG 2019/2020 GRANT CYCLE
APPLICATION COVERSHEET

Applicant Name: Housing Authority of the City of Madera
Physical Address: (Street, City, State, Zip Code) 205 N G St, Madera, CA 93637
Mailing Address: (Street, City, State, Zip Code) 205 N G St, Madera, CA 93637
Program Name: Expansion of Temporary Housing for Homeless Families at Pomona Ranch Housing Center
Non-profit Federal Internal Revenue Code Section 501(c)(3) status: Not applicable; Government Agency Tax ID Number: 94-2542559
Grant Administrator – Manages Day-to-Day Tasks of Program
First and Last Name and Title: Linda Shaw, Executive Director
Program/Project Administrator Telephone Number and Email Address (559) 674-5695 Linda@maderaha.org

Amount Requested:

\$156,000

Additional Sources and Amounts:

None.

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CAPITAL PROJECT/PUBLIC IMPROVEMENT 2019/2020 PROPOSAL APPLICATION
PART 1 (PAGES 4 THROUGH 6)**

Priority Needs for the 2019/2020 Action Plan	
Homeless Services and Facilities	To provide funding for services and facilities serving the homeless, persons and households at risk of homelessness
Youth Services	Programs to engage youth in leadership, college readiness, employment and life skills training.
Senior Services	Programs, services and community facilities to support seniors' wellness, nutrition and recreation.
Public Facility Improvements	Installation or reconstruction of high priority public facilities and improvements to parks, storm drainage, sewer and water facilities, streets, bike lanes and sidewalks.

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain “Yes” and “No” responses for the following:

Was your experience working with this agency successful?

Have you seen at least one very successful project developed by this organization/agency?

Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
Will Oliver	Former City Councilman & Past Chairman	City of Madera	(559) 474-0303	woliver21@gmail.com
Charles Rigby	Former City Councilman & Past Chairman	City of Madera	(559) 514-6930	c.rigby@maderavwcc.com
Herman Perez	CEO	MORES	(559) 871-9114	hermanjperez@comcast.net

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT PROPOSAL FORM
2019/2020**

DATE SUBMITTED: March 8, 2019

A. GENERAL INFORMATION

1. Name of Department/Organization: Housing Authority of the City of Madera

Address: 205 N G St, Madera, CA 93637

Contact Person: Linda Shaw, Executive Director Phone: (559) 674-5695

Concurrence: Linda M. Shaw
Department Head Signature/Authorizing Official

B. ACTIVITY DESCRIPTION

1. **Summary (Description of proposed project and anticipated accomplishment. If appropriate, include diagram of the area.):**

Last year's CDBG grant awarded the Housing Authority of the City of Madera (HACM) funding to convert 10 migrant housing units at Pomona Ranch into temporary homeless family housing via the installation of heating and air conditioning units (HVAC) and social, workforce, and behavioral health services. This proposal aims to build on the success of last year's project by converting an additional 10 units into temporary homeless family housing units. The proposed expansion will also involve the hiring of an additional Case Manager to provide additional homeless families with social services and referrals.

The project cost will include environmental assessment, the removal of outdated water heaters from the roof, repair the roof, and install new HVAC systems inside each of the 10 units.

2. **Need (Explain why project is needed.):**

There are currently 15 homeless families on the waiting list for temporary family housing at Pomona Ranch. HACM aims to provide temporary housing to at least 10, and preferably 20, homeless families with children in Madera. Overall demand for temporary homeless housing in Madera remains high, with the March 2018 Point in Time count resulting in the same numbers as the previous year's count (2017).

The 2015 Fresno Madera Continuum of Care Point-in-Time Count yielded a count of 264 homeless individuals in Madera. The majority of this population, 196 individuals, was listed as "unsheltered." In 2016, the Madera Rescue Mission self-reported that they provided emergency/overnight shelter to 47 families – defined as an adult with at least one child under age 18.

The Pomona Ranch Housing Center is a 50-unit subsidized residential complex for migrant farm workers, which, until last year, sat empty between November and March of each year at taxpayer expense. HACM has upgraded 10 residential units with air conditioning and heating units in order to provide temporary residences and a continuum of care for homeless families with children. Since the Pomona Ranch facilities have been upgraded for the colder winter months, family-style residences have been made available to homeless families at no cost. The opportunity to re-purpose Pomona Ranch during its 'off-season' was proposed by Linda Shaw at HACM and supported by 2016 data provided the Madera Rescue Mission.

Currently, The Pomona Ranch Housing Center is a gated 50-unit complex, with 10 two-bedroom, 30 three-bedroom, and 10 four-bedroom units. All units have 1 bathroom. In the spring/summer/fall months, rent is paid by migrant workers on a daily basis and all utilities are included. Each unit has a stove, refrigerator, 1 folding table, 6 folding chairs, and 2 beds per bedroom. The center has a playground, soccer field, volleyball court, and 2 basketball courts. This center has an on-site laundry facility with coin operated machines and a daycare facility run and operated by the Madera County Community Action Partnership.

3. Estimated cost of project and source of estimate (if available):

\$156,000. The source of this estimate is Linda Shaw with input from the Housing the Homeless Committee. No other sources of funds have been identified for this project.

4. Timetable (assuming final approval next July 1). Will your proposal meet these goals in one year? Give starting date for activity.

The proposed construction and renovation project will begin in mid-November 2019 so that construction is completed by the end of December 2019. Families will begin to move in to the Pomona Ranch in mid-November 2019. The annual housing program cycle will end 5 months later, in April 2020. The project is not on a 12-month schedule, but aims to meet its goals within one year of funding.

5. What measurable goals will your program deliver?

Measurable goals for the program include:

Providing temporary housing to 10-20 homeless families with children.

Assisting homeless household heads to locate and rent long term housing off-site.

Providing household heads and teenagers with financial education and job skill training/referrals.

Assessing and referring program participants to social services and behavioral health resources, as appropriate.

6. What are the project’s expected outcomes? How are the outcomes assessed?

Expected outcomes are for each participating family to find long-term housing and employment. The Case Manager will maintain contact with program participants for one year after their stay to monitor their housing and employment status.

7. What National Objective does your program meet?

This program meets the following CDBG National Objective: L/M Income Limited Clientele. The program will “exclusively benefit a clientele who are generally presumed by HUD to be principally L/M income persons,” a definition that includes homeless persons.

8. How does your proposal support the Vision Plan Madera 2025 Action Plan?

This project aligns with the Vision Plan Madera 2025 Action plan’s focus on Well-Planned Neighborhoods and Housing and A Strong Workforce. The project supports these plan elements by expanding affordable/public housing options, providing workforce/job skills training to the homeless community, and reducing the number of homeless people within City limits.

C. ENVIRONMENTAL IMPACTS:

1. Historical:

- a. **How old is the affected structure?** The structure was built in 1997 – it is 22 years old.
- b. **Will this project affect an historically significant (or potentially historic) structure?**
No.

2. Archeological:

- a. **Will this project involve any ground disturbance?**
No.
- b. **If so, how deep will excavation be and what is the volume of earth to be moved?**
Not Applicable.

3. Water:

- a. **Does this project involve a sewer or water system?**
No.

D. PROGRAM ELIGIBILITY:

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

1. Primarily benefits low and moderate-income persons.

a. Number of persons served annually: 17 homeless persons (10 families) per season

b. Service Area: The City of Madera

Number of City residents served annually: 17

Number of persons with disabilities or seniors served: 4 disabled, 8 seniors

2. How will the proposed project prevent or eliminate slums or blight?

The project will provide temporary housing to persons that currently live on the streets. The project will provide homeless families social and behavioral health services and referrals, as well as workforce/job skills training and financial management training, ideally resulting in permanent/long-term employment and home residence.

E. CITIZEN PARTICIPATION:

Project proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details. What were the outcomes? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

The Housing the Homeless Committee met on a monthly/bi-monthly basis to discuss this project and its project. Please see attached agendas from meetings of the Housing the Homeless Committee. The committee was instrumental in identifying the success of last year's program and the continued need for additional homeless family housing, services, and referrals.

2. Note complaints that have been received, etc.

A resident of the project in 2017 complained that he should have been provided with personal interviews for specific jobs.

3. Evidence of collaboration with other agencies within the community.

For evidence of collaboration, please see attached agendas from meetings of the Housing the Homeless Committee. HACM has formed a committee comprised of representatives from local agencies and organizations that have pledged to provide a continuum of care for homeless families at Pomona Ranch. This agency is comprised of: Linda M. Shaw, Executive Director, Housing Authority City of

Madera; Jim Taubert, Executive Director, Successor Agency; Charles Rigby, Chairperson, HACM Board of Commissioners; William Oliver, Vice-Chairperson, HACM Board of Commissioners; Elizabeth Wisener, Community Svc. Program Mgr. – Community Action Partnership of Madera County (CAPMC); Mattie Mendez, Executive Director, CAPMC; Dennis Koch, Executive Director, Madera County Behavioral Health; Miguel Gonzalez, Program Mgr., Dept. Social Services; Van Do-Reynoso, Public Health Director, Madera County Public Health; Mike Unger, Madera Rescue Mission; and G. Chiramonte, Madera Police Department.

Please see the eligible CDBG Census Tract map below.

**RETURN AN ORIGINAL AND
TWO COPIES TO:**

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE:

March 8, 2019, 5:00 p.m.

CONTACT PERSON:

Jorge Antonio Rojas, Program Manager – Grants
559-661-3693
jrojas@cityofmadera.com

**Housing Authority of the City of Madera
March 2019**

**Expansion of Temporary Housing for Homeless Families
at Pomona Ranch Housing Center
10 UNIT EXPANSION**

PROJECT BUDGET:

INCOME SOURCE	AMOUNT	
CITY	0	
UNITED WAY	0	
STATE (SPECIFY)	0	
FEDERAL (SPECIFY)	0	
SERVICE FEES	0	
FUND RAISING	0	
DONATIONS	0	
RESERVE/CONTINGENCY	0	
OTHER (LIST) CDBG GRANT:	0	
TOTAL INCOME	\$0	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES (Case Manager)	0100	\$32,000
BENEFITS	0150	\$10,000
SERVICES & SUPPLIES		\$3,000
INSURANCE	0200	\$15,000
COMMUNICATIONS	0250	
CONSULTANT SERVICES	0300	\$3,000
OFFICE EXPENSE	0350	
OFFICE RENTAL	0400	
EQUIPMENT RENTAL	0450	\$10,000
UTILITIES	0500	
TRAVEL (ADMIN.)	0550	
FOOD SUPPLIES	0600	
CONTRACTS (HVAC units)	0650	\$68,000
TRANSPORTATION	0700	\$5,000
FUND RAISING	0750	
CONTINGENCY		\$10,000
TOTAL		\$156,000

Linda Marie Shaw, M.ED.
3092 Sultana Drive, Madera, California 93637
lindamshaw66@gmail.com
(215) 888-5019

Education

Rivier University, 2010 – Doctoral Program in Leadership & Learning
University of Utah, 1984 – Educational Administration, M.ED.
San Diego State University, 1977 – Drama, B.A.

Military

United States Navy, 1968-1975, Honorable Discharge

Work History

Executive Director 2015-Present City of Madera Housing Authority

- Serve as Chief Executive Officer of HACM's operations, administration, maintenance, Housing Choice Voucher (Section 8) programs, migrant workers programs and the agency's non-profit board.
- Implement policies set forth by the Board of Commissioners
- Provide leadership and improve overall stability
- Develop and manage a budget of \$800,000
- Supervise 35 FTEs

Executive Director 2006-2015 Revere Housing Authority

- Serve as Chief Executive Officer of RHA's operations and mission to provide safe and affordable housing.
- Implement policies set forth by the Board of Commissioners.
- Moved the public housing program from a *troubled performer* to *high performer* status.
- Develop and manage a budget totaling \$17 million in state and federal funds.
- Responsible for a staff of 47 FTEs.
- Established the Housing Choice Voucher Program (Section 8) as a *high performer*.

Program Manager 2005-2006 Philadelphia Housing Authority

- Responsible for recertification teams, leasing, payments, inspections, audits, client services, vouchers and fraud investigations for PHA's Housing Choice Voucher Program (Section 8).
- Supervised staff and implemented policies, procedures, strategic plans and budgets.

President & CEO 1998-2005 Blue Hills Community Services

- Served as Chief Executive Officer for Corporation in Kansas City, MO and its subsidiary companies. Managed a \$40 million budget.

Linda Marie Shaw

Page 2

- Served as Contracts manager for the statewide implementation of the Title I (instructional) and Title VI (purchasing) By-Pass programs funded by the U. S. Department of Education. Served 3,000 elementary school children.
- Managed day-to-day operations in the areas of affordable housing, asset/property management, community and economic development.
- Supervised human resources, finance and accounting, and management information systems staff.

Deputy Executive Director 1997-1998 Housing Authority New Orleans

- Served as Chief Operating Officer for HANO's public housing including multi-family, single family, and scattered site units. Issued Section 8 vouchers and certificates.
- Supervised 630 staff to implement property/asset management.
- Developed and managed a budget of \$41 million.

Executive Director 1993-1997 Tulsa Housing Authority

- Served as Chief Executive Officer of THA's operations to provide safe and affordable housing. Implemented policies set forth by the Board of Commissioners.
- Implemented modernization plans to improve accountability through performance based assessment and technical capacity building systems.
- Organized after-school tutorial labs for elementary school children.
- Supervised a staff of 217, managed a budget of \$25 million.

Director 1990-1993 City of Seattle

- Had oversight responsibility for supervising 132 Department of Community Development agency staff to implement neighborhood revitalization, contract compliance, community development and housing programs.
- Served as the Mayor's representative.
- Developed and managed a \$9 million budget.

Deputy Director 1988-1990 State of Washington

- Administered the Department of Community Development's intergovernmental affairs, community and economic development, children, youth and families programs.
- Negotiated collective bargaining agreements with the Washington Federation of State Employees (Union) and the Washington Public Employees Association.
- Supervised a staff of 60 and managed a \$32 million budget.

Linda Marie Shaw

Page 3

Deputy Administrator 1984-1988 State of Wisconsin

- Implemented the Division of Community Services' Aid to Families with Dependent Children (AFDC), food stamps, Social Security Disability Income (SSI), aging, mental health, adoption, youth and families, and energy assistance programs.
- Developed a statewide computer reporting networking system for 72 counties to implement federal and state social services programs. Served as Contracts manager for county administered programs. Supervised staff and managed budgets.

Director 1980-1984 State of Utah

- Advised the Governor and Black Advisory Commission on matters impacting the state's black community.
- Investigated complaints of discrimination and designed equal opportunity agendas for housing, health, employment, education and criminal justice.

Planner/Evaluator 1977-1980 Ogden Area CAP

- Wrote and implemented grants for the Head Start and CETA programs. Served as Contracts Manager and supervised a staff of 38 that served 80 pre-school children.
- Monitored the placement of children that graduated from the Head Start program into the elementary school system.
- Monitored the energy conservation and home weatherization programs.

Certifications & Awards

Revere Journal's Woman of the Year (2014) – Revere, MA

Principles of Core Mediation – Johnson County Community College, KS

State & Local Senior Executives – Harvard's Kennedy School of Government, MA

Community Involvement

Member – National Committee for Small Housing Authority
Washington, D.C.

Adjunct Professor – Quincy College

- Business Ethics
- Principles of Management

Quincy, Massachusetts

Presenter – Doctoral Conference on Leadership & Learning, Rivier University
Nashua, New Hampshire

President – North Shore Executive Directors Association
Swampscott, Massachusetts

SONIA DE LA TORRE

36418 Sparta Ave Madera, CA 93636 | 559-871-4384 | sonia@maderaha.org

Education

DEGREE | DATE EARNED | SCHOOL

- General Education: 1979-1983 Nogales/Rowland Unified
- Business Administration: 1983-1984 El Dorado Business College
- Certified Assisted Housing Manager: 2001 Quadel Consulting Corporation
- Specialist in Housing Credit Management: 2008 National Affordable Management Association

Skills & Abilities

MANAGEMENT

- 18 years of experience of Assisted Housing Management
- Bilingual English/Spanish
- Leadership/management experience of property maintenance staff
- Notary Public since 1999

Experience

PROGRAM MANAGER | HOUSING AUTHORITY OF THE CITY OF MADERA | 1992- CURRENT

- Responsible for the day to day management operations of a specifically assigned group of non-profit owned properties including screening, selecting applicants for occupancy, verifying income, annual recertification's, property inspections, dealing with vendors and after hours emergencies; enforces policies, procedures and work methods associated with assigned duties; responsible for the development and administration of tenant relations and site activities. Duties include those of the project Coordinator.

PROJECT COORDINATOR | HOUSING AUTHORITY OF THE CITY OF MADERA | 1999 –CURRENT

- Successfully assisted in overseeing a 2 million dollar renovation of Yosemite Manor coordinating with the contractors and relocating residents during the renovation of apartment complex. Directly responsible for managing the site to ensure effective fiscal, physical and social soundness. Oversee the day to day operations of the property including administrative, facilities and marketing. Managed 76 Senior Units while continuing my duties as Project Assistant for the City of Madera Housing Rehabilitation Program funded by CDBG until 2003. Continued to assist as needed for the County of Madera CDBG Housing Rehabilitation program until 2008. Supervised on site staff to perform required tasks needed to properly maintain building & Equipment; Responsible for compliance with California Housing Finance Agency (CalHFA), California Tax Credit Allocation Committee (CTCAC), Enterprise and periodically by Housing and Urban Development (HUD) regulations. Coordinate activities for residents, such as resident committee meetings (YMRC), coordinate presentations by community agencies such as seniors' working with Law Enforcement, Madera Community Hospital (Blood pressure and Health Education), Madera Adult School (Craft Class, Exercise Class, and Reminiscing), Madera Food Bank and many other community agencies to conduct presentations beneficial to senior residents as needed. Collect and deposit monthly rents, miscellaneous charges, refunds of security deposits and monthly financial reports, record keeping of service request and coordinate repairs.

Gina Acevedo

(559)706-2515 | m.acevedo0602@gmail.com | 2817 Driftwood Drive Madera, Ca 93637

Objective

To seek employment in which my skills will be utilized in order to grow individually and professionally.

Skills & Abilities

- Bilingual
- Case Management experience
- Customer Service experience
- Management experience
- Work efficiently with software programs such as excel, word, and PowerPoint

Experience

Community Action Partnership of Madera County Madera, Ca 01/2019-Current

Housing Case Worker

- Assist in the accomplishment of Case Management planning with individuals that are of the homeless population
- Teach basic daily living skills in order to have consumer seek and keep employment and housing.
- Connect/Refer consumer to the proper recourses within the community

Turning Point Rural Mental Health Clinic of Fresno County Kerman, Ca 08/2017-01/2019

PSC-Personal Service Coordinator/ Case Manager

- Assist in case management of Chronic mentally ill children, adolescents, and adults under supervision of program director to have them function daily.
- Handle a case load approx. the size of 100 individuals
- Refer/ Connect consumer to recourse of the community.

Housing Authority of the City of Madera
Expansion of Temporary Housing for Homeless Families at Pomona Ranch Housing Center
CDBG 2019/2020
Timeline and Marketing Plan

1) ONE YEAR PROJECT WORK TIMELINE:

Construction start: mid November 2019
Homeless families move in: late November 2019
Construction end: early December 2019
Homeless families move out: April 2020

2) MARKETING PLAN:

Our waiting list has 15 families that requested to move into Pomona Ranch this fall. The Housing the Homeless Committee members and organizations will also get the word out via their networks and staff. The local newspaper, the Madera Tribune, will most likely do another story on the homeless family housing program at Pomona Ranch, as they did last year.

Pomona Ranch Homeless Program Plan Outline

PURPOSE

The primary goal of Pomona Ranch Homeless Program is to offer temporary housing to homeless families in efforts to guide and educate households out of homelessness. The objective of the Pomona Ranch Homeless Program services is to assist families reach a level of self-sufficiency with the supportive services of a case manager offering day to day guidance, education, support and resources.

ELIGIBILITY

Eligible applicants' must be citizens of the United States or have eligible immigrations status and meet all tenant criteria requirements. Applicants must also meet income requirements and must not exceed the schedule of income limits for low (80%) income families participating in the Pomona Ranch Homeless Program. Current income limits may be found at the HUD user website <http://www.huduser.org/portal/datasets/il.html>

FAIR HOUSING POLICY

It is the policy of the Pomona Ranch Homeless Program to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The Pomona Ranch Homeless Program shall conform to the Fair Housing Amendments Act of 1988 as amended from time to time, and not discriminate or deny any family or individual the opportunity to apply for or receive assistance on account of age, race, color, religion, sexual orientation, gender identity, disability/handicap, national origin, familial status, marital status and all eligible person in accordance with The Equal Access Rule.

APPLICATION PROCEDURES

Applications are received on a referral basis only by a community agency assisting them with their homeless situation and/or knowledgeable of their housing status. Community agencies submit a Referral Form to the property manager for further review and evaluation to present to the Pomona Ranch Housing Committee.

The Referral form will request the following information:

- Applicant and household information, date of birth, gender, and relationship
- Street Address and phone numbers
- Amount(s) and source(s) of income received by household members
- Current living situation
- Information of referring agency and contact person

The information on the referral form will be verified by the program manager by conducting an intake questionnaire by phone or in person. The intake questionnaire will request more detail information of income/assets and housing history. Applications will be presented to the Pomona Ranch Committee to determine which applicants are actually homeless and in need of housing. Approved applicants will proceed to be invited to an intake committee meeting. The Intake committee will interview the applicant to determine their housing needs and provide guidance, assistance and referrals. The intake committee will decide which applicants will be housed at Pomona Ranch.

NOTIFICATION OF APPLICANT STATUS

If after a review of the applicants the family is determined to be preliminarily eligible, they will be placed on the waiting list according to the date and time the preliminary application was received. If the family is determined to be ineligible based on the information provided in the pre-application, the program manager will promptly notify the family (in an accessible format upon request as a reasonable accommodation/auxiliary aides), state the reason(s). Persons with disabilities may request to have an advocate attend the informal review as an accommodation. Preapplicants that are obviously ineligible are not placed on the waiting list.

SUITABILITY TO TENANCY

Individual Applicant's Prior Conduct

1. The prior conduct of the applicant and his/her family will be evaluated in determining the approval or denial of an applicant for admission to housing. The evaluation of the applicants prior conduct will be based on information which is provided by sources which include, but are not limited to, the applicant (by interview), previous landlords, employers, family social workers, parole/probation officers, court records, drug treatment centers, clinics, physicians, or police/sheriff departments, where warranted by the particular circumstances.
2. An application for admission may be denied if it is determined through information provided by the above sources that the applicant's admission is likely to interfere with other residents in such a manner as to diminish their enjoyment or safety of the premises by:
 - a. Adversely affecting their health, safety or welfare; or
 - b. Adversely affecting the physical environment; or
 - c. Adversely affecting the financial stability of the complex; or
 - d. Adversely affecting the social or family environment of the complex
3. The following specific criteria will be utilized solely for evaluating an individual applicant's prior conduct: Prior conduct adversely affecting the health, safety or welfare of other residents.
 1. A history of poor housekeeping habits at prior residences, damage to property, creation of fire hazards, or otherwise creating sanitation or public health problems; or

2. Repeated history of disturbance of neighbors involving disorderly, illegal or unreasonable activities and/or physical violence resulting in intervention by law enforcement agencies.
3. Prior conducts adversely affecting the physical environment. A history of property destruction in the previous residences and/or the surrounding premises which is beyond that due to normal wear and use.
4. Prior conduct adversely affecting the social or family environment of the complex. A history of conduct indicating behavior that is incompatible with a family environment. Such behavior as lewd behavior or acts, incidents of sexual exposure, child molestation, illegal drug involvement (for sale or personal use), criminal behavior such as theft, assault and battery, and other forms of behavior that can reasonably be determined to be incompatible with a healthy family environment and accepted social norms and values.

4. **State Lifetime Sex Offender Registration**

In accordance with the regulations at 24 CFR 5.856 and 5.905, YM will perform necessary criminal history background checks to determine if an applicant, or a member of an applicant's household, is subject to a lifetime State Sex Offender Registration. The Dru Sjodin National Sex Offender Database <http://www.nsopw.gov> an online, searchable database hosted by the Department of Justice, which combines the data from individual state sex offender registries and/or other available national, state, or local resources. The Dru Sjodin National Sex Offender database is available through the City of Madera's local law enforcement agencies. In addition to screening adult members of the applicant's household, a criminal background screening will include juvenile members of the applicant's household, to the extent allowed by state and local law.

If an applicant's household includes a member who is subject to any state lifetime sex offender registration, the applicant will have the opportunity to remove the ineligible family member.

5. In the event unfavorable information is received with respect to an applicant, consideration shall be given to the time, nature and extent of the applicant's conduct and to any factors which might indicate a reasonable probability of favorable future conduct or financial prospects. Examples of the latter include:
 - a. Evidence of rehabilitation: and/or
 - b. Evidence of the applicant's family's willingness to participate in social service or other appropriate counseling services programs and the availability of such program, and/or
 - c. Evidence of willingness to attempt to increase income and/or avail oneself of training or employment programs in the locality.

6. Any information received regarding an individual applicant shall be used solely for the purpose of determining eligibility, acceptance and/or denial of individual applications. Such information shall be held confidential and will not be released for any other use.
7. A summary of verified information related to acceptance or rejection of an application shall be placed in the applicant's file and shall be approved by the executive director. Documentation shall include reports of interviews, letter, or telephone conversations from those sources providing information about the applicant. All information received will include the date, the source (including name and title of the individual contacted) and a summary of the information received.

Reasons for Rejection:

- Household income exceeds the program income limits.
- Ineligible for the project's specific requirements not homeless.
- Household size has exceeded the property's occupancy standards.
- Unwilling to disclose and provide proof of Social Security numbers.
- Unwilling to provide proof of U.S. citizenship or eligible non-citizen status as required by the assistance program.
- Refusal to sign and submit verification consent forms
- Providing false information with the intent to deceive.
- Household maintains one or more residence.
- Failure to meet the criminal background and suitability screening criteria.
- Failure to meet the housing history screening criteria
- Failure to meet the one or more criteria stated in the property's resident selection plan.
- Unwilling to participate in efforts to assist them in their self-sufficiency for housing efforts with the case manager.



FY 2018 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2018 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2018 Income Limit Area	Median Family Income Explanation	FY 2018 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Madera, CA MSA	\$55,200	Very Low (50%) Income Limits (\$) Explanation	20,900	23,900	26,900	29,850	32,250	34,650	37,050	39,450
		Extremely Low Income Limits (\$)* Explanation	12,550	16,460	20,780	25,100	29,420	33,740	37,050*	39,450*
		Low (80%) Income Limits (\$) Explanation	33,450	38,200	43,000	47,750	51,600	55,400	59,250	63,050

The **Madera, CA MSA** contains the following areas: Madera County, CA;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2018 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2018 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

[FY2017 Median Family Income and Income Limits for Madera, CA MSA](#)

February 28, 2019

Mr. Jorge Antonio Rojas, Grants Program Manager
City of Madera
205 W. Fourth Street
Madera, CA 93637

RE: Pomona Ranch and Housing the Homeless

Dear Mr. Rojas,

We are aware of the funding request submitted by the Housing Authority of the City of Madera, asking you consideration of an application to house homeless families at Pomona Ranch. We fully support this project and ask that you give the Housing Authority an opportunity to address the serious homeless problem facing our community.

We all know what it's like to need affordable and safe housing. The Housing Authority of the City of Madera has been in the business of providing shelter to those who need it and is in a position to provide continuous shelter in an effort to solve this problem, especially during winter months.

Please give this application your fullest consideration and help the Housing Authority provide affordable housing to those who need it. The 2018 program was successful. Please allow the Housing Authority of the City of Madera to further develop this project.

Sincerely,



Cc: Madera City Council
Housing Authority City of Madera Board of Commissioners
Linda M. Shaw, HACM Executive Director



**BOARD OF SUPERVISORS
COUNTY OF MADERA**

MADERA COUNTY GOVERNMENT CENTER
200 W. FOURTH STREET / MADERA, CALIFORNIA 93637
(559) 662-6030 / FAX (559) 673-3302 / TDD (559) 675-8970

**ROBERT L. POYTHRESS
SUPERVISOR, DISTRICT 3**

February 27, 2019

Mr. Jorge Antonio Rojas, Grants Program Manager
City of Madera
205 W. Fourth Street
Madera, CA 93637

RE: Pomona Ranch and Housing the Homeless

Dear Mr. Rojas,

I am aware of the funding request submitted by the Housing Authority of the City of Madera, asking your consideration of an application to house homeless families at Pomona Ranch. I fully support this project and ask that you give the Housing Authority an opportunity to address the serious homeless problem facing our community.

As a former Mayor of Madera and current Madera County Supervisor, I have experienced the issues caused by the lack of affordable housing. The Housing Authority of the City of Madera has been in the business of providing shelter to those who need it and is in a position to provide continuous shelter in an effort to solve this problem, especially during winter months.

The 2018 program was successful, with all participant's finding long term residencies. Your assistance would be greatly appreciated in assisting the Housing Authority of the City of Madera to further develop this project. Please give this application your fullest consideration and help the Housing Authority provide affordable housing to those who need it.

Sincerely,

Robert Poythress
Madera County Supervisor

CAMARENA  **HEALTH**

We are community. We are family. We are health

February 28, 2019

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City of Madera
205 W. Fourth Street
Madera, CA 93637

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We all know what it's like to need affordable and safe housing. The Housing Authority of the City of Madera has been in the business of providing shelter to those who need it and is in a position to provide continuous shelter in an effort to solve this problem, especially during winter months.

Please give this application your fullest consideration and help the Housing Authority provide affordable housing to those who need it. The 2017 program was successful, with all of the participants finding long term residences. Please allow the Housing Authority of the City of Madera to further develop this project.

Sincerely,



Paulo A. Soares, MHA
Chief Executive Officer

Cc: Madera City Council
Housing Authority City of Madera Board of Commissioners
Linda M. Shaw, HACM Executive Director



MADERA COUNTY BEHAVIORAL HEALTH SERVICES

209 E. 7th Street / Madera, CA 93638

Dennis P. Koch, MPA

Director of Behavioral Health Services

Mental Health Director – Alcohol/Drug Program Administrator

February 27, 2019

Mr. Jorge Antonio Rojas, Grants Program Manager

City of Madera

205 W. Fourth Street

Madera, CA 93637

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Sincerely,

Dennis P. Koch, Director

Madera County Behavioral Health Services

Cc: Madera City Council
Housing Authority City of Madera Board of Commissioners
Linda M. Shaw, HACM Executive Director



POMONA RANCH PROJECT

Wednesday, January 09, 2019
8:30AM – 9:30AM
Camarena Health Board Room
730 N. I Street, Suite 202
Madera, CA 93637

Agenda

- I. **Welcome/Introductions –**
 - a. Mayor Medellin
 - b. Linda Shaw, Executive Director of HACM
- II. **Implementation –**
 - a. Tenant Update
 - b. Referrals
 - c. Intake Committee
 - i. Next meeting: _____
 - d. Events
 - i. Past: Christmas present drop-off
 - ii. Upcoming:
- III. **Additional Challenges and Opportunities**
 - a. Move-Out Date: March 31, 2019

POMONA RANCH PROJECT

Wednesday, January 30, 2019
8:30AM – 9:30AM
Camarena Health Board Room
730 N. I Street, Suite 202
Madera, CA 93637

Agenda

- I. Welcome/Introductions –**
 - a. Mayor Medellin
 - b. Linda Shaw, Executive Director of HACM
- II. Implementation –**
 - a. Tenant Update
 - b. Events: Town Hall Meetings
- III. Additional Challenges and Opportunities**
 - a. Move-Out Date: March 31, 2019

POMONA RANCH PROJECT

Wednesday, February 13, 2019
8:30AM – 9:30AM
Camarena Health Board Room
730 N. I Street, Suite 202
Madera, CA 93637

Agenda

- I. Welcome/Introductions –**
 - a. Mayor Medellin
 - b. Linda Shaw, Executive Director of HACM
- II. Implementation –**
 - a. Tenant Update
 - b. Town Hall Meeting
- III. Additional Challenges and Opportunities**
 - a. Move-Out Date: March 31, 2019

POMONA RANCH PROJECT

Thursday, February 28, 2019
8:30AM – 9:30AM
Camarena Health Board Room
730 N. I Street, Suite 202
Madera, CA 93637

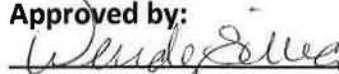
Agenda

- I. **Welcome/Introductions –**
 - a. Mayor Medellin
 - b. Linda Shaw, Executive Director of HACM
- II. **Implementation –**
 - a. Tenant Update
 - b. Events: Upcoming Town Hall Meeting 3/9/19
- III. **Additional Challenges and Opportunities**
 - a. Move-Out Date: March 31, 2019

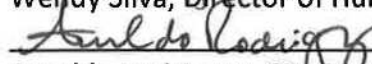


REPORT TO CITY COUNCIL

Approved by:



Wendy Silva, Director of Human Resources



Arnaldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: C-2

SUBJECT:

Consideration of a Resolution Approving Employment Agreements with the Grant Administrator, City Engineer, Chief of Police, Chief Building Official, Information Services Manager, Director of Financial Services, and Director of Human Resources; and

Consideration of a Resolution Setting the Assigned Salary Range for the Position of City Engineer

RECOMMENDATION:

The City Manager recommends the City Council (Council) adopt the resolution approving employment agreements with the indicated Department Head staff and adopt the resolution effectuating the salary range change contemplated in the City Engineer agreement.

Pursuant to Government Code § 54953 (c) (3), prior to taking action on this item, the Council must publicly announce a summary of the action being considered.

Announcement - If approved, the proposed Employment Agreements for the listed positions will modify the offered benefit package, most notably as it relates to the type and amount of paid leave available, reduce the annual leave cash-out provision, eliminate management incentive pay, reduce sick leave cash-out at separation, eliminate automobile allowances, and eliminate City-paid medical insurance in retirement for individuals who do not already have more than fifteen years of City service. The action will also modify the assigned salary range for the position of City Engineer.

SUMMARY:

Department Head employees have individual at-will employment agreements that outline their respective terms and conditions of employment. Existing agreements with the City Engineer, Chief Building Official, Director of Financial Services, and Director of Human Resources are currently due for renewal. Agreements with the Information Services Manager, Grant Administrator, and Chief of Police are mid-term, but are being renewed/modified at this time to reflect the new reduced fringe benefits package.

DISCUSSION:

After review of the information provided by both the Koff & Associates compensation study and information and recommendations presented by consultant Ron Manfredi, Council provided direction on modification and reduction of the benefits available to Department Head employees. This direction also includes modification to the assigned salary range for the City Engineer to correct internal compaction caused by the reduction in the fringe benefits package. City Manager Arnolito Rodriguez has proposed new agreements that follow the direction provided by Council.

The City engaged the services of Demsey Filliger Associates – Actuaries (DFA) to provide present value calculations of the future savings to the City that will be generated by the benefit reductions where such calculations could be made using reasonable assumptions. DFA is familiar with the City's benefits because they provide the Other Postemployment Benefits (OPEB) liability valuation for the City. The assumptions used in the calculations provided for this report included employee demographic data, and utilized both current age and planned retirement age information to provide calculations that were as accurate as possible. Exhibit 1 to this report provides DFA's calculations on the savings provided by the fringe benefit reductions. Exhibit 1 includes the net present value of the future savings utilizing a four percent (4%) discount rate on page one of the exhibit, and the undiscounted cash value on page two of the exhibit. For the purposes of this report, the net present value information is included in the narrative portion. Net present value represents the value in today's dollars of future savings, using the concept that a dollar today is worth more than a dollar tomorrow.

The new/modified terms of the agreements and benefit package offered are summarized as follows:

- A. Term: The term for all agreements is three years. While existing contracts expire at various times, all employees have elected to have their agreements effective immediately.
- B. Severance: No changes are proposed to the existing language. It will remain at 1 ½ months' salary and health benefits.
- C. Annual Leave: The current Annual Leave program will be eliminated and replaced with a leave program equal to Mid-Management employees that includes:
 - Vacation
 - Sick
 - Administrative Leave
 - Floating Holidays
 - Paid Holidays

Going forward, current employees with a minimum balance of 160 hours will be provided the option of cashing out up to 80 hours of vacation each year. For any new management contracts for new hires or internal promotions going forward, vacation cash-out will be 40 hours per year for 0-9 years of City service and 80 hours per year for 10+ years of City service. It should be noted that under the Annual Leave Program, the annual cash-out was mandatory, but under the new leave structure, annual cash-out of vacation will be optional and it is expected that not all employees will utilize this option.

Table 1 shows the difference in the maximum available cash-out under the Annual Leave Program and the maximum 80-hour cash-out of vacation should the employee elect to cash-out vacation under the new agreement. These numbers represent the annual change for a single year.

Table 1: Annual Leave Comparison		
	Existing	Proposed
<i>Position</i>	<i>Maximum Cash-Out</i>	<i>80-hour Cash-out (if elected by employee)</i>
Chief Building Official	\$10,868.38	\$4,347.35
Director of Human Resources	\$15,930.63	\$5,689.51
City Engineer	\$12,633.80	\$5,281.81
Director of Financial Services	\$10,628.40	\$5,904.66
Grant Administrator	\$9,261.66	\$3,704.66
Information Services Manager	\$9,868.68	\$3,947.47
Chief of Police	\$15,819.26	\$6,327.70
Totals	\$85,010.81	\$35,203.16

DFA calculates the net present value of the potential future savings to the City that will be captured to be \$370, 893, using the difference in maximum annual cash-out noted in Table 1 above as the basis for this calculation.

- D. Sick leave cash-out: The sick leave cash-out upon retirement or positive separation from the City has been reduced from a maximum of 50 percent of the sick leave balance available for cash-out to a maximum of 30 percent of the sick leave balance available for cash-out.

Assuming that each employee will save half of their sick leave each year in a carry-over balance, DFA calculates the net present value of the future savings to the City generated by this modification to the amount of sick leave available for cash-out at retirement to be \$255,892.

- E. Effective date of leave conversion: Given that the agreement with the Information Services Manager is being effectuated in the middle of his existing employment agreement, the leave conversion will be effective July 1, 2019. The leave conversion is effective immediately for all other agreements.
- F. Health insurance benefits: Department Heads will be tied to the Mid Management Employee Group, whereas the Chief of Police will be tied to the Law Enforcement Mid Management Group. Any changes to health insurance contributions negotiated by the City with these labor groups will be automatically implemented for Department Head employees.

- G. Longevity pay: Longevity pay is being frozen and no additional longevity pay will be earned. The only exception is that the City will honor any longevity pay for which an employee will be eligible before the end of the current fiscal year. Only the Chief Building Official is eligible for additional longevity pay between now and the end of the fiscal year.

DFA calculates the net present value of the future savings to the City in both pay and CalPERS contributions generated by this change to be \$172,867.

- H. Retiree medical: Currently all agreements provide that if an employee retires from City service with at least twenty (20) years total service to the City, three (3) of which are in management, the retiree will receive City-paid health insurance. Existing management employees will only continue to be offered City paid retiree medical if the employee has already accrued at least fifteen (15) years of City service as of the date of the new contract. The benefit will be eliminated from contracts of employees who do not meet this threshold at this time, and will not be offered going forward to new hires. For those who meet the 15-year threshold, the benefit is being modified to include a cap on the City's contribution. If the policy premium exceeds the cap, then the retiree will be responsible for the balance due. The cap will be \$600 per month until the retiree is eligible for Medicare, at which time the cap will be \$300 per month.

The following table shows current Department Head length of service with the City:

<i>Table 2: Department Head Years of Service</i>	
<i>Position</i>	<i>Current Years of City Service⁽¹⁾</i>
<i>Chief of Police</i>	23.5
<i>Chief Building Official</i>	17.0
<i>Director of Human Resources</i>	16.2
City Engineer	13.2
Director of Financial Services	5.4
Grant Administrator	2.8
Information Services Manager	1.9

⁽¹⁾ Positions in *italics* will be eligible to receive retiree benefits

DFA calculates the net present value of the future savings to the City created by the elimination and/or capping of this benefit to be \$466,121.

- I. Management Incentive Pay: Employees who previously made the irrevocable election to convert leave to 2.7 percent Management Incentive Pay will no longer receive Management Incentive Pay after the effective date of the contract. Management Incentive Pay will not be offered going forward. At this time, only the Director of Financial Services has this provision in his employment agreement.

DFA calculates the net present value of the future savings to the City to be \$25,983, inclusive of the pay and related CalPERS costs, due to the elimination of this benefit.

- J. **Automobile allowances:** All automobile allowances for Department Head employees are being eliminated. The following table represents the monthly automobile allowances that will cease effective April 2019.

<i>Table 3: Automobile Allowances</i>	
<i>Position</i>	<i>Current Annual Auto Allowance</i>
City Engineer	\$4,200
Information Services Manager	\$600
Director of Financial Services	\$600
Grant Administrator	\$600
Total	\$6,000

DFA calculates the net present value of the future savings to the City created by elimination of this benefit to be \$35,200.

- K. **Technology allowance:** Department Head employees will continue to have the option to elect either a City-issued cell phone or receipt of a technology allowance to use their personal cell phone for City business.
- L. **Salary modification:** The assigned salary range for the City Engineer is being modified to reflect an increase of \$6,021.67 annually to correct for compaction between the City Engineer and Deputy City Engineer positions caused by the benefit package reductions contemplated in this report for Department Head positions. The City Engineer's assigned salary range will be equal to that of the Public Works Operations Director. This action requires assignment of the position to the new range on the City's salary schedule, and this is proposed in the second resolution included with this report. The proposed salary range is shown in Table 4, as well as reflected in the City of Madera Salary Schedule, attached as Exhibit 2.

<i>Table 4: Proposed Range Assignment Change for City Engineer (Bi-Weekly Pay Steps)</i>						
<i>Range</i>	<i>Step A</i>	<i>Step B</i>	<i>Step C</i>	<i>Step D</i>	<i>Step E</i>	<i>Step F</i>
499	\$3,956.83	\$4,154.65	\$4,362.75	\$4,580.64	\$4,809.79	\$5,050.21
508	\$4,138.49	\$4,345.61	\$4,563.01	\$4,791.19	\$5,030.62	\$5,281.81

- M. **Uniform allowance:** The Chief of Police will receive a uniform allowance equal to the uniform allowance received by sworn employees in the Law Enforcement Mid Management group. Currently, it is \$750 annually.
- N. **Department head employees** will continue their compensation reduction to pay a portion of the Employer Contribution to CalPERS (2.375 percent for miscellaneous, 3 percent for sworn). However, the option to achieve this through leave reduction will no longer exist

and the employee must opt for either a salary reduction or post-tax payroll deduction. Currently all Department Heads have this reduction taken through the salary reduction option or the payroll deduction; this change will eliminate the leave reduction option going forward for new hires and internal promotions.

FINANCIAL IMPACT:

The proposed agreements contain many modifications and/or changes that will have monetary impacts on the City's budget. These changes are outlined in the discussion section of the report by line item, as well as in Exhibit 1.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Pay and benefits for City employees are not addressed in the vision or action plan; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

If the Council does not take action on the resolution, existing agreement terms will continue until the individual employment agreements expire.

ATTACHMENTS:

1. Exhibit 1: Calculations by DFA on the value of future savings created by these benefit changes, both discounted and undiscounted.
2. Exhibit 2: City of Madera Salary Schedule, inclusive of the new salary range proposed for the position of City Engineer.
3. Resolution approving employment agreements with the Grant Administrator, City Engineer, Chief of Police, Chief Building Official, Information Services Manager, Director of Financial Services, and Director of Human Resources.
4. Resolution modifying the assigned salary range for the position of City Engineer.
5. Employment Agreements with the Grant Administrator, City Engineer, Chief of Police, Chief Building Official, Information Services Manager, Director of Financial Services, and Director of Human Resources.

**Value of Difference in Benefits Between Existing Contracts and Proposed Contract Terms
Present Value Calculation (4% Discount Rate)**

Employee	Job Title	Annual Leave	Sick Leave	Longevity Pay		Retiree Health Benefits	Management Incentive		Auto Allowance	Total
				Pay	PERS Employer		Pay	PERS Employer		
Dino Lawson	Police Chief	(\$34,453)	(\$166,511)	\$0	\$0	(\$77,456)	\$0	\$0	\$0	(\$278,420)
Ivette Iraheta	Grant Administrator	(\$58,699)	(\$8,652)	(\$41,864)	(\$3,037)	(\$72,987)	\$0	\$0	(\$6,561)	(\$191,801)
Keith Helmuth	City Engineer	(\$26,687)	(\$27,246)	\$0	\$0	(\$74,351)	\$0	\$0	(\$16,765)	(\$145,049)
Mark Souders	Information Services Manager	(\$74,959)	(\$9,978)	(\$47,847)	(\$3,471)	(\$62,798)	\$0	\$0	(\$7,784)	(\$206,838)
Steve Woodworth	Chief Building Official	(\$18,097)	(\$23,000)	\$0	\$0	(\$30,282)	\$0	\$0	\$0	(\$71,379)
Tim Przybyla	Director of Financial Services	(\$28,352)	(\$7,081)	(\$8,909)	(\$646)	(\$57,128)	(\$24,225)	(\$1,758)	(\$4,090)	(\$132,189)
Wendy Silva	Director of Human Resources	(\$129,646)	(\$13,424)	(\$62,553)	(\$4,538)	(\$91,118)	\$0	\$0	\$0	(\$301,280)
Total		(\$370,893)	(\$255,892)	(\$161,174)	(\$11,693)	(\$466,121)	(\$24,225)	(\$1,758)	(\$35,200)	(\$1,326,956)

Value of Difference in Benefits Between Existing Contracts and Proposed Contract Terms
Cash Value Calculation (Undiscounted)

Employee	Job Title	Annual Leave	Sick Leave	Longevity Pay		Retiree Health Benefits	Management Incentive		Auto Allowance	Total
				Pay	PERS Employer		Pay	PERS Employer		
Dino Lawson	Police Chief	(\$37,966)	(\$198,652)	\$0	\$0	(\$77,456)	\$0	\$0	\$0	(\$314,074)
Ivette Iraheta	Grant Administrator	(\$77,798)	(\$15,129)	(\$62,260)	(\$4,517)	(\$72,987)	\$0	\$0	(\$8,550)	(\$241,241)
Keith Helmuth	City Engineer	(\$29,408)	(\$32,294)	\$0	\$0	(\$74,351)	\$0	\$0	(\$18,200)	(\$154,253)
Mark Souders	Information Services Manager	(\$106,582)	(\$20,281)	(\$77,585)	(\$5,629)	(\$62,798)	\$0	\$0	(\$10,850)	(\$283,725)
Steve Woodworth	Chief Building Official	(\$19,563)	(\$25,957)	\$0	\$0	(\$30,282)	\$0	\$0	\$0	(\$75,802)
Tim Przybyla	Director of Financial Services	(\$33,066)	(\$9,659)	(\$11,490)	(\$834)	(\$57,128)	(\$28,253)	(\$2,050)	(\$4,750)	(\$147,230)
Wendy Silva	Director of Human Resources	(\$184,340)	(\$27,283)	(\$101,431)	(\$7,359)	(\$91,118)	\$0	\$0	\$0	(\$411,531)
Total		(\$488,723)	(\$329,255)	(\$252,766)	(\$18,338)	(\$466,121)	(\$28,253)	(\$2,050)	(\$42,350)	(\$1,627,857)

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Accountant (Junior)	GBU	282	\$1,340.65	\$1,407.73	\$1,478.24	\$1,552.18	\$1,629.54	\$1,711.31
Accountant I	MM	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Accountant II	MM	362	\$1,998.25	\$2,098.13	\$2,202.92	\$2,313.09	\$2,428.64	\$2,550.08
Accounting Technician I	GBU	240	\$1,087.50	\$1,141.85	\$1,198.65	\$1,258.88	\$1,321.55	\$1,387.66
Accounting Technician II	GBU	260	\$1,201.59	\$1,261.33	\$1,324.49	\$1,390.60	\$1,460.12	\$1,533.08
Accounting Technician III	GBU	280	\$1,327.43	\$1,393.53	\$1,463.55	\$1,536.51	\$1,613.38	\$1,694.18
Administrative Analyst	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Administrative Assistant	GBU	299	\$1,459.15	\$1,532.10	\$1,608.98	\$1,689.28	\$1,773.99	\$1,862.61
Administrative Secretary	GBU	275	\$1,294.62	\$1,359.26	\$1,427.32	\$1,498.81	\$1,573.72	\$1,652.56
Airport Maintenance Worker I	GBU	254	\$1,165.85	\$1,224.12	\$1,285.32	\$1,349.95	\$1,417.04	\$1,488.03
Airport Maintenance Worker II	GBU	274	\$1,288.26	\$1,352.89	\$1,420.46	\$1,491.46	\$1,565.89	\$1,644.23
Airport Maintenance Worker III	GBU	281	\$1,333.80	\$1,400.88	\$1,470.90	\$1,544.34	\$1,621.71	\$1,702.50
Animal Control Officer	GBU	290	\$1,395.49	\$1,465.02	\$1,538.47	\$1,615.34	\$1,696.13	\$1,780.84
Assistant Engineer	MM	377	\$2,153.46	\$2,261.19	\$2,373.80	\$2,492.79	\$2,617.16	\$2,748.38
Assistant Planner	GBU	352	\$1,900.81	\$1,995.80	\$2,095.69	\$2,200.47	\$2,310.64	\$2,426.20
Associate Civil Engineer	MM	397	\$2,379.19	\$2,498.17	\$2,623.03	\$2,754.26	\$2,891.85	\$3,036.30
Associate Planner	MM	368	\$2,058.96	\$2,161.79	\$2,270.00	\$2,383.11	\$2,502.58	\$2,627.44
Building Permit Technician	GBU	288	\$1,381.29	\$1,450.33	\$1,522.80	\$1,599.18	\$1,679.00	\$1,763.22
Business Manager	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Chief Building Official	M	464	\$3,323.23	\$3,489.22	\$3,663.53	\$3,847.15	\$4,039.09	\$4,241.31
City Attorney	EXE	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84
City Clerk	EXE	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
City Engineer	M	508	\$4,138.49	\$4,345.61	\$4,563.01	\$4,791.19	\$5,030.62	\$5,281.81
City Manager	EXE	587	\$6,137.22	\$6,444.23	\$6,766.42	\$7,104.77	\$7,459.76	\$7,832.87
Combination Building Inspector	GBU	348	\$1,863.10	\$1,956.63	\$2,054.07	\$2,156.89	\$2,265.10	\$2,378.21
Communications Manager	M	456	\$3,192.98	\$3,352.61	\$3,520.56	\$3,696.34	\$3,881.43	\$4,075.32
Communications Specialist	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Computer Technician	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
Construction Inspector I	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Construction Inspector II	GBU	342	\$1,808.26	\$1,898.85	\$1,993.84	\$2,093.24	\$2,198.02	\$2,308.19
Deputy City Clerk	GBU	311	\$1,549.24	\$1,626.60	\$1,707.89	\$1,793.57	\$1,883.18	\$1,977.19
Deputy City Engineer	MM	463	\$3,306.58	\$3,472.08	\$3,645.42	\$3,828.05	\$4,019.02	\$4,220.26
Director of Community Development	M	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84
Director of Financial Services	M	525	\$4,504.74	\$4,729.98	\$4,966.48	\$5,214.73	\$5,475.71	\$5,749.43
Director of Human Resources	M	513	\$4,243.27	\$4,455.29	\$4,678.08	\$4,912.13	\$5,157.44	\$5,415.49
Director of Parks & Community Services	M	509	\$4,159.54	\$4,367.15	\$4,585.54	\$4,814.69	\$5,055.60	\$5,308.25

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Electrical and Facilities Operations Manager	MM	421	\$2,681.79	\$2,815.96	\$2,956.48	\$3,104.36	\$3,259.57	\$3,422.63
Electrician II	GBU	361	\$1,987.96	\$2,087.36	\$2,192.15	\$2,301.34	\$2,416.40	\$2,537.35
Electrician III	GBU	381	\$2,196.55	\$2,306.72	\$2,429.13	\$2,542.73	\$2,670.04	\$2,803.71
Engineering Project Manager	MM	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
Engineering Technician I	GBU	302	\$1,481.18	\$1,555.61	\$1,632.97	\$1,714.74	\$1,800.43	\$1,890.52
Engineering Technician II	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Engineering Technician III	GBU	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Executive Secretary	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Executive Secretary to City Administrator	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Executive Secretary to the Chief of Police	LEMM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Facilities Maintenance Technician	GBU	289	\$1,388.15	\$1,457.68	\$1,530.63	\$1,607.02	\$1,687.32	\$1,772.03
Facility Aide	GBU	201	\$895.07	\$939.63	\$986.64	\$1,036.09	\$1,087.99	\$1,142.34
Field Representative	GBU	260	\$1,201.59	\$1,261.33	\$1,324.49	\$1,390.60	\$1,460.12	\$1,533.08
Financial Services Manager	MM	446	\$3,037.76	\$3,189.56	\$3,349.18	\$3,516.64	\$3,692.42	\$3,877.02
Fleet Operations Manager	MM	404	\$2,463.90	\$2,586.80	\$2,716.07	\$2,852.19	\$2,994.68	\$3,144.51
Grant Administrator	M	476	\$3,527.90	\$3,704.66	\$3,889.75	\$4,084.14	\$4,288.32	\$4,502.79
Grant Analyst	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Grants Specialist	GBU	299	\$1,459.15	\$1,532.10	\$1,608.98	\$1,689.28	\$1,773.99	\$1,862.61
Human Resources Technician	MM	290	\$1,395.49	\$1,465.02	\$1,538.47	\$1,615.34	\$1,696.13	\$1,780.84
Human Resources Technician II	MM	310	\$1,541.41	\$1,618.77	\$1,699.56	\$1,784.76	\$1,873.88	\$1,967.40
Industrial Electrical Technician	GBU	381	\$2,196.55	\$2,306.72	\$2,429.13	\$2,542.73	\$2,670.04	\$2,803.71
Information Services Manager	M	474	\$3,493.14	\$3,667.94	\$3,851.07	\$4,043.50	\$4,245.72	\$4,458.23
Legal Assistant	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Maintenance Technician	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Mechanic I	GBU	286	\$1,367.58	\$1,436.13	\$1,508.11	\$1,583.52	\$1,662.35	\$1,745.59
Mechanic II	GBU	301	\$1,473.83	\$1,547.77	\$1,625.14	\$1,706.42	\$1,791.62	\$1,881.22
Mechanic III	GBU	321	\$1,628.56	\$1,709.84	\$1,795.53	\$1,885.14	\$1,979.64	\$2,078.55
Neighborhood Outreach Assistant	GBU	276	\$1,300.99	\$1,366.11	\$1,434.66	\$1,506.15	\$1,581.56	\$1,660.88
Neighborhood Outreach Coordinator	GBU	306	\$1,511.05	\$1,586.94	\$1,666.27	\$1,749.51	\$1,836.66	\$1,928.72
Neighborhood Preservation Specialist I	GBU	310	\$1,541.41	\$1,618.77	\$1,699.56	\$1,784.76	\$1,873.88	\$1,967.40
Neighborhood Preservation Specialist II	GBU	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Neighborhood Preservation Specialist III	GBU	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Neighborhood Preservation Supervisor	MM	380	\$2,185.78	\$2,294.97	\$2,409.55	\$2,530.49	\$2,656.82	\$2,789.51
Network Administrator	MM	389	\$2,286.16	\$2,400.25	\$2,520.21	\$2,646.54	\$2,778.74	\$2,917.80
Office Assistant I	GBU	213	\$950.40	\$997.90	\$1,047.84	\$1,100.23	\$1,155.08	\$1,212.85
Office Assistant II	GBU	233	\$1,049.80	\$1,102.68	\$1,157.52	\$1,215.30	\$1,276.51	\$1,340.16

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Paralegal Office Administrator	MM	372	\$2,100.09	\$2,205.37	\$2,315.54	\$2,431.09	\$2,553.02	\$2,680.32
Park Planning Manager	MM	426	\$2,749.36	\$2,886.95	\$3,031.40	\$3,182.70	\$3,341.84	\$3,508.80
Parks Leadworker	GBU	308	\$1,526.23	\$1,602.61	\$1,682.91	\$1,767.13	\$1,855.27	\$1,947.81
Parks Supervisor	MM	335	\$1,746.57	\$1,833.72	\$1,925.29	\$2,021.75	\$2,122.62	\$2,228.87
Parks Worker I	GBU	248	\$1,131.57	\$1,188.37	\$1,247.62	\$1,309.80	\$1,375.42	\$1,443.97
Parks Worker II	GBU	268	\$1,250.07	\$1,312.74	\$1,378.35	\$1,447.39	\$1,519.86	\$1,595.76
Parks Worker III	GBU	288	\$1,381.29	\$1,450.33	\$1,522.80	\$1,599.18	\$1,679.00	\$1,763.22
Payroll Specialist	GBU	316	\$1,588.41	\$1,667.73	\$1,751.46	\$1,838.62	\$1,930.67	\$2,027.14
Planning Manager	M	476	\$3,527.90	\$3,704.66	\$3,889.75	\$4,084.14	\$4,288.32	\$4,502.79
Plans Examiner	GBU	360	\$1,978.17	\$2,077.08	\$2,180.88	\$2,290.08	\$2,404.65	\$2,524.62
Police Auxiliary Services Supervisor	LEMM	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Police Chief	M	554	\$5,205.92	\$5,466.41	\$5,739.63	\$6,026.56	\$6,327.70	\$6,644.01
Police Commander	LEMM	504	\$4,056.72	\$4,259.92	\$4,472.92	\$4,696.20	\$4,931.23	\$5,177.52
Police Corporal	MPOA	383	\$2,218.59	\$2,329.74	\$2,446.27	\$2,568.19	\$2,696.97	\$2,831.62
Police Lieutenant	LEMM	487	\$3,727.19	\$3,913.25	\$4,109.11	\$4,314.76	\$4,530.21	\$4,756.91
Police Office Supervisor	LEMM	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Police Officer I	MPOA	363	\$2,008.04	\$2,108.42	\$2,213.69	\$2,324.35	\$2,440.89	\$2,562.81
Police Officer II	MPOA	373	\$2,110.86	\$2,216.14	\$2,327.29	\$2,443.33	\$2,565.75	\$2,694.03
Police Officer Trainee	MPOA	333	\$1,728.94	\$1,815.61	\$1,906.19	\$2,001.67	\$2,101.56	\$2,206.84
Police Sergeant	MPOA	426	\$2,749.36	\$2,886.95	\$3,031.40	\$3,182.70	\$3,341.84	\$3,508.80
Procurement Services Manager	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Program Manager-Grants	MM	366	\$2,038.40	\$2,140.24	\$2,247.48	\$2,359.60	\$2,477.61	\$2,601.49
Property & Evidence Officer	MPOA	296	\$1,437.60	\$1,509.58	\$1,584.98	\$1,664.31	\$1,747.55	\$1,834.70
Public Safety Dispatcher	MPOA	294	\$1,423.40	\$1,494.40	\$1,569.32	\$1,647.66	\$1,729.92	\$1,816.59
Public Works Maintenance Lead Worker	GBU	305	\$1,503.70	\$1,578.62	\$1,657.94	\$1,740.69	\$1,827.85	\$1,918.92
Public Works Maintenance Worker I	GBU	254	\$1,165.85	\$1,224.12	\$1,285.32	\$1,349.95	\$1,417.04	\$1,488.03
Public Works Maintenance Worker II	GBU	274	\$1,288.26	\$1,352.89	\$1,420.46	\$1,491.46	\$1,565.89	\$1,644.23
Public Works Maintenance Worker III	GBU	281	\$1,333.80	\$1,400.88	\$1,470.90	\$1,544.34	\$1,621.71	\$1,702.50
Public Works Maintenance Worker IV	GBU	285	\$1,360.73	\$1,428.79	\$1,500.28	\$1,575.19	\$1,654.02	\$1,736.77
Public Works Operations Director	M	508	\$4,138.49	\$4,345.61	\$4,563.01	\$4,791.19	\$5,030.62	\$5,281.81
Purchasing Assistant	GBU	280	\$1,327.43	\$1,393.53	\$1,463.55	\$1,536.51	\$1,613.38	\$1,694.18
RDA Executive Director	EXE							\$6,827.14
Records Clerk	MPOA	270	\$1,262.80	\$1,325.96	\$1,392.06	\$1,462.08	\$1,535.04	\$1,611.92
Recreation/Community Programs Coordinator	GBU	313	\$1,564.91	\$1,643.25	\$1,725.02	\$1,811.69	\$1,902.28	\$1,997.27
Recreation/Community Programs Manager	MM	390	\$2,297.42	\$2,412.49	\$2,532.94	\$2,659.76	\$2,792.45	\$2,932.49
Recreation/Community Programs Supervisor	MM	353	\$1,910.60	\$2,006.08	\$2,105.97	\$2,211.24	\$2,321.90	\$2,437.95

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Redevelopment Agency Secretary	MM	342	\$1,808.26	\$1,898.85	\$1,993.84	\$2,093.24	\$2,198.02	\$2,308.19
Redevelopment Manager	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Safety Officer	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Secretary	GBU	253	\$1,159.97	\$1,218.24	\$1,278.96	\$1,343.10	\$1,410.18	\$1,480.69
Senior Civil Engineer	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Senior Nutrition Program Monitor	GBU	233	\$1,049.80	\$1,102.68	\$1,157.52	\$1,215.30	\$1,276.51	\$1,340.16
Senior Planner	MM	429	\$2,790.98	\$2,930.53	\$3,076.94	\$3,230.69	\$3,392.27	\$3,561.69
Solid Waste Manager	MM	353	\$1,910.60	\$2,006.08	\$2,105.97	\$2,211.24	\$2,321.90	\$2,437.95
Solid Waste/Recycling Assistant	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Solid Waste/Recycling Coordinator	GBU	313	\$1,564.91	\$1,643.25	\$1,725.02	\$1,811.69	\$1,902.28	\$1,997.27
Streets & Storm Drainage Ops. Manager	MM	385	\$2,241.11	\$2,352.75	\$2,470.75	\$2,594.15	\$2,723.90	\$2,860.02
Streets & Storm Drainage Supervisor	MM	340	\$1,790.64	\$1,879.75	\$1,973.76	\$2,072.67	\$2,176.48	\$2,285.18
Tyler Munis Implementation Project Manager	MM	408	\$2,513.35	\$2,639.19	\$2,770.91	\$2,909.48	\$3,054.90	\$3,207.67
Utility Billing Supervisor	MM	334	\$1,737.75	\$1,824.42	\$1,915.99	\$2,011.47	\$2,112.33	\$2,217.61
Waste Water Treatment Plant Manager	MM	459	\$3,241.46	\$3,403.53	\$3,573.44	\$3,752.16	\$3,939.69	\$4,137.02
Wastewater Collection System Supervisor	MM	346	\$1,844.99	\$1,937.04	\$2,033.99	\$2,135.84	\$2,242.58	\$2,354.71
Water & Sewer Operations Manager	MM	423	\$2,708.72	\$2,843.86	\$2,986.35	\$3,135.69	\$3,292.38	\$3,456.90
Water Meter & Conservation Supervisor	MM	340	\$1,790.64	\$1,879.75	\$1,973.76	\$2,072.67	\$2,176.48	\$2,285.18
Water Quality Specialist I	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Water Quality Specialist II	GBU	305	\$1,503.70	\$1,578.62	\$1,657.94	\$1,740.69	\$1,827.85	\$1,918.92
Water Quality Specialist III	GBU	325	\$1,661.37	\$1,744.61	\$1,831.77	\$1,923.33	\$2,019.30	\$2,120.17
Water Quality Specialist In Training	GBU	262	\$1,213.34	\$1,274.06	\$1,337.71	\$1,404.79	\$1,474.81	\$1,548.75
Water System Lead Worker	GBU	335	\$1,746.57	\$1,833.72	\$1,925.29	\$2,021.75	\$2,122.62	\$2,228.87
Water System Supervisor	MM	365	\$2,028.11	\$2,129.47	\$2,236.21	\$2,347.85	\$2,465.37	\$2,588.76
Water System Technician	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
Water System Worker I	GBU	272	\$1,275.53	\$1,339.18	\$1,406.26	\$1,476.28	\$1,550.22	\$1,628.07
Water System Worker II	GBU	311	\$1,549.24	\$1,626.60	\$1,707.89	\$1,793.57	\$1,883.18	\$1,977.19
Water System Worker III	GBU	315	\$1,580.58	\$1,659.41	\$1,742.65	\$1,829.81	\$1,921.37	\$2,017.34
WW Lab Analyst/Environmental Compliance Inspector I	GBU	345	\$1,835.68	\$1,927.25	\$2,023.71	\$2,125.06	\$2,231.32	\$2,342.96
WW Lab Analyst/Environmental Compliance Inspector II	GBU	365	\$2,028.11	\$2,129.47	\$2,236.21	\$2,347.85	\$2,465.37	\$2,588.76
WWTP Lead Operator	GBU	383	\$2,218.59	\$2,329.74	\$2,446.27	\$2,568.19	\$2,696.97	\$2,831.62
WWTP Mechanic	GBU	375	\$2,131.92	\$2,238.66	\$2,350.30	\$2,467.82	\$2,591.21	\$2,720.96
WWTP Operator I	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
WWTP Operator II	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
WWTP Operator III	GBU	364	\$2,018.32	\$2,119.19	\$2,224.95	\$2,336.10	\$2,453.13	\$2,575.54
WWTP Operator In Training	GBU	301	\$1,473.83	\$1,547.77	\$1,625.14	\$1,706.42	\$1,791.62	\$1,881.22

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING EMPLOYMENT AGREEMENTS WITH THE GRANT ADMINISTRATOR, CITY ENGINEER, CHIEF OF POLICE, CHIEF BUILDING OFFICIAL, INFORMATION SERVICES MANAGER, DIRECTOR OF FINANCIAL SERVICES, AND DIRECTOR OF HUMAN RESOURCES AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENTS

WHEREAS, the City of Madera wishes to establish reasonable rules, regulations and compensation for its staff within the financial limits of the organization; and

WHEREAS, Employment Agreements have been prepared for the following at-will positions:

- Grant Administrator
- City Engineer
- Chief of Police
- Chief Building Official
- Information Services Manager
- Director of Financial Services
- Director of Human Resources

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, and orders as follows:

1. The above recitals are true and correct.
2. The At-Will Employment Agreements between the City and the individual currently employed with the City in each listed position, copies of which are on file with the City Clerk and referred to for more particulars, are approved.
3. The City Manager is authorized to execute the Agreements with the Grant Administrator, City Engineer, Chief of Police, Chief Building Official, Information Services Manager, Director of Financial Services, and Director of Human Resources.
4. This resolution is effective immediately upon adoption.

* * * * *

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA SETTING THE ASSIGNED SALARY RANGE FOR THE POSITION OF CITY ENGINEER

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, and orders as follows:

SECTION 1. Effective March 30, 2019, the City Engineer classification is hereby assigned to City of Madera Salary Schedule M as follows:

Position	Range	Annual Minimum	Annual Maximum
City Engineer	508	\$107,600.72	\$137,327.14

SECTION 2. This resolution is effective immediately upon adoption.

**GRANT ADMINISTRATOR
AT-WILL EMPLOYMENT AGREEMENT**

THIS AGREEMENT, entered into this 3rd day of April, 2019, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Evelyn Ivette Iraheta (hereinafter referred to as "Employee"), both of whom understand as follows:

Recitals

WHEREAS, Employer desires to continue to employ the services of Evelyn Ivette Iraheta as Grant Administrator for the City of Madera; and

WHEREAS, it is the desire of the City Manager of the Employer to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Grant Administrator; and

WHEREAS, Evelyn Ivette Iraheta desires to be employed as Grant Administrator for said City of Madera.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Agreement

Section 1: TERM

- A. The term of this Agreement shall be 3 years commencing on April 3, 2019. The Employer will provide written notice to the Employee on or before January 3, 2022, of its intent to offer to extend, renew, or otherwise not renew this contract for an additional term. If the Employer chooses to extend the Agreement, the Employer will inform the Employee of the newly proposed term at the time of its offer to renew. The Employee must respond to an offer to extend or renew the Agreement within 45 days of the offered extension or renewal.
- B. The Grant Administrator shall at all times serve at the pleasure of the City Manager. This means that the Employee is an at-will employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to suspend or terminate the services of the Employee at any time.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time, after April 3, 2019, from her position with Employer, upon thirty (30) calendar days advanced written notice to Employer.

Section 2: TERMINATION AND SEVERANCE PAY

- A. In the event Employee is terminated by the City Manager before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform her duties under this Agreement, then in that event, Employer agrees to pay Employee a lump sum cash payment equal to the maximum amount of pay permitted by law under Government Code sections 53260 and 53261, up to a lump sum cash payment equal to one and one half (1 1/2) months' aggregate salary and health benefits. Upon such termination, Employee shall also be compensated for all earned paid leave and other accrued benefits to date of termination. This shall not include the payout of accumulated sick leave other than as authorized pursuant to this Agreement.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

- B. In the event Employer at any time during the term of this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the City Manager that she resign, then, in that event, Employee may, at her option, be deemed to be "terminated" at the date of such reduction, such refusal to comply or such suggestion within the meaning and context of the herein severance pay provisions.

Section 3: DUTIES

- A. Employer hereby agrees to employ the Employee to perform the functions and duties of such office as set forth in the Grant Administrator Job Description on file with the Office of the City Clerk and referred to for more particulars, and to perform such other duties as the City Manager may from time to time assign.
- B. The Grant Administrator is exempt from the overtime provisions of the Fair Labor and Standards Act, as amended, but is expected to engage in those hours of work that are necessary to fulfill the obligations of the Grant Administrator.
- C. Employee may engage in up to five (5) hours per week for teaching without prior written approval of the Employer. Employee shall not be involved in any other outside employment without written prior approval from the Employer. This includes, but is not limited to, consultant work, speaking engagements, entering an independent contract relationship, or any other activities unrelated to the Employee's employment with the City.

- D. Employee will maintain on file with the Employer her current place of residence and telephone number(s), and shall notify the Employer of any changes within twenty-four (24) hours.
- E. In the event the Employee becomes mentally or physically incapable of performing the Grant Administrator job duties, the Employer will comply with the law in regard to separating the Grant Administrator from employment.

Section 4: PERFORMANCE EVALUATION

The City Manager shall review and evaluate the performance of the Employee on an ongoing basis and shall, at least once annually on the employment anniversary date established, complete a written performance review and/or evaluation. The review and/or evaluation shall be in accordance with specific criteria developed by the City Manager. Specific criterion may be added or deleted as the City Manager may determine.

Section 5: SALARY

Employer agrees to pay the Grant Administrator for her services rendered pursuant hereto a base salary of \$ 3,889.75 bi-weekly (City of Madera Salary Schedule Range 476, Step C) payable in installments at the same time as the majority of the Employer's employees. The City Manager may review and adjust said base salary in such amounts and to such extent as the City Manager determines, consistent with the published City of Madera Salary Schedule adopted by the City Council of the City of Madera.

Employee desires to take a reduction in her compensation package equivalent to the salary contribution Miscellaneous employees are making towards the CalPERS Employee Contribution, however, employee already pays the full Employee Contribution per Section 6.C. of the Agreement. Therefore, employee desires to contribute an equivalent amount of salary towards the Employer Contribution to CalPERS. These contributions toward the CalPERS Employer Contribution shall be made as an after tax payroll deduction and be equivalent to 2.375% of salary.

Section 6: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Paid Leave

Effective the first day of the pay period in which this Agreement is effected, Employee will no longer receive an Annual Leave bank, but will instead receive leave banks/types as outlined below. To transition from the existing Annual Leave program to the revised separate leave types of Vacation, Sick, Administrative and Holiday, Employee's existing Annual Leave will be redistributed and the new leave banks credited as outlined in Exhibit 1.

1. Vacation

Employee will earn vacation credits, dependent upon the number of years of service with the City, for each pay period Employee is in a paid status at least 50% or more of

the period. All accrued vacation is paid to Employee upon retirement, resignation or termination.

COMPLETED YEARS	NUMBER OF HOURS RECEIVED PER PAY PERIOD
0 through 4 yrs.	3.6923 hrs. per pay period
5 through 9 yrs.	4.6156 hrs. per pay period
10 through 14 yrs.	5.5384 hrs. per pay period
15 through 19 yrs.	6.1538 hrs. per pay period
20 plus yrs.	6.4615 hrs. per pay period

The maximum vacation Employee is allowed to accumulate is 360 hours.

Each employee shall receive the date known as the "employee anniversary date" as a vacation day. This day shall be added to vacation time at a straight time rate. Credit for the day will not be given until the employee's anniversary date has passed during the current fiscal year and is in addition to the above accrual schedule. Because this Agreement is being executed mid-fiscal year, Employee will not receive an anniversary date credit until the first anniversary date occurring on or after July 1, 2019.

Employee may request to cash out up to 80 hours of vacation once each fiscal year. To be eligible for such cash out provision, employees must have a vacation balance of at least 160 hours at the time of request. Requests must be made in writing to the Payroll Specialist at least 15 days in advance and such requests will be paid on a regular pay date of the City.

2. Sick Leave

Sick leave, with pay, accrues at the rate of 3.6923 hours per pay period an employee is in a paid status at least 50% or more of the period. Rules governing sick leave use and eligibility are noted in the City of Madera Personnel Rules and Regulations.

In addition to the reasons for use of Sick Leave as stated in the Personnel Rules & Regulations, an employee may utilize accrued Sick Leave hours for any absence designated by the City as being covered by the Federal Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), regardless of the reason for the leave. It will be the employee's responsibility to complete the required paperwork to certify the need for leave and he/she must provide timely notification of the need for leave in compliance with FMLA/CFRA regulations. Use of Sick Leave for this purpose will not commence until such requirements have been met. Use of Sick Leave for family members when the leave has been designated as FMLA/CFRA will not count against the employee's annual limit of Family Sick Leave as provided in this Agreement.

Employee may cash out sick leave upon retirement or positive separation from the City based on the below table. To be eligible, employees must be employed with the City on a full time basis for a minimum of five years. Negative terminations (discharge) are not eligible for cash out of sick leave. An employee has the option to convert 100% of the remaining sick leave upon retirement to CalPERS service credit.

<u>Years of Service</u>	<u>Sick Leave Cash-Out</u>
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

3. Family Sick Leave

Sick Leave may be used up to the limit of seventy-two hours each calendar year:

3.1. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee’s family member, including:

- 3.1.1. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)
- 3.1.2. Spouse or Registered Domestic Partner
- 3.1.3. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)
- 3.1.4. Grandparent
- 3.1.5. Grandchild.
- 3.1.6. Sibling.

3.2. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- 3.2.1. A temporary restraining order or restraining order.
- 3.2.2. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.

- 3.2.3. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- 3.2.4. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- 3.2.5. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- 3.2.6. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Such leave is a part of Sick Leave accrual, not in addition to, the 12 days (96 hours) of Sick Leave earned per year. All conditions and restrictions placed by the City upon the use by an employee of sick leave for himself or herself shall apply to the use by an employee of sick leave to attend to an illness of his or her identified family member.

All other provisions for use of Sick Leave by the employee also apply to Family Sick Leave use. This includes, but is not limited to, the Sick Leave section of the Personnel Rules and Regulations.

4. Administrative Leave

In recognition of the fact that Employee is expected to work all reasonable hours necessary to accomplish assigned tasks he will be credited with five days (40 hours) of Administrative Leave at the beginning of each fiscal year. This leave may not be carried over or cashed out and shall be taken under the same conditions as vacation leave. It is recognized that such time is not intended to provide an hour for hour or greater leave for actual hours worked over those scheduled, but is a benefit in recognition of duty requirements.

5. Holidays

The following (8) hour days are established as holidays with pay: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

The parties agree that the following half days (4 hours) are established as partial holidays with pay: Good Friday and the last work day prior to Christmas or New Year's Day.

The parties agree that to be eligible to receive a paid holiday, the employee must be in a paid status on the scheduled work day either immediately preceding the identified holiday or on the scheduled work day immediately following the identified holiday.

In addition to the City observed holidays outlined above, Employee will receive floating holiday leave hours. Said leave hours shall be credited to the employee on July 1 of each fiscal year, may not be carried over or cashed out, and shall be taken under the same conditions as vacation leave. Employees with 5-9 years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 20 hours of floating holiday leave. Employees with 10 or more years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 40 hours of floating holiday leave.

B. Disability, Health, and Life Insurance

Employer will provide term life insurance for Employee in the amount of \$50,000 which includes accidental death and dismemberment (AD&D) coverage. Employer also will provide dependent life in the amount of \$5,000 and Long Term Disability Insurance, which provides salary replacement benefits.

Employer agrees to provide a monthly health benefit allowance for the employee to purchase health insurance (including medical, dental and vision coverage of the Employee and family) through an IRS Section 125 Cafeteria Plan. The benefit plans offered by Employer and the monthly benefit allowance received by Employee from Employer will be equal to the benefit plans offered to and monthly benefit allowance received by employees represented by the Mid Management Employee Group.

Medicare - 1.45% Employer's contribution matched by an Employee contribution of 1.45% of Employee's salary for mandated Medicare coverage.

C. Retirement

The City participates in the CalPERS retirement system. Employee will be placed on the appropriate miscellaneous plan consistent with CalPERS membership requirements. The Employee will pay all of the Employee Contribution for the plan in pre tax dollars under IRS Code 414(h)(2). The Employee will also be responsible for the Employee's Contribution for the 1959 Survivor's Benefit.

D. Bereavement Leave

Employee is allowed an additional three (3) days leave per fiscal year in the event of death of any of the following members of the employee's family: spouse, child, parent or grandparent.

E. Retiree Paid Health Insurance

The City will allow Employee to continue to participate in the City health plan offerings (medical, dental, and vision) at the retiree's expense until age 65 or when eligible for

Medicare, whichever comes first. Both retiree and dependent coverage are available under this program. An administrative fee in an amount equal to two percent (2%) of the insurance premiums will be charged to the retiree for the City to process the benefit. In the event the administrative fee increases, retiree shall pay the higher fee. If, in the future, the City no longer offers the same insurance carrier/plan the retiree and his or her spouse will be eligible to purchase insurance coverage under the new plan. Coverage must be selected upon retirement; no lapse in coverage will be allowed under this provision. If retiree chooses not to participate or chooses to terminate participation, retiree may not seek coverage under the City health plan at a later date.

F. Automobile Allowance

By prior agreement, Employee was provided a \$50 per month automobile allowance for use of her personal vehicle while conducting City business. Employee was not eligible for any additional mileage or vehicle reimbursement for use of her personal vehicle. Effective the first paycheck of April, 2019, Employee will no longer receive an automobile allowance and will submit reimbursement requests for mileage for use of her personal vehicle consistent with the City's Travel and Business Expense Policy.

G. Technology Allowance

Employee will receive a monthly technology allowance of \$75. Employee will not receive a City-issued cell phone or be provided with any type of wireless or data plan for a cell phone through the City's wireless carrier and will be expected to utilize her personal cell phone for City business. Employee's personal cell phone number must be available to the public.

H. Other

The City Manager shall fix any such other terms and conditions of employment, as s/he may determine from time to time, relating to the performance of the Grant Administrator, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Madera Municipal Code or any other law.

Section 7: TERMINATION

The Grant Administrator is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time.

Section 8: DUES AND SUBSCRIPTIONS

Employer agrees, to the extent it is financially able, to budget for and to pay for professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for her continued professional participation, growth, and advancement, and for the good of the Employer.

Section 9: PROFESSIONAL DEVELOPMENT

- A. Employer hereby agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to such other national, regional, state and local governmental groups and committees thereof which Employee serves as member.
- B. Employer also agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for her professional development and for the good of the Employer.

Section 10: INDEMNIFICATION

In addition to that required under state and local law, Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Grant Administrator. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 11: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 12: CONFLICT OF INTEREST

- A. Employee shall not engage in any business or transaction or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal interests, distinguished from financial interests, include an interest as arising from blood or marriage relationships or close business, and personal or political affiliations.
- B. Employee shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Grant Administrator's employment.
- C. Employee is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements (including Form 700) at the time of appointment, annually thereafter, and at the time of separation from position.

Section 13: NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City Manager, City of Madera, 205 West Fourth Street, Madera CA 93637

Employee: On file with the City of Madera Human Resources Department

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14: REDUCTION OF BENEFITS

Employer shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such reduction across-the-board for all Employees of the Employer.

Section 15: GENERAL PROVISIONS

- A. The text herein shall constitute the entire and fully integrated Agreement between the parties and no promise, representation, warranty or covenant not included in this Agreement has been relied upon by any party hereto.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee; however, this Agreement is not assignable by either party.
- C. This Agreement shall become effective commencing April 3, 2019.
- D. This Agreement replaces and supersedes any previous Employment Agreements or Agreement Amendments between Employer and Employee.
- E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by a court of law, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed under California law. No waiver of any term or condition of the Agreement shall be considered a continuing waiver thereof.

IN WITNESS WHEREOF, the City of Madera has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and the Grant Administrator has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

CITY OF MADERA



Evelyn Ivette Iraheta

Arnoldo Rodriguez, City Manager

ATTEST

APPROVED AS TO LEGAL FORM

City Clerk

City Attorney

Exhibit 1

Plan for Transition of Existing Annual Leave to New Leave Banks

Using Employee's remaining Annual Leave balance at the start of the pay period in which this Agreement is effected, hours will be subtracted first from the additional hours credited bank and then from the front-end bank in the following order. If Employee does not have sufficient leave credits to move to the next step in the order, then they do not receive a beginning credit in that bank.

1. Subtract off remaining City-recognized holidays in the current fiscal year from the additional hours credited bank. These now become observed holidays with pay as opposed to leave time on the books.
2. Subtract off 5 days from the additional hours credited bank and credit to Administrative Leave balance.
3. Any remaining hours in the additional hours credited bank will be credited to the employee's new sick leave bank balance.
4. Any remaining leave in the front-end bank will be credited to the employee's new vacation bank balance (this is inclusive of the Employee Anniversary Date credited to vacation and no anniversary date will be credited pursuant to the new language until after 6/30/19).
 - a. For employees who previously accepted the option of reducing Annual Leave by 7 days in exchange for Management Incentive Pay, Management Incentive Pay will cease and employees will be credited back a pro-rated number of days toward the vacation bank based on the length of time between the effective date of the leave transition and the end of the fiscal year.
5. Employees will be credited with Floating Holiday based on years of service.
6. Effective the pay period when the employee is transitioned to these new leave banks, employees will accrue vacation and sick leave on a per pay period basis consistent with the accrual schedules as stated in this Agreement.

CITY ENGINEER AT-WILL EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into this 3rd day of April, 2019, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Keith Helmuth (hereinafter referred to as "Employee"), both of whom understand as follows:

Recitals

WHEREAS, Employer desires to continue to employ the services of Keith Helmuth as City Engineer for the City of Madera; and

WHEREAS, it is the desire of the City Manager of the Employer to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said City Engineer; and

WHEREAS, Keith Helmuth desires to be employed as City Engineer for said City of Madera.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Agreement

Section 1: TERM

- A. The term of this Agreement shall be 3 years commencing on April 3, 2019. The Employer will provide written notice to the Employee on or before January 3, 2022, of its intent to offer to extend, renew, or otherwise not renew this contract for an additional term. If the Employer chooses to extend the Agreement, the Employer will inform the Employee of the newly proposed term at the time of its offer to renew. The Employee must respond to an offer to extend or renew the Agreement within 45 days of the offered extension or renewal.
- B. The City Engineer shall at all times serve at the pleasure of the City Manager. This means that the Employee is an at-will employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to suspend or terminate the services of the Employee at any time.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time, after April 3, 2019, from his position with Employer, upon thirty (30) calendar days advanced written notice to Employer.

Section 2: TERMINATION AND SEVERANCE PAY

- A. In the event Employee is terminated by the City Manager before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this Agreement, then in that event, Employer agrees to pay Employee a lump sum cash payment equal to the maximum amount of pay permitted by law under Government Code sections 53260 and 53261, up to a lump sum cash payment equal to one and one half (1 1/2) months' aggregate salary and health benefits. Upon such termination, Employee shall also be compensated for all earned paid leave and other accrued benefits to date of termination. This shall not include the payout of accumulated sick leave other than as authorized pursuant to this Agreement.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

- B. In the event Employer at any time during the term of this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the City Manager that he resign, then, in that event, Employee may, at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply or such suggestion within the meaning and context of the herein severance pay provisions.

Section 3: DUTIES

- A. Employer hereby agrees to employ the Employee to perform the functions and duties of such office as set forth in the City Engineer Job Description on file with the Office of the City Clerk and referred to for more particulars, and to perform such other duties as the City Manager may from time to time assign.
- B. The City Engineer is exempt from the overtime provisions of the Fair Labor and Standards Act, as amended, but is expected to engage in those hours of work that are necessary to fulfill the obligations of the City Engineer.
- C. Employee may engage in up to five (5) hours per week for teaching without prior written approval of the Employer. Employee shall not be involved in any other outside employment without written prior approval from the Employer. This includes, but is not limited to, consultant work, speaking engagements, entering an independent contract relationship, or any other activities unrelated to the Employee's employment with the City.

- D. Employee will maintain on file with the Employer his current place of residence and telephone number(s), and shall notify the Employer of any changes within twenty-four (24) hours.
- E. In the event the Employee becomes mentally or physically incapable of performing the City Engineer job duties, the Employer will comply with the law in regard to separating the City Engineer from employment.

Section 4: PERFORMANCE EVALUATION

The City Manager shall review and evaluate the performance of the Employee on an ongoing basis and shall, at least once annually on the employment anniversary date established, complete a written performance review and/or evaluation. The review and/or evaluation shall be in accordance with specific criteria developed by the City Manager. Specific criterion may be added or deleted as the City Manager may determine.

Section 5: SALARY

Effective the first day of the pay period in which this Agreement is effected, the assigned salary range for the position of City Engineer will be changed from City of Madera Salary Schedule M Range 499 to Range 508:

Range	Annual Pay Rate					
	A	B	C	D	E	F
499	\$102,877.59	\$108,020.84	\$113,431.43	\$119,096.63	\$125,054.65	\$131,305.47
508	\$107,600.72	\$112,985.85	\$118,638.33	\$124,570.88	\$130,796.24	\$137,327.14

Effective the first day of the pay period in which this Agreement is effected, Employer agrees to pay the City Engineer for his services rendered pursuant hereto a base salary of \$5,281.81 bi-weekly (City of Madera Salary Schedule Range 508, Step F), payable in installments at the same time as the majority of the Employer's employees. The City Manager may review and adjust said annual base salary in such amounts and to such extent as the City Manager determines, consistent with the published City of Madera Salary Schedule adopted by the City Council of the City of Madera.

Employee desires to take a reduction in his compensation package equivalent to the salary contribution Miscellaneous employees are making towards the CalPERS Employee Contribution, however, employee already pays the full 8% Employee Contribution per Section 6.C. of the Agreement. Therefore, employee desires to reduce his salary in an equivalent amount. Employee's salary as set pursuant to the terms of this Agreement shall be reduced by 2.375% for reasons stated above.

Section 6: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Paid Leave

Effective the first day of the pay period in which this Agreement is effected, Employee will no longer receive an Annual Leave bank, but will instead receive leave banks/types as outlined below. To transition from the existing Annual Leave program to the revised separate leave types of Vacation, Sick, Administrative and Holiday, Employee's existing Annual Leave will be redistributed and the new leave banks credited as outlined in Exhibit 1.

1. Vacation

Employee will earn vacation credits, dependent upon the number of years of service with the City, for each pay period Employee is in a paid status at least 50% or more of the period. All accrued vacation is paid to Employee upon retirement, resignation or termination.

COMPLETED YEARS	NUMBER OF HOURS RECEIVED PER PAY PERIOD
0 through 4 yrs.	3.6923 hrs. per pay period
5 through 9 yrs.	4.6156 hrs. per pay period
10 through 14 yrs.	5.5384 hrs. per pay period
15 through 19 yrs.	6.1538 hrs. per pay period
20 plus yrs.	6.4615 hrs. per pay period

The maximum vacation Employee is allowed to accumulate is 360 hours.

Each employee shall receive the date known as the "employee anniversary date" as a vacation day. This day shall be added to vacation time at a straight time rate. Credit for the day will not be given until the employee's anniversary date has passed during the current fiscal year and is in addition to the above accrual schedule. Because this Agreement is being executed mid-fiscal year, Employee will not receive an anniversary date credit until the first anniversary date occurring on or after July 1, 2019.

Employee may request to cash out up to 80 hours of vacation once each fiscal year. To be eligible for such cash out provision, employees must have a vacation balance of at least 160 hours at the time of request. Requests must be made in writing to the Payroll Specialist at least 15 days in advance and such requests will be paid on a regular pay date of the City.

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Sick leave, with pay, accrues at the rate of 3.6923 hours per pay period an employee is in a paid status at least 50% or more of the period. Rules governing sick leave use and eligibility are noted in the City of Madera Personnel Rules and Regulations.

In addition to the reasons for use of Sick Leave as stated in the Personnel Rules & Regulations, an employee may utilize accrued Sick Leave hours for any absence designated by the City as being covered by the Federal Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), regardless of the reason for the leave. It will be the employee's responsibility to complete the required paperwork to certify the need for leave and he/she must provide timely notification of the need for leave in compliance with FMLA/CFRA regulations. Use of Sick Leave for this purpose will not commence until such requirements have been met. Use of Sick Leave for family members when the leave has been designated as FMLA/CFRA will not count against the employee's annual limit of Family Sick Leave as provided in this Agreement.

Employee may cash out sick leave upon retirement or positive separation from the City based on the below table. To be eligible, employees must be employed with the City on a full time basis for a minimum of five years. Negative terminations (discharge) are not eligible for cash out of sick leave. An employee has the option to convert 100% of the remaining sick leave upon retirement to CalPERS service credit.

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Sick Leave may be used up to the limit of seventy-two hours each calendar year:

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- 3.1.1. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)
- 3.1.2. Spouse or Registered Domestic Partner
- 3.1.3. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)
- 3.1.4. Grandparent
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3.1.6. Sibling.

3.2. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

3.2.1. A temporary restraining order or restraining order.

3.2.2. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.

3.2.3. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.

3.2.4. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.

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The following (8) hour days are established as holidays with pay: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

The parties agree that the following half days (4 hours) are established as partial holidays with pay: Good Friday and the last work day prior to Christmas or New Year's Day.

The parties agree that to be eligible to receive a paid holiday, the employee must be in a paid status on the scheduled work day either immediately preceding the identified holiday or on the scheduled work day immediately following the identified holiday.

In addition to the City observed holidays outlined above, Employee will receive floating holiday leave hours. Said leave hours shall be credited to the employee on July 1 of each fiscal year, may not be carried over or cashed out, and shall be taken under the same conditions as vacation leave. Employees with 5-9 years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 20 hours of floating holiday leave. Employees with 10 or more years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 40 hours of floating holiday leave.

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Employer will provide term life insurance for Employee in the amount of \$50,000 which includes accidental death and dismemberment (AD&D) coverage. Employer also will provide dependent life in the amount of \$5,000 and Long Term Disability Insurance, which provides salary replacement benefits.

Employer agrees to provide a monthly health benefit allowance for the employee to purchase health insurance (including medical, dental and vision coverage of the Employee and family) through an IRS Section 125 Cafeteria Plan. The benefit plans offered by Employer and the monthly benefit allowance received by Employee from Employer will be equal to the benefit plans offered to and monthly benefit allowance received by employees represented by the Mid Management Employee Group.

Medicare - 1.45% Employer's contribution matched by an Employee contribution of 1.45% of Employee's salary for mandated Medicare coverage.

C. Retirement

The City participates in the CalPERS retirement system. Employee will be placed on the appropriate miscellaneous plan consistent with CalPERS membership requirements. The Employee will pay all of the Employee Contribution for the plan in pre-tax dollars under IRS Code 414(h)(2). The Employee will also be responsible for the Employee's Contribution for the 1959 Survivor's Benefit.

D. Longevity Pay

In addition to the established base salary, Employee is eligible for longevity pay at the rate of 2 ½% for each five years of service as a management employee to a maximum of 10%.

Effective July 1, 2019, longevity pay will be frozen and Employee will not be credited with any additional longevity pay beyond what has been accrued as of said date. As of the date of adoption of this Agreement, Employee has earned two (2) longevity pay steps equal to 2.5% of base pay each and is not due to earn any additional longevity before July 1, 2019. Therefore, Employee will be frozen at two (2) longevity pay steps.

E. Automobile Allowance

By prior agreement, Employee was provided a \$350 per month automobile allowance for use of his personal vehicle while conducting City business. Employee was not eligible for any additional mileage or vehicle reimbursement for use of his personal vehicle. Effective the first paycheck of April, 2019, Employee will no longer receive an automobile allowance and will submit reimbursement requests for mileage for use of his personal vehicle consistent with the City's Travel and Business Expense Policy.

F. Bereavement Leave

Employee is allowed an additional three (3) days leave per fiscal year in the event of death of any of the following members of the employee's family: spouse, child, parent or grandparent.

G. Retiree Paid Health Insurance

The City will allow Employee to continue to participate in the City health plan offerings (medical, dental, and vision) at the retiree's expense until age 65 or when eligible for Medicare, whichever comes first. Both retiree and dependent coverage are available under this program. An administrative fee in an amount equal to two percent (2%) of the insurance premiums will be charged to the retiree for the City to process the benefit. In the event the administrative fee increases, retiree shall pay the higher fee. If, in the future, the City no longer offers the same insurance carrier/plan the retiree and his or her spouse will be eligible to purchase insurance coverage under the new plan. Coverage must be selected upon retirement; no lapse in coverage will be allowed under this provision. If retiree

chooses not to participate or chooses to terminate participation, retiree may not seek coverage under the City health plan at a later date.

H. Technology Allowance

Employee will receive a monthly technology allowance of \$75. Employee will not receive a City-issued cell phone or be provided with any type of wireless or data plan through the City's wireless carrier and will be expected to utilize his personal cell phone for City business. Employee's personal cell phone number must be available to the public.

I. Other

The City Manager shall fix any such other terms and conditions of employment, as s/he may determine from time to time, relating to the performance of the City Engineer, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Madera Municipal Code or any other law.

Section 7: TERMINATION

The City Engineer is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time.

Section 8: DUES AND SUBSCRIPTIONS

Employer agrees, to the extent it is financially able, to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the Employer.

Section 9: PROFESSIONAL DEVELOPMENT

- A. Employer hereby agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to such other national, regional, state and local governmental groups and committees thereof which Employee serves as member.
- B. Employer also agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Employer.

Section 10: INDEMNIFICATION

In addition to that required under state and local law, Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Engineer. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 11: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 12: CONFLICT OF INTEREST

- A. Employee shall not engage in any business or transaction or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal interests, distinguished from financial interests, include an interest as arising from blood or marriage relationships or close business, and personal or political affiliations.
- B. Employee shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the City Engineer's employment.
- C. Employee is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements (including Form 700) at the time of appointment, annually thereafter, and at the time of separation from position.

Section 13: NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City Manager, City of Madera, 205 West Fourth Street, Madera CA 93637

Employee: On file with the City of Madera Human Resources Department

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14: REDUCTION OF BENEFITS

Employer shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such reduction across-the-board for all Employees of the Employer.

Section 15: GENERAL PROVISIONS

- A. The text herein shall constitute the entire and fully integrated Agreement between the parties and no promise, representation, warranty or covenant not included in this Agreement has been relied upon by any party hereto.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee; however, this Agreement is not assignable by either party.
- C. This Agreement shall become effective commencing April 3, 2019.
- D. This Agreement replaces and supersedes any previous Employment Agreements or Agreement Amendments between Employer and Employee.
- E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by a court of law, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed under California law. No waiver of any term or condition of the Agreement shall be considered a continuing waiver thereof.

IN WITNESS WHEREOF, the City of Madera has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and the City Engineer has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

CITY OF MADERA



Keith Helmuth

Arnoldo Rodriguez, City Manager

ATTEST

APPROVED AS TO LEGAL FORM

City Clerk

City Attorney

Exhibit 1

Plan for Transition of Existing Annual Leave to New Leave Banks

Using Employee's remaining Annual Leave balance at the start of the pay period in which this Agreement is effected, hours will be subtracted first from the additional hours credited bank and then from the front-end bank in the following order. If Employee does not have sufficient leave credits to move to the next step in the order, then they do not receive a beginning credit in that bank.

1. Subtract off remaining City-recognized holidays in the current fiscal year from the additional hours credited bank. These now become observed holidays with pay as opposed to leave time on the books.
2. Subtract off 5 days from the additional hours credited bank and credit to Administrative Leave balance.
3. Any remaining hours in the additional hours credited bank will be credited to the employee's new sick leave bank balance.
4. Any remaining leave in the front-end bank will be credited to the employee's new vacation bank balance (this is inclusive of the Employee Anniversary Date credited to vacation and no anniversary date will be credited pursuant to the new language until after 6/30/19).
 - a. For employees who previously accepted the option of reducing Annual Leave by 7 days in exchange for Management Incentive Pay, Management Incentive Pay will cease and employees will be credited back a pro-rated number of days toward the vacation bank based on the length of time between the effective date of the leave transition and the end of the fiscal year.
5. Employees will be credited with Floating Holiday based on years of service.
6. Effective the pay period when the employee is transitioned to these new leave banks, employees will accrue vacation and sick leave on a per pay period basis consistent with the accrual schedules as stated in this Agreement.

CHIEF OF POLICE AT-WILL EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into this 3rd day of April, 2019, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Charlie Dino Lawson (hereinafter referred to as "Chief of Police"), both of whom understand as follows:

Recitals

WHEREAS, Employer desires to continue to employ the services of Charlie Dino Lawson as Chief of Police for the City of Madera; and

WHEREAS, it is the desire of the City Manager of the Employer to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Chief of Police; and

WHEREAS, Charlie Dino Lawson desires to be employed as Chief of Police for said City of Madera.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Agreement

Section 1: TERM

- A. The term of this Agreement shall be 3 years commencing on April 3, 2019. The Employer will provide written notice to the Chief of Police on or before January 3, 2022, of its intent to offer to extend, renew, or otherwise not renew this contract for an additional term. If the Employer chooses to extend the Agreement, the Employer will inform the Chief of Police of the newly proposed term at the time of its offer to renew. The Chief of Police must respond to an offer to extend or renew the Agreement within 45 days of the offered extension or renewal.
- B. The Chief of Police shall at all times serve at the pleasure of the City Manager. This means that the Chief of Police is an at-will employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to suspend or terminate the services of the Chief of Police at any time.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Chief of Police to resign at any time, after April 3, 2019, from his position with Employer, upon thirty (30) calendar days advanced written notice to Employer.

Section 2: TERMINATION AND SEVERANCE PAY

- A. In the event Employee is terminated by the City Manager before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this Agreement, then in that event, Employer agrees to pay Employee a lump sum cash payment equal to the maximum amount of pay permitted by law under Government Code sections 53260 and 53261, up to a lump sum cash payment equal to one and one half (1 1/2) months' aggregate salary and health benefits. Upon such termination, Employee shall also be compensated for all earned paid leave and other accrued benefits to date of termination. This shall not include the payout of accumulated sick leave other than as authorized pursuant to the MOU.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

- B. In the event Employer at any time during the term of this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the City Manager that he resign, then, in that event, Employee may, at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply or such suggestion within the meaning and context of the herein severance pay provisions.

Section 3: DUTIES

- A. Employer hereby agrees to employ the Chief of Police to perform the functions and duties of such office as set forth in the Chief of Police Job Description on file with the Office of the City Clerk and referred to for more particulars, and to perform such other duties as the City Manager may from time to time assign.
- B. The Chief of Police is exempt from the overtime provisions of the Fair Labor and Standards Act, as amended, but is expected to engage in those hours of work that are necessary to fulfill the obligations of the Chief of Police.
- C. The Chief of Police shall not be involved in any outside employment without written prior approval from the Employer. This includes, but is not limited to, consultant work, speaking engagements, entering an independent contract relationship, or any other activities unrelated to the Chief of Police's employment with the City. However, Employee may engage in teaching for up to five (5) hours per week without prior written approval of the City Manager.

- D. The Chief of Police will maintain on file with the Employer his current place of residence and telephone number(s), and shall notify the Employer of any changes within twenty-four (24) hours.
- E. In the event the Chief of Police becomes mentally or physically incapable of performing the Chief of Police job duties, the Employer will comply with the law in regard to separating the Police Chief from employment.

Section 4: PERFORMANCE EVALUATION

The City Manager shall review and evaluate the performance of the Chief of Police on an ongoing basis and shall, at least once annually on the employment anniversary date established, complete a written performance review and/or evaluation. The review and/or evaluation shall be in accordance with specific criteria developed by the City Manager. Specific criterion may be added or deleted as the City Manager may determine.

Section 5: SALARY

Employer agrees to pay the Chief of Police for his services rendered pursuant hereto a base salary of \$6,327.70 bi-weekly (City of Madera Salary Schedule Range 554, Step E), payable in installments at the same time as the majority of the Employer's employees. The City Manager may review and adjust said base salary in such amounts and to such extent as the City Manager determines, consistent with the published City of Madera Salary Schedule adopted by the City Council of the City of Madera.

Employee desires to take a reduction in his compensation package equivalent to the salary contribution other Safety employees are making towards the CalPERS Employee Contribution. Because Employee already pays the full 9% Employee Contribution per Section 6.C. of the Agreement, Employee desires to contribute an equivalent amount of salary towards the Employer Contribution to CalPERS. These contributions toward the CalPERS Employer Contribution shall be made as an after tax payroll deduction and be equivalent to 3% of salary.

Section 6: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Paid Leave

Effective the first day of the pay period in which this Agreement is effected, Employee will no longer receive an Annual Leave bank, but will instead receive leave banks/types as outlined below. To transition from the existing Annual Leave program to the revised separate leave types of Vacation, Sick, Administrative and Holiday, Employee's existing Annual Leave will be redistributed and the new leave banks credited as outlined in Exhibit 1.

1. Vacation

Employee will earn vacation credits, dependent upon the number of years of service with the City, for each pay period Employee is in a paid status at least 50% or more of

the period. All accrued vacation is paid to Employee upon retirement, resignation or termination.

COMPLETED YEARS	NUMBER OF HOURS RECEIVED PER PAY PERIOD
0 through 4 yrs.	3.6923 hrs. per pay period
5 through 9 yrs.	4.6156 hrs. per pay period
10 through 14 yrs.	5.5384 hrs. per pay period
15 through 19 yrs.	6.1538 hrs. per pay period
20 plus yrs.	6.4615 hrs. per pay period

The maximum vacation Employee is allowed to accumulate is 360 hours.

Each employee shall receive the date known as the "employee anniversary date" as a vacation day. This day shall be added to vacation time at a straight time rate. Credit for the day will not be given until the employee's anniversary date has passed during the current fiscal year and is in addition to the above accrual schedule. Because this Agreement is being executed mid-fiscal year, Employee will not receive an anniversary date credit until the first anniversary date occurring on or after July 1, 2019.

Employee may request to cash out up to 80 hours of vacation once each fiscal year. To be eligible for such cash out provision, employees must have a vacation balance of at least 160 hours at the time of request. Requests must be made in writing to the Payroll Specialist at least 15 days in advance and such requests will be paid on a regular pay date of the City.

2. Sick Leave

Sick leave, with pay, accrues at the rate of 3.6923 hours per pay period an employee is in a paid status at least 50% or more of the period. Rules governing sick leave use and eligibility are noted in the City of Madera Personnel Rules and Regulations.

In addition to the reasons for use of Sick Leave as stated in the Personnel Rules & Regulations, an employee may utilize accrued Sick Leave hours for any absence designated by the City as being covered by the Federal Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), regardless of the reason for the leave. It will be the employee's responsibility to complete the required paperwork to certify the need for leave and he/she must provide timely notification of the need for leave in compliance with FMLA/CFRA regulations. Use of Sick Leave for this purpose will not commence until such requirements have been met. Use of Sick Leave for family members when the leave has been designated as FMLA/CFRA will not count against the employee's annual limit of Family Sick Leave as provided in this Agreement.

Employee may cash out sick leave upon retirement or positive separation from the City based on the below table. To be eligible, employees must be employed with the City on

a full time basis for a minimum of five years. Negative terminations (discharge) are not eligible for cash out of sick leave. An employee has the option to convert 100% of the remaining sick leave upon retirement to CalPERS service credit.

<u>Years of Service</u>	<u>Sick Leave Cash-Out</u>
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

3. Family Sick Leave

Sick Leave may be used up to the limit of seventy-two hours each calendar year:

3.1. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:

- 3.1.1. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)
- 3.1.2. Spouse or Registered Domestic Partner
- 3.1.3. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)
- 3.1.4. Grandparent
- 3.1.5. Grandchild.
- 3.1.6. Sibling.

3.2. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- 3.2.1. A temporary restraining order or restraining order.
- 3.2.2. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- 3.2.3. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.

- 3.2.4. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- 3.2.5. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- 3.2.6. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Such leave is a part of Sick Leave accrual, not in addition to, the 12 days (96 hours) of Sick Leave earned per year. All conditions and restrictions placed by the City upon the use by an employee of sick leave for himself or herself shall apply to the use by an employee of sick leave to attend to an illness of his or her identified family member.

All other provisions for use of Sick Leave by the employee also apply to Family Sick Leave use. This includes, but is not limited to, the Sick Leave section of the Personnel Rules and Regulations.

4. Administrative Leave

In recognition of the fact that Employee is expected to work all reasonable hours necessary to accomplish assigned tasks he will be credited with five days (40 hours) of Administrative Leave at the beginning of each fiscal year. This leave may not be carried over or cashed out and shall be taken under the same conditions as vacation leave. It is recognized that such time is not intended to provide an hour for hour or greater leave for actual hours worked over those scheduled, but is a benefit in recognition of duty requirements.

5. Holidays

The following (8) hour days are established as holidays with pay: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

The parties agree that the following half days (4 hours) are established as partial holidays with pay: Good Friday and the last work day prior to Christmas or New Year's Day.

The parties agree that to be eligible to receive a paid holiday, the employee must be in a paid status on the scheduled work day either immediately preceding the identified holiday or on the scheduled work day immediately following the identified holiday.

In addition to the City observed holidays outlined above, Employee will receive floating holiday leave hours. Said leave hours shall be credited to the employee on July 1 of

each fiscal year, may not be carried over or cashed out, and shall be taken under the same conditions as vacation leave. Employees with 5-9 years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 20 hours of floating holiday leave. Employees with 10 or more years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 40 hours of floating holiday leave.

B. Disability, Health, and Life Insurance

Employer will provide term life insurance for Employee in the amount of \$50,000 which includes accidental death and dismemberment (AD&D) coverage. Employer also will provide dependent life in the amount of \$5,000 and Long Term Disability Insurance, which provides salary replacement benefits.

Employer agrees to provide a monthly health benefit allowance for the employee to purchase health insurance (including medical, dental and vision coverage of the Employee and family) through an IRS Section 125 Cafeteria Plan. The benefit plans offered by Employer and the monthly benefit allowance received by Employee from Employer will be equal to the benefit plans offered to and monthly benefit allowance received by employees represented by the Law Enforcement Mid Management Employee Group.

Medicare - 1.45% Employer's contribution matched by an Employee contribution of 1.45% of Employee's salary for mandated Medicare coverage.

C. Retirement

The City participates in the CalPERS retirement system. The Chief of Police will be placed on the appropriate safety plan consistent with CalPERS membership requirements. The Employee will pay all of the Employee Contribution for the plan in pre-tax dollars under IRS Code 414(h)(2). The Employee will also be responsible for the Employee's Contribution for the 1959 Survivor's Benefit.

D. City Provided Automobile

The Chief of Police will be provided with a City of Madera fleet vehicle for use while performing official duties.

E. Bereavement Leave

Employee is allowed an additional three (3) days leave per fiscal year in the event of death of any of the following members of the employee's family: spouse, child, parent or grandparent.

F. City Paid Health Insurance Upon Retirement

Upon retirement, if the Chief of Police has twenty years of service with the City, at least three (3) of which are in the position of Chief of Police, and Employee is eligible for CalPERS retirement at the time of retirement, Employee is eligible for the health benefits noted below.

- a. City will contribute up to \$600 per month towards the premium for medical coverage for employee (retiree) only with the City's plan through age 64, or until the retiree is eligible for Medicare, whichever occurs first. If the monthly premium for said policy exceeds \$600 per month, retiree will be responsible for promptly paying the balance upon presentation of an invoice from the City's Accounts Payable division. In the event that an invoice is outstanding for more than ninety (90) days, the insurance policy will be cancelled and the retiree will no longer be eligible for this benefit. Employee may purchase dental and vision coverage for self; or medical, dental, and/or vision coverage for a spouse or eligible dependents if desired. Such purchase will be in accordance with Section 6.G. of this Agreement.
- b. At age 65, or when eligible for Medicare if earlier, the City will pay or provide a health insurance benefits program which will be supplemental to Medicare, not to exceed a City contribution of \$300 per month toward the policy. The program will cover only the retired Employee. The retired Employee must first obtain both parts A & B of Medicare. If the monthly premium for said policy exceeds \$300 per month, retiree will be responsible for promptly paying the balance upon presentation of an invoice from the City's Accounts Payable division. In the event that an invoice is outstanding for more than ninety (90) days, the insurance policy will be cancelled and retiree will no longer be eligible for this benefit.

G. Retiree Paid Health Insurance

If the Chief of Police does not qualify for City Paid Health Insurance Upon Retirement as outlined in Section 6.F. of this agreement, the City will allow Employee to continue to participate in the City health plan offerings (medical, dental, and vision) at the retiree's expense until age 65 or when eligible for Medicare, whichever comes first. Both retiree and dependent coverage are available under this program. An administrative fee in an amount equal to two percent (2%) of the insurance premiums will be charged to the retiree for the City to process the benefit. In the event the administrative fee increases, retiree shall pay the higher fee. If, in the future, the City no longer offers the same insurance carrier/plan, the retiree and his or her spouse will be eligible to purchase insurance coverage under the new plan. Coverage must be selected upon retirement; no lapse in coverage will be allowed under this provision. If retiree chooses not to participate or chooses to terminate participation, retiree may not seek coverage under the City health plan at a later date.

H. Uniform Allowance

The Chief of Police will receive a uniform allowance equal to that received by sworn employees represented by the Law Enforcement Mid Management Employee Group

I. Other

The City Manager shall fix any such other terms and conditions of employment, as s/he may determine from time to time, relating to the performance of the Chief of Police, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Madera Municipal Code or any other law.

Section 7: TERMINATION

- A. The Chief of Police is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time.

Section 8: CONFLICT OF INTEREST

- A. The Chief of Police shall not engage in any business or transaction or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal interests, distinguished from financial interests, include an interest as arising from blood or marriage relationships or close business, and personal or political affiliations.
- B. The Chief of Police shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Chief of Police's employment.
- C. The Chief of Police is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements (including Form 700) at the time of appointment, annually thereafter, and at the time of separation from position.

Section 9: DUES AND SUBSCRIPTIONS

Employer agrees, to the extent it is financially able, to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Employer.

Section 10: PROFESSIONAL DEVELOPMENT

- A. Employer hereby agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to such other national, regional, state and local governmental groups and committees thereof which employee serves as a member.
- B. Employer also agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Employer.
- C. All travel and subsistence expenses will be paid/reimbursed in accordance with the City of Madera Travel and Business Expense Policy.

Section 11: INDEMNIFICATION

In addition to that required under state and local law, Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Chief of Police. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 12: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 13: NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City Manager, City of Madera, 205 West Fourth Street, Madera CA 93637

Chief of Police: On file with the City of Madera Human Resources Department

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14: REDUCTION OF BENEFITS

Employer shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such reduction across-the-board for all Employees of the Employer.

Section 15: GENERAL PROVISIONS

- A. The text herein shall constitute the entire and fully integrated Agreement between the parties and no promise, representation, warranty or covenant not included in this Agreement has been relied upon by any party hereto.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Chief of Police; however, this Agreement is not assignable by either party.
- C. This Agreement shall become effective commencing April 3, 2019.
- D. This Agreement replaces and supersedes any previous Employment Agreements or Agreement Amendments between Employer and Employee.
- E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by a court of law, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed under California law. No waiver of any term or condition of the Agreement shall be considered a continuing waiver thereof.

IN WITNESS WHEREOF, the City of Madera has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and the Chief of Police has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

CITY OF MADERA



 Charlie Dino Lawson

 Arnaldo Rodriguez, City Manager

ATTEST:

APPROVED AS TO FORM:

 City Clerk

 City Attorney

Exhibit 1

Plan for Transition of Existing Annual Leave to New Leave Banks – Police Chief

Using Employee's remaining Annual Leave balance at the start of the pay period in which this Agreement is effected, hours will be subtracted first from the additional hours credited bank and then from the front-end bank in the following order. If Employee does not have sufficient leave credits to move to the next step in the order, then they do not receive a beginning credit in that bank.

1. Subtract off remaining City-recognized holidays in the current fiscal year from the additional hours credited bank. These now become observed holidays with pay as opposed to leave time on the books.
2. Subtract off 5 days from the additional hours credited bank and credit to Administrative Leave balance.
3. Any remaining hours in the additional hours credited bank will be credited to the employee's new sick leave bank balance.
4. Any remaining leave in the front-end bank will be split equally between the employee's new sick leave bank and new vacation bank (this is inclusive of the Employee Anniversary Date credited to vacation and no anniversary date will be credited pursuant to the new language until after 6/30/19).
 - a. For employees who previously accepted the option of reducing Annual Leave by 7 days in exchange for Management Incentive Pay, Management Incentive Pay will cease and employees will be credited back a pro-rated number of days toward the vacation bank based on the length of time between the effective date of the leave transition and the end of the fiscal year.
5. Employees will be credited with Floating Holiday based on years of service.
6. Effective the pay period when the employee is transitioned to these new leave banks, employees will accrue vacation and sick leave on a per pay period basis consistent with the accrual schedules as stated in this Agreement.

CHIEF BUILDING OFFICIAL AT-WILL EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into this 3rd day of April, 2019, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Steven Woodworth (hereinafter referred to as "Employee"), both of whom understand as follows:

Recitals

WHEREAS, Employer desires to employ the services of Steven Woodworth as Chief Building Official for the City of Madera; and

WHEREAS, it is the desire of the City Manager of the Employer to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Chief Building Official; and

WHEREAS, Steven Woodworth desires to be employed as Chief Building Official for said City of Madera.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Agreement

Section 1: TERM

- A. The term of this Agreement shall be 3 years commencing on April 3, 2019. The Employer will provide written notice to the Chief Building Official on or before January 3, 2022, of its intent to offer to extend, renew, or otherwise not renew this contract for an additional term. If the Employer chooses to extend the Agreement, the Employer will inform the Chief Building Official of the newly proposed term at the time of its offer to renew. The Chief Building Official must respond to an offer to extend or renew the Agreement within 45 days of the offered extension or renewal.
- B. The Chief Building Official shall at all times serve at the pleasure of the City Manager. This means that the Chief Building Official is an at-will employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to suspend or terminate the services of the Chief Building Official at any time.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Chief Building Official to resign at any time, after April 3, 2019, from his position with Employer, upon thirty (30) calendar days advanced written notice to Employer.

Section 2: TERMINATION AND SEVERANCE PAY

- A. In the event Employee is terminated by the City Manager before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this Agreement, then in that event, Employer agrees to pay Employee a lump sum cash payment equal to the maximum amount of pay permitted by law under Government Code sections 53260 and 53261, up to a lump sum cash payment equal to one and one half (1 1/2) months' aggregate salary and health benefits. Upon such termination, Employee shall also be compensated for all earned paid leave and other accrued benefits to date of termination. This shall not include the payout of accumulated sick leave other than as authorized pursuant to this Agreement.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

- B. In the event Employer at any time during the term of this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the City Manager that he resign, then, in that event, Employee may, at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply or such suggestion within the meaning and context of the herein severance pay provisions.

Section 3: DUTIES

- A. Employer hereby agrees to employ the Chief Building Official to perform the functions and duties of such office as set forth in the Chief Building Official Job Description on file with the Office of the City Clerk and referred to for more particulars, and to perform such other duties as the City Manager may from time to time assign.
- B. The Chief Building Official is exempt from the overtime provisions of the Fair Labor and Standards Act, as amended, but is expected to engage in those hours of work that are necessary to fulfill the obligations of the Chief Building Official.
- C. Employee may engage in up to five (5) hours per week for teaching without prior written approval of the Employer. Employee shall not be involved in any other outside employment without written prior approval from the Employer. This includes, but is not limited to, consultant work, speaking engagements, entering an independent contract relationship, or any other activities unrelated to the Employee's employment with the City.
- D. The Chief Building Official will maintain on file with the Employer his current place of residence and telephone number(s), and shall notify the Employer of any changes within twenty-four (24) hours.

- E. In the event the Chief Building Official becomes mentally or physically incapable of performing the Chief Building Official job duties, the Employer will comply with the law in regard to separating the Chief Building Official from employment.

Section 4: PERFORMANCE EVALUATION

The City Manager shall review and evaluate the performance of the Chief Building Official on an ongoing basis and shall, at least once annually on the employment anniversary date established, complete a written performance review and/or evaluation. The review and/or evaluation shall be in accordance with specific criteria developed by the City Manager. Specific criterion may be added or deleted as the City Manager may determine.

Section 5: SALARY

Employer agrees to pay the Chief Building Official for his services rendered pursuant hereto a base salary of \$4,241.32 bi-weekly (City of Madera Salary Schedule Range 464, Step F), payable in installments at the same time as the majority of the Employer's employees. The City Manager may review and adjust said annual base salary in such amounts and to such extent as the City Manager determines, consistent with the published City of Madera Salary Schedule adopted by the City Council of the City of Madera.

Employee desires to take a reduction in his compensation package equivalent to the salary contribution Miscellaneous employees are making towards the CalPERS Employee Contribution. Because Employee already pays the full 8% Employee Contribution per Section 6.C. of the Agreement, Employee desires to contribute an equivalent amount of salary towards the Employer Contribution to CalPERS. These contributions toward the CalPERS Employer Contribution shall be made as an after tax payroll deduction and be equivalent to 2.375% of salary.

Section 6: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Paid Leave

Effective the first day of the pay period in which this Agreement is effected, Employee will no longer receive an Annual Leave bank, but will instead receive leave banks/types as outlined below. To transition from the existing Annual Leave program to the revised separate leave types of Vacation, Sick, Administrative and Holiday, Employee's existing Annual Leave will be redistributed and the new leave banks credited as outlined in Exhibit 1.

1. Vacation

Employee will earn vacation credits, dependent upon the number of years of service with the City, for each pay period Employee is in a paid status at least 50% or more of the period. All accrued vacation is paid to Employee upon retirement, resignation or termination.

COMPLETED YEARS	NUMBER OF HOURS RECEIVED PER PAY PERIOD
0 through 4 yrs.	3.6923 hrs. per pay period
5 through 9 yrs.	4.6156 hrs. per pay period
10 through 14 yrs.	5.5384 hrs. per pay period
15 through 19 yrs.	6.1538 hrs. per pay period
20 plus yrs.	6.4615 hrs. per pay period

The maximum vacation Employee is allowed to accumulate is 360 hours.

Each employee shall receive the date known as the "employee anniversary date" as a vacation day. This day shall be added to vacation time at a straight time rate. Credit for the day will not be given until the employee's anniversary date has passed during the current fiscal year and is in addition to the above accrual schedule. Because this Agreement is being executed mid-fiscal year, Employee will not receive an anniversary date credit until the first anniversary date occurring on or after July 1, 2019.

Employee may request to cash out up to 80 hours of vacation once each fiscal year. To be eligible for such cash out provision, employees must have a vacation balance of at least 160 hours at the time of request. Requests must be made in writing to the Payroll Specialist at least 15 days in advance and such requests will be paid on a regular pay date of the City.

2. Sick Leave

Sick leave, with pay, accrues at the rate of 3.6923 hours per pay period an employee is in a paid status at least 50% or more of the period. Rules governing sick leave use and eligibility are noted in the City of Madera Personnel Rules and Regulations.

In addition to the reasons for use of Sick Leave as stated in the Personnel Rules & Regulations, an employee may utilize accrued Sick Leave hours for any absence designated by the City as being covered by the Federal Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), regardless of the reason for the leave. It will be the employee's responsibility to complete the required paperwork to certify the need for leave and he/she must provide timely notification of the need for leave in compliance with FMLA/CFRA regulations. Use of Sick Leave for this purpose will not commence until such requirements have been met. Use of Sick Leave for family members when the leave has been designated as FMLA/CFRA will not count against the employee's annual limit of Family Sick Leave as provided in this Agreement.

Employee may cash out sick leave upon retirement or positive separation from the City based on the below table. To be eligible, employees must be employed with the City on a full time basis for a minimum of five years. Negative terminations (discharge) are not

eligible for cash out of sick leave. An employee has the option to convert 100% of the remaining sick leave upon retirement to CalPERS service credit.

<u>Years of Service</u>	<u>Sick Leave Cash-Out</u>
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

3. Family Sick Leave

Sick Leave may be used up to the limit of seventy-two hours each calendar year:

3.1. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:

3.1.1. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)

3.1.2. Spouse or Registered Domestic Partner

3.1.3. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)

3.1.4. Grandparent

3.1.5. Grandchild.

3.1.6. Sibling.

3.2. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

3.2.1. A temporary restraining order or restraining order.

3.2.2. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.

3.2.3. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.

- 3.2.4. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- 3.2.5. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- 3.2.6. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Such leave is a part of Sick Leave accrual, not in addition to, the 12 days (96 hours) of Sick Leave earned per year. All conditions and restrictions placed by the City upon the use by an employee of sick leave for himself or herself shall apply to the use by an employee of sick leave to attend to an illness of his or her identified family member.

All other provisions for use of Sick Leave by the employee also apply to Family Sick Leave use. This includes, but is not limited to, the Sick Leave section of the Personnel Rules and Regulations.

4. Administrative Leave

In recognition of the fact that Employee is expected to work all reasonable hours necessary to accomplish assigned tasks he will be credited with five days (40 hours) of Administrative Leave at the beginning of each fiscal year. This leave may not be carried over or cashed out and shall be taken under the same conditions as vacation leave. It is recognized that such time is not intended to provide an hour for hour or greater leave for actual hours worked over those scheduled, but is a benefit in recognition of duty requirements.

5. Holidays

The following (8) hour days are established as holidays with pay: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

The parties agree that the following half days (4 hours) are established as partial holidays with pay: Good Friday and the last work day prior to Christmas or New Year's Day.

The parties agree that to be eligible to receive a paid holiday, the employee must be in a paid status on the scheduled work day either immediately preceding the identified holiday or on the scheduled work day immediately following the identified holiday.

In addition to the City observed holidays outlined above, Employee will receive floating holiday leave hours. Said leave hours shall be credited to the employee on July 1 of

each fiscal year, may not be carried over or cashed out, and shall be taken under the same conditions as vacation leave. Employees with 5-9 years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 20 hours of floating holiday leave. Employees with 10 or more years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 40 hours of floating holiday leave.

B. Disability, Health, and Life Insurance

Employer will provide term life insurance for Employee in the amount of \$50,000 which includes accidental death and dismemberment (AD&D) coverage. Employer also will provide dependent life in the amount of \$5,000 and Long Term Disability Insurance, which provides salary replacement benefits.

Employer agrees to provide a monthly health benefit allowance for the employee to purchase health insurance (including medical, dental and vision coverage of the Employee and family) through an IRS Section 125 Cafeteria Plan. The benefit plans offered by Employer and the monthly benefit allowance received by Employee from Employer will be equal to the benefit plans offered to and monthly benefit allowance received by employees represented by the Mid Management Employee Group.

Medicare - 1.45% Employer's contribution matched by an Employee contribution of 1.45% of Employee's salary for mandated Medicare coverage.

C. Retirement

The City participates in the CalPERS retirement system. The Chief Building Official will be placed on the appropriate miscellaneous plan consistent with CalPERS membership requirements. The Employee will pay all of the Employee Contribution for the plan in pre-tax dollars under IRS Code 414(h)(2). The Employee will also be responsible for the Employee's Contribution for the 1959 Survivor's Benefit.

D. Longevity Pay

In addition to the established base salary, Employee is eligible for longevity pay at the rate of 2 ½% for each five years of service as a management employee to a maximum of 10%.

Effective July 1, 2019, longevity pay will be frozen and Employee will not be credited with any additional longevity pay beyond what has been accrued as of said date. As of the date of adoption of this Agreement, Employee has earned one (1) longevity pay step equal to 2.5% of base pay. Employee is due to earn an additional longevity step effective May 9, 2019, which will be granted. Therefore, Employee will be frozen at two (2) longevity pay steps as of July 1, 2019.

E. Bereavement Leave

Employee is allowed an additional three (3) days leave per fiscal year in the event of death of any of the following members of the employee's family: spouse, child, parent or grandparent.

F. City Paid Health Insurance Upon Retirement

Upon retirement, if the Chief Building Official has twenty years of service with the City, at least three (3) of which are in a department head management position, and Employee is eligible for CalPERS retirement at the time of retirement, Employee is eligible for the health benefits noted below.

a) City will contribute up to \$600 per month towards the premium for medical coverage for employee (retiree) only with the City's plan through age 64, or until the retiree is eligible for Medicare, whichever occurs first. If the monthly premium for said policy exceeds \$600 per month, retiree will be responsible for promptly paying the balance upon presentation of an invoice from the City's Accounts Payable division. In the event that an invoice is outstanding for more than ninety (90) days, the insurance policy will be cancelled and the retiree will no longer be eligible for this benefit. Employee may purchase dental and vision coverage for self; or medical, dental, and/or vision coverage for a spouse or eligible dependents if desired. Such purchase will be in accordance with Section 6.G. of this Agreement.

b) At age 65, or when eligible for Medicare if earlier, the City will pay or provide a health insurance benefits program which will be supplemental to Medicare, not to exceed a City contribution of \$300 per month toward the policy. The program will cover only the retired Employee. The retired Employee must first obtain both parts A & B of Medicare. If the monthly premium for said policy exceeds \$300 per month, retiree will be responsible for promptly paying the balance upon presentation of an invoice from the City's Accounts Payable division. In the event that an invoice is outstanding for more than ninety (90) days, the insurance policy will be cancelled and retiree will no longer be eligible for this benefit.

G. Retiree Paid Health Insurance

If the Chief Building Official does not qualify for City Paid Health Insurance Upon Retirement as outlined in Section 6.F. of this agreement, the City will allow Employee to continue to participate in the City health plan offerings (medical, dental, and vision) at the retiree's expense until age 65 or when eligible for Medicare, whichever comes first. Both retiree and dependent coverage are available under this program. An administrative fee in an amount equal to two percent (2%) of the insurance premiums will be charged to the retiree for the City to process the benefit. In the event the administrative fee increases, retiree shall pay the higher fee. If, in the future, the City no longer offers the same insurance carrier/plan the retiree and his or her spouse will be eligible to purchase insurance coverage under the new plan. Coverage must be selected upon retirement; no lapse in coverage will be

allowed under this provision. If retiree chooses not to participate or chooses to terminate participation, retiree may not seek coverage under the City health plan at a later date.

H. Other

The City Manager shall fix any such other terms and conditions of employment, as s/he may determine from time to time, relating to the performance of the Chief Building Official, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Madera Municipal Code or any other law.

Section 7: TERMINATION

The Chief Building Official is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time.

Section 8: DUES AND SUBSCRIPTIONS

Employer agrees, to the extent it is financially able, to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the Employer.

Section 9: PROFESSIONAL DEVELOPMENT

- A. Employer hereby agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to such other national, regional, state and local governmental groups and committees thereof which Employee serves as member.
- B. Employer also agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Employer.

Section 10: INDEMNIFICATION

In addition to that required under state and local law, Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Chief Building Official. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 11: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 12: CONFLICT OF INTEREST

- A. The Chief Building Official shall not engage in any business or transaction or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal interests, distinguished from financial interests, include an interest as arising from blood or marriage relationships or close business, and personal or political affiliations.
- B. The Chief Building Official shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Chief Building Official's employment.
- C. The Chief Building Official is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements (including Form 700) at the time of appointment, annually thereafter, and at the time of separation from position.

Section 13: NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City Manager, City of Madera, 205 West Fourth Street, Madera CA 93637

Chief Building Official: On file with the City of Madera Human Resources Department

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14: REDUCTION OF BENEFITS

Employer shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such reduction across-the-board for all Employees of the Employer.


Section 15: GENERAL PROVISIONS

- A. The text herein shall constitute the entire and fully integrated Agreement between the parties and no promise, representation, warranty or covenant not included in this Agreement has been relied upon by any party hereto.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Chief Building Official; however, this Agreement is not assignable by either party.
- C. This Agreement shall become effective commencing April 3, 2019.
- D. This Agreement replaces and supersedes any previous Employment Agreements or Agreement Amendments between Employer and Employee.
- E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by a court of law, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed under California law. No waiver of any term or condition of the Agreement shall be considered a continuing waiver thereof.

IN WITNESS WHEREOF, the City of Madera has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and the Chief Building Official has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

CITY OF MADERA



Steven Woodworth

Arnoldo Rodriguez, City Manager

ATTEST

APPROVED AS TO LEGAL FORM

City Clerk

City Attorney

Exhibit 1

Plan for Transition of Existing Annual Leave to New Leave Banks

Using Employee's remaining Annual Leave balance at the start of the pay period in which this Agreement is effected, hours will be subtracted first from the additional hours credited bank and then from the front-end bank in the following order. If Employee does not have sufficient leave credits to move to the next step in the order, then they do not receive a beginning credit in that bank.

1. Subtract off remaining City-recognized holidays in the current fiscal year from the additional hours credited bank. These now become observed holidays with pay as opposed to leave time on the books.
2. Subtract off 5 days from the additional hours credited bank and credit to Administrative Leave balance.
3. Any remaining hours in the additional hours credited bank will be credited to the employee's new sick leave bank balance.
4. Any remaining leave in the front-end bank will be credited to the employee's new vacation bank balance (this is inclusive of the Employee Anniversary Date credited to vacation and no anniversary date will be credited pursuant to the new language until after 6/30/19).
 - a. For employees who previously accepted the option of reducing Annual Leave by 7 days in exchange for Management Incentive Pay, Management Incentive Pay will cease and employees will be credited back a pro-rated number of days toward the vacation bank based on the length of time between the effective date of the leave transition and the end of the fiscal year.
5. Employees will be credited with Floating Holiday based on years of service.
6. Effective the pay period when the employee is transitioned to these new leave banks, employees will accrue vacation and sick leave on a per pay period basis consistent with the accrual schedules as stated in this Agreement.

INFORMATION SERVICES MANAGER
AT-WILL EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into this 3rd day of April, 2019, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Mark Souders (hereinafter referred to as "Employee"), both of whom understand as follows:

Recitals

WHEREAS, Employer desires to continue to employ the services of Mark Souders as Information Services Manager for the City of Madera; and

WHEREAS, it is the desire of the City Manager of the Employer to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Information Services Manager; and

WHEREAS, Mark Souders desires to be employed as Information Services Manager for said City of Madera.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Agreement

Section 1: TERM

- A. The term of this Agreement shall be 3 years commencing on April 3, 2019. The Employer will provide written notice to the Employee on or before January 3, 2022, of its intent to offer to extend, renew, or otherwise not renew this contract for an additional term. If the Employer chooses to extend the Agreement, the Employer will inform the Employee of the newly proposed term at the time of its offer to renew. The Employee must respond to an offer to extend or renew the Agreement within 45 days of the offered extension or renewal.
- B. The Information Services Manager shall at all times serve at the pleasure of the City Manager. This means that the Employee is an at-will employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to suspend or terminate the services of the Employee at any time.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time, after April 3, 2019, from his position with Employer, upon thirty (30) calendar days advanced written notice to Employer.

Section 2: TERMINATION AND SEVERANCE PAY

- A. In the event Employee is terminated by the City Manager before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this Agreement, then in that event, Employer agrees to pay Employee a lump sum cash payment equal to the maximum amount of pay permitted by law under Government Code sections 53260 and 53261, up to a lump sum cash payment equal to one and one half (1 1/2) months' aggregate salary and health benefits. Upon such termination, Employee shall also be compensated for all earned paid leave and other accrued benefits to date of termination. This shall not include the payout of accumulated sick leave other than as authorized pursuant to this Agreement.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

- B. In the event Employer at any time during the term of this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the City Manager that he resign, then, in that event, Employee may, at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply or such suggestion within the meaning and context of the herein severance pay provisions.

Section 3: DUTIES

- A. Employer hereby agrees to employ the Employee to perform the functions and duties of such office as set forth in the Information Services Manager Job Description on file with the Office of the City Clerk and referred to for more particulars, and to perform such other duties as the City Manager may from time to time assign.
- B. The Information Services Manager is exempt from the overtime provisions of the Fair Labor and Standards Act, as amended, but is expected to engage in those hours of work that are necessary to fulfill the obligations of the Information Services Manager.
- C. Employee may engage in up to five (5) hours per week for teaching without prior written approval of the Employer. Employee shall not be involved in any other outside employment without written prior approval from the Employer. This includes, but is not limited to, consultant work, speaking engagements, entering an independent contract relationship, or any other activities unrelated to the Employee's employment with the City.

- D. Employee will maintain on file with the Employer his current place of residence and telephone number(s), and shall notify the Employer of any changes within twenty-four (24) hours.
- E. In the event the Employee becomes mentally or physically incapable of performing the Information Services Manager job duties, the Employer will comply with the law in regard to separating the Information Services Manager from employment.

Section 4: PERFORMANCE EVALUATION

The City Manager shall review and evaluate the performance of the Employee on an ongoing basis and shall, at least once annually on the employment anniversary date established, complete a written performance review and/or evaluation. The review and/or evaluation shall be in accordance with specific criteria developed by the City Manager. Specific criterion may be added or deleted as the City Manager may determine.

Section 5: SALARY

Employer agrees to pay the Information Services Manager for his services rendered pursuant hereto, a base salary of \$4,043.50 bi-weekly (City of Madera Salary Schedule Range 474, Step D), payable in installments at the same time as the majority of the Employer's employees. The City Manager may review and adjust said base salary in such amounts and to such extent as the City Manager determines, consistent with the published City of Madera Salary Schedule adopted by the City Council of the City of Madera.

Employee desires to take a reduction in his compensation package equivalent to the salary contribution Miscellaneous employees are making towards the CalPERS Employee Contribution, however, employee already pays the full 8% Employee Contribution per Section 6.C. of the Agreement. Therefore, employee desires to reduce his salary in an equivalent amount. Employee's salary as set pursuant to the terms of this Agreement shall be reduced by 2.375% for reasons stated above.

Section 6: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Paid Leave

Employee shall annually be entitled to receive twenty-five (25) days of Annual Leave to be credited to his account on July 1 of each year of the contract. Employee will be credited with 1 hour of additional leave for each hour of leave actually taken in said period up to a total of 160 additional hours credited. Any annual leave not taken on or before June 30 of the following year shall be paid to the Employee as additional salary at the end of each fiscal year at the hourly rate then in effect. This benefit shall be in lieu of receiving any vacation, holiday, administrative, or sick leave.

Effective July 1, 2019, Employee will receive credit for the last time to his Annual Leave bank, and will then immediately transition to leave banks/types as outlined below. To transition from the existing Annual Leave program to the revised separate leave types of Vacation, Sick,

Administrative and Holiday, Employee's existing Annual Leave will be redistributed and the new leave banks credited as outlined in Exhibit 1.

1. Vacation

Employee will earn vacation credits, dependent upon the number of years of service with the City, for each pay period Employee is in a paid status at least 50% or more of the period. All accrued vacation is paid to Employee upon retirement, resignation or termination.

COMPLETED YEARS	NUMBER OF HOURS RECEIVED PER PAY PERIOD
0 through 4 yrs.	3.6923 hrs. per pay period
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15 through 19 yrs.	6.1538 hrs. per pay period
20 plus yrs.	6.4615 hrs. per pay period

The maximum vacation Employee is allowed to accumulate is 360 hours.

Each employee shall receive the date known as the "employee anniversary date" as a vacation day. This day shall be added to vacation time at a straight time rate. Credit for the day will not be given until the employee's anniversary date has passed during the current fiscal year and is in addition to the above accrual schedule. Because this Agreement is being executed mid-fiscal year, Employee will not receive an anniversary date credit until the first anniversary date occurring on or after July 1, 2020.

Employee may request to cash out up to 80 hours of vacation once each fiscal year. To be eligible for such cash out provision, employees must have a vacation balance of at least 160 hours at the time of request. Requests must be made in writing to the Payroll Specialist at least 15 days in advance and such requests will be paid on a regular pay date of the City.

2. Sick Leave

Sick leave, with pay, accrues at the rate of 3.6923 hours per pay period an employee is in a paid status at least 50% or more of the period. Rules governing sick leave use and eligibility are noted in the City of Madera Personnel Rules and Regulations.

In addition to the reasons for use of Sick Leave as stated in the Personnel Rules & Regulations, an employee may utilize accrued Sick Leave hours for any absence designated by the City as being covered by the Federal Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), regardless of the reason for the leave. It will be the employee's responsibility to complete the required paperwork to certify the need for leave and he/she must provide timely notification of the need for leave in compliance with FMLA/CFRA regulations. Use of Sick Leave for this purpose will not

commence until such requirements have been met. Use of Sick Leave for family members when the leave has been designated as FMLA/CFRA will not count against the employee's annual limit of Family Sick Leave as provided in this Agreement.

Employee may cash out sick leave upon retirement or positive separation from the City based on the below table. To be eligible, employees must be employed with the City on a full time basis for a minimum of five years. Negative terminations (discharge) are not eligible for cash out of sick leave. An employee has the option to convert 100% of the remaining sick leave upon retirement to CalPERS service credit.

<u>Years of Service</u>	<u>Sick Leave Cash-Out</u>
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

3. Family Sick Leave

Sick Leave may be used up to the limit of seventy-two hours each calendar year:

3.1. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:

3.1.1. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)

3.1.2. Spouse or Registered Domestic Partner

3.1.3. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)

3.1.4. Grandparent

3.1.5. Grandchild.

3.1.6. Sibling.

3.2. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- 3.2.1. A temporary restraining order or restraining order.
- 3.2.2. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- 3.2.3. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- 3.2.4. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- 3.2.5. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- 3.2.6. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Such leave is a part of Sick Leave accrual, not in addition to, the 12 days (96 hours) of Sick Leave earned per year. All conditions and restrictions placed by the City upon the use by an employee of sick leave for himself or herself shall apply to the use by an employee of sick leave to attend to an illness of his or her identified family member.

All other provisions for use of Sick Leave by the employee also apply to Family Sick Leave use. This includes, but is not limited to, the Sick Leave section of the Personnel Rules and Regulations.

4. Administrative Leave

In recognition of the fact that Employee is expected to work all reasonable hours necessary to accomplish assigned tasks he will be credited with five days (40 hours) of Administrative Leave at the beginning of each fiscal year. This leave may not be carried over or cashed out and shall be taken under the same conditions as vacation leave. It is recognized that such time is not intended to provide an hour for hour or greater leave for actual hours worked over those scheduled, but is a benefit in recognition of duty requirements.

5. Holidays

The following (8) hour days are established as holidays with pay: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

The parties agree that the following half days (4 hours) are established as partial holidays with pay: Good Friday and the last work day prior to Christmas or New Year's Day.

The parties agree that to be eligible to receive a paid holiday, the employee must be in a paid status on the scheduled work day either immediately preceding the identified holiday or on the scheduled work day immediately following the identified holiday.

In addition to the City observed holidays outlined above, Employee will receive floating holiday leave hours. Said leave hours shall be credited to the employee on July 1 of each fiscal year, may not be carried over or cashed out, and shall be taken under the same conditions as vacation leave. Employees with 5-9 years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 20 hours of floating holiday leave. Employees with 10 or more years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 40 hours of floating holiday leave.

B. Disability, Health, and Life Insurance

Employer will provide term life insurance for Employee in the amount of \$50,000 which includes accidental death and dismemberment (AD&D) coverage. Employer also will provide dependent life in the amount of \$5,000 and Long Term Disability Insurance, which provides salary replacement benefits.

Employer agrees to provide a monthly health benefit allowance for the employee to purchase health insurance (including medical, dental and vision coverage of the Employee and family) through an IRS Section 125 Cafeteria Plan. The benefit plans offered by Employer and the monthly benefit allowance received by Employee from Employer will be equal to the benefit plans offered to and monthly benefit allowance received by employees represented by the Mid Management Employee Group.

Medicare - 1.45% Employer's contribution matched by an Employee contribution of 1.45% of Employee's salary for mandated Medicare coverage.

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The City participates in the CalPERS retirement system. Employee will be placed on the appropriate miscellaneous plan consistent with CalPERS membership requirements. The Employee will pay all of the Employee Contribution for the plan in pre tax dollars under IRS Code 414(h)(2). The Employee will also be responsible for the Employee's Contribution for the 1959 Survivor's Benefit.

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Employee is allowed an additional three (3) days leave per fiscal year in the event of death of any of the following members of the employee's family: spouse, child, parent or grandparent.

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F. Automobile Allowance

By prior agreement, Employee was provided a \$50 per month automobile allowance for use of his personal vehicle while conducting City business. Employee was not eligible for any additional mileage or vehicle reimbursement for use of his personal vehicle. Effective the first paycheck of April, 2019, Employee will no longer receive an automobile allowance and will submit reimbursement requests for mileage for use of his personal vehicle consistent with the City's Travel and Business Expense Policy.

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Employee will receive a monthly technology allowance of \$75. Employee will not receive a City-issued cell phone or be provided with any type of wireless or data plan for a cell phone through the City's wireless carrier and will be expected to utilize his personal cell phone for City business. Employee's personal cell phone number must be available to the public.

H. Other

The City Manager shall fix any such other terms and conditions of employment, as s/he may determine from time to time, relating to the performance of the Information Services Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Madera Municipal Code or any other law.

Section 7: TERMINATION

The Information Services Manager is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time.

Section 8: DUES AND SUBSCRIPTIONS

Employer agrees, to the extent it is financially able, to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the Employer.

Section 9: PROFESSIONAL DEVELOPMENT

- A. Employer hereby agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to such other national, regional, state and local governmental groups and committees thereof which Employee serves as member.
- B. Employer also agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Employer.

Section 10: INDEMNIFICATION

In addition to that required under state and local law, Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Engineer. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 11: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 12: CONFLICT OF INTEREST

- A. Employee shall not engage in any business or transaction or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal interests, distinguished from financial

interests, include an interest as arising from blood or marriage relationships or close business, and personal or political affiliations.

- B. Employee shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Information Services Manager's employment.
- C. Employee is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements (including Form 700) at the time of appointment, annually thereafter, and at the time of separation from position.

Section 13: NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City Manager, City of Madera, 205 W. 4th Street, Madera CA 93637

Employee: On file with the City of Madera Human Resources Department

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14: REDUCTION OF BENEFITS

Employer shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such reduction across-the-board for all Employees of the Employer.

Section 15: GENERAL PROVISIONS

- A. The text herein shall constitute the entire and fully integrated Agreement between the parties and no promise, representation, warranty or covenant not included in this Agreement has been relied upon by any party hereto.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee; however, this Agreement is not assignable by either party.
- C. This Agreement shall become effective commencing April 3, 2019.
- D. This Agreement replaces and supersedes any previous Employment Agreements or Agreement Amendments between Employer and Employee.

E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by a court of law, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed under California law. No waiver of any term or condition of the Agreement shall be considered a continuing waiver thereof.

IN WITNESS WHEREOF, the City of Madera has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and the Information Services Manager has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

CITY OF MADERA



Mark Souders

Arnoldo Rodriguez, City Manager

ATTEST

APPROVED AS TO LEGAL FORM

City Clerk

City Attorney

Exhibit 1

Plan for Transition of Existing Annual Leave to New Leave Banks

Using Employee's credited Annual Leave balance on July 1, 2019, hours will be subtracted first from the additional hours credited bank and then from the front-end bank in the following order. If Employee does not have sufficient leave credits to move to the next step in the order, then they do not receive a beginning credit in that bank.

1. Subtract off remaining City-recognized holidays in the 19/20 fiscal year from the additional hours credited bank. These now become observed holidays with pay as opposed to leave time on the books.
2. Subtract off 5 days from the additional hours credited bank and credit to Administrative Leave balance.
3. Any remaining hours in the additional hours credited bank will be credited to the employee's new sick leave bank balance.
4. Any remaining leave in the front-end bank will be credited to the employee's new vacation bank balance (this is inclusive of the Employee Anniversary Date credited to vacation and no anniversary date will be credited pursuant to the new language until after 6/30/20).
 - a. For employees who previously accepted the option of reducing Annual Leave by 7 days in exchange for Management Incentive Pay, Management Incentive Pay will cease and employees will be credited back a pro-rated number of days toward the vacation bank based on the length of time between the effective date of the leave transition and the end of the fiscal year.
5. Employees will be credited with Floating Holiday based on years of service.
6. Effective the pay period when the employee is transitioned to these new leave banks, employees will accrue vacation and sick leave on a per pay period basis consistent with the accrual schedules as stated in this Agreement.

DIRECTOR OF FINANCIAL SERVICES
AT-WILL EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into this 3rd day of April, 2019, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Tim Przybyla (hereinafter referred to as "Employee"), both of whom understand as follows:

Recitals

WHEREAS, Employer desires to employ the services of Tim Przybyla as Director of Financial Services for the City of Madera; and

WHEREAS, it is the desire of the City Manager of the Employer to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Director of Financial Services; and

WHEREAS, Tim Przybyla desires to be employed as Director of Financial Services for said City of Madera.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Agreement

Section 1: TERM

- A. The term of this Agreement shall be 3 years commencing on April 3, 2019. The Employer will provide written notice to the Employee on or before January 3, 2022, of its intent to offer to extend, renew, or otherwise not renew this contract for an additional term. If the Employer chooses to extend the Agreement, the Employer will inform the Employee of the newly proposed term at the time of its offer to renew. The Employee must respond to an offer to extend or renew the Agreement within 45 days of the offered extension or renewal.
- B. The Director of Financial Services shall at all times serve at the pleasure of the City Manager. This means that the Employee is an at-will employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to suspend or terminate the services of the Employee at any time.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time after April 3, 2019, from his position with Employer, upon thirty (30) calendar days advanced written notice to Employer.

Section 2: TERMINATION AND SEVERANCE PAY

- A. In the event Employee is terminated by the City Manager before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this Agreement, then in that event, Employer agrees to pay Employee a lump sum cash payment equal to the maximum amount of pay permitted by law under Government Code sections 53260 and 53261, up to a lump sum cash payment equal to one and one half (1 1/2) months' aggregate salary and health benefits. Upon such termination, Employee shall also be compensated for all earned paid leave and other accrued benefits to date of termination. This shall not include the payout of accumulated sick leave other than as authorized pursuant to this Agreement.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

- B. In the event Employer at any time during the term of this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the City Manager that he resign, then, in that event, Employee may, at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply or such suggestion within the meaning and context of the herein severance pay provisions.

Section 3: DUTIES

- A. Employer hereby agrees to employ the Employee to perform the functions and duties of such office as set forth in the Director of Financial Services Job Description on file with the Office of the City Clerk and referred to for more particulars, and to perform such other duties as the City Manager may from time to time assign.
- B. The Director of Financial Services is exempt from the overtime provisions of the Fair Labor and Standards Act, as amended, but is expected to engage in those hours of work that are necessary to fulfill the obligations of the Director of Financial Services.
- C. Employee may engage in up to five (5) hours per week for teaching without prior written approval of the Employer. Employee shall not be involved in any other outside employment without written prior approval from the Employer. This includes, but is not limited to, consultant work, speaking engagements, entering an independent contract relationship, or any other activities unrelated to the Employee's employment with the City.

- D. Employee will maintain on file with the Employer his current place of residence and telephone number(s), and shall notify the Employer of any changes within twenty-four (24) hours.
- E. In the event the Employee becomes mentally or physically incapable of performing the Director of Financial Services job duties, the Employer will comply with the law in regard to separating the Director of Financial Services from employment.

Section 4: PERFORMANCE EVALUATION

The City Manager shall review and evaluate the performance of the Employee on an ongoing basis and shall, at least once annually on the employment anniversary date established, complete a written performance review and/or evaluation. The review and/or evaluation shall be in accordance with specific criteria developed by the City Manager. Specific criterion may be added or deleted as the City Manager may determine.

Section 5: SALARY

Employer agrees to pay the Director of Financial Services for his services rendered pursuant hereto a base salary of \$5,749.43 bi-weekly (City of Madera Salary Schedule Range 525, Step F), payable in installments at the same time as the majority of the Employer's employees. The City Manager may review and adjust said annual base salary in such amounts and to such extent as the City Manager determines, consistent with the published City of Madera Salary Schedule adopted by the City Council of the City of Madera.

Employee desires to take a reduction in his compensation package equivalent to the salary contribution Miscellaneous employees are making towards the CalPERS Employee Contribution, however, employee already pays the full 7% Employee Contribution per Section 6.C. of the Agreement. Therefore, employee desires to contribute an equivalent amount of salary towards the Employer Contribution to CalPERS. These contributions toward the CalPERS Employer Contribution shall be made as an after tax payroll deduction and be equivalent to 2.375% of salary.

By prior agreement, Employee opted to make an irrevocable election to convert 7 days of leave to salary, equivalent to a 2.7% management incentive. Said management incentive was in addition to the base salary identified above. Effective the first day of the pay period in which this Agreement is effected, this option will no longer be offered by Employer, and management incentive pay will cease for Employee.

Section 6: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Paid Leave

Effective the first day of the pay period in which this Agreement is effected, Employee will no longer receive an Annual Leave bank, but will instead receive leave banks/types as outlined below. To transition from the existing Annual Leave program to the revised separate leave types of Vacation, Sick, Administrative and Holiday, Employee's existing Annual Leave will be redistributed and the new leave banks credited as outlined in Exhibit 1. For the sole purpose of leave accrual as provided in this Section 6.A., Employee received credit for nine (9) years of prior public service upon his original hire date with the City of Madera.

1. Vacation

Employee will earn vacation credits, dependent upon the number of years of service with the City, for each pay period Employee is in a paid status at least 50% or more of the period. All accrued vacation is paid to Employee upon retirement, resignation or termination.

COMPLETED YEARS	NUMBER OF HOURS RECEIVED PER PAY PERIOD
0 through 4 yrs.	3.6923 hrs. per pay period
5 through 9 yrs.	4.6156 hrs. per pay period
10 through 14 yrs.	5.5384 hrs. per pay period
15 through 19 yrs.	6.1538 hrs. per pay period
20 plus yrs.	6.4615 hrs. per pay period

The maximum vacation Employee is allowed to accumulate is 360 hours.

Each employee shall receive the date known as the "employee anniversary date" as a vacation day. This day shall be added to vacation time at a straight time rate. Credit for the day will not be given until the employee's anniversary date has passed during the current fiscal year and is in addition to the above accrual schedule. Because this Agreement is being executed mid-fiscal year, Employee will not receive an anniversary date credit until the first anniversary date occurring on or after July 1, 2019.

Employee may request to cash out up to 80 hours of vacation once each fiscal year. To be eligible for such cash out provision, employees must have a vacation balance of at least 160 hours at the time of request. Requests must be made in writing to the Payroll Specialist at least 15 days in advance and such requests will be paid on a regular pay date of the City.

2. Sick Leave

Sick leave, with pay, accrues at the rate of 3.6923 hours per pay period an employee is in a paid status at least 50% or more of the period. Rules governing sick leave use and eligibility are noted in the City of Madera Personnel Rules and Regulations.

In addition to the reasons for use of Sick Leave as stated in the Personnel Rules & Regulations, an employee may utilize accrued Sick Leave hours for any absence designated by the City as being covered by the Federal Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), regardless of the reason for the leave. It will be the employee's responsibility to complete the required paperwork to certify the need for leave and he/she must provide timely notification of the need for leave in compliance with FMLA/CFRA regulations. Use of Sick Leave for this purpose will not commence until such requirements have been met. Use of Sick Leave for family members when the leave has been designated as FMLA/CFRA will not count against the employee's annual limit of Family Sick Leave as provided in this Agreement.

Employee may cash out sick leave upon retirement or positive separation from the City based on the below table. To be eligible, employees must be employed with the City on a full time basis for a minimum of five years. Negative terminations (discharge) are not eligible for cash out of sick leave. An employee has the option to convert 100% of the remaining sick leave upon retirement to CalPERS service credit.

<u>Years of Service</u>	<u>Sick Leave Cash-Out</u>
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

3. Family Sick Leave

Sick Leave may be used up to the limit of seventy-two hours each calendar year:

3.1. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:

3.1.1. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)

3.1.2. Spouse or Registered Domestic Partner

3.1.3. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a

minor child.)

3.1.4. Grandparent

3.1.5. Grandchild.

3.1.6. Sibling.

3.2. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

3.2.1. A temporary restraining order or restraining order.

3.2.2. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.

3.2.3. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.

3.2.4. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.

3.2.5. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.

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Such leave is a part of Sick Leave accrual, not in addition to, the 12 days (96 hours) of Sick Leave earned per year. All conditions and restrictions placed by the City upon the use by an employee of sick leave for himself or herself shall apply to the use by an employee of sick leave to attend to an illness of his or her identified family member.

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The parties agree that the following half days (4 hours) are established as partial holidays with pay: Good Friday and the last work day prior to Christmas or New Year's Day.

The parties agree that to be eligible to receive a paid holiday, the employee must be in a paid status on the scheduled work day either immediately preceding the identified holiday or on the scheduled work day immediately following the identified holiday.

In addition to the City observed holidays outlined above, Employee will receive floating holiday leave hours. Said leave hours shall be credited to the employee on July 1 of each fiscal year, may not be carried over or cashed out, and shall be taken under the same conditions as vacation leave. Employees with 5-9 years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 20 hours of floating holiday leave. Employees with 10 or more years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 40 hours of floating holiday leave.

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D. Longevity Pay

In addition to the established base salary, Employee is eligible for longevity pay at the rate of 2 ½% for each five years of service as a management employee to a maximum of 10%. Effective July 1, 2019, longevity pay will be frozen and Employee will not be credited with any additional longevity pay beyond what has been accrued as of said date. As of the date of adoption of this Agreement, Employee has earned one (1) longevity pay step equal to 2.5% of base pay and is not due to earn any additional longevity before July 1, 2019. Therefore, Employee will be frozen at one (1) longevity pay step.

E. Bereavement Leave

Employee is allowed an additional three (3) days leave per fiscal year in the event of death of any of the following members of the employee's family: spouse, child, parent or grandparent.

F. Retiree Paid Health Insurance

The City will allow Employee to continue to participate in the City health plan offerings (medical, dental, and vision) at the retiree's expense until age 65 or when eligible for Medicare, whichever comes first. Both retiree and dependent coverage are available under this program. An administrative fee in an amount equal to two percent (2%) of the insurance premiums will be charged to the retiree for the City to process the benefit. In the event the administrative fee increases, retiree shall pay the higher fee. If, in the future, the City no longer offers the same insurance carrier/plan the retiree and his or her spouse will be eligible to purchase insurance coverage under the new plan. Coverage must be selected upon retirement; no lapse in coverage will be allowed under this provision. If retiree chooses not to participate or chooses to terminate participation, retiree may not seek coverage under the City health plan at a later date.

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Employer agrees, to the extent it is financially able, to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the Employer.

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In addition to that required under state and local law, Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Director of Financial Services. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

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- B. Employee shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Director of Financial Services' employment.
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- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee; however, this Agreement is not assignable by either party.
- C. This Agreement shall become effective commencing April 3, 2019.
- D. This Agreement replaces and supersedes any previous Employment Agreements or Agreement Amendments between Employer and Employee.
- E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by a court of law, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed under California law. No waiver of any term or condition of the Agreement shall be considered a continuing waiver thereof.

IN WITNESS WHEREOF, the City of Madera has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and the Director of Financial Services has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

CITY OF MADERA



Tim Przybyla

Arnoldo Rodriguez, City Manager

ATTEST

APPROVED AS TO LEGAL FORM

City Clerk

City Attorney

Exhibit 1

Plan for Transition of Existing Annual Leave to New Leave Banks

Using Employee's remaining Annual Leave balance at the start of the pay period in which this Agreement is effected, hours will be subtracted first from the additional hours credited bank and then from the front-end bank in the following order. If Employee does not have sufficient leave credits to move to the next step in the order, then they do not receive a beginning credit in that bank.

1. Subtract off remaining City-recognized holidays in the current fiscal year from the additional hours credited bank. These now become observed holidays with pay as opposed to leave time on the books.
2. Subtract off 5 days from the additional hours credited bank and credit to Administrative Leave balance.
3. Any remaining hours in the additional hours credited bank will be credited to the employee's new sick leave bank balance.
4. Any remaining leave in the front-end bank will be credited to the employee's new vacation bank balance (this is inclusive of the Employee Anniversary Date credited to vacation and no anniversary date will be credited pursuant to the new language until after 6/30/19).
 - a. For employees who previously accepted the option of reducing Annual Leave by 7 days in exchange for Management Incentive Pay, Management Incentive Pay will cease and employees will be credited back a pro-rated number of days toward the vacation bank based on the length of time between the effective date of the leave transition and the end of the fiscal year.
5. Employees will be credited with Floating Holiday based on years of service.
6. Effective the pay period when the employee is transitioned to these new leave banks, employees will accrue vacation and sick leave on a per pay period basis consistent with the accrual schedules as stated in this Agreement.

DIRECTOR OF HUMAN RESOURCES AT-WILL EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into this 3rd day of April, 2019, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Wendy Silva (hereinafter referred to as "Employee"), both of whom understand as follows:

Recitals

WHEREAS, Employer desires to continue to employ the services of Wendy Silva as Director of Human Resources for the City of Madera; and

WHEREAS, it is the desire of the City Manager of the Employer to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Director of Human Resources; and

WHEREAS, Wendy Silva desires to be employed as Director of Human Resources for said City of Madera.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Agreement

Section 1: TERM

- A. The term of this Agreement shall be 3 years commencing on April 3, 2019. The Employer will provide written notice to the Employee on or before January 3, 2022, of its intent to offer to extend, renew, or otherwise not renew this contract for an additional term. If the Employer chooses to extend the Agreement, the Employer will inform the Employee of the newly proposed term at the time of its offer to renew. The Employee must respond to an offer to extend or renew the Agreement within 45 days of the offered extension or renewal.
- B. The Director of Human Resources shall at all times serve at the pleasure of the City Manager. This means that the Employee is an at-will employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to suspend or terminate the services of the Employee at any time.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time, after April 3, 2019, from her position with Employer, upon thirty (30) calendar days advanced written notice to Employer.

Section 2: TERMINATION AND SEVERANCE PAY

- A. In the event Employee is terminated by the City Manager before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform her duties under this Agreement, then in that event, Employer agrees to pay Employee a lump sum cash payment equal to the maximum amount of pay permitted by law under Government Code sections 53260 and 53261, up to a lump sum cash payment equal to one and one half (1 1/2) months' aggregate salary and health benefits. Upon such termination, Employee shall also be compensated for all earned paid leave and other accrued benefits to date of termination. This shall not include the payout of accumulated sick leave other than as authorized pursuant to this Agreement.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

- B. In the event Employer at any time during the term of this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the City Manager that she resign, then, in that event, Employee may, at her option, be deemed to be "terminated" at the date of such reduction, such refusal to comply or such suggestion within the meaning and context of the herein severance pay provisions.

Section 3: DUTIES

- A. Employer hereby agrees to employ the Employee to perform the functions and duties of such office as set forth in the Director of Human Resources Job Description on file with the Office of the City Clerk and referred to for more particulars, and to perform such other duties as the City Manager may from time to time assign.
- B. The Director of Human Resources is exempt from the overtime provisions of the Fair Labor and Standards Act, as amended, but is expected to engage in those hours of work that are necessary to fulfill the obligations of the Director of Human Resources.
- C. Employee may engage in up to five (5) hours per week for teaching without prior written approval of the Employer. Employee shall not be involved in any other outside employment without written prior approval from the Employer. This includes, but is not limited to, consultant work, speaking engagements, entering an independent contract relationship, or any other activities unrelated to the Employee's employment with the City.

- D. Employee will maintain on file with the Employer her current place of residence and telephone number(s), and shall notify the Employer of any changes within twenty-four (24) hours.
- E. In the event the Employee becomes mentally or physically incapable of performing the Director of Human Resources job duties, the Employer will comply with the law in regard to separating the Director of Human Resources from employment.

Section 4: PERFORMANCE EVALUATION

The City Manager shall review and evaluate the performance of the Employee on an ongoing basis and shall, at least once annually on the employment anniversary date established, complete a written performance review and/or evaluation. The review and/or evaluation shall be in accordance with specific criteria developed by the City Manager. Specific criterion may be added or deleted as the City Manager may determine.

Section 5: SALARY

Employer agrees to pay the Director of Human Resources for her services rendered pursuant hereto a base salary of \$5,415.49 bi-weekly (City of Madera Salary Schedule Range 513, Step F), payable in installments at the same time as the majority of the Employer's employees. The City Manager may review and adjust said base salary in such amounts and to such extent as the City Manager determines, consistent with the published City of Madera Salary Schedule adopted by the City Council of the City of Madera.

Employee desires to take a reduction in her compensation package equivalent to the salary contribution Miscellaneous employees are making towards the CalPERS Employee Contribution, however, employee already pays the full 8% Employee Contribution per Section 6.C. of the Agreement. Therefore, employee desires to contribute an equivalent amount of salary towards the Employer Contribution to CalPERS. These contributions toward the CalPERS Employer Contribution shall be made as an after tax payroll deduction and be equivalent to 2.375% of salary.

Section 6: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Paid Leave

Effective the first day of the pay period in which this Agreement is effected, Employee will no longer receive an Annual Leave bank, but will instead receive leave banks/types as outlined below. To transition from the existing Annual Leave program to the revised separate leave types of Vacation, Sick, Administrative and Holiday, Employee's existing Annual Leave will be redistributed and the new leave banks credited as outlined in Exhibit 1.

1. Vacation

Employee will earn vacation credits, dependent upon the number of years of service with the City, for each pay period Employee is in a paid status at least 50% or more of the period. All accrued vacation is paid to Employee upon retirement, resignation or termination.

COMPLETED YEARS	NUMBER OF HOURS RECEIVED PER PAY PERIOD
0 through 4 yrs.	3.6923 hrs. per pay period
5 through 9 yrs.	4.6156 hrs. per pay period
10 through 14 yrs.	5.5384 hrs. per pay period
15 through 19 yrs.	6.1538 hrs. per pay period
20 plus yrs.	6.4615 hrs. per pay period

The maximum vacation Employee is allowed to accumulate is 360 hours.

Each employee shall receive the date known as the "employee anniversary date" as a vacation day. This day shall be added to vacation time at a straight time rate. Credit for the day will not be given until the employee's anniversary date has passed during the current fiscal year and is in addition to the above accrual schedule. Because this Agreement is being executed mid-fiscal year, Employee will not receive an anniversary date credit until the first anniversary date occurring on or after July 1, 2019.

Employee may request to cash out up to 80 hours of vacation once each fiscal year. To be eligible for such cash out provision, employees must have a vacation balance of at least 160 hours at the time of request. Requests must be made in writing to the Payroll Specialist at least 15 days in advance and such requests will be paid on a regular pay date of the City.

2. Sick Leave

Sick leave, with pay, accrues at the rate of 3.6923 hours per pay period an employee is in a paid status at least 50% or more of the period. Rules governing sick leave use and eligibility are noted in the City of Madera Personnel Rules and Regulations.

In addition to the reasons for use of Sick Leave as stated in the Personnel Rules & Regulations, an employee may utilize accrued Sick Leave hours for any absence designated by the City as being covered by the Federal Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), regardless of the reason for the leave. It will be the employee's responsibility to complete the required paperwork to certify the need for leave and he/she must provide timely notification of the need for leave in compliance with FMLA/CFRA regulations. Use of Sick Leave for this purpose will not commence until such requirements have been met. Use of Sick Leave for family members when the leave has been designated as FMLA/CFRA will not count against the employee's annual limit of Family Sick Leave as provided in this Agreement.

Employee may cash out sick leave upon retirement or positive separation from the City based on the below table. To be eligible, employees must be employed with the City on a full time basis for a minimum of five years. Negative terminations (discharge) are not eligible for cash out of sick leave. An employee has the option to convert 100% of the remaining sick leave upon retirement to CalPERS service credit.

<u>Years of Service</u>	<u>Sick Leave Cash-Out</u>
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

3. Family Sick Leave

Sick Leave may be used up to the limit of seventy-two hours each calendar year:

3.1. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:

3.1.1. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)

3.1.2. Spouse or Registered Domestic Partner

3.1.3. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)

3.1.4. Grandparent

3.1.5. Grandchild.

3.1.6. Sibling.

3.2. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

3.2.1. A temporary restraining order or restraining order.

3.2.2. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.

- 3.2.3. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- 3.2.4. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- 3.2.5. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- 3.2.6. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Such leave is a part of Sick Leave accrual, not in addition to, the 12 days (96 hours) of Sick Leave earned per year. All conditions and restrictions placed by the City upon the use by an employee of sick leave for himself or herself shall apply to the use by an employee of sick leave to attend to an illness of his or her identified family member.

All other provisions for use of Sick Leave by the employee also apply to Family Sick Leave use. This includes, but is not limited to, the Sick Leave section of the Personnel Rules and Regulations.

4. Administrative Leave

In recognition of the fact that Employee is expected to work all reasonable hours necessary to accomplish assigned tasks he will be credited with five days (40 hours) of Administrative Leave at the beginning of each fiscal year. This leave may not be carried over or cashed out and shall be taken under the same conditions as vacation leave. It is recognized that such time is not intended to provide an hour for hour or greater leave for actual hours worked over those scheduled, but is a benefit in recognition of duty requirements.

5. Holidays

The following (8) hour days are established as holidays with pay: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

The parties agree that the following half days (4 hours) are established as partial holidays with pay: Good Friday and the last work day prior to Christmas or New Year's Day.

The parties agree that to be eligible to receive a paid holiday, the employee must be in a paid status on the scheduled work day either immediately preceding the identified holiday or on the scheduled work day immediately following the identified holiday.

In addition to the City observed holidays outlined above, Employee will receive floating holiday leave hours. Said leave hours shall be credited to the employee on July 1 of each fiscal year, may not be carried over or cashed out, and shall be taken under the same conditions as vacation leave. Employees with 5-9 years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 20 hours of floating holiday leave. Employees with 10 or more years of full time continuous service with the City of Madera as of July 1 of each year shall be credited with 40 hours of floating holiday leave.

B. Disability, Health, and Life Insurance

Employer will provide term life insurance for Employee in the amount of \$50,000 which includes accidental death and dismemberment (AD&D) coverage. Employer also will provide dependent life in the amount of \$5,000 and Long Term Disability Insurance, which provides salary replacement benefits.

Employer agrees to provide a monthly health benefit allowance for the employee to purchase health insurance (including medical, dental and vision coverage of the Employee and family) through an IRS Section 125 Cafeteria Plan.

The benefit plans offered by Employer and the monthly benefit allowance received by Employee from Employer will be equal to the benefit plans offered to and monthly benefit allowance received by employees represented by the Mid Management Employee Group.

Medicare - 1.45% Employer's contribution matched by an Employee contribution of 1.45% of Employee's salary for mandated Medicare coverage.

C. Retirement

The City participates in the CalPERS retirement system. Employee will be placed on the appropriate miscellaneous plan consistent with CalPERS membership requirements. The Employee will pay all of the Employee Contribution for the plan in pre-tax dollars under IRS Code 414(h)(2). The Employee will also be responsible for the Employee's Contribution for the 1959 Survivor's Benefit.

D. Longevity Pay

In addition to the established base salary, Employee is eligible for longevity pay at the rate of 2 ½% for each five years of service as a management employee to a maximum of 10%.

Effective July 1, 2019, longevity pay will be frozen and Employee will not be credited with any additional longevity pay beyond what has been accrued as of said date. As of the date of adoption of this Agreement, Employee has earned two (2) longevity pay steps equal to 2.5% of base pay each and is not due to earn any additional longevity before July 1, 2019. Therefore, Employee will be frozen at two (2) longevity pay steps.

E. Bereavement Leave

Employee is allowed an additional three (3) days leave per fiscal year in the event of death of any of the following members of the employee's family: spouse, child, parent or grandparent.

F. City Paid Health Insurance Upon Retirement

Upon retirement, if Employee has twenty years of service with the City, at least three (3) of which are in a department head management position, and Employee is eligible for CalPERS retirement at the time of retirement, Employee is eligible for the health benefits noted below.

- a. City will contribute up to \$600 per month towards the premium for medical coverage for employee (retiree) only with the City's plan through age 64, or until the retiree is eligible for Medicare, whichever occurs first. If the monthly premium for said policy exceeds \$600 per month, retiree will be responsible for promptly paying the balance upon presentation of an invoice from the City's Accounts Payable division. In the event that an invoice is outstanding for more than ninety (90) days, the insurance policy will be cancelled and the retiree will no longer be eligible for this benefit. Employee may purchase dental and vision coverage for self; or medical, dental, and/or vision coverage for a spouse or eligible dependents if desired. Such purchase will be in accordance with Section 6.G. of this Agreement.
- b. At age 65, or when eligible for Medicare if earlier, the City will pay or provide a health insurance benefits program which will be supplemental to Medicare, not to exceed a City contribution of \$300 per month toward the policy. The program will cover only the retired Employee. The retired Employee must first obtain both parts A & B of Medicare. If the monthly premium for said policy exceeds \$300 per month, retiree will be responsible for promptly paying the balance upon presentation of an invoice from the City's Accounts Payable division. In the event that an invoice is outstanding for more than ninety (90) days, the insurance policy will be cancelled and retiree will no longer be eligible for this benefit.

G. Retiree Paid Health Insurance

If Employee does not qualify for City Paid Health Insurance Upon Retirement as outlined in Section 6.F. of this agreement, the City will allow Employee to continue to participate in

the City health plan offerings (medical, dental, and vision) at the retiree's expense until age 65 or when eligible for Medicare, whichever comes first. Both retiree and dependent coverage are available under this program. An administrative fee in an amount equal to two percent (2%) of the insurance premiums will be charged to the retiree for the City to process the benefit. In the event the administrative fee increases, retiree shall pay the higher fee. If, in the future, the City no longer offers the same insurance carrier/plan the retiree and her or her spouse will be eligible to purchase insurance coverage under the new plan. Coverage must be selected upon retirement; no lapse in coverage will be allowed under this provision. If retiree chooses not to participate or chooses to terminate participation, retiree may not seek coverage under the City health plan at a later date.

H. Technology Allowance

Employee will receive a monthly technology allowance of \$75. Employee will not receive a City-issued cell phone or be provided with any type of wireless or data plan for a cell phone through the City's wireless carrier and will be expected to utilize her personal cell phone for City business. Employee's personal cell phone number must be available to the public.

I. Other

The City Manager shall fix any such other terms and conditions of employment, as s/he may determine from time to time, relating to the performance of the Director of Human Resources, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Madera Municipal Code or any other law.

Section 7: TERMINATION

The Director of Human Resources is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time.

Section 8: DUES AND SUBSCRIPTIONS

Employer agrees, to the extent it is financially able, to budget for and to pay for professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for her continued professional participation, growth, and advancement, and for the good of the Employer.

Section 9: PROFESSIONAL DEVELOPMENT

A. Employer hereby agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to

such other national, regional, state and local governmental groups and committees thereof which Employee serves as member.

- B. Employer also agrees, to the extent it is financially able, to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for her professional development and for the good of the Employer.

Section 10: INDEMNIFICATION

In addition to that required under state and local law, Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Director of Human Resources. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 11: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 12: CONFLICT OF INTEREST

- A. Employee shall not engage in any business or transaction or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal interests, distinguished from financial interests, include an interest as arising from blood or marriage relationships or close business, and personal or political affiliations.
- B. Employee shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Director of Human Resources' employment.
- C. Employee is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements (including Form 700) at the time of appointment, annually thereafter, and at the time of separation from position.

Section 13: NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City Manager, City of Madera, 205 West Fourth Street, Madera CA 93637

Employee: On file with the City of Madera Human Resources Department

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14: REDUCTION OF BENEFITS

Employer shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such reduction across-the-board for all Employees of the Employer.

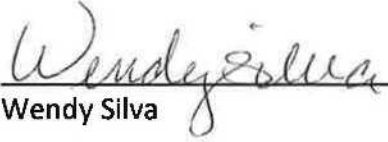
Section 15: GENERAL PROVISIONS

- A. The text herein shall constitute the entire and fully integrated Agreement between the parties and no promise, representation, warranty or covenant not included in this Agreement has been relied upon by any party hereto.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee; however, this Agreement is not assignable by either party.
- C. This Agreement shall become effective commencing April 3, 2019.
- D. This Agreement replaces and supersedes any previous Employment Agreements or Agreement Amendments between Employer and Employee.
- E. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by a court of law, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed under California law. No waiver of any term or condition of the Agreement shall be considered a continuing waiver thereof.

IN WITNESS WHEREOF, the City of Madera has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and the Director of Human Resources has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

CITY OF MADERA



Wendy Silva

Arnoldo Rodriguez, City Manager

ATTEST

APPROVED AS TO LEGAL FORM

City Clerk

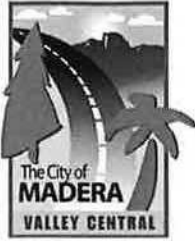
City Attorney

Exhibit 1

Plan for Transition of Existing Annual Leave to New Leave Banks

Using Employee's remaining Annual Leave balance at the start of the pay period in which this Agreement is effected, hours will be subtracted first from the additional hours credited bank and then from the front-end bank in the following order. If Employee does not have sufficient leave credits to move to the next step in the order, then they do not receive a beginning credit in that bank.

1. Subtract off remaining City-recognized holidays in the current fiscal year from the additional hours credited bank. These now become observed holidays with pay as opposed to leave time on the books.
2. Subtract off 5 days from the additional hours credited bank and credit to Administrative Leave balance.
3. Any remaining hours in the additional hours credited bank will be credited to the employee's new sick leave bank balance.
4. Any remaining leave in the front-end bank will be credited to the employee's new vacation bank balance (this is inclusive of the Employee Anniversary Date credited to vacation and no anniversary date will be credited pursuant to the new language until after 6/30/19).
 - a. For employees who previously accepted the option of reducing Annual Leave by 7 days in exchange for Management Incentive Pay, Management Incentive Pay will cease and employees will be credited back a pro-rated number of days toward the vacation bank based on the length of time between the effective date of the leave transition and the end of the fiscal year.
5. Employees will be credited with Floating Holiday based on years of service.
6. Effective the pay period when the employee is transitioned to these new leave banks, employees will accrue vacation and sick leave on a per pay period basis consistent with the accrual schedules as stated in this Agreement.



REPORT TO CITY COUNCIL

Approved by:

Wendy Silva

Department Director

Arnoldo Rodriguez

Arnoldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: C-3

SUBJECT:

Consideration of a Resolution Amending the City Manager's Employment Agreement

RECOMMENDATION:

The City Manager recommends the City Council (Council) adopt the resolution amending his Employment Agreement.

Pursuant to Government Code § 54953 (c) (3), prior to taking action on this item, the Council must publicly announce a summary of the action being considered.

Announcement - If approved, the proposed amendment to the City Manager's Employment Agreement will stop his monthly automobile allowance.

SUMMARY:

The City Manager is proposing an amendment to his Employment Agreement that will remove the monthly automobile allowance from his compensation package.

DISCUSSION:

The Council has modified the benefits package offered to department head employees, who are direct reports of the City Manager. This modification includes elimination of the monthly automobile allowance which was received by some positions. The City Manager is requesting that his agreement be modified to remove his automobile allowance as well.

FINANCIAL IMPACT:

The City Manager's current agreement includes a \$350 per month automobile allowance. Removal of the benefit will reduce the City's expenditure on this compensation item by \$4,200 per year.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Pay and benefits for City employees are not addressed in the vision or action plan; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

If the Council does not take action on the resolution, existing agreement terms will continue.

ATTACHMENTS:

1. Resolution approving an amendment to the City Manager's Employment Agreement.
2. Employment Agreement Amendment.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING AN AMENDMENT TO
THE CITY MANAGER'S AT-WILL EMPLOYMENT AGREEMENT AND AUTHORIZING THE MAYOR TO
EXECUTE THE AGREEMENT**

WHEREAS, the City of Madera wishes to establish reasonable rules, regulations and compensation for its staff within the financial limits of the organization; and

WHEREAS, the City Manager has requested that he no longer receive an automobile allowance as part of his compensation package.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, and orders as follows:

1. The above recitals are true and correct.
2. The Amendment to the City Manager's At-Will Employment Agreement, a copy of which is on file with the Office of the City Clerk and referred to for more particulars, is approved.
3. The Mayor is authorized to execute the Agreement Amendment.
4. This resolution is effective immediately upon adoption.

* * * * *

**FIRST AMENDMENT TO THE
CITY MANAGER AT-WILL EMPLOYMENT AGREEMENT**

THIS AGREEMENT, entered into this 3rd day of April, 2019, amends the previous agreement entitled CITY MANAGER AT-WILL EMPLOYMENT AGREEMENT dated November 7, 2018, by and between the CITY OF MADERA, State of California, a municipal corporation (hereinafter referred to as "Employer" or "City"), and Arnoldo Rodriguez (hereinafter referred to as "Employee"), both of whom understand as follows:

WITNESSETH:

WHEREAS, Employee and Employer entered into an agreement dated November 7, 2019, to contract with Employee to serve as City Manager ("Agreement"); and

WHEREAS, Employer and Employee desire to modify said Agreement to update the contract provisions.

NOW THEREFORE, it is hereby agreed that the Agreement between the parties is amended in the following particulars only:

Section 1. Section 6.F. of the Agreement is amended to read as follows:

F. Automobile Allowance

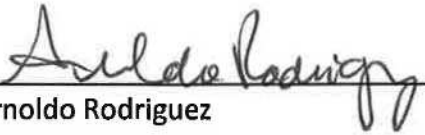
By prior agreement, Employee was provided a \$350 per month automobile allowance for use of his personal vehicle while conducting City business. Employee was not eligible for any additional mileage or vehicle reimbursement for use of his personal vehicle. Effective the first paycheck of April, 2019, Employee will no longer receive an automobile allowance and will submit reimbursement requests for mileage for use of his personal vehicle consistent with the City's Travel and Business Expense Policy.

Section 2. All other provisions of the Agreement not inconsistent with this Amendment shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective officers duly authorized on the date first written above.

EMPLOYEE

CITY OF MADERA



Arnoldo Rodriguez

Andrew J. Medellin, Mayor

ATTEST

APPROVED AS TO LEGAL FORM

City Clerk

City Attorney

MEMO

Date: April 3, 2019

To: Honorable Mayor and City Councilmembers

From: Bobby Kahn, Executive Director
Madera County Economic Development Commission

Subject: Madera County Economic Development Commission
2019/20 Annual Basic Service Level Budget

SUBJECT:

City contribution towards the Madera County Economic Development Commission (EDC) for Fiscal Year (FY) 2019/2020 in the amount of \$177,556.79

RECOMMENDATION:

The MCEDC recommends the City Council (Council) adopt a minute order approving the 2019/20 Basic Service Level Budget as submitted. This item was originally considered on March 20, 2019 and tabled to the April 2, 2019 meeting.

SUMMARY:

The City, along with the County of Madera and the City of Chowchilla, established a Joint Powers Authority (JPA) to create an agency with the expressed purpose of attracting and establishing industry in the region. The EDC is seeking funding to continue with its core mission for the upcoming fiscal year.

DISCUSSION:

History & Board Composition

The EDC was created by the County of Madera and the cities of Madera and Chowchilla through a JPA in 1968. On an annual basis, the EDC approaches each respective agency and outlines budget needs and contribution amounts. In an effort to identify needs, EDC staff works collaboratively with its Board of Commissioners, comprised of 12 members from county chambers, industry and public utility to plan the upcoming year's strategy and efforts. Budget needs are more narrowly defined by the EDC Executive Committee, which is comprised of 5 of the 12 aforementioned Board of Commissioners. The Mayor serves as the City's representative.

"Madera County, The Perfect Location"



Role of the EDC

The EDC, in partnership with the City, works tirelessly on:

1. Attracting new business, particularly job creation.
2. Assisting existing business expand, including identifying and providing loans.
3. Retention of existing business that are seeking and relocating outside of the region.
4. Serving as a liaison between the City and businesses.

As part of these efforts, the EDC:

- Attends trade shows
- Communicates with corporate site selectors to identify needs
- Identifies key personnel at public utility companies (e.g. PG&E, AT&T, Comcast)
- Generates data

While not all efforts result in new businesses, it is worth noting that the EDC played an instrumental role in recently attracting:

Table 1: New Businesses in the City (1)

Auto parts company (manufacture)	Castle Light Industries
Bottling Co.	North Fork Mono Resort
Plastic molding company	Love's Travel Center

(1) Company names may not be provided due to confidentiality

California Central Valley EDC

While the EDC represents the JPA agencies, it also part of an eight county wide economic consortium, the California Central Valley Economic Development Corporation (CCVEDC). The CCVEDC is nationally recognized and assists the EDC with connecting key decision makers, generating proprietary research and data, and in organizing site tours with corporate site selectors. Being a member of the EDC grants access to CCVEDC's prospects and leads.

Regional EDC

Worth noting is that EDC also acts as the lead agency on a county-wide basis for several agencies, organizations and programs, including:

- A. The Eastern Madera County Chamber Alliance
- B. The Greater Madera County Industrial Association
- C. Recycling Market Development Zone (Zone administrator working with CalRecycle and Madera County businesses that use recycled materials to prevent adding to the landfill)
- D. The Madera County and City of Madera Revolving Loan Fund programs and others.

"Madera County, The Perfect Location"



EDC is also a leader in promoting Madera with ongoing press releases, social media, daily blogs and serves as the Madera County representative on the Channel 30 ABC news community advisory committee.

EDC REQUEST

The contribution amounts are proportionally based on population. For the upcoming year, EDC staff, along with the Board of Directors determined the following contribution amounts:

	County of Madera	City of Madera	City of Chowchilla	Total
Contribution	214,022.39	177,556.79	34,420.79	425,999.97
Population %	50.24%	41.68%	8.08%	100%

The 2019/20 Basic Service Level Budget has a .09% increase over the 2018/19 budget, due to minor anticipated operational costs. The JPA states that each jurisdiction shall pay a pro-rated share of the EDC Basics Service Level Budget based on population. EDC conducts an annual review of the State of California Department of Finance (DOF) most recent population numbers for the County of Madera, City of Madera and the City of Chowchilla. The DOF figures show that the City of Madera population represents 41.68 % of the County. This equates to \$177,556.79 for the 2019/2020 fiscal year. This is an increase of \$2,427.47 over the 2018/2019 Basic Service Level budget.

LOOKING FORWARD

Similar to all organizations, the EDC takes its role seriously and is continuously looking at improving to better serve the City. Looking forward to FY 19/20, the EDC will:

- EDC will provide a semi-monthly update to the council on projects and activities.
- All council members will be emailed the agenda for the EDC's Board of Commissioners Quarterly meetings.
- EDC staff will invite council members for individual monthly briefing.

FISCAL IMPACT

This request will have an impact to the General fund in the amount of \$177,556.79.

"Madera County, The Perfect Location"



Summary of Staff Time

EXHIBIT A

*Based on population

County of Madera	City of Madera	City of Chowchilla	TOTAL
50.24%	41.68%	8.08%	100%

Business Assistance/Office Manager

** 15% to CDBG

Executive Director

**1% to CDBG

Business Assistance/Office Manager

**CDBG 15%

	County of Madera	City of Madera	City of Chowchilla	TOTAL	CDBG 15%	
Salary	\$59,251.05	\$25,302.57	\$20,991.46	\$4,069.36	\$50,363.39	\$8,887.66
Retirement	\$4,443.83	\$1,897.70	\$1,574.36	\$305.20	\$3,777.26	\$666.57
Employer Taxes	\$4,532.70	\$1,935.64	\$1,605.85	\$311.31	\$3,852.80	\$679.90
Workers Comp.	\$600.00	\$256.22	\$212.57	\$41.21	\$510.00	\$90.00
Medical	\$17,887.05	\$7,638.48	\$6,337.02	\$1,228.48	\$15,203.98	\$2,683.07
Dental	\$931.52	\$397.60	\$330.02	\$63.97	\$791.79	\$139.73
Vision	\$116.28	\$49.66	\$41.20	\$7.98	\$98.84	\$17.44
Life/LTD	\$290.00	\$123.84	\$102.74	\$19.92	\$246.50	\$43.50
		\$37,601.91	\$31,195.22	\$6,047.43		\$13,207.87
					\$74,844.56	

Business Development/Mkting Manager

	County of Madera	City of Madera	City of Chowchilla	TOTAL	CDBG 15%	
Salary	\$53,634.41	\$26,945.92	\$22,354.82	\$4,333.67	\$53,634.41	
Retirement	\$4,022.56	\$2,020.95	\$1,676.61	\$325.02	\$4,022.58	
Employer Taxes	\$4,103.03	\$2,061.37	\$1,710.14	\$331.52	\$4,103.03	
Workers Comp	\$543.93	\$273.27	\$226.71	\$43.95	\$543.93	
Medical	\$25,217.52	\$12,669.28	\$10,510.65	\$2,037.59	\$25,217.52	
Dental	\$1,432.99	\$719.93	\$597.27	\$115.79	\$1,432.99	
Vision	\$184.32	\$92.60	\$76.83	\$14.89	\$184.32	
Life/LTD	\$270.00	\$135.64	\$112.54	\$21.82	\$270.00	
		\$44,918.96	\$37,265.57	\$7,224.25		\$69,408.78

Executive Director

**CDBG 1%

	County of Madera	City of Madera	City of Chowchilla	TOTAL	CDBG 1%	
Salary	\$119,056.81	\$59,216.00	\$49,126.65	\$9,523.59	\$117,866.24	\$1,190.57
Retirement	\$17,858.52	\$8,882.40	\$7,369.00	\$1,426.53	\$17,679.93	\$178.59
Employer Taxes	\$9,107.85	\$4,530.03	\$3,758.19	\$728.55	\$9,016.77	\$91.08
Workers Comp	\$5,415.05	\$2,693.32	\$2,234.42	\$433.16	\$5,360.90	\$54.15
Medical	\$9,723.12	\$4,836.05	\$4,012.07	\$777.77	\$9,625.89	\$97.23
Dental	\$545.42	\$271.28	\$225.06	\$43.63	\$539.97	\$5.45
Vision	\$81.62	\$40.59	\$33.68	\$6.53	\$80.80	\$0.82
Life/LTD	\$487.00	\$242.22	\$200.95	\$38.96	\$482.13	\$4.87
		\$80,711.89	\$66,960.02	\$12,980.72		\$1,622.76
					\$160,652.63	

\$339,736.60 \$163,232.76 \$135,420.81 \$26,252.40 \$324,905.97

EDC Projected Expenses (Exhibit B)	County of Madera	City of Madera	City of Chowchilla	TOTAL
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Staff Salaries/Other Compensation	111,464.50	92,472.93	17,926.61	221,864.04
Staff Benefits/Taxes	51,768.26	42,947.88	8,325.79	103,041.93
Subtotal	163,232.76	135,420.81	26,252.40	324,905.97

Operating Expenses	% to be applied	50.24%	41.68%	8.08%	100%
Audit	4,000	2,009.60	1,667.20	323.20	4,000
Auto Expense/Travel	3,000	1,507.20	1,250.40	242.40	3,000
Conference/Training	2,500	1,256.00	1,042.00	202.00	2,500
Staff Expense	2,000	1,004.80	833.60	161.60	2,000
Insurance/Surety Bonds	1,000	502.40	416.80	80.80	1,000
Office Supplies	1,000	502.40	416.80	80.80	1,000
Office Rent	26,000	13,062.40	10,836.80	2,100.80	26,000
Organizational Dues	1,500	753.60	625.20	121.20	1,500
Postage	1,000	502.40	416.80	80.80	1,000
Newsletter	2,394	1,202.75	997.82	193.43	2,394
Printing	1,000	502.40	416.80	80.80	1,000
Publications/Directories	500	251.20	208.40	40.40	500
Repairs/Maintenance	3,500	1,758.40	1,458.80	282.80	3,500
Telephone	3,000	1,507.20	1,250.40	242.40	3,000
Utilities	3,500	1,758.40	1,458.80	282.80	3,500
Commission Expense	200	100.48	83.36	16.16	200
Equipment Rental	3,000	1,507.20	1,250.40	242.40	3,000
Marketing	42,000	21,100.80	17,505.60	3,393.60	42,000
	101,094.00	50,789.63	42,135.98	8,168.39	101,094

TOTAL Fiscal Year 19/20	214,022.39	177,556.79	34,420.79	425,999.97
	County of Madera	City of Madera	City of Chowchilla	



1830 W Cleveland Avenue • Madera, CA 93637

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March 25, 2019

Mayor Medellin
City of Madera
205 West 4th Street
Madera, CA 93637

Dear Mayor Medellin,

My name is Dustin Franklin and I am the owner/ operator of the Tap House and the Sugar Pine Smoke House located in the City of Madera.

When I considered opening each site the Madera County Economic Development Commission provided outstanding assistance and advice. With the Tap House they toured me throughout the city showing me various sites, providing lease rate information along with the advantages and disadvantages of each site. They also assisted with the permitting processes and went so far as providing training on marketing tools and wrote press releases on our behalf.

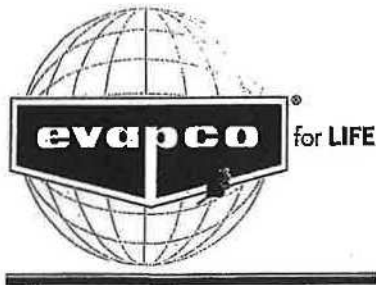
When I began investigating opening the Sugar Pine Smokehouse, the EDC was one of my first stops. In this case they provided the ownership information and talked with the managing partner on my behalf. The EDC reviewed lease suggestions to my benefit. As we completed lease negotiations the EDC assisted me in obtaining a small business revolving loan through their office.

The EDC played a critical role in both of my business ventures and I continue to seek advice and information from them. Small business owners, like myself, receive huge benefits from the wide variety of services and assistance provided by the EDC.

Respectfully submitted,

Dustin Franklin

GQ Investment Group
26133 Club Drive
Madera, CA 93638



Evapco West
A Division of Evapco Inc.
1900 Almond Avenue
Madera, CA 93637
(559) 673-2207

March 25, 2019

Mayor Medellin
City of Madera
205 West 4th St.
Madera, CA 93637

Dear Council Mayor Medellin,

My name is Stephen Levake and I've been the General Manager for Evapco West, A Division of Evapco Inc., for the past 18 years. We are located at 1900 Almond Avenue. Currently we employ approximately 180 people, with almost all of them living in the city of, or within the county of, Madera.

I am contacting you in support of the Madera County Economic Development Commission (EDC). Over the years the EDC has assisted us on several occasions. One example is that when we were contemplating doing a major expansion to our facility in 2007/2008, the EDC played an important role in identifying and assisting Evapco in obtain favorable financing of millions of \$'s through a state program. This expansion not only added substantially more square footage, it created approximately 35 full-time new jobs.

The EDC also has provided support on other concern's we've encountered with the state, and has provided invaluable guidance in dealings with the City of Madera engineering and planning departments for past projects.

In closing, I just want to emphasize the value of the service the EDC has provided to Evapco. We would expect you to do the right thing and continue funding this invaluable business community advocate and asset.

Sincerely,

Stephen Levake
General Manager - Evapco West

GM CIA

Greater Madera County
INDUSTRIAL ASSOCIATION

March 25, 2019

Mayor Medellin
City of Madera
205 West 4th Street
Madera, CA 93637

Dear Mayor Medellin,

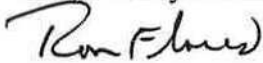
I am contacting you on behalf of the Greater Madera County Industrial Association (GM CIA). Our organization has approximately 20 members, all local manufacturers. The GM CIA holds regular monthly meetings to discuss key issues impacting our businesses. We also support the local schools with investment of our time and money.

Our members want to express our full support and appreciation for the Madera County Economic Development Commission (MCEDC). Not only do they act as the administrative arm for GM CIA, doing financials, setting agendas and securing informative speakers for our meetings, they are the organization our members depend on when in need of assistance. We turn to MCEDC to assist us as a group and individually. When we need support on a federal, state or local issue it is MCEDC that provides us with the timely help that is critical to our businesses.

Our membership whole heartily feel that MCEDC is the most valuable asset the city and the county has when dealing with business related issues.

GM CIA and its members strongly recommend your full support of MCEDC.

Respectfully submitted,



Ron Flores
President

2425 W. Cleveland Ave., #101

Madera, CA 93637

559.675-7768

www.maderaindustry.org

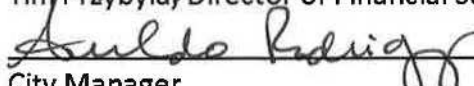


REPORT TO CITY COUNCIL

Approved by:



Tim Przybyla, Director of Financial Services



Aurelio Rodriguez
City Manager

Council Meeting of: April 3, 2019

Agenda Number: E-2

SUBJECT:

Mid-Year Operational Budget Report and Consideration of a Resolution Authorizing and Approving Amendments to the City's Fiscal Year (FY) 2018/2019 (18/19) Budget

RECOMMENDATION:

- A. Consider the Mid-Year Budget Report; and,
- B. Approve the Resolution Authorizing and Approving Amendments to the FY18/19 Budget.

DISCUSSION:

The City adopts an annual operating budget based on projected revenues and expenditures anticipated during the fiscal year, defined as July 1 through June 30 of the following year. This report provides a mid-fiscal year overview of how revenues and expenditures compare to original projections and offers amendments for consideration as needed. The purpose of a Mid-Year Budget Report is to:

- Measure how City departments are performing relative to adopted operational budgets;
- Determine if any budget adjustments are necessary; and
- Serve as a starting point in the preparation for next year's budget.

Upon review of the City's revenues and expenditures, departments are performing well and within their respective budgets. Staff has identified necessary budget amendments to be considered by Council to accurately reflect business needs for the remainder of FY 18/19. These amendments are necessary due to changes which occurred after adoption of the budget, such as:

- Changes resulting from the amended agreement with Mid Valley Disposal, the City's refuse collection service provider.
- Shifting of costs between street projects.
- Increased costs for some street projects.

Fund Overview

Prior to providing details of specific funds, it is worth providing an overview of three key elements that guide policy and funding: the City's General Fund Reserve Policy, Measure K, and the Utility Fund.

A. Summary of the General Fund Reserve Policy

In 2017, the Council approved a General Fund Balance Reserve Policy. This policy calls for a reserve to be held that is equal to 30 percent of the General Fund budget. The reserve is subdivided into the following designations:

1. Cash flow: 15%
2. Stabilize revenues: 5%
3. Catastrophic emergencies: 10%

The City of Madera General Fund currently holds approximately \$17 million in Fund Balance, with over \$11.6 million assigned to Reserves, \$2.7 million designated or assigned for certain obligations, and the remaining \$2.7 million in General Fund Unassigned Fund Balance. The \$11.6 million of Reserves in the General Fund represents 30 percent of the \$38.6 million adopted General Fund Budget for FY18/19. The City's General Fund Reserve Policy calls for the Unassigned Fund Balance (referred to in the Policy as "Undesignated and Unrestricted Reserves") to be appropriated to fund the following purposes:

- Emergency expenditures
- Capital improvement projects
- Other non-recurring expenditures
- To offset lost revenue during times of economic downturn

The Policy also calls for Council to establish a minimum for these Undesignated and Unrestricted Reserves during the adoption of the fiscal budget. This information is provided at this time so that Council can begin preparing for this discussion during the upcoming FY 19/20 budget process.

B. Summary of Measure K

Measure K, a component of the General Fund that per Council direction is solely to be used for public safety, was approved by the voters in November 2016. Measure K is a one-half percent transactions and use tax that is charged based on the destination of taxable goods rather than where the goods are sold. This tax revenue is not subject to the City's tax sharing agreement with the County of Madera. For FY18/19, Measure K is projected to generate approximately \$5 million. These funds are split equally between the Police and Fire Departments. To date, funds have been utilized for the following:

- 14 additional Police personnel positions.

- Equipment, vehicles, training and improvements in policing technology.
- Planning and designing a new City Fire Station, which is expected to be completed within the year.

Upon completion of the new Fire Station, Measure K will pay for the operations of said station, including the contracted (CalFire) staffing and debt service related to the station's construction.

C. Overview of Utility Funds

During the preceding four years, the City has repositioned itself from one of falling behind on its debt service coverage in the Water and Sewer Funds and facing a mounting list of deferred maintenance, to one that will generate adequate funds to maintain an adequate level of service for community residents. The positive impacts of the recent rate increases have also placed the City in a better position to borrow funds at lower interest rates than it would have otherwise been able.

Council directed staff to have Raftelis Consulting perform a Rate Study Update (Study) that assessed the appropriateness of the current water rates and scheduled increases, and sought potential opportunities to reduce rates or to defer implementation on previously approved rate increases. Based on the findings contained in the Study, Council elected to reduce the scheduled rate increase from 10 percent to 6 percent for the non-water conservation rates and postponed the implementation of that increase from July 1, 2018 until January 26, 2019. In addition, the water conservation portion of the water rates were reduced by 50 percent, considerably lowering water rates for those customers who use more water than average, particularly during the warmer months when they find it necessary to water their landscape more than usual.

General Fund:

The General Fund is the most unrestricted fund that holds the City's revenues to pay for such important services as police, fire, parks, urban planning, and roads. Most General Fund monies can be used for any legitimate public purpose that the City finds important.

During the FY18/19 Budget adoption process, Council and staff acknowledged the need to be fiscally prudent given that revenues were not anticipated to cover expenses. To date, the City is projected to generate adequate revenue to cover expenses, commonly referred to as a balanced budget.

At Mid-Year (i.e. December 31, 2018), the entire General Fund was at 47.2 percent of budgeted revenues and 47.1 percent of annual budgeted expenditures. A table is not provided for the entire General Fund. However, Table 1 and Table 2 provide the breakdown for the two major components of the General Fund, which are Fund 1020 (General) and Fund 1025 (Measure K).

Within the General Fund are various components. However, Funds 1020 and 1025 are the largest components of the General Fund, representing nearly 94 percent of the General Fund. As such, they are of most concern and will be the primary focus of this report.

Table 1: General Fund Account 1020

<i>Description</i>	<i>Original Budget</i>	<i>Revised Budget</i>	<i>Year-to-date Actual</i>	<i>% of Original</i>	<i>% of Revised</i>
Total 1020 Revenue	(31,000,035)	(31,040,035)	(14,747,687)	48%	48%
Total 1020 Salaries & Benefits	20,693,781	20,712,031	9,680,371	47%	47%
Total 1020 Maintenance & Operations	11,066,050	11,131,604	4,452,788	40%	40%
Total 1020 Operational Expenditures	31,759,831	33,473,321	14,133,159	45%	42%
Total 1020 Operational (Surplus)/Deficit	759,796	2,433,286	(614,528)	Surplus	
<i>Capital Outlay</i>					
Total 1020 Capital Outlay	409,170	1,629,687	1,231,790	301%	76%
Total 1020 (Surplus)/Deficit after Cap Outlay	1,168,966	4,062,973	617,262	Deficit	

At Mid-Year, Fund 1020 revenues stood at approximately 47.6 percent of the annual budget and expenditures were approximately 47.8 percent of budget. A couple of points worth highlighting:

- Capital Outlay expenditures were at 301 percent of Original Budget at Mid-Year. This can largely be attributed to the \$1.2 million for the purchase of an additional Police facility. The purchase of this facility was approved in FY17/18 however funds were expended in FY18/19.
- The Capital Outlay budget for the Police facility purchase was carried over into the current FY, which revised the budget to \$1,629,687 (see Table 1 Capital Outlay figure under the Revised Budget column). This placed the Capital Outlay expenditures at 75.6 percent of the revised budget amount at Mid-Year.

To avoid such carry-overs in the future, staff is in the preliminary stages of creating a separate Capital Project Fund. This will:

- Simplify the accounting for such carry-overs.
- Allow staff to transfer funds from the General Fund by way of transfers directly into the separate account.
- Avoid spikes caused by projects that may span multiple fiscal years, but experience the majority of their funding in a single year.

Early reports indicate that all General Fund departments will complete the FY within their budgeted expenditures. Although expenditures appear to be low (under 50 percent), departments have indicated that they should come closer to budget on their expenditures.

With the savings from vacant positions and in maintenance and operational (M&O) costs, there appear to be adequate funds to result in the General Fund ending the FY with a balanced budget, rather than the originally projected \$1.3 million deficit.

As evidenced in Table 1, actual expenditures exceeded revenues by \$617,262 at Mid-Year. However, this is primarily due to the roughly \$1.2 million that was expended on the additional Police facility. If not for that carried-over expenditure, actual Fund 1020 revenues would be exceeding expenditures by approximately \$580,000 at Mid-Year.

General Fund Revenue:

As noted above, the General Fund is comprised of various funding sources. In short, more than 170 revenue line items make up total revenues for Fund 1020 alone. Rather than provide an in-depth analysis of each line item, the top 10 General Fund revenue sources, which generate nearly 77 percent of revenue, are summarized below.

Table 2: Top 10 General Fund Revenues; Account 1020

<i>Description</i>	<i>Original Budget</i>	<i>Year-to-date</i>	<i>% Received</i>
Sales & Use Taxes	\$ 8,200,000	\$ 3,570,260	44%
Property Tax In-Lieu of VLF	\$ 5,530,000	\$ 2,975,217	54%
Current Secured Property Tax	\$ 3,500,000	\$ 2,308,121	66%
Engineering Fees, Projects and Transfers In	\$ 1,712,459	\$ 395,843	23%
Interfund Charges/Admin OH	\$ 1,597,655	\$ 798,827	50%
Police Fees, Grants and Contracts	\$ 1,596,256	\$ 672,198	42%
Building Permit and Plan Check Fees	\$ 1,167,500	\$ 713,462	61%
Transient Occupancy Tax	\$ 800,000	\$ 473,317	59%
Business License Tax	\$ 450,000	\$ 437,973	97%
Cable Utility Franchise Tax	\$ 695,000	\$ 72,159	10%
Total 10 Ten Revenues - Fund 1020	\$ 25,248,870	\$ 12,417,377	49%

1. **Sales & Use Tax:** At Mid-Year, the City's Sales Tax receipts amounted to 43.5 percent of the annual budget. Of note:
 - a. Sales Tax receipts shown are as of November 2018 due to a lag in when payments are received from the State.
 - b. A small percentage of these revenues (3.75 percent plus \$50,000 annually) will need to be paid out to the County of Madera, per the Tax Sharing Agreement.
 - c. Based on updated projections prepared by Muni Services, staff is estimating that Sales Tax for FY18/19 will exceed the \$8.2 million budgeted by approximately \$458,000.

2. **Property Tax In-Lieu of VLF (Vehicle License Fees):** This revenue source reflects the “VLF Swap” made in 2005 under which the State significantly reduced VLF payments (and ultimately eliminated them) but backfilled (“swapped”) them in an equal amount for an increased share of property roll taxes. As such, this is another form of property tax where the “base” is determined on the amount “swapped” in 2005 plus growth in assessed valuation like the City’s “regular” property taxes. Worth noting:
 - a. The City is in receipt of its first installment from the County.
 - b. The second installment is anticipated to be received from the County sometime in May and should be in the same amount as the first installment.
 - c. Based on this information, the City should anticipate a total of \$5,950,434 for FY18/19 rather than the budgeted \$5,530,000. This \$420,434 difference will help reduce the \$1.3 million deficit that was projected at the time of budget adoption.
3. **Current Secured Property Tax:** The first installment of Property Tax was received from the County in late January, and the second installment is likely to be received sometime in May. However, included in the first installment is nearly \$546,864 of Redevelopment Property Tax Trust Fund (RPTTF) money, which is pass-through money for the City that is related to the former Madera Redevelopment Agency. Property Tax collections are much less predictable than Property Tax In-Lieu of VLF, as the second installments vary considerably from the first installment. However, based on past receipt trends, staff anticipates that total Property Tax receipts for FY18/19 may approximate the original budgeted amount of \$3.5 million.
4. **Engineering Fees, Projects and Transfers In:** Engineering revenues are budgeted at \$1,712,459 for FY18/19. At Mid-Year, actual revenues amount to \$408,701 or 23 percent of the budget. The primary reason for this low percentage is that project management charges have not been charged at the time of this report. At \$920,000, Interfund Charges/Project Management makes up 53.7 percent of the Engineering Division’s revenue budget. Engineering indicates that the posted project charges will be \$463,359 of revenues for the first half of the FY to Interfund Charges/Project Management. This amount was not included in any of the rest of the discussions in this report. But, this additional revenue would bring these revenues up to 50.2 percent as of Mid-Year.
5. **Interfund Charges (Administration and Overhead):** Certain administration and overhead costs can be allocated to departments that are served by such administrative departments as the City Clerk, City Council, City Attorney, City Manager, Human Resources, and Finance Departments. The City recaptures these costs from non-General Fund departments in the amounts that are based on various factors such as number of employees, number of agenda items, budget amounts, and square footage. The City employs formulas provided by Cost Tree, an independent company, to determine

universally accepted methods. Charges are recorded by way of monthly recurring journal entries and are at 50 percent of budget at Mid-Year.

6. **Police Fees, Grants and Contracts:** Police Department revenues in Fund 1020 are budgeted at \$1,596,256 for FY18/19 with 42 percent of that having been received as of Mid-Year. Staff anticipates that sufficient additional revenues (including drawdowns on grants and contracted charges) will roll in during the FY to bring revenues close to the budgeted \$1.6 million amount.
7. **Building Permit and Plan Check Fees:** The Building Division generates revenues for services rendered. As of Mid-Year, the Building Division collected 61 percent of projected budgeted revenues and anticipated that they are likely to meet and exceed their revenue budget by the end of the current FY.
8. **Transient Occupancy Tax:** At Mid-Year, Transient Occupancy Tax (TOT) was reported at 59.2 percent of the annual budgeted revenues for FY18/19. This tax is levied on persons staying in hotels.
9. **Business License Tax:** A Business License Tax is a tax imposed on businesses for the privilege of conducting business in the City. The bulk of this tax is collected and recorded in July when business licenses are renewed. At Mid-Year, 97 percent of budgeted revenues had been recorded. As new businesses apply for licenses or as delinquent payments are remitted, these revenues appear to be on target to meet the anticipated \$450,000 budget.
10. **Franchise Tax:** Franchise Fees are funds paid to the City from utility companies for use of public streets or right-of-way, such as cable and electric services. For simplicity in this report, staff has combined the Cable and Electric Franchise Tax line items. Combined, they were budgeted at \$695,000 for FY18/9 with only \$72,159 or 10.4 percent being received at Mid-Year. The majority of these funds are commonly received during the second half of the FY. These revenues appear to be consistent with projected revenues and past practice.

Measure K Revenues:

As summarized in Table 3, Measure K funding has generated 43.5 percent of budgeted revenues while 31.5 percent of budgeted expenditures have been spent, with encumbrances not included in the expenditure percentages. The Measure K Sales Tax revenues are at less than 50 percent at Mid-Year given that there is a two to three-month delay in monthly Sales and Use Tax receipts.

Early estimates provided by Muni Services indicate that the City will reach its anticipated projections, and should the economy not experience a downturn, the fund may potentially exceed forecasts.

A few items worth highlighting pertaining to Measure K:

- a. Operational expenditures combined (Salaries & Benefits and M&O) were at 57 percent of budget at Mid-Year.
- b. Capital Outlay was only at 10.5 percent given that much of the Capital Outlay will be expended on the new Fire Station over the next year or so.
- c. Expenditures were at 31.5 percent of budget at Mid-Year, however it is anticipated that expenditures will be at 100 percent by FY end.
- d. While the new Fire Station will be constructed, there are not adequate funds to finance its construction. As a result, additional funding will be required in the form of financing.

Table 3: Measure K Fund 1025

<i>Description</i>	<i>Original Budget</i>	<i>Revised Budget</i>	<i>Year-to-date Actual</i>	<i>% of Original</i>	<i>% of Revised</i>
Total 1025 Revenue	(4,266,621)	(4,266,621)	(1,854,066)	43%	43.5%
Total 1025 Salaries & Benefits	1,532,050	1,532,050	953,345	62%	62.2%
Total 1025 Maintenance & Operations	385,954	415,833	146,608	38%	35.3%
Total 1025 Operational Expenditures	1,918,004	1,947,883	1,099,953		
Total 1025 Operational (Surplus)/Deficit	(2,348,617)	(2,318,738)	(754,113)	Surplus	
<i>Capital Outlay</i>					
Total 1025 Capital Outlay	2,348,617	2,525,684	245,481	10%	9.7%
Total 1025 (Surplus)/Deficit	-	206,946	(508,632)	Surplus	

Enterprise Funds:

Enterprise funds are municipal services that are funded through fees charged to partly or wholly cover the costs of the services provided. Enterprise activities are roughly analogous to a private sector business.

At Mid-Year, Enterprise Fund revenues stood at approximately 50 percent of the annual budget and expenditures were approximately 43 percent of budget. Included in the Enterprise Funds are:

- Water
- Solid Waste
- Dial-A-Ride
- Wastewater (sewer)
- Airport
- Fixed Route Bus
- Drainage
- Golf Course

At Mid-Year, it is anticipated that all divisions within the Enterprise Funds will complete the FY within their budgeted expenditures. Although expenditures appear to be lower than anticipated, the departments have indicated that they should come close to budget on their annual operational expenditures. Total Enterprise Fund capital expenditures at Mid-Year were at 56

percent of original budget and 26 percent of revised budget (not shown in tables). Unexpended capital outlay budgets from prior years are carried forward and added to the current year's original budgets. Therefore, capital outlay expenditures could potentially exceed original budget amounts for the current FY. Public Works and Engineering are working closely together to prioritize projects and to ensure that funds are available for the most pressing capital projects. The Water, Sewer, and Solid Waste Funds make up about 90 percent of the total Enterprise Fund budget, which are discussed in greater detail below.

Table 4: Enterprise Fund Totals

<i>Description</i>	<i>Original Budget</i>	<i>Year-to-date</i>	<i>% of Budget Used</i>
Revenue	(30,931,010)	(15,501,029)	50%
Salaries & Benefits	6,926,070	3,061,491	44%
Maintenance & Operations	19,508,406	7,679,095	39%
Capital Outlay	4,325,500	2,423,191	56%
Total Expenditures	30,759,976	13,163,777	43%
(Surplus)/Deficit	(171,034)	(2,337,252)	Surplus

Water Fund

Water revenues are at nearly 52 percent at Mid-Year. This is consistent with historic trends due to the fact that the warmest months that drive increased outdoor watering fall at the beginning of the fiscal year. The 6 percent increase to the regular water rates along with the 50 percent reduction to the water conservation portion of the rates that became effective in February should have a slight impact on actual revenues. However, staff anticipates that actual water revenues for FY 18/19 will at least meet original budget projections. Operational expenditures are at 48 percent for Salaries and Benefits and 40 percent for M&O. Capital Outlay is well below 50 percent, with only 8 percent expended at Mid-Year (excluding encumbrances). This can be attributed to the process which requires that the City bid projects and the complexity of such projects. Regardless, the Public Works Division estimates that total actual Water Fund revenues and expenditures will approximate budgeted revenue and expenditure amounts by the end of the current FY.

Table 5: Water Fund - Account 2030

<i>Description</i>	<i>Original Budget</i>	<i>Revised Budget</i>	<i>Year-to-date Actual</i>	<i>% of Original</i>	<i>% of Revised</i>
Total 2030 Revenue	(12,003,611)	(12,003,611)	(6,193,875)	52%	52%
Total 2030 Salaries & Benefits	2,463,654	2,463,654	1,183,104	48%	48%
Total 2030 Maintenance & Operations	5,413,711	5,619,028	2,178,865	40%	39%
Total 2030 Operational Expenditures	7,877,365	8,082,682	3,361,969	43%	42%
Total 2030 Operational (Surplus)/Deficit	(4,126,246)	(3,920,929)	(2,831,906)	Surplus	
<i>Capital Outlay</i>					
Total 2030 Capital Outlay	2,675,000	2,910,135	213,207	8%	7%
Total 2030 (Surplus)/Deficit	(1,451,246)	(1,010,794)	(2,618,699)	Surplus	

Sewer Fund

The Sewer Fund revenues appears to be on track at 51 percent of projected revenue. However, operational expenditures are running lower than budget at Mid-Year, with 41 percent of the annual Salaries and Benefits budget and 25 percent of the M&O budget expended. Similar to the General Fund’s Capital Outlay revisions to the budget related to the Police facility, the Sewer Division carried-over and/or increased its Capital Outlay budget during the current FY to complete critical projects that are needed to maintain and improve operations at the Waste Water Treatment Plant (WWTP). Although the Sewer Fund’s Capital Outlay budget was at 161 percent of Original Budget at Mid-Year, it has not exceeded its Revised Budget. Public Works, Engineering, and Finance have been working closely together to prioritize projects and to ensure that funds are available and budgeted to complete the said projects.

Table 6: Sewer Fund - Account 2040

<i>Description</i>	<i>Original Budget</i>	<i>Revised Budget</i>	<i>Year-to-date Actual</i>	<i>% of Original</i>	<i>% of Revised</i>
Total 2040 Revenue	(10,014,257)	(10,014,257)	(5,123,104)	51%	51%
Total 2040 Salaries & Benefits	2,700,788	2,700,788	1,094,005	41%	41%
Total 2040 Maintenance & Operations	6,585,371	7,001,068	1,633,294	25%	23%
Total 2040 Operational Expenditures	9,286,159	9,701,856	2,727,299		
Total 2040 Operational (Surplus)/Deficit	(728,098)	(312,401)	(2,395,805)	Surplus	
<i>Capital Outlay</i>					
Total 2040 Capital Outlay	1,360,250	5,825,183	2,190,007	161%	38%
Total 2040 (Surplus)/Deficit	632,152	5,512,783	(205,798)	Surplus	

Solid Waste Fund

The Solid Waste Fund appears to be on trend to complete the year on budget.

Table 7: Solid Waste Fund - Account 4760

<i>Description</i>	<i>Original Budget</i>	<i>Revised Budget</i>	<i>Year-to-date Actual</i>	<i>% of Original</i>	<i>% of Revised</i>
Total 4760 Revenue	(5,960,674)	(6,010,674)	(3,087,736)	52%	51%
Total 4760 Salaries & Benefits	900,243	900,243	402,230	45%	45%
Total 4760 Maintenance & Operations	5,538,906	5,607,998	2,998,943	54%	53%
Total 4760 Operational Expenditures	6,439,149	6,508,241	3,401,172		
Total 4760 Operational (Surplus)/Deficit	478,475	497,567	313,436	Deficit	
<i>Capital Outlay</i>					
Total 4760 Capital Outlay	150,250	150,250	-	0%	0%
Total 4760 (Surplus)/Deficit	628,725	647,817	313,436	Deficit	

PROPOSED FY18/19 BUDGET AMENDMENTS

The Mid-Year budget provides a snap shot of how the City is performing based on budget projections and actual expenditures. In addition, it allows an opportunity to identify potential amendments to ensure that the departments have adequate budgets to provide for their necessary expenditures throughout the FY. The departments appear to be functioning well within their budgets, thus far. However, Engineering and Public Works have identified a few amendments to make at this time. These proposed amendments include:

1. A shift of budget dollars between capital projects and/or additional appropriations for projects by the Engineering Division.
2. A budget amendment to the Public Works budget related to the amended agreement with Mid Valley Disposal which increases Contracted Services by \$392,000. That increase is partially offset by \$249,000 of savings related to the amended agreement.

In total, a net increase of \$422,000 in appropriations is being requested in Exhibit AA. None of those requested amendments impact the General Fund.

FINANCIAL IMPACT:

The proposed budget amendments result in a total net increase in appropriations of \$422,000, with \$143,000 going to the Solid Waste Fund (Enterprise Fund) and \$279,000 going to various Special Revenue Funds that fund street projects.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Approval of this item is consistent with Strategy 115 of the Vision Plan - Economic Resource Provision: Ensure sufficient economic resources to provide adequate City services and prepare for future growth. It is also in line with funding core services as articulated by the Vision Madera 2025 Plan.

ALTERNATIVES:

Should Council not take action on the proposed mid-year budget amendments, the adopted budget will remain unchanged.

ATTACHMENTS:

1. Resolution authorizing and approving amendments to the City of Madera FY18/19 Budget

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, AUTHORIZING
AND APPROVING AMENDMENTS TO THE CITY OF MADERA
FISCAL YEAR 2018/2019 BUDGET**

WHEREAS, City staff has completed a Mid-Year budget review and determined that certain budget amendments are necessary; and

WHEREAS, funds are available for capital projects and operational costs; and

WHEREAS, the additional capital project and operational costs are necessary for the City; and

WHEREAS, the amendments to the City of Madera Fiscal Year 2018/2019 Budget, listed in Exhibit AA attached hereto, are necessary to fund the capital project and operational expenses of their respective departments and to account for the expenses.

NOW THEREFORE, THE COUNCIL OF THE CITY OF MADERA DOES HEREBY resolve, find and order as follows:

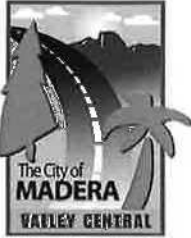
1. The above recitals are true and correct.
2. The appropriations for the items listed in Exhibit AA, attached hereto, are approved.
3. The City Clerk is authorized and directed to forward a copy of the resolution to the Director of Financial Services, who is authorized to take such action as necessary to implement the terms of this resolution.
4. The resolution is effective immediately upon adoption.

**EXHIBIT AA
CITY OF MADERA**

Budget Appropriations: Res. 19- 04/03/2019

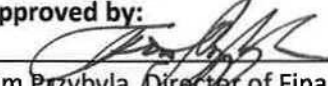
Mid-Year Budget Adjustments for Fiscal Year 2018/19

FUND	ORG CODE	OBJECT CODE	DESCRIPTION	DEBITS (+)	CREDITS (-)
<u>Solid Waste Disposal (4760)</u>					
	47603600	5000	Salaries/Full-Time		99,000
	47603600	7000	Vehicles and Equipment		150,000
	47603600	6440	Contracted Services	392,000	
			Adjustments related to amended Mid Valley Disposal agreement and Vehicle & Equipment savings		
<u>RSTP Federal Exchange (4131)</u>					
	41313250	7050	R-000057 Fourth-Lake-Central		505,000
	41313250	7050	R-000010 Olive Ave Widening	505,000	
	41313250	7050	R-000046 Lake St Widening		14,363
	41313250	7050	R-000010 Olive Ave Widening	14,363	
			Transfers between projects		
<u>Measure T Capital Facilities (4151)</u>					
	41514470	7050	R-000046 Lake St Widening		900,000
	41514470	7050	R-000010 Olive Ave Widening	900,000	
	41514470	7050	R-000065 2017-18 City Streets 3R/ADA		90,000
	41514470	7050	R-000070 2018-19 City Streets 3R/ADA	90,000	
			Transfers between projects		
<u>Local Transportation Funding Street Projects (4200)</u>					
	42005330	7050	R-000068 Golden State Shoulder Paving	30,000	
	42005330	7050	R-000060 Storey Rd Shoulder Paving	4,000	
			To appropriate additional funds for increased construction costs, coming from Fund Balance		
<u>Measure T Environmental Enhancement (4157)</u>					
	41570000	7050	PK-00008 FRT Gateway/UPRR Crossing	218,000	
			To appropriate additional funds for increased construction costs, coming from Fund Balance		
<u>Congestion Mitigation and Air Quality - CMAQ (4170)</u>					
	42005330	7050	R-000060 Storey Rd Shoulder Paving	27,000	
			To appropriate additional funds for increased construction costs, coming from Fund Balance		
				2,180,363	1,758,363

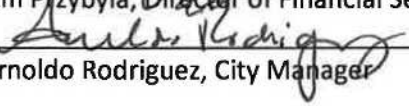


REPORT TO CITY COUNCIL

Approved by:



Tim Przybyla, Director of Financial Services



Arnoldo Rodriguez, City Manager

Council Meeting of: April 3, 2019

Agenda Number: E-3

SUBJECT:

Discussion and Direction from the City Council (Council) as to the Type of Sale and Term of the proposed Lease Revenue Bonds to Finance the Fire Station Project

RECOMMENDATION:

It is recommended Council provide direction to the Financing Team to proceed with a public offering of lease revenue bonds with a 20-year term and direct the team to bring the financing and related documents to the Council meeting of April 17, 2019, for consideration.

SUMMARY:

On June 6, 2018, staff and the City's Municipal Advisor presented various financing alternatives seeking direction as to the type of sale and the term of lease revenue bonds proposed to be sold to finance the fire station. The Council directed staff to prepare the 30-year public offering of lease revenue bonds and approved hiring the following team of professionals to assist in the process along with City staff (Financing Team):

Municipal Advisor:	Del Rio Advisors, LLC
Bond / Disclosure Counsel:	Kronick
Underwriter:	Brandis Tallman LLC

As in 2018, the Financing team is once again proposing the City sell lease revenue bonds to finance the fire station. Under California Law, the sale of lease revenue bonds are how public agencies finance general fund infrastructure, like fire stations. Essentially, the City will lease assets to the Madera Public Financing Authority (the Authority) and then lease them back from the Authority over time. The Authority is governed by the same individuals who serve on the Council. The lease payments paid by the City to the Authority are then paid to bondholders or direct placement lender in the form of debt service. When the lease revenue bonds are paid off, the leased assets revert to the City.

The Financing Team has identified essential assets with enough value to serve as the leased assets. The Financing Team is proposing the following assets be considered:

- Fire Station #7 (Schnoor Avenue)
- Police Facility Administration Building

The Financing Team has been working on the various documents while the City prepared the design specifications for the new fire station, prepared project budgets, and bid the project. In June 2018, it was anticipated that the project would require \$5.2 million to be financed through a bond sale. As the project evolved and is better defined, the amount required to finance the project has been reduced to \$4.5 million. Due to the reduced amount to be financed, the Financing Team determined that a reevaluation of the various financing alternatives is in the best interests of the City.

DISCUSSION:

The Financing Team has evaluated several alternatives to finance the needed \$4.5 million. The required financing was determined per the following:

Construction Costs	\$8,368,369
Existing funds available per Measure K	\$3,868,369
Net project amount to be financed	\$4,500,000

Available financing options include (1) public offering and a (2) direct placement. The term of the financing is critical since Measure K dollars will be the expected internal source of repayment not only for the financing but also for ongoing operations of the facility. The shorter the term of the bonds, the higher the annual debt service payments and the more Measure K funds are required to pay the annual debt service. On the other hand, the longer the amortization, the lower the annual payments but greater interest is paid over time. The latter has the potential to significantly increasing the total cost of the facility. The goal from this exercise is to find the balance between the level of annual payments and the total interest paid over time.

Public Offering

A public offering is the marketing and sale of bonds by an underwriter to both retail and institutional investors in a public sale. A public offering requires the preparation of an official statement, the primary marketing document used by the underwriter to sell the bonds. The document will describe not only the bonds, but also describes the City’s financial condition, the local economy, and demographics. A public offering also requires applying for and paying for a rating from Standard & Poor’s Corporation (“S&P”). The public market also requires a reserve fund or equivalent (surety policy) to act as the first line of defense in the event of default on bond payments. The City does not currently have a public rating on its’ General Fund. Public offerings generally have lower interest rates in comparison to a direct placement, however it takes longer (90-120 days) and costs more to bring to the market because of the need to prepare the official statement and the costs of the rating process.

Table 2 on the following page shows the estimated costs of issuance budget for a public offering and is included in the amount borrowed:

Table 2: Cost of Issuance for Public Offering

<i>Line Item</i>	<i>Amount</i>
Bond/Disclosure Counsel	\$40,500
Municipal Advisor	\$42,500
Municipal Advisor Expenses	\$750
Standard & Poor Rating Fee	\$15,000
Trustee	\$5,000
Trustee Counsel	\$2,500
Title Insurance	\$7,500
Printing	\$5,000
Miscellaneous	\$6,250
Total	\$125,000

In addition to the fixed costs above, the bonds will also pay the fee of the underwriter known as the “underwriter’s discount” that is a variable cost currently estimated at \$25,433, or 0.58% of the estimated amount to be issued. In addition, to provide credit enhancement, it is anticipated that the City will purchase bond insurance and a surety for the reserve fund which are also variable costs and are currently estimated to cost \$28,787 and \$12,919, respectively. This brings the total estimated costs associated with the issuance to \$192,139.

Direct Placement

A direct placement is the purchase of bonds by a single institution, primarily commercial banks that operate in the municipal space. The City has completed several direct placements. The direct placements include one for the refunding of the golf course and police station project in 2017, another for the CFD 2006-1 refunding earlier this year, and another for the water/sewer refunding in 2015. A direct placement is less time consuming (45-60 days) and costs less to document than a public offering. But, a direct placement is often sold at a higher interest rate in comparison to a public offering. Most direct placement lenders do not require funding a reserve fund but will only bid on a direct placement of 15 years or less. If you move beyond a 15-year final maturity, the number of commercial banks that operate in the municipal space is greatly diminished. According to the Financing Team, for a term of 20 to 25 years, often times a single, or two banks may express interest. Table 3 on the following page shows the estimated costs of issuance budget for a direct placement:

Table 3: Cost of Issuance for Direct Placement

<i>Line Item</i>	<i>Amount</i>
Bond Counsel	\$20,000
Municipal Advisor	\$27,500
Municipal Advisor Expenses	\$750
Placement Agent	\$17,000
Lender's Legal	\$10,000
Title Insurance	\$7,500
CDIAC	\$1,300
Miscellaneous	\$2,950
Total	\$87,000

Public Offering vs. Direct Placement Comparison

The cost-benefit relationship between a public offering and direct placement varies constantly with changing market conditions. Table 4 summarizes the various scenarios, assuming market interest rates as of February 11, 2019. The public offering scenarios assume an investment grade rating of the General Fund, bond insurance and the purchase of a surety policy for the reserve fund.

Table 4: Summary of Scenarios

<i>Sale Type</i>	<i>15-Year Direct Placement</i>	<i>20-Year Public Offering⁽¹⁾⁽²⁾</i>	<i>20-Year Direct Placement</i>	<i>25-Year Public Offering⁽²⁾</i>	<i>30-Year Public Offering⁽²⁾</i>
Project Fund	\$4,500,000	\$4,500,000	\$4,500,000	\$4,500,000	\$4,500,000
Costs of Issuance	\$87,000	\$192,900	\$87,000	\$198,859	\$199,624
Par Amount ⁽³⁾	\$4,587,000	\$4,385,000	\$4,587,000	\$4,495,000	\$4,530,000
Average Fiscal Year Debt Service ⁽³⁾	\$399,197	\$320,423	\$329,920	\$283,458	\$259,144
Total Debt Service⁽³⁾	\$5,972,428	\$6,397,037	\$6,585,576	\$7,069,858	\$7,762,328
"All-in" TIC ⁽³⁾⁽⁴⁾	3.88%	3.62%	4.02%	3.83%	3.95%
Final Maturity Year (May 1)	2034	2039	2039	2044	2049

(1) Currently recommended sale type and term by the Financing Team

(2) Assumes bond insurance and a surety for the reserve fund

- (3) Includes estimated market interest rates as of February 11, 2019. All scenarios include the costs of issuing the respective obligation. Public offering includes fees for bond rating, bond insurance and surety for the reserve fund.
 - (4) "All-In" TIC stands for "All-In True Interest Cost" which is the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the principal amount of the bonds including all costs of issuance for the bonds. It is the standard measure used in municipal finance and represents the blended interest rate on the bonds. This is equivalent to the annual percentage rate, the interest rate and all costs associated with a mortgage.
-

Based on the lower amount to be financed and current market conditions as of February 11, 2019, the recommended sale type is a public offering of lease revenue bonds with a 20-year term. This would result in:

- An estimated annual payment of \$320,423
- An estimated total debt service of slightly less than \$6.4 million
- An estimated blended interest rate ("TIC") of 3.62%

The Financing Team has determined that the 20-year term provides an annual debt service figure that minimizes the amount of interest to be paid over the life of the bonds, while being within projected Measure K revenues for fire services. The 20-year public offering is more cost effective than the 20-year direct placement, making the public offering alternative slightly more attractive. Should the City Council concur, the Financing Team intends to pursue a rating from S&P and will seek to qualify the lease revenue bonds for bond insurance and a surety policy for the reserve fund from one of the two remaining bond insurers: Build America Mutual or Assured Guaranty.

Worth noting is that the City may pay off the lease revenue bonds after 10 years without a prepayment penalty.

Leased Assets

Under California Law, the sale of lease revenue bonds are how public agencies finance general fund infrastructure, like fire stations. Essentially, the City will lease assets to the Authority and then lease them back from the Authority over time. The lease payments paid by the City to the Authority are then paid to bondholders or the direct placement lender in the form of debt service. When the lease revenue bonds are paid off, the leased assets revert to the City. Therefore, the City needs to lease one or more essential assets to the Authority. The insured value of the leased asset needs to be at least equal to or greater than the principal amount borrowed, currently estimated at \$4,385,000.

The par amount of the lease revenue bonds, currently estimated at \$4,385,000, is lower than the proposed \$4,500,000 to be borrowed to finance the fire station. In this market environment, the bonds are expected to be sold at a premium generating enough proceeds to fund the not only the project fund in the amount of \$4,500,000 but also fund the costs of issuance associated with issuing the lease revenue bonds.

As part of the refinancing of the golf course and police station at the end of 2017, the City used the Corporation Yard as the leased asset and released City Hall and the Police Facility Administration Building from their respective leases. The Financing Team is recommending that the following be used as the leased assets as part of the sale of the lease revenue bonds:

- Fire Station #7 (Schnoor Avenue)
- Police Facility Administration Building

<i>Table 5: Available Lease Assets</i>	
<i>Asset ⁽¹⁾</i>	<i>Insured Value</i>
City Hall and Engineering Annex	\$3,704,839
Senior Community Center	\$720,597
Fire Station #6	\$1,286,508
Fire Station #7	\$1,284,604
WWTP Administration / Operations Bldg. ⁽²⁾	\$3,478,084
Old Redevelopment Center (Vacant)	\$365,311
Redevelopment Agency Office	\$1,335,330
Police Facility Administration Building	\$4,028,045

(1) Corporation Yard Excluded (Used as asset for refunding of golf course and police station project)

(2) WWTP: Wastewater Treatment Plant

Under California Law, the City covenants to appropriate lease payments in their annual budget. The lease is subject to “abatement” if the City no longer has “use and occupancy” of the leased asset, the lease payments must be equal to “fair rental value” and, in the event of default, the lease cannot be accelerated.

Federal tax law requires that the lease term cannot exceed the useful life of the improvements by more than 125 percent. In addition, 85 percent of the proceeds of the bonds must be spent within 3 years of closing.

In the aftermath of the “great recession,” lenders are now closely evaluating the “essentiality” of leased assets. The more essential the asset, the less likely an issuer will walk away in the event of fiscal distress.

In order to proceed, the City will need to secure both title insurance and rental interruption insurance. The title search will confirm that the leased asset is free and clear of any encumbrances and the rental interruption insurance will make the lease payments to the bondholders or direct placement lender in the event the City loses “use and occupancy” of the leased asset for a period, usually up to two years.

FINANCIAL IMPACT:

It is estimated that the annual payment from Measure K sales tax dollars will be approximating \$320,423 per year.

The costs of issuance are fully contingent upon the transaction closing except the rating fee and the fees for title insurance. The rating fee is currently estimated at \$15,000 and the title insurance fees are

currently estimated at \$7,500. Both the rating fee and title insurance fees can be paid from the costs of issuance, assuming the transaction closes. The costs of issuance are fully accounted for in the calculation of all the scenarios compared above.

ALTERNATIVES:

As an alternative the Council may wish to:

- (1) Direct the Financing Team to consider a different sale type such as a direct placement vs. the recommended public offering
- (2) Direct the Financing Team to select a different amortization term such as the 15-year or 30-year
- (3) Direct the Financing team to consider other alternatives and not bring the proposed lease revenue bonds back to the April 17 Council meeting for consideration.

ATTACHMENTS:

None.