



## Regular Meeting of the Madera City Council

205 W. 4<sup>th</sup> Street, Madera, California 93637

### NOTICE AND AGENDA

Wednesday, May 19, 2021  
6:00 p.m.

Council Chambers  
City Hall

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This meeting will be conducted pursuant to the provisions of the Governor's Executive Order which suspends certain requirements of the Ralph M. Brown Act. The City Council meeting will be live streamed on the City's website at [www.madera.gov/live](http://www.madera.gov/live). Members of the public may participate in the meeting remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: 951 2902 9587# followed by \*9 on your phone to speak. Comments will also be accepted via email at [citycouncilpubliccomment@madera.gov](mailto:citycouncilpubliccomment@madera.gov) or by regular mail at 205 W. 4<sup>th</sup> Street, Madera, CA 93637.

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#### **CALL TO ORDER:**

**ROLL CALL:** Mayor Santos Garcia  
Mayor Pro Tem Artemio Villegas, District 6  
Councilmember Cece Gallegos, District 1  
Councilmember Jose Rodriguez, District 2  
Councilmember Steve Montes, District 3  
Councilmember Anita Evans, District 4  
Vacant, District 5

**INVOCATION:** Pastor Joyce Lane, Glory of Zion Ministry

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF AGENDA:**

#### **PUBLIC COMMENT:**

*The first 15 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, but are not required, to identify themselves and state the subject of their comments. 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.*

**WRITTEN COMMUNICATIONS:** None

**PRESENTATIONS:**

1. Department of Public Health Update on COVID-19 (Report by Madera County Public Health Department)

**INTRODUCTIONS:**

**A. WORKSHOP:** None

**B. CONSENT CALENDAR:**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, a member of the public or a member of the Council may request an item be removed from the Consent Calendar and it will be considered separately.*

**B-1 Minutes – 02/03/21**

**Recommendation:** Approve the City Council Minutes of February 3, 2021

**B-2 Informational Report on Register of Audited Demands for April 24, 2021 to May 7, 2021**

**Recommendation:** No Action Required (Report by Roger Sanchez)

**B-3 Informational Report on Personnel Activity**

**Recommendation:** No Action Required (Report by Wendy Silva)

**B-4 Consultant Services Agreement with Madera Unified School District**

**Recommendation:** Adopt a Minute Order Approving the Consultant Services Agreement with the Madera Unified School District (MUSD) for the Foster and Homeless/Families in Transition Enrichment Services Program not to Exceed \$40,000 (Report by Arnaldo Rodriguez)

**B-5 Appointment to the City's Beautification Committee**

**Recommendation:** Approve Councilmember Evans' Appointment of Robert Gonzalez to the Beautification Committee (Report by Arnaldo Rodriguez)

**B-6 Amendment to the Management and Operations of Madera Transit Services Agreement between the City of Madera and MV Public Transportation, Inc.**

**Recommendation:** Adopt a Resolution Approving Amendment to No. 1 to the Management and Operations of Madera Transit Service Agreement with MV Public Transportation, Inc. (Report by Ivette Iraheta)

**B-7 Appointment to the City's Madera Transit Advisory Board**

**Recommendation:** Approve the Mayor's Appointment of Cynthia Ortegon to the City's Transit Advisory Board (TAB) (Report by Ivette Iraheta)

**B-8 Appointment to the City's Airport Advisory Commission**

**Recommendation:** Approve Councilmember Montes' Appointment of Johanna Torres to the Airport Advisory Commission (AAC) (Report by Daniel Foss)

**B-9 Appointment to the City's Airport Advisory Commission**

**Recommendation:** Approve Councilmember Evans' Appointment of Stanley Mackey to the Airport Advisory Commission (AAC) (Report by Daniel Foss)

**B-10 Third Amendment to CA Pacific Investments, LLC Lease Agreement**

**Recommendation:** Adopt a Resolution Approving Third Amendment to CA Pacific Investments, LLC Lease Agreement (Report by Daniel Foss)

**B-11 Host Agency Agreement with SER National for Senior Community Service Employment Program (SCSEP)**

**Recommendation:** Adopt a Minute Order

- 1) Approving continued participation in the SER SCSEP program;
- 2) Authorizing the City Manager to execute the Host Agency Agreement for program participation and renew the agreement each year the program is offered; and
- 3) Authorizing the City Manager, or his designee, to execute individual worksite agreements and related documents for program participants (Report by Wendy Silva)

**C. PUBLIC HEARINGS:**

**C-1 Public Hearing on the Community Development Block Grant (CDBG) COVID-19 Round 3 Funding Allocation (\$402,643)**

**Recommendation:** Conduct the Public Hearing to Approve Allocations for the use of CDBG COVID-19 Round 3 Funds in the Amount of \$402,643 (Report by Ivette Iraheta)

**D. PETITIONS, BIDS, RESOLUTIONS, ORDINANCES, AND AGREEMENTS:**

**D-1 Update to the Code of Conduct for the Madera City Council, Boards, Commissions and Committees**

**Recommendation:** Adopt a Resolution Approving Amending and Restating the Code of Conduct, Adopted September 18, 2019 (Report by Arnoldo Rodriguez)

**D-2 Approval of Employee Health and Welfare Benefit Providers for Fiscal Year 2021/2022**

**Recommendation:** Adopt a Minute Order

- 1) Approving the Fiscal Year 2021/22 Employee Health and Welfare Benefit Providers; and
- 2) Authorizing the City Manager to Execute any Agreements or Related Documents (Report by Wendy Silva)

**E. ADMINISTRATIVE REPORTS:**

**E-1 Fiscal Year Budget 2021/2022 Presentation and Workshop**

**Recommendation:** Presentation for Fiscal Year Budget 2021/2022, Council Review, Discuss and Provide Direction to Staff (Report by Roger Sanchez)

**E-2 Update on River Fire Activity**

**Recommendation:** This report is for informational purposes and action is not being requested from Council at this time (Report by Matt Watson)

**F. COUNCILMEMBER REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS:**

*This portion of the meeting is reserved for the Mayor and Councilmembers (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to request updates, (iii) to initiate future agenda items., and (iv) to take action on matters initiated under this section of the*

*agenda. Under this section the Council may take action only on items specifically agendized and which meet other requirements for action.*

**G. CLOSED SESSION:**

**G-1 Conference with Labor Negotiators - Pursuant to Government Code §54957.6**

**Agency Designated Representatives:**

Arnoldo Rodriguez, Wendy Silva, and Che Johnson

**Employee Organizations:**

General Bargaining Unit/Madera Affiliated City Employees Association

Mid-Management Employee Group

Madera Police Officers' Association


Law Enforcement Mid Management

**ADJOURNMENT:** – Next regular meeting on June 2, 2021

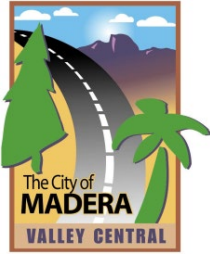
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- Please silence or turn off cell phones and electronic devices while the meeting is in session.
  - Regular meetings of the Madera City Council are held the 1st and 3rd Wednesday of each month at 6:00 p.m. in the Council Chambers at City Hall.
  - 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, Alicia Gonzales, 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 May 19, 2021 near the front entrances of City Hall and on the City's website [www.madera.gov](http://www.madera.gov) at 8:00 p.m. on May 13, 2021.



Alicia Gonzales, City Clerk



## RETURN TO AGENDA

Item:	B-1
Minutes for:	02/03/2021
Adopted:	05/19/2021

### Minutes of a Regular Meeting of the Madera City Council

**February 3, 2021**  
**6:00 p.m.**

**Council Chambers**  
**City Hall**

This meeting was conducted pursuant to the provisions of the Governor's Executive Order which suspends certain requirements of the Ralph M. Brown Act. The City Council meeting was live streamed on the City's website at [www.madera.gov/live](http://www.madera.gov/live). Members of the public were able to participate in the meeting remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: 933 4673 6867# followed by \*9 on their phone to speak. Comments were also accepted via email at [citycouncilpubliccomment@madera.gov](mailto:citycouncilpubliccomment@madera.gov) or by regular mail at 205 W. 4<sup>th</sup> Street, Madera, CA 93637.

**CALL TO ORDER:** Meeting was called to order at 6:00 p.m.

#### **ROLL CALL:**

**Present:** Mayor Santos Garcia  
Mayor Pro Tem Artemio Villegas, District 6  
Councilmember Cece Gallegos, District 1  
Councilmember Jose Rodriguez, District 2  
Councilmember Steve Montes, District 3  
Councilmember Anita Evans, District 4

**Absent:** Vacant, District 5

Others present were City Manager Arnoldo Rodriguez, City Clerk Alicia Gonzales, City Attorney Hilda Cantu Montoy, Chief Building Official Steven Woodworth, City Engineer Keith Helmuth, Financial Services Director Roger Sanchez, Fire Division Chief Matt Watson, Grants Administrator Ivette Iraheta, Human Resources Director Wendy Silva, Information Services Manager Mark Souders, Planning Manager Gary Conte, Chief of Police Dino Lawson, Interim Public Work Director Dan Foss, and Administrative Analyst Gabriela Salazar.

**INVOCATION:** Pastor Tim Echevarria, New Harvest Christian Church

**PLEDGE OF ALLEGIANCE:** Ivette Iraheta, Grants Administrator

#### **APPROVAL OF AGENDA:**

**ON MOTION BY COUNCILMEMBER RODRIGUEZ AND SECONDED BY COUNCILMEMBER GALLEGOS, THE AGENDA WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

**THE MOTION PASSED WITH THE FOLLOWING VOTE:**

**YES: 6 – COUNCILMEMBER GALLEGOS  
COUNCILMEMBER RODRIGUEZ**

**COUNCILMEMBER MONTES  
COUNCILMEMBER EVANS  
MAYOR PRO TEM VILLEGAS  
MAYOR GARCIA**

**PUBLIC COMMENT:**

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No public comment was submitted. Public Comment was closed.

**WRITTEN COMMUNICATIONS:** None

**PRESENTATIONS:**

1. Department of Public Health Update on COVID-19 (Report by Madera County Public Health Department)
2. Proclamation Recognizing the Month of February as Black History Month
3. OLIVE Safehouse: A new home for victims of human trafficking (Report by Daniel Foss)

**INTRODUCTIONS:** None

**A. WORKSHOP:**

**A-1 Workshop on Proposal to Update City of Madera Animal Control Regulations**

**Recommendation:** Consider Workshop Presentation and Provide Direction to Staff (Report by Arnaldo Rodriguez)

**B. CONSENT CALENDAR:**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, a member of the public or a member of the Council may request an item be removed from the Consent Calendar and it will be considered separately.*

**ON MOTION BY COUNCILMEMBER GALLEGOS AND SECONDED BY COUNCILMEMBER EVANS, THE CONSENT CALENDAR WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

**THE MOTION PASSED WITH THE FOLLOWING VOTE:**

**YES: 6 – COUNCILMEMBER GALLEGOS  
COUNCILMEMBER RODRIGUEZ  
COUNCILMEMBER MONTES  
COUNCILMEMBER EVANS  
MAYOR PRO TEM VILLEGAS  
MAYOR GARCIA**

**B-1 Minutes – 11/04/2020**

**Recommendation:** Approve the City Council Minutes of November 4, 2020

**B-2 Informational Report on Register of Audited Demands for Jan. 9, 2021 to Jan. 22, 2021**

**Recommendation:** No Action Required (Report by Roger Sanchez)

**B-3 Appointment to the City’s Beautification Committee**

**Recommendation:** Adopt a Resolution approving Mayor Garcia’s appointment of Miguel Gonzalez to the Beautification Committee (Report by Arnoldo Rodriguez)

**Res 21-26** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA APPOINTING MIGUEL GONZALEZ TO THE CITY OF MADERA BEAUTIFICATION COMMITTEE

**C. PUBLIC HEARINGS: None**

**D. PETITIONS, BIDS, RESOLUTIONS, ORDINANCES, AND AGREEMENTS:**

**D-1 Agreements with Alliant Insurance Services, Inc., to Serve as the City of Madera’s Consultant and Broker of Record for Employee Health and Welfare Benefits at a Cost of \$45,000 per year**

**Recommendation:**

Adopt a Resolution Approving:

- 1) A Consulting Services Agreement with Alliant Insurance Services, Inc.; and
- 2) A Business Associate Agreement between the City of Madera and Alliant Insurance Services, Inc. (Report by Wendy Silva)

**ON MOTION BY COUNCILMEMBER MONTES AND SECONDED BY COUNCILMEMBER GALLEGOS, ITEM D-1 WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

**THE MOTION PASSED WITH THE FOLLOWING VOTE:**

**YES: 6 – COUNCILMEMBER GALLEGOS  
COUNCILMEMBER RODRIGUEZ  
COUNCILMEMBER MONTES  
COUNCILMEMBER EVANS  
MAYOR PRO TEM VILLEGAS  
MAYOR GARCIA**

**RES 21-27** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING AN AGREEMENT FOR HEALTH AND WELFARE INSURANCE BROKER/CONSULTING SERVICES AND A BUSINESS ASSOCIATE AGREEMENT WITH ALLIANT INSURANCE SERVICES, INC.

**E. ADMINISTRATIVE REPORTS:**

**E-1 Madera County Economic Development Commission 2021/2022 Annual Basic Service Level Budget**

**Recommendation:** Consideration of a Minute Order Approving the Madera County Economic Development Commission 2021/2022 Annual Basic Service Level Budget (Report by Bobby Kahn)

Council directed City Manager to bring this item to a future meeting for approval.

**F. COUNCILMEMBER REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS:**

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Councilmember Gallegos clarified that she does respect protocol from the Health Director. It is just that there are other directors and employees getting vaccinated that are not high priority like the Wastewater Treatment Plant and the water employees. She stated it is not that she doesn't respect the protocol; it is just trying to make the case that it is important that they be vaccinated.

Councilmember Gallegos stated she is a paid member of the Madera Unified School District (MUSD) union. She is very involved with her union and is also active on the Executive Board.

Councilmember Gallegos stated that ABC just put out an "Affordable Places to live in the Valley" and City of Madera was number one (#1).

Councilmember Rodriguez requested that the Cannabis Ad-hoc committee be involved with the meetings that HdL, City Manager, and any others who are involved with drafting the City Ordinance on Cannabis.

Councilmember Montes thanked staff and stated he is an FCEA Union paying member.

Councilmember Evans, as a resident of The Meadows and as the Councilmember for District 4, thanked Chief of Police Lawson for cleaning up the river bottom.

Councilmember Evans stated she requested a proclamation recognizing Lucille Murphy as the eldest African American woman in Madera.

Councilmember Evans stated that there will be a Black History Month celebration on February 21<sup>st</sup>. She invited everyone to attend.

Mayor Pro Tem Villegas had nothing to report.

Mayor Garcia thanked everyone and asked that they be safe. He thanked first responders and stated he hopes first responders get their vaccinations in a timely fashion, so that they can keep serving the community as they have been doing.

**G. CLOSED SESSION:**

**G-1 Conference with Legal Counsel – Anticipated Litigation**

Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4)

One Case: City of Madera v. High Speed Rail Authority

City Attorney Hilda Cantu Montoy stated that she and City Manager Arnolando Rodriguez decided to pull this item from the agenda as they have not received additional information.

**G-2 Conference with Labor Negotiators**

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Mayor Santos Garcia and Councilmember Cece Gallegos

Unrepresented Employee: City Manager

City Attorney Hilda Cantu Montoy made the Closed Session Announcement at 8:26 p.m.

Mayor Garcia adjourned the regular meeting at 8:28 p.m. and proceeded to Closed Session.

Council returned from closed session at 8:48 p.m. with six (6) Councilmembers present as District 5 is currently vacant.

City Manager Arnolando Rodriguez announced there was no reportable action on Item G-2.

Mayor Garcia bid everyone goodnight.

**ADJOURNMENT:** The meeting was adjourned at 8:48 p.m. Next regular meeting on February 17, 2021.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN**

Approval of the minutes 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.

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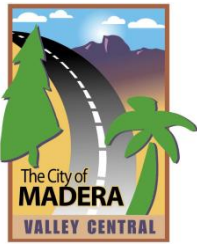
ALICIA GONZALES, City Clerk

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SANTOS GARCIA, Mayor

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MINUTES PREPARED BY  
ZELDA LEON, Deputy City Clerk



**REPORT TO CITY COUNCIL**

**Approved by:**

Department Director

City Manager

**Council Meeting of:** May 19, 2021

**Agenda Number:** B-2

**SUBJECT:**

Informational Report on Register of Audited Demands

**RECOMMENDATION:**

Review Register of Audited Demands Report for April 24, 2021 to May 7, 2021.

**SUMMARY:**

The Register of Audited Demands for the City covering obligations paid during the period of April 24, 2021 to May 7, 2021 is contained in the attachment and summarized in the following tables.

<i>Table 1: Warrant Distribution Summary</i>		
<i>Description</i>	<i>Check #'s</i>	<i>Amount</i>
<i>General Warrant</i>	29412 - 29511	\$2,016,956.11

<i>Table 2: Wire Transfer Summary</i>		
<i>Description</i>	<i>Vendor</i>	<i>Amount</i>
<i>Payroll and Taxes</i>	Union Bank	\$568,853.76
<i>SDI</i>	EDD	\$2,460.55
<i>CalPERS Payment</i>	CalPERS	\$0

**DISCUSSION:**

Warrant requests are processed weekly based on the adopted Fiscal Year 2020/2021 budget and released for payment every Monday. Each demand has been audited and the Finance Director hereby certifies as to their accuracy and that there were sufficient funds for their payment. Per the request of City Council, we have included the departments from which each of the respective warrants were requested as well as the fund/division description from which they were paid.

**FINANCIAL IMPACT:**

Demands for payments are made within the constraints of the approved 2020/2021 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**  
**May 19, 2021**

CHECK	PAY DATE	DEPARTMENT	PAID FROM ORG	ISSUED TO	DESCRIPTION	AMOUNT
29412	04/27/2021	FINANCE	PAYROLL TRUST	CA DEPARTMENT OF CHILD SUPPORT	CHILD SUPPORT DEDUCTIONS	\$ 1,989.19
29413	04/27/2021	PD	PD OPS	HARRY D. WILSON INC.	BODY PANEL	\$ 345.31
29414	04/27/2021	FINANCE	PAYROLL TRUST	MID-MGMT EMPLOYEE GROUP	APRIL 2021 MONTHLY DUES	\$ 620.00
29415	04/27/2021	HR	INS/RISK MGT	AMERITAS LIFE INSURANCE CORP.	MAY 2021 DENTAL INSURANCE	\$ 442.96
29415	04/27/2021	HR	PAYROLL TRUST	AMERITAS LIFE INSURANCE CORP.	MAY 2021 DENTAL INSURANCE	\$ 13,494.60
29416	04/27/2021	GRANTS	TRANS - FIXED	MV TRANSPORTATION, INC.	FEBRUARY 2021 TRANSIT OPERATOR INVOICES	\$ 67,355.83
29416	04/27/2021	GRANTS	TRANS - DAR	MV TRANSPORTATION, INC.	FEBRUARY 2021 TRANSIT OPERATOR INVOICES	\$ 15,418.54
29417	04/27/2021	FACILITIES	GENERAL CAPITAL	ENGIE SERVICES U.S. INC.	ENGIE SERVICES CONTRACT PROJECT	\$ 1,071,216.76
29418	04/27/2021	FINANCE	PAYROLL TRUST	MADERA CO SHERIFF-CIVIL DIVISION	SHERIFF GARNISHMENT ORDER	\$ 174.00
29419	04/27/2021	PARKS	PARKING DIST OPS	ELITE MAINTENANCE AND TREE SERVICE	MONTHLY LANDSCAPE MAINTENANCE	\$ 455.00
29419	04/27/2021	PARKS	PARKS	ELITE MAINTENANCE AND TREE SERVICE	LANDSCAPE MAINTENANCE MARCH 2021	\$ 5,070.00
29419	04/27/2021	PARKS	MEDIAN LANDS	ELITE MAINTENANCE AND TREE SERVICE	MONTHLY LANDSCAPE MAINT MARCH 2021	\$ 11,215.00
29420	04/27/2021	STREETS	WATER OPS	CEN-CAL PAVING, INC	PATCH PAVING - ROADWAYS	\$ 12,716.00
29421	04/27/2021	PARKS	DIF	TOWNSEND PUBLIC AFFAIRS, INC.	PROP 68 GRANT CONSULTANT	\$ 5,000.00
29422	04/27/2021	PW ADMIN	STREETS	HAUL-R-US JUNK REMOVAL, LLC	RIVER CLEAN UP HAULER	\$ 3,416.40
29423	04/27/2021	WATER	WATER QUALITY	DELLAVALLE LABORATORY, INC.	WEEKLY SAMPLING	\$ 1,178.00
29424	04/27/2021	FINANCE	AIRPORT OPS	AT&T	03/21 SERVICE 831-000-6408 576	\$ 588.92
29424	04/27/2021	FINANCE	BUILDING	AT&T	03/21 SERVICE 831-000-6408 576	\$ 119.84
29424	04/27/2021	FINANCE	CITY ATTORNEY	AT&T	03/21 SERVICE 831-000-6408 576	\$ 39.03
29424	04/27/2021	FINANCE	CITY CLERK	AT&T	03/21 SERVICE 831-000-6408 576	\$ 32.87
29424	04/27/2021	FINANCE	CODE ENF	AT&T	03/21 SERVICE 831-000-6408 576	\$ 656.72
29424	04/27/2021	FINANCE	COMM & REC	AT&T	03/21 SERVICE 831-000-6408 576	\$ 1,834.56
29424	04/27/2021	FINANCE	COMPUTER MAINT	AT&T	03/21 SERVICE 831-000-6408 576	\$ 123.95
29424	04/27/2021	FINANCE	ENGINEERING	AT&T	03/21 SERVICE 831-000-6408 576	\$ 275.29
29424	04/27/2021	FINANCE	FINANCE	AT&T	03/21 SERVICE 831-000-6408 576	\$ 93.82
29424	04/27/2021	FINANCE	FIRE	AT&T	03/21 SERVICE 831-000-6408 576	\$ 1,178.53
29424	04/27/2021	FINANCE	GRANT OVERSIGHT	AT&T	03/21 SERVICE 831-000-6408 576	\$ 115.05
29424	04/27/2021	FINANCE	HR/RISK MGT	AT&T	03/21 SERVICE 831-000-6408 576	\$ 78.07
29424	04/27/2021	FINANCE	PLANNING	AT&T	03/21 SERVICE 831-000-6408 576	\$ 100.66
29424	04/27/2021	FINANCE	UB - GARBAGE	AT&T	03/21 SERVICE 831-000-6408 576	\$ 228.70
29424	04/27/2021	FINANCE	UB - SEWER	AT&T	03/21 SERVICE 831-000-6408 576	\$ 228.72
29424	04/27/2021	FINANCE	UB - WATER	AT&T	03/21 SERVICE 831-000-6408 576	\$ 457.44
29424	04/27/2021	FINANCE	CITY MANAGER	AT&T	03/21 SERVICE 831-000-6408 576	\$ 39.03
29424	04/27/2021	FINANCE	PD OPS	AT&T	03/21 SERVICE 831-000-6408 576	\$ 656.72
29425	04/27/2021	FINANCE	COMM & REC	AT&T	03/21 CALNET 3 SERVICE 9391026396	\$ 139.01
29425	04/27/2021	FINANCE	SEWER OPS	AT&T	04/21 CALNET 3 SERVICE 9391031570	\$ 210.49
29425	04/27/2021	FINANCE	SR CITIZEN	AT&T	03/21 CALNET 3 SERVICE 9391026403	\$ 26.54

CHECK	PAY DATE	DEPARTMENT	PAID FROM ORG	ISSUED TO	DESCRIPTION	AMOUNT
29425	04/27/2021	FINANCE	SR CITIZEN	AT&T	03/21 CALNET 3 SERVICE 9391026398	\$ 23.67
29425	04/27/2021	FINANCE	PD OPS	AT&T	04/21 CALNET 3 SERVICE 9391020514	\$ 166.16
29425	04/27/2021	FINANCE	PD OPS	AT&T	03/21 CALNET 3 SERVICE 9391059143	\$ 1,096.86
29425	04/27/2021	FINANCE	PD OPS	AT&T	03/21 CALNET 3 SERVICE 9391026401	\$ 23.67
29426	04/27/2021	WWTP	WWTP	BSK ASSOCIATES	PERMIT COMPLIANCE LAB	\$ 155.50
29427	04/27/2021	FINANCE	WATER DEBT	BANK OF NEW YORK MELLON	2015 WATER REVENUE REFUNDING BONDS	\$ 100.50
29427	04/27/2021	FINANCE	WWTP BOND	BANK OF NEW YORK MELLON	2015 WATER REVENUE REFUNDING BONDS	\$ 1,399.50
29428	04/27/2021	HR	CITY CLERK	BLUE SHIELD OF CALIFORNIA	CITY PAID EE HEALTHCARE MAY 2021	\$ 536.52
29428	04/27/2021	HR	INS/RISK MGT	BLUE SHIELD OF CALIFORNIA	CITY PAID EE HEALTHCARE MAY 2021	\$ 5,098.05
29428	04/27/2021	HR	PAYROLL TRUST	BLUE SHIELD OF CALIFORNIA	CITY PAID EE HEALTHCARE MAY 2021	\$ 204,064.82
29428	04/27/2021	HR	PD OPS	BLUE SHIELD OF CALIFORNIA	CITY PAID EE HEALTHCARE MAY 2021	\$ 536.52
29429	04/27/2021	HR	CITY MANAGER	BLUE SHIELD OF CALIFORNIA	CITY PAID RETIREE MED BILL MAY 2021	\$ 207.00
29430	04/27/2021	ENGINEERING	MEAS T - RTP	BUSH ENGINEERING, INC.	TRAFFIC SIGNAL HOWARD/GRANADA	\$ 16,792.72
29430	04/27/2021	ENGINEERING	TRAFFIC SIGNAL	BUSH ENGINEERING, INC.	TRAFFIC SIGNAL HOWARD/GRANADA	\$ 37,377.34
29431	04/27/2021	FINANCE	AIRPORT OPS	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 26.43
29431	04/27/2021	FINANCE	BUILDING	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 5.23
29431	04/27/2021	FINANCE	CITY ATTORNEY	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 0.59
29431	04/27/2021	FINANCE	CITY CLERK	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 87.38
29431	04/27/2021	FINANCE	CODE ENF	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 73.02
29431	04/27/2021	FINANCE	COMPUTER MAINT	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 9.65
29431	04/27/2021	FINANCE	ENGINEERING	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 467.77
29431	04/27/2021	FINANCE	FINANCE	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 224.48
29431	04/27/2021	FINANCE	GRANT OVERSIGHT	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 24.73
29431	04/27/2021	FINANCE	HR/RISK MGT	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 103.09
29431	04/27/2021	FINANCE	PARKS ADMIN	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 402.11
29431	04/27/2021	FINANCE	PLANNING	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 154.40
29431	04/27/2021	FINANCE	SEWER OPS	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 37.89
29431	04/27/2021	FINANCE	SOLID WASTE	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 37.89
29431	04/27/2021	FINANCE	TRANS - FIXED	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 61.16
29431	04/27/2021	FINANCE	TRANS - DAR	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 61.16
29431	04/27/2021	FINANCE	UB - WATER	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 198.37
29431	04/27/2021	FINANCE	WATER OPS	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 129.18
29431	04/27/2021	FINANCE	WATER QUALITY	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 122.32
29431	04/27/2021	FINANCE	WWTP	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 150.76
29431	04/27/2021	FINANCE	PURCHASING	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 129.87
29431	04/27/2021	FINANCE	PD OPS	CANON FINANCIAL SERVICES	COPIER LEASE- CHIEF'S OFFICE	\$ 194.03
29431	04/27/2021	FINANCE	PD OPS	CANON FINANCIAL SERVICES	COPIER LEASE APRIL 2021	\$ 669.59
29432	04/27/2021	FINANCE	PAYROLL TRUST	COLONIAL LIFE & ACCIDENT INSURANCE CO	EE LIFE INSURANCE	\$ 889.44
29433	04/27/2021	HR	HR/RISK MGT	CONCENTRA MEDICAL CENTERS	PRE-EMPLOYMENT PHYSICAL	\$ 113.50
29434	04/27/2021	HR	HR/RISK MGT	CPS HR CONSULTING	ANALYST EXAMS	\$ 482.90

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29435	04/27/2021	FLEET	FLEET MAINT	CUMMINS PACIFIC LLC	GENERATOR CONTROL BOARD UNIT #645	\$ 527.73
29436	04/27/2021	ENGINEERING	MEAS K - FIRE	DAVE CHRISTIAN CONSTRUCTION	FD01 & FD03 FIRE STATION 57 & 56 PARKING LOT	\$ 44,154.70
29437	04/27/2021	PARKS	COMM & REC	DIAMOND COMMUNICATIONS	PAC ALARM FEBRUARY	\$ 36.00
29438	04/27/2021	FINANCE	PAYROLL TRUST	ADMINISTRATIVE SOLUTIONS	MEDICAL & CHILD CARE EXP	\$ 1,055.87
29439	04/27/2021	FINANCE	PAYROLL TRUST	ADMINISTRATIVE SOLUTIONS	ASI MEDICAL PART A FOR CLAIMS APRIL 2021	\$ 27,535.34
29440	04/27/2021	FINANCE	PAYROLL TRUST	ADMINISTRATIVE SOLUTIONS	ADMIN FEES FOR APRIL 2021	\$ 104.00
29441	04/27/2021	CITY ADMIN	COMM PROMO	ECONOMIC DEVELOPMENT COMMISSION	4TH QTR BILLING FY 20/21	\$ 45,180.04
29442	04/27/2021	BUILDING	BUILDING	FIRE SAFETY SOLUTIONS, LLC	FIRE PROTECTION ENG SVS 04/01/21-04/15/21	\$ 13,143.75
29443	04/27/2021	WATER OPS	WATER OPS	INDUSTRIAL ELECTRICAL CO.	WELL 34 MOTOR REPAIR	\$ 5,938.03
29444	04/27/2021	FINANCE	PAYROLL TRUST	M A C E A	APRIL 2021 MONTHLY DUES	\$ 1,875.00
29445	04/27/2021	FINANCE	WATER CONSERV	CITY OF MADERA	TOILET REPLACEMENT REBATE- APPLY TO UB ACCT	\$ 621.20
29445	04/27/2021	FINANCE	WATER CONSERV	CITY OF MADERA	TOILET REPLACEMENT REBATE- APPLY TO UB ACCT	\$ 157.80
29445	04/27/2021	FINANCE	WATER CONSERV	CITY OF MADERA	SIC REBATE- APPLY TO UB ACCT	\$ 82.99
29445	04/27/2021	FINANCE	WATER CONSERV	CITY OF MADERA	CLOTHES WASHER REBATE APPLY TO UB ACCT	\$ 200.00
29445	04/27/2021	FINANCE	AIRPORT OPS	CITY OF MADERA	TRANSFER DEPOSIT TO AR ACCT	\$ 150.00
29445	04/27/2021	FINANCE	AIRPORT OPS	CITY OF MADERA	TRANSFER DEPOSIT TO AR ACCT	\$ 200.00
29446	04/27/2021	FINANCE	PAYROLL TRUST	M.C.E.A.	APRIL 2021 MONTHLY DUES	\$ 340.00
29447	04/27/2021	FINANCE	PAYROLL TRUST	M P O A	APRIL 2021 MONTHLY DUES	\$ 7,535.44
29448	04/27/2021	CITY ADMIN	COMM PROMO	MADERA TRIBUNE	COMMUNITY PROMO BUDGET	\$ 1,200.00
29448	04/27/2021	GRANTS	TRANS - DAR	MADERA TRIBUNE	JOB RECRUITMENT AD- GRANTS	\$ 64.60
29448	04/27/2021	HR	HR/RISK MGT	MADERA TRIBUNE	JOB RECRUITMENT AD- DISPATCHER	\$ 68.40
29449	04/27/2021	FINANCE	PAYROLL TRUST	N.P.C.-ORCHARD TRUST COMPANY	EE DEFERRED COMP CONTRIBUTIONS	\$ 9,451.99
29450	04/27/2021	FINANCE	PAYROLL TRUST	N.P.C.-ORCHARD TRUST COMPANY	EE DEFERRED COMP CONTRIBUTIONS	\$ 1,031.66
29451	04/27/2021	FINANCE	ZONE 34B	PACIFIC GAS & ELECTRIC	03/21 SERVICE 0443905948-8	\$ 9.86
29452	04/27/2021	HR	SEWER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE PRESCRIPTION BILL APRIL 2021	\$ 61.75
29452	04/27/2021	HR	SEWER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE PRESCRIPTION BILL MAY 2021	\$ 116.00
29452	04/27/2021	HR	WATER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE PRESCRIPTION BILL APRIL 2021	\$ 61.75
29452	04/27/2021	HR	WATER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE PRESCRIPTION BILL MAY 2021	\$ 116.00
29453	04/27/2021	ENGINEERING	CDBG PUB IMP	SERNA CONSTRUCTION, INC.	CONSTRUCTION CENTENIAL PARK PAN AMERICAN	\$ 93,812.50
29454	04/27/2021	WATER OPS	WATER OPS	STATE WATER RESOURCES CONTROL BOARD	ANNUAL PERMIT FEE	\$ 2,811.00
29455	04/27/2021	ENGINEERING	MEAS T - RTP	TECHNICON ENGINEERING SVCS., INC.	MATERIALS TESTING SERVICES	\$ 499.50
29456	04/27/2021	PARKS	PARKS	TECH. MASTER PEST MANAGEMENT	GOPHER CONTROL	\$ 150.00
29457	04/27/2021	IS	COMPUTER MAINT	TYLER TECHNOLOGIES INC.	TYLER DISASTER RECOVERY	\$ 14,083.76
29457	04/27/2021	IS	COMPUTER MAINT	TYLER TECHNOLOGIES INC.	MYCIVIC BUNDLE SUBSCRIPTION FEE	\$ 7,200.00
29458	04/27/2021	FINANCE	AIRPORT OPS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 223.35
29458	04/27/2021	FINANCE	AQUATICS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 18.13
29458	04/27/2021	FINANCE	BUILDING	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 1,184.66
29458	04/27/2021	FINANCE	CENTRAL ADMIN	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 242.74
29458	04/27/2021	FINANCE	CITY CLERK	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 75.00
29458	04/27/2021	FINANCE	CITY COUNCIL	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 3.29

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29458	04/27/2021	FINANCE	CODE ENF	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 149.07
29458	04/27/2021	FINANCE	COMM & REC	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 56.57
29458	04/27/2021	FINANCE	COMPUTER MAINT	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 3,647.20
29458	04/27/2021	FINANCE	DRAINAGE	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 679.50
29458	04/27/2021	FINANCE	ENGINEERING	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,019.55
29458	04/27/2021	FINANCE	FACILITIES MAINT	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,276.31
29458	04/27/2021	FINANCE	FINANCE	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 928.86
29458	04/27/2021	FINANCE	FIRE	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 5,482.92
29458	04/27/2021	FINANCE	FLEET MAINT	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 5,492.69
29458	04/27/2021	FINANCE	MOTOR POOL	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 20.00
29458	04/27/2021	FINANCE	General Fund	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 7,787.68
29458	04/27/2021	FINANCE	GRANT OVERSIGHT	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 225.00
29458	04/27/2021	FINANCE	GRAFFITI ABATE	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 743.86
29458	04/27/2021	FINANCE	INS/RISK MGT	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,397.06
29458	04/27/2021	FINANCE	INTERMODAL BLDG	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 27.52
29458	04/27/2021	FINANCE	LMD SERVICES	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 819.76
29458	04/27/2021	FINANCE	LTF - STREETS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 240.77
29458	04/27/2021	FINANCE	MEAS K - FIRE	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 3,171.96
29458	04/27/2021	FINANCE	PARKS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 9,130.38
29458	04/27/2021	FINANCE	PARKS ADMIN	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 52.50
29458	04/27/2021	FINANCE	PLANNING	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,298.32
29458	04/27/2021	FINANCE	STREETS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 11,403.96
29458	04/27/2021	FINANCE	RECREATION	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 1,538.78
29458	04/27/2021	FINANCE	SEWER OPS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,724.82
29458	04/27/2021	FINANCE	SR CITIZEN	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,113.53
29458	04/27/2021	FINANCE	STREET CLEANING	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,527.15
29458	04/27/2021	FINANCE	SUPP LAW ENF	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 2,175.57
29458	04/27/2021	FINANCE	TRANS - FIXED	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 3,169.60
29458	04/27/2021	FINANCE	TRANS - DAR	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 3,552.64
29458	04/27/2021	FINANCE	WATER OPS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 15,386.49
29458	04/27/2021	FINANCE	WATER QUALITY	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 786.32
29458	04/27/2021	FINANCE	WWTP	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 11,630.66
29458	04/27/2021	FINANCE	MEAS K - PD	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 1,948.49
29458	04/27/2021	FINANCE	FLEET ACQU	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 1,004.29
29458	04/27/2021	FINANCE	PD OPS	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 3,482.29
29458	04/27/2021	FINANCE	TOBACCO GRANT	US BANK CORPORATE PAYMENT SYSTEMS	03/21 CAL-CARD CHARGES	\$ 200.00
29459	04/27/2021	PARKS	PARKS	VILLA GARDENING SERVICE INC	MARCH 2021 LAWN SERVICE	\$ 330.00
29459	04/27/2021	PARKS	PARKS	VILLA GARDENING SERVICE INC	JANUARY 2021 LAWN SERVICE	\$ 330.00
29460	04/27/2021	FINANCE	PAYROLL TRUST	VANTAGEPOINT TRANSFER AGENTS-457	EE DEFERRED COMP CONTRIBUTIONS	\$ 29,430.17
29461	04/27/2021	FINANCE	AIRPORT OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 65.52

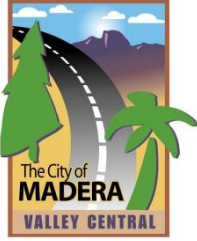
CHECK	PAY DATE	DEPARTMENT	PAID FROM ORG	ISSUED TO	DESCRIPTION	AMOUNT
29461	04/27/2021	FINANCE	BUILDING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 153.33
29461	04/27/2021	FINANCE	CITY COUNCIL	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 304.08
29461	04/27/2021	FINANCE	COMPUTER MAINT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 127.13
29461	04/27/2021	FINANCE	ENGINEERING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 89.12
29461	04/27/2021	FINANCE	FACILITIES MAINT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 71.41
29461	04/27/2021	FINANCE	FINANCE	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 82.88
29461	04/27/2021	FINANCE	FIRE	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 114.03
29461	04/27/2021	FINANCE	FLEET MAINT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 4.00
29461	04/27/2021	FINANCE	GRANT OVERSIGHT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 51.11
29461	04/27/2021	FINANCE	HR/RISK MGT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 110.13
29461	04/27/2021	FINANCE	PARKS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 104.67
29461	04/27/2021	FINANCE	PLANNING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 102.22
29461	04/27/2021	FINANCE	STREETS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 68.75
29461	04/27/2021	FINANCE	RECREATION	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 0.53
29461	04/27/2021	FINANCE	SEWER OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 46.68
29461	04/27/2021	FINANCE	STREET CLEANING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 0.53
29461	04/27/2021	FINANCE	UB - WATER	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 1.59
29461	04/27/2021	FINANCE	WATER OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 242.98
29461	04/27/2021	FINANCE	WATER QUALITY	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 63.98
29461	04/27/2021	FINANCE	WWTP	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 121.97
29461	04/27/2021	FINANCE	MEAS K - PD	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 81.86
29461	04/27/2021	FINANCE	CITY MANAGER	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 79.25
29461	04/27/2021	FINANCE	PD OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 03/11/21-04/10/21	\$ 1,295.33
29462	04/27/2021	PW ADMIN	WATER CONSERV	OTP- REBATES	TURF REPLACEMENT REBATE	\$ 1,425.00
29463	04/27/2021	FINANCE	AIRPORT OPS	AR REFUNDS	REFUND DEPOSIT FOR HANGER 14	\$ 95.00
29464	04/27/2021	FINANCE	WATER FUND	AR REFUNDS	METER 17 DEPOSIT REFUND	\$ 1,700.00
29465	04/27/2021	HR	WATER FUND	AR REFUNDS	METER 41 DEPOSIT REFUND	\$ 1,700.00
29466	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9896418 1300 RIVERVIEW CREDIT REFUND	\$ 54.10
29467	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9921093 2312 ALDERWOOD CREDIT REFUND	\$ 58.70
29468	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9919738 3166 MERLOT CREDIT REFUND	\$ 177.62
29469	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9916625 1173 TOSCHI CREDIT REFUND	\$ 186.76
29470	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9924865 25 GREYSTONE CREDIT REFUND	\$ 182.54
29471	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9902509 51 EAST LOOP CREDIT REFUND	\$ 35.74
29472	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9922980 2801 HOWARD CREDIT REFUND	\$ 166.52
29473	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9925923 2393 LIGHTHOUSE CREDIT REFUND	\$ 195.09
29474	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9923930 217 PESCARA CREDIT REFUND	\$ 215.74
29475	04/27/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9923663 819 W 4TH CREDIT REFUND	\$ 199.09
29477	05/07/2021	FACILITIES	CENTRAL ADMIN	COLDSRING GRANITE COMPANY	COUNCIL CHAMBERS COUNTER	\$ 1,850.00
29478	05/07/2021	FINANCE	FINANCE	THE ARTINA GROUP, INC.	PAYROLL CHECKS	\$ 568.15
29479	05/07/2021	WWTP	WWTP	SERVICEMASTER BY J&C BROWN	WWTP VCT STRIP AND WAX	\$ 828.61

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29480	05/07/2021	ENGINEERING	LTF - STREETS	COLIBRI ECOLOGICAL CONSULTING, LLC	NESTING BIRD SURVEY	\$ 875.00
29481	05/07/2021	GRANTS	TRANS - FIXED	TRILLIUM SOLUTIONS, INC.	MADERA MAX GTFS SUBSCRIPTION OCT 19-SEP 20	\$ 550.00
29481	05/07/2021	GRANTS	TRANS - FIXED	TRILLIUM SOLUTIONS, INC.	MADERA MAX GTFS SUBSCRIPTION OCT 20-SEP 21	\$ 412.50
29481	05/07/2021	GRANTS	FIXED ROUTE	TRILLIUM SOLUTIONS, INC.	MADERA MAX GTFS SUBSCRIPTION OCT 20-SEP 21	\$ 137.50
29482	05/07/2021	ENGINEERING	RSTP - FED EX	GHD INC.	4TH/LAKE/CENTRAL INTERS IMPROVEMNTS PH2	\$ 4,830.50
29483	05/07/2021	CITY ADMIN	CITY ATTORNEY	MONTOY LAW CORPORATION	CITY ATTORNEY CONTRACTED LEGAL SERVICES	\$ 6,982.61
29484	05/07/2021	PD	PD OPS	CRISCOM PUBLIC RELATIONS, INC.	GOVERNMENTAL AFFAIRS CONSULTING MAY 2021	\$ 4,000.00
29485	05/07/2021	PD	PD OPS	PACIFIC STORAGE COMPANY	SHREDDING SERVICES	\$ 280.00
29486	05/07/2021	PD	PD OPS	TRILOGY MEDWASTE WEST LLC	REUSABLE TUB	\$ 199.43
29487	05/07/2021	IS	COMPUTER MAINT	NORTHWIND VENTURES, INC.	RENEWAL NETWORK TOOLS AND MONITORING	\$ 4,858.85
29488	05/07/2021	HR	HR/RISK MGT	MYWORKPLACE, INC	MYWORKPLACE.NET -SYSTEM ACCESS	\$ 729.00
29489	05/07/2021	FACILITIES	ENGINEERING	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 733.00
29489	05/07/2021	FACILITIES	FACILITIES MAINT	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 733.00
29489	05/07/2021	FACILITIES	FLEET MAINT	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 708.30
29489	05/07/2021	FACILITIES	PARKS	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 733.00
29489	05/07/2021	FACILITIES	STREETS	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 733.02
29489	05/07/2021	FACILITIES	SEWER OPS	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 733.00
29489	05/07/2021	FACILITIES	WATER OPS	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 733.00
29489	05/07/2021	FACILITIES	WATER QUALITY	KARA BALAGNO	ICE MACHINE AT PUBLIC WORKS YARD	\$ 733.00
29490	05/07/2021	WATER OPS	WATER OPS	USC FCCCHR	WATER PURVEYOR MEMBERSHIP ANNUAL FEE	\$ 820.00
29491	05/07/2021	FINANCE	AIRPORT OPS	AT&T	04/21 CALNET 3 SERVICE 9391026409	\$ 24.17
29491	05/07/2021	FINANCE	CENTRAL ADMIN	AT&T	04/21 CALNET 3 SERVICE 9391026406	\$ 22.08
29491	05/07/2021	FINANCE	FINANCE	AT&T	04/21 CALNET 3 SERVICE 9391026406	\$ 22.09
29491	05/07/2021	FINANCE	HR/RISK MGT	AT&T	04/21 CALNET 3 SERVICE 9391026400	\$ 23.74
29491	05/07/2021	FINANCE	MEAS K - FIRE	AT&T	03/21 CALNET 3 SERVICE 9391068734	\$ 47.79
29491	05/07/2021	FINANCE	MEAS K - FIRE	AT&T	04/21 CALNET 3 SERVICE 9391068734	\$ 48.30
29491	05/07/2021	FINANCE	PARKS	AT&T	04/21 CALNET 3 SERVICE 9391026412	\$ 164.04
29491	05/07/2021	FINANCE	SEWER OPS	AT&T	04/21 CALNET 3 SERVICE 9391026410	\$ 45.79
29491	05/07/2021	FINANCE	WWTP	AT&T	04/21 CALNET 3 SERVICE 931026405	\$ 23.08
29492	05/07/2021	ENGINEERING	ENGINEERING	AMERICAN BUSINESS MACHINES	PLOTTER COPIER SERVICE MAY 2021	\$ 98.00
29493	05/07/2021	FINANCE	AIRPORT OPS	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 21.05
29493	05/07/2021	FINANCE	CENTRAL ADMIN	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 118.20
29493	05/07/2021	FINANCE	ENGINEERING	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 33.12
29493	05/07/2021	FINANCE	FACILITIES MAINT	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 605.85
29493	05/07/2021	FINANCE	FLEET MAINT	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 254.26
29493	05/07/2021	FINANCE	PARKS	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 454.50
29493	05/07/2021	FINANCE	STREETS	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 1,132.84
29493	05/07/2021	FINANCE	SEWER OPS	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 292.16
29493	05/07/2021	FINANCE	UB - WATER	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 26.10
29493	05/07/2021	FINANCE	WATER OPS	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 281.38

CHECK	PAY DATE	DEPARTMENT	PAID FROM ORG	ISSUED TO	DESCRIPTION	AMOUNT
29493	05/07/2021	FINANCE	WATER QUALITY	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 147.55
29493	05/07/2021	FINANCE	WWTP	ARAMARK UNIFORM SERVICES	03/21 UNIFORM SERVICES	\$ 550.78
29494	05/07/2021	WWTP	WWTP	BSK ASSOCIATES	PERMIT COMPLIANCE LAB	\$ 1,067.00
29494	05/07/2021	WWTP	WWTP	BSK ASSOCIATES	WWTP COMPLIANCE LAB	\$ 177.50
29495	05/07/2021	PD	PD OPS	CALIFORNIA FORENSIC INSTITUTE	PRE EMPLOYMENT EXAM	\$ 450.00
29496	05/07/2021	FINANCE	COMPUTER MAINT	COMCAST	04/21 SERVICE 8155500320322006	\$ 86.13
29496	05/07/2021	PD	PD OPS	COMCAST	04/14/21 - 05/13/21 SVS 8155 50 032 0092096	\$ 155.47
29497	05/07/2021	HR	HR/RISK MGT	CPS HR CONSULTING	DISPATCHER WRITTEN EXAM	\$ 601.70
29498	05/07/2021	IS	COMPUTER MAINT	GLOBAL CTI GROUP	PHONE SYSTEM ANNUAL MAINTENANCE	\$ -
29498	05/07/2021	IS	COMPUTER MAINT	GLOBAL CTI GROUP	PHONE SYSTEM ANNUAL MAINTENANCE	\$ 10,411.00
29499	05/07/2021	FIRE	FIRE	HI-TECH EMERGENCY VEHICLE SERVICE INC	E-57 REPAIRS	\$ 5,523.27
29500	05/07/2021	ENGINEERING	STREETS CAPITAL	KRAZAN & ASSOCIATES, INC.	PROJECT R-77 MATERIALS TESTING SERVICES	\$ 2,690.00
29501	05/07/2021	HR	INS/RISK MGT	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 2,146.00
29502	05/07/2021	PD	PD OPS	LYNN PEAVEY COMPANY	SUPPLIES	\$ 332.51
29503	05/07/2021	UB - WATER	WATER CONSERV	CITY OF MADERA	MULCH REBATE - APPLY TO UB ACCT	\$ 69.30
29504	05/07/2021	PD	PD OPS	MADERA UNIFORM & ACCESSORIES	EMBROIDERY	\$ 129.50
29505	05/07/2021	FINANCE	AIRPORT OPS	PACIFIC GAS & ELECTRIC	04/21 SERVICE 3819620697-3	\$ 223.36
29505	05/07/2021	FINANCE	COMM & REC	PACIFIC GAS & ELECTRIC	04/21 SERVICE 8307681856-2	\$ 558.64
29505	05/07/2021	FINANCE	ENGINEERING	PACIFIC GAS & ELECTRIC	04/21 SERVICE 2000655655-7	\$ 3,440.13
29505	05/07/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	04/21 SERVICE 6690755760-8	\$ 76.89
29505	05/07/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	04/21 SERVICE 1619119913-8	\$ 81.71
29505	05/07/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	04/21 SERVICE 8178280304-3	\$ 67.12
29505	05/07/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	04/21 SERVICE 3642526071-2	\$ 45.90
29505	05/07/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	04/21 SERVICE 7949615676-5	\$ 15.46
29505	05/07/2021	FINANCE	WATER OPS	PACIFIC GAS & ELECTRIC	04/21 SERVICE 9172110863-6	\$ 15,282.01
29505	05/07/2021	FINANCE	WATER OPS	PACIFIC GAS & ELECTRIC	04/21 SERVICE 9651992016-7	\$ 114.55
29506	05/07/2021	PLANNING	PLANNING	PROVOST & PRITCHARD CONSULTING	CONSULTING SERVICES FOR PLANNING PROJECTS	\$ 3,668.60
29507	05/07/2021	PD	PD OPS	STATE OF CALIFORNIA	MARCH 2021 SERVICES	\$ 419.00
29507	05/07/2021	PD	PD OPS	STATE OF CALIFORNIA	BLOOD ALCOHOL ANALYSIS MAR 2021	\$ 1,400.00
29508	05/07/2021	HR	INS/RISK MGT	SUPERIOR VISION INC.	MAY 2021 VISION INSURANCE	\$ 81.87
29508	05/07/2021	HR	PAYROLL TRUST	SUPERIOR VISION INC.	MAY 2021 VISION INSURANCE	\$ 2,086.95
29509	05/07/2021	PD	PD OPS	ZEE MEDICAL SERVICE CO.	SUPPLIES	\$ 137.83
29510	05/07/2021	PW ADMIN	WATER CONSERV	OTP- REBATES	TURF REPLACEMENT REBATE	\$ 2,970.00
29511	05/07/2021	PW ADMIN	WATER CONSERV	OTP- REBATES	TURF REPLACEMENT REBATE	\$ 2,000.00

**BANK #1 - UNION BANK GENERAL ACCOUNT TOTAL**

**\$ 2,016,956.11**



**REPORT TO CITY COUNCIL**

**Approved by:**

Wendy Silva  
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez  
Arnoldo Rodriguez, City Manager

**Council Meeting of:** May 19, 2021

**Agenda Number:** B-3

**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 (Council).

**SUMMARY:**

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

**DISCUSSION:**

The Civil Service Commission met May 4, 2021, and approved eligibility lists for the following classifications:

- Public Safety Dispatcher
- Program Manager - Grants

The following employees began employment with the City since our last report.

<b>Table 1: New Hires and Re-hires</b>				
<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>Status*</i>	<i>Effective Date</i>
Francisco Vasquez	Police Officer I	Police Department	FT	4/24/21
Patsy Gomez	Administrative Assistant	Engineering	FT	4/29/21

\*Status: PT = Part Time, FT = Full Time

The following promotions, transfers, or assignment changes occurred since our last report.

<b>Table 2: Promotions, Transfers, or Assignment Changes</b>			
<i>Name</i>	<i>Old Position</i>	<i>New Position</i>	<i>Effective Date</i>
Nathan Munoz	Police Officer I	Police Officer II	4/11/21
Tara Maggiore	Records Clerk	Temporary Out-of-Class Public Safety Dispatcher	4/29/21
Ruben Hernandez	Animal Control Officer	Temporary Out-of-Class Public Safety Dispatcher	5/8/21

The following employees separated from employment since our last report.

<b>Table 3: Separations</b>				
<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>Status*</i>	<i>Effective Date</i>
Uday Pericherla	Assistant Engineer	Engineering	FT	5/7/21

\*Status: PT = Part Time, FT = Full Time

**FINANCIAL IMPACT:**

Funding for positions and employees to fill those positions is contemplated annually by the 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:**

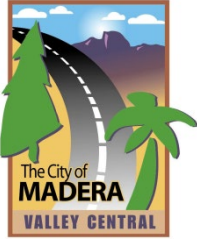
The information contained herein is not addressed by the Vision Madera 2025 plan, nor is the information in conflict with that plan.

**ALTERNATIVES:**

This report is for informational purposes only.

**ATTACHMENTS:**

None



## REPORT TO CITY COUNCIL

**Approved by:**

*Arnoldo Rodriguez*

Parks & Community Services Director

*Arnoldo Rodriguez*

Arnoldo Rodriguez, City Manager

**Council Meeting of:** May 19, 2021

**Agenda Number:** B-4

**SUBJECT:**

Consultant Services Agreement with Madera Unified School District

**RECOMMENDATION:**

Adopt a Minute Order approving the Consultant Services Agreement with the Madera Unified School District (MUSD) for the Foster and Homeless/Families In Transition Enrichment Services Program not to exceed \$40,000

**SUMMARY:**

For several academic school years, the City has entered into Consultant Services Agreements with MUSD to provide After School Programs throughout the District. Beginning in 2017, the City also entered into an Agreement where it would provide enrichment activities for foster youth, as well as youth identified by MUSD as homeless or Families In Transition (FIT). For Summer 2021, MUSD has proposed a three-week program, which will run four days per week from June 14<sup>th</sup> to July 1<sup>st</sup>. The proposed program will be held at the John W. Wells Youth Center (Youth Center) and will be hosted by Parks Department staff. It will focus on science, technology, engineering, art, and math (STEAM) curriculum, as well as life skills workshops for up to 75 students.

**DISCUSSION:**

The City and MUSD have been partnering for a number of years with the goal of providing meaningful programs to youth during the critical out-of-school hours. The Foster Youth/FIT Programs were designed to serve MUSD's most vulnerable students. These programs provide students and families with a network of support. They also focus on truancy reduction and increased student learning. Studies show that youth who participate in organized out-of-school programming are more likely to attend and perform in the classroom.

MUSD will be organizing the outreach to the homeless and foster youth communities in order to obtain student participants for this three-week camp. All student enrollment is completed by MUSD staff. The Parks Department is responsible for the recruitment, hiring, and training of all program staff. This program will be held at the Youth Center for three weeks during end of June. Some of the activities staff has planned for this year include learning about the history of the Olympic Games and the various countries that participate in the events. Participants will compete in a variety of physically active and strategy-based events that include long jump, javelin, puzzle challenges, and more. Staff will host an Opening and Closing Olympic Ceremonies, and participants will participate in medal ceremonies at the end of each day. Camp favorite activities, such as making homemade ice cream and solar oven s'mores, will also be incorporated throughout the camp.

Due to COVID-19, specific protocols have been put in place to ensure the safety of both student participants and staff. These include:

- Daily symptom screenings
- Social distancing
- Use of face coverings
- Frequent disinfection

In accordance with guidance from the Centers for Disease Control and California Department of Public Health, staff prepared a policy document entitled Recreation Day Camp Reopening Guidelines and Protocol, provided as Attachment 2. Madera County Public Health Department officials have reviewed and approved these guidelines. In addition to the protocols, staff have also updated language in the Youth Recreation Pass Registration form, which includes the City's Release of Liability (Attachment 3). This form must be filled out by each participant's parent or guardian prior to participation. The updated release provides specific language regarding sickness or injury from transmissible infectious disease, such as COVID-19.

#### **FINANCIAL IMPACT:**

The total value of the Agreement is not to exceed \$40,000. The camp is billed on an hourly basis according to the number of staff members hired to run the camp. Staff and MUSD anticipate the maximum participation of 75 students. The City will recruit 12 Part-Time Program Leaders for approximately 16 hours of training and 12 eight-hour days to facilitate the three-week camp. Participants will be split into six cohorts; each cohort will be staffed with two Program Leaders. The two Program Leaders will facilitate the recreational camp activities and be responsible for sanitizing and ensuring full compliance with Health Department guidelines.

The fully burdened rate, as named in the Consultant Services Agreement, includes overhead for both supplies and full-time staff whose support make this program possible. As a result, the contract itself does provide some General Fund relief for the activities borne from this Agreement. Staff estimates this to be as much as \$5,400 for the three-week camp.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

The recommended actions support the following Vision Madera 2025 strategies:

- Action 305.4: Expand youth service club and promote community services provided.
- Strategy 332: Youth Services: Expand comprehensive services for Madera's youth, including employment opportunities, community activities, sports programs, performing arts and after-school programs.
- Strategy 404: Promote increased community wellness.
- Strategy 411: Enhance and expand recreational activities available to Maderans.

**ALTERNATIVES:**

1. Council may direct staff to defer resumption of youth programming to a later date.

**ATTACHMENTS:**

1. Consultant Services Agreement
2. Recreation Day Camp Reopening Guidelines & Protocol
3. Youth Recreation Pass Registration



# MADERA UNIFIED SCHOOL DISTRICT

## CONSULTANT SERVICES AGREEMENT

**This agreement is made and entered into this 19<sup>th</sup> day of May 2021, by and between Madera Unified School District (“District”) and The City of Madera (“Consultant”).**

1. Consultant agrees to provide the following specified services:

The City of Madera will assign staff to provide enrichment services focusing on STEAM programs and life skills workshops to identified Foster and Homeless/Families In Transition (FIT) Madera Unified School District students:

1. K-4 students during Summer at John W. Wells Youth Center

2. Term. The Consultant’s services described in Paragraph 1 shall commence on May 19, 2021 and shall end on July 1, 2021 unless earlier terminated pursuant to Paragraph 8.

3. Payment. District agrees to pay Consultant as follows: Not to exceed \$40,000 – Foster Youth / FIT Funds. District will pay the City of Madera a total of \$29.50 per hour. This rate is a fully-burdened rate that covers site staff, administrative costs, and materials. Unless directed otherwise in writing by District, City shall not provide services in excess of allocated cost per program as listed above. Additional services and/or supplies can be provided to District at an additional rate. Supplies shall be acquired at the City’s cost plus 15% in administrative costs and staffing at the agreed upon fully-burdened rate of \$29.50/hour.

4. Payroll Forms. Consultant agrees to complete the District’s consultant payroll form. Consultant agrees that failure to properly complete this form in a timely manner may result in nonpayment to consultant.

5. Independent Contractor Status. Consultant and any and all agents and employees of Consultant are agreed to be independent contractors in their performance under this Agreement and are not officers, employees, or agents of the District. Consultant shall retain the right to perform services for others during the term of this Agreement.

6. Indemnity.

General Liability. This section shall govern any liability incurred by one party through the fault of the other party.

District to Indemnify. The District shall defend, indemnify, and hold the City, its officials, officers, employees, agents, and volunteers free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, to the extent arising out of or incident to any negligent acts, omissions, or willful misconduct of the District, its officials, officers, employees, agents, and volunteers arising out of or in connection with the District’s performance of this Agreement, including without limitation the payment of reasonable attorney’s fees.

City to Indemnify. The City shall defend, indemnify, and hold the District, its officials, officers, employees, agents, and volunteers free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, to the extent arising out of or incident to any negligent acts, omissions, or willful misconduct of the City, its officials, officers, employees, agents, and volunteers arising out of or in connection with the City’s performance of this Agreement, including without limitation the payment of reasonable attorney’s fees.

7. Insurance. Consultant agrees to procure and maintain throughout the term of this Agreement a comprehensive general liability insurance policy to protect Consultant from damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from Consultant’s responsibilities under this Agreement, whether such acts or omissions be by Consultant or anyone directly or indirectly employed by Consultant. This insurance shall name the District as additional insured and shall be written for not less than Two Million Dollars (\$2,000,000) per occurrence, Four Million (\$4,000,000) aggregated liability coverage and One Million Dollars (\$1,000,000) for automobile liability. A certificate of insurance shall be filed with the District and shall provide that no changes shall be made to such insurance without thirty (30) days prior written notice to the District.

8. Termination of Agreement. District and or Consultant may terminate this Agreement for any reason upon 30 days written notice. In the event of early termination, Consultant shall be paid for work performed to the date of termination. The District may then proceed with the work in any manner the district deems proper.

9. No Entitlement. Consultant agrees that it has no entitlement to any future contracts or work from District or to any employment or fringe benefits from the District.

10. Taxes. Payment to Consultant pursuant to this Agreement will be reported to federal and state taxing authorities as required on the IRS Form 1099. District will not withhold any money from compensation payable to Consultant. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions; and/or state or federal income tax or disability insurance. Consultant is independently responsible for the payment of all applicable taxes.

11. Governing Law and Venue. This Agreement shall be governed by and construed only in accordance with the laws of the State of California. If any action is initiated involving the application or interpretation of this Agreement, venue shall only lie in the appropriate state court in Madera County or federal court in Fresno County, California.

12. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Consultant, the District and their respective successors and assignees.

13. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a Court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision of this Agreement.

14. Amendment. The terms of this Agreement shall not be amended in any manner whatsoever except by mutual written agreements signed by the parties.

15. Entire Agreement. This Agreement constitutes the entire agreement between the parties. There are no oral understandings, side agreements, representation or warranties, expressed or implied, not specified in this Agreement.

16. Licenses. Consultant represents that Consultant and all agents and employees of Consultant are licensed by the state of California, if applicable, to perform all the services required by this Agreement. Consultant will maintain all licenses in full force and effect during the term of this Agreement.

17. Compliance with Law. Consultant agrees to perform the services contemplated by this Agreement in a professional and a competent manner and in compliance with all local, state and federal laws, and regulations governing the service to be rendered pursuant to this Agreement.

18. Approvals. The parties agree that the effectiveness of the Agreement is contingent upon approval by the District's Board of Trustees and by the Madera City Council.

19. Equipment and Materials. Consultant shall provide all equipment, materials, and supplies necessary for the performance of this Agreement. This provision is negotiable as to the needs of specific children.

20. Non-discrimination. Consultant shall not engage in unlawful discrimination in the employment of persons because of race, color national origin, age, ancestry, religion, sex, marital status, medical condition, physical handicap, or other bias prohibited by state or federal law.

21. Copyright. Any product, whether in writing or maintained in any other form produced under this Agreement shall be the property of District. District shall have the right to secure a patent, trademark or copyright and the product or information may not be used in any manner without District's written permission.

22. In accordance with Education Code Section 39656, this contract is not valid or an enforceable obligation against the District until approved or ratified by motion of the Governing Board duly passed and adopted.

Madera Unified School District:

Consultant:

by: Todd Lile (name)

Santos Garcia (name)

Superintendent, Madera Unified School District (title)

Mayor, City of Madera (title)

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Signature

Date: \_\_\_\_\_

---

Signature

Date: \_\_\_\_\_

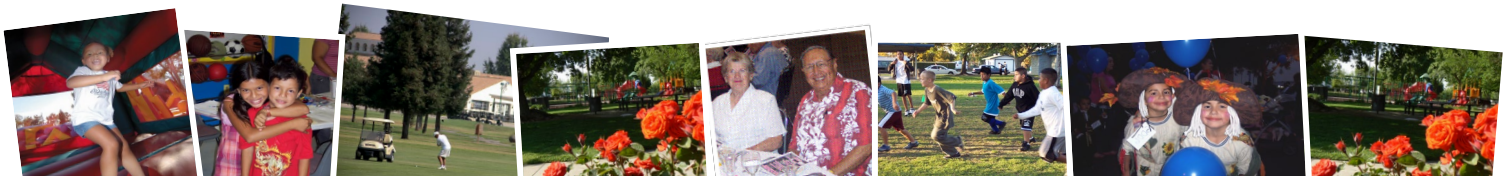
Federal ID# \_\_\_\_\_

## Recreation Day Camp Reopening Guidelines & Protocol

The City of Madera Parks & Community Services Department is working to put together a plan to provide a Day Camp program in compliance with current Madera County Department of Public Health guidelines. This Day Camp program is in partnership with Madera Unified School District (MUSD) Student Services Department, which provides programming opportunities for youth who live in Madera who are currently in foster care and/or homeless. The plan consists of the following:

**Staff:**

- a) Staff will be trained on protocols established by the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) health experts which include:
  - Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
  - Self-screening at home, including temperature and/or symptom checks using CDC/CDPH guidelines.
  - Staff will teach and reinforce avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among campers and staff.
  - The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC/CDPH.
  - All staff and campers who have recently had a close contact with a person with COVID-19 will be encouraged to stay home.
  - Seeking medical attention if their symptoms become severe.
  - The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station).
  - The importance of physical distancing.
  - The proper use of face coverings consistent with Cal/Osha standards that mandates that all camp staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.
  - COVID-19 prevention policies.
  - Recognizing the symptoms of COVID-19
- b) All employees must follow the requirements of the Madera County Public Health Department and the City of Madera regarding face coverings and other personal protective equipment.



Service	Integrity	Accountability	Teamwork
City of Madera Parks & Community Services	701 E. 5th Street Madera, CA 93638	559.661.5495 T 559.675.3827 F	<a href="http://www.madera-ca.gov">www.madera-ca.gov</a>

- c) Staff will receive training on the City’s COVID Prevention Policy (CPP) and will be expected to follow all CalOSHA requirements of the COVID Emergency Regulations.
- d) Staff will be screened, including a temperature check with a non-touch thermometer, at the beginning of their shift.
  - Staff that feel ill prior to shift will be expected to take temperature and call their supervisor immediately.
  - Staff will be expected to not report to work if they are ill or exhibiting symptoms of COVID-19.
- e) Staff will welcome and greet participants from a distance of six feet. There will be no physical touching permitted with any participant or fellow staff member, and all persons must maintain six-foot distancing.
- f) Staff will be reminded that all recognition involving physical contact such as hugs, high-fives, etc. are not allowed.
- g) A staff member will be designated to be responsible for responding to COVID-19 concerns. All camp staff and families will know who this staff person is and how to contact them.

**Participants/Campers:**

- a) Participants will be notified in advance regarding new protocols. Parents will receive notification from MUSD District Staff as well as a printed Parent Handbook that will cover the measures being taken to protect participants and staff so that they are familiar with the updated policies (e.g. the use of face coverings and physical distancing requirements) before arriving to camp.
- b) Participants will be registered for the camp by MUSD’s Student Services staff prior to the camp’s start date.
- c) All participants will be screened, including a temperature check with a digital non-touch thermometer prior to entering the Youth Center. Any staff member or participant with a fever higher than 100.4 degrees will be sent home, or referred to a health care facility
  - COVID-19 Screening Questions provided by the Madera County Department of Public Health
  - Participants that feel ill or exhibiting symptoms of COVID-19 prior to camp will be expected to stay home.
  - Participants that are suspected of exhibiting symptoms of COVID-19 will not be allowed inside the Youth Center.
- d) All participants must wear face coverings when entering and exiting the Youth Center and when they are less than six feet away from another person.



Service	Integrity	Accountability	Teamwork
City of Madera Parks & Community Services	701 E. 5th Street Madera, CA 93638	559.661.5495 T 559.675.3827 F	<a href="http://www.madera-ca.gov">www.madera-ca.gov</a>

- e) Sanitation stations (handwashing and/or hand sanitizer) will be available throughout the facility to encourage proper hand hygiene throughout the day.
- f) Parents/Guardians will be notified of camper drop-off and pick-up times. Parents will be encouraged to:
  - Minimize the time they take saying goodbye to allow for the continual flow of traffic.
  - Say goodbye close to or inside their vehicles.
  - Maintain physical distance with other parents/guardians and campers.
  - Wear a face covering when exiting the vehicle.
  - Designate one parent/guardian to drop-off and pick-up campers every day.
- g) Participants will be greeted by staff from a distance of six feet. There will be no physical touching permitted (except for persons that are in the same family/house). Participants will need to maintain a distance of six feet from one another (unless they are from the same family/house).
- h) Participants will not be allowed to bring non-essential personal items from home. This includes but is not limited to electronics, toys, stuffed animals, blankets, etc. Essential items will be held in individually labeled storage containers and are required to be taken home daily.

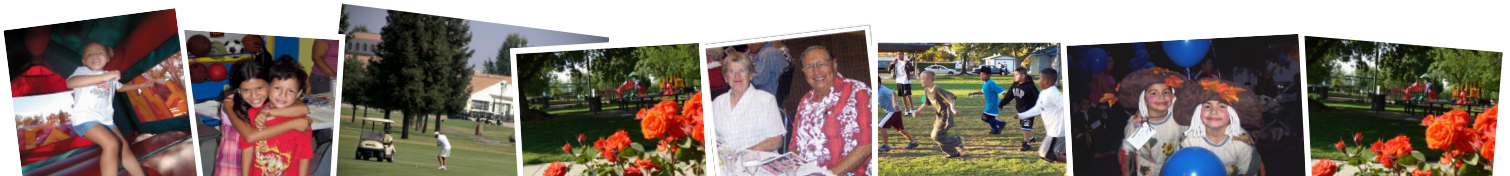
**Facility Modifications:**

- a) Proper signage will be displayed at the facility entrance and restrooms that includes:
  - COVID-19 Information
  - Handwashing
  - Cough Etiquette
  - Symptoms associated with COVID
  - Practices to stop the spread
  - Physical Distancing
- b) Measures will be put in place to limit the number of participants checking in and out at one time for camp.
  - Staggered drop-off and pick-up times or
  - Designated drop-off and pick-up areas for each camper group or “unit.”
  - Parents/Guardians will not be allowed to enter the Youth Center. Pick-up and drop-off will be conducted outside of the facility.
- c) To assist with physical distancing, markers spaced six feet apart will be placed along potential traffic areas such as pick-up and drop-off locations, outside of the restrooms, and any area identified by staff where children have a natural tendency to congregate.



Service	Integrity	Accountability	Teamwork
City of Madera Parks & Community Services	701 E. 5th Street Madera, CA 93638	559.661.5495 T 559.675.3827 F	<a href="http://www.madera-ca.gov">www.madera-ca.gov</a>

- d) Restrooms are available inside of the facility:
  - Modified restroom access.
  - Identified sinks will be taped off and closed to allow for six feet of spacing between hand washers.
  - One urinal will be made inactive to allow physical distancing.
  - Hand dryers will be taped off and closed. Single-use paper towels will be available for hand drying.
- e) All doors will remain locked from the outside to prevent members of the public that are not part of camp, from walking into the facility. Emergency exit doors can be opened from the inside when locked from the outside.
- f) The facility will be divided into several activity areas/zones that follow the physical distancing requirements. Dividers such as cones, theatre ropes, chairs etc. will be used to divide areas inside the gym and outside.
- g) MUSD's Food Services will have restricted access to the Youth Center when delivering meals for campers.
  - MUSD drivers will be asked to maintain physical distancing between themselves and campers and staff.
  - Drivers will be expected to wear appropriate personal protective equipment.
  - Drivers will be expected to not make deliveries if they have symptoms associated with COVID-19.
- h) There will be a designated "Isolation Room" to separate anyone who exhibits symptoms of COVID-19.
  - Any camper or staff person exhibiting symptoms will be required to wear a face covering and will be required to wait in the isolation room until they can be transported home.
  - CDC, Madera County Public Health, and MUSD protocol will be followed regarding sending campers and staff home who are exhibiting symptoms of COVID-19.
  - Parent/Guardian will be expected to pick up their child as soon as possible from camp.
- i) Water fountains will be closed. Campers will be asked to provide their own water bottle. Staff will refill water bottles as needed.



**Service**

**Integrity**

**Accountability**

**Teamwork**

City of Madera  
Parks & Community Services

701 E. 5th Street  
Madera, CA 93638

559.661.5495 T  
559.675.3827 F

[www.madera-ca.gov](http://www.madera-ca.gov)

**Cleaning and Disinfecting:**

- a) CDC/CDPH guidelines will be followed to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- b) Staff will be required to perform thorough cleaning on all high traffic areas throughout the day.
  - Facilities will be cleaned regularly using EPA-registered disinfectants.
  - High-touch surfaces such as faucets, toilets, doorknobs, light switches, tables, chairs, and handrails will be frequently cleaned and disinfected.
  - Commonly used surfaces and items will be frequently disinfected.
- c) Staff will have necessary personal protective equipment and sanitization products available at their workstations.
- d) Staff will be required to disinfect their activity area before moving to the next activity area.
- e) Games, sports equipment, and other supplies will be cleaned and sanitized between use.
- f) Cleaning and disinfectant products will be stored securely away from children.
- g) A system will be created to separate used equipment from equipment that has already been cleaned and disinfected.
  - Containers/bins will be labeled for used equipment that has not yet been cleaned and disinfected and containers/bins for cleaned and disinfected equipment.
- h) When choosing cleaning products, only those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list will be used.
- i) To reduce the risk of asthma related to disinfecting, disinfectant products on List "N" with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) will be used.

**Camp Structure:**

- a) Pre-registration will be required for camp. The registration process will be facilitated by MUSD.
- b) Campers will be expected to wear cloth face coverings when social distancing is not possible.
- c) Staff to camper ratio will be 14:2. Campers will be grouped by grade level (K-6).
  - Small groups of campers will stay together all day, each day.
  - Campers must remain 6 feet apart and do not share objects.
  - Outdoor activities are prioritized.
  - Activities will be planned out to limit the mixing of groups.
- d) There will be Sanitizing Stations (hand sanitizer and handwashing) throughout the facility and activity areas where campers and staff will have access to practice proper hand hygiene.



**Service**

City of Madera  
Parks & Community Services

**Integrity**

701 E. 5th Street  
Madera, CA 93638

**Accountability**

559.661.5495 T  
559.675.3827 F

**Teamwork**

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- e) The sharing of objects and equipment such as toys, games, playground equipment and art supplies will be limited to the extent practicable.
  - Supplies will be available for each camper. If this is not practical, supplies and equipment will be cleaned and disinfected between uses.
- f) Games and activities will be structured with little to no contact with other campers. Campers will be encouraged to maintain the proper physical distancing requirements.
- g) During meals and snacks, all campers will be physically distanced apart from one another.
  - Pre-packaged meals are provided by MUSD.
  - Groups will be assigned a designated mealtime in order to decrease the number of campers getting their meals at the same time.
  - Multiple seating areas will be available for campers to eat their meals.
- h) Campers and staff will be required to wash their hands for a minimum of 20 seconds upon arrival, before and after each activity, before and after eating meals and snacks, and after using the restroom.
- i) Activities will be held outdoors as much as possible. If an activity is held indoors, steps will be taken to ensure there is circulation of fresh air in the room.

**First Aid:**

- a) Every effort will be made to minimize direct contact and face-to-face interactions with participants.
- b) Staff will be expected to follow guidelines established by the CDC/CDPH regarding Guidance for Emergency Medical Services (EMS) Systems.
- c) Personal protective equipment will be available and in stock at the site.
- d) Staff will attempt to talk campers through administering their own non-emergency first aid as needed. Examples include:
  - Minor cuts & scrapes: Child will be given instructions on cleaning the wound and applying the bandage(s) to themselves.
  - Nose bleeds: Child will be handed tissues from a gloved staff person and talked through applying them and keeping pressure.
  - Bumps & bruises: Child will hold their own ice pack on injured area.



Service	Integrity	Accountability	Teamwork
City of Madera Parks & Community Services	701 E. 5th Street Madera, CA 93638	559.661.5495 T 559.675.3827 F	<a href="http://www.madera-ca.gov">www.madera-ca.gov</a>



## Youth Recreation Pass Registration

Save Time, Register Online! <https://apm.activecommunities.com/maderapcsrec/membership>

Register in person or online at the City of Madera Parks & Community Services Department, 701 East 5<sup>th</sup> Street, Madera, CA 93638. All information marked with an asterisk (\*) MUST be provided in order to make your registration valid. Be sure to sign each registration form.

**This section is for the Parent/Guardian of the participant(s):**

**Name:** First\* \_\_\_\_\_ Middle \_\_\_\_\_ Last\* \_\_\_\_\_

**Gender\***  Male  Female

**Date of Birth\*** (mm/dd/yyyy) \_\_\_\_\_

**Medical Alert:** List ANY/ALL medical challenges or concerns for the participant to which staff members should be alerted.

\_\_\_\_\_  
\_\_\_\_\_

**Address:** Street\* \_\_\_\_\_ Apt# \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip Code\* \_\_\_\_\_

**Mailing Address** (if different than above): Street \_\_\_\_\_

Apt# \_\_\_\_\_ City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip Code\* \_\_\_\_\_

**Phone:** Home\*(\_\_\_\_\_) \_\_\_\_\_ Work\*(\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Cell(\_\_\_\_\_) \_\_\_\_\_ Cell Phone Service Provider \_\_\_\_\_

Agree to Receive Text Message Notifications?

Fax(\_\_\_\_\_) \_\_\_\_\_ Other Phone(\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

**E-mail** \_\_\_\_\_ (Used for immediate online receipts)

**Emergency Contact:** In the case of an emergency staff will attempt to notify the people listed in this area if Parent/Guardian is unable to be contacted.

**At least one Emergency Contact is required.**

**1st Emergency Contact\*:**

Name: First\* \_\_\_\_\_ Last\* \_\_\_\_\_ Relation\* \_\_\_\_\_

Phone: Home\*(\_\_\_\_\_) \_\_\_\_\_ Other(\_\_\_\_\_) \_\_\_\_\_

**2nd Emergency Contact:**

Name: First \_\_\_\_\_ Last \_\_\_\_\_ Relation \_\_\_\_\_

Phone: Home(\_\_\_\_\_) \_\_\_\_\_ Other(\_\_\_\_\_) \_\_\_\_\_

Participant Name	Date of Birth	School	Grade	Permission to Leave
Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Allowed to leave on their own <input type="checkbox"/> Parent/Authorized Pick-up ONLY
<b>Medical Alert:</b> List ANY/ALL medical challenges or concerns to which staff members should be alerted.				
Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Allowed to leave on their own <input type="checkbox"/> Parent/Authorized Pick-up ONLY
<b>Medical Alert:</b> List ANY/ALL medical challenges or concerns to which staff members should be alerted.				

**Agreement:**

I grant permission for my child/children to use all the play equipment and participate in all activities of the Youth Recreation program.

**Sign in Sign out policy:**

Participants are free to leave the program at any time, unless parents specify that their child/children are not to leave without being picked up by parent or an authorized person. Only an authorized person may pick up the child/children from the program. This authorized person must be on the emergency form. The child/children must sign in with Recreation Staff upon arrival and sign out when leaving for the day.

**Clothing:**

Appropriate clothing is required to participate in Recreation programming and must be worn at all times. If clothing is deemed as inappropriate, the participant will be asked to change or leave for the day. Dress code policies will be enforced.

**Code of Conduct:**

In order to ensure the quality and enjoyment of Recreation Programs, and to promote a safe and positive atmosphere in the programs, staff, participants and persons involved with the programs (i.e. spectators, volunteers, seniors, etc.) shall abide by the following code of conduct in City Recreation Facilities:

1. All persons shall act with respect towards the safety and privacy of other people.
2. Physical or verbal abuse of any kind will not be tolerated.
3. Foul or abusive language is prohibited.
4. All persons shall treat public and private property and equipment with respect.
5. Program rules and regulations shall be observed at all times, including protocol in place to comply with local, State, and National guidelines to prevent the spread of the novel coronavirus.

Any City representative responsible for supervising, officiating or otherwise operating a Recreation program in a City facility shall have authority to enforce the terms of the Code of Conduct as authorized by a policy of the City of Madera. Failure of any person to abide by the Code of Conduct will result in disciplinary action, including, but not limited to:

1. Removal from the facility.
2. Restriction in program participation.
3. Suspension or expulsion from the program and or facility.

No refund of fees shall be given for any suspension or expulsion from a program for violating the Code of Conduct. The appropriate manager of the Parks and Community Services Department shall review any suspension or expulsion longer than 3 days. If the manger upholds the suspension or expulsion, an appeals procedure is available upon request from the Madera Parks and Community Services Department.

**Zero Tolerance Policy Against Weapons or Dangerous Objects:**

No weapons/dangerous objects allowed on premises. Madera Police Department will be called to handle any possessed, sold, or otherwise furnished firearm, knife, explosive, or any other dangerous object.

**Zero Tolerance Policy Against Drugs and Alcohol:**

No drugs (including marijuana), cigarettes or alcohol is allowed in, on or near any City facility. Madera Police Department will be called to handle any possessed, sold or otherwise furnished substance.

**In Case of Emergency:**

I grant permission for the City of Madera staff to take whatever steps may be necessary to obtain emergency medical care if necessary. These steps may include, but are not limited to the following:

1. Attempt to contact parents or guardian.
2. Attempt to contact parents through any persons listed on the emergency form.
3. If parents/guardians cannot be contacted the following procedure will be taken:
  - a. Call Police Department
  - b. Call Paramedics and/or Ambulance
  - c. Have a child taken to an emergency room in the company of Emergency Medical Staff.

Any medical expenses incurred under #3 will be paid by the child's family.

I fully understand my obligations for the City of Madera - Parks and Community Services Recreation Program(s) and will go over the information above with my child/children and explain to them their responsibilities.

**COVID-19 Safety Plan Acknowledgement**

I hereby acknowledge receipt of the COVID-19 Safety Plan for the activity my child is being registered for. I have read and understand the Safety Plan, and acknowledge that while all attempts will be made to prevent exposure and spread of the novel coronavirus, exposure may still occur. I also acknowledge the following:

1. I understand that I will not be permitted to enter the premises beyond the designated drop-off and pick-up area

2. I understand that I must be timely in my drop-off and pick-up to do my part in maintaining the staggered program schedule
3. I understand that my child will be screened for symptoms of febrile respiratory illness, including taking of my child's temperature and assessment of symptoms including, but not limited to: cough, shortness of breath, chills, loss of taste or smell, sore throat, and/or muscle aches
4. I understand that my child will not be allowed entry should his/her temperature register at 100 degrees Fahrenheit or higher
5. I understand that if my child displays any of the above noted symptoms during the offered programs, he/she will be placed in an isolation room and must be picked up within 15 minutes of contact; as such, I understand that I must be available by telephone at all times while my child is participating.
6. I understand that my child must wear a cloth face covering while participating in this program; if my child arrives without a cloth face covering, a disposable face covering will be provided.
7. I acknowledge that my child has not traveled outside the United States in the past 14 days to countries affected by COVID-19.
8. I acknowledge that my child has not traveled domestically within the United States by commercial airline, train, bus, cruise ship, or other means of mass travel in the past 14 days.

**Express Assumption of Risk Associated with Recreational Activities:**

I hereby affirm and acknowledge that I fully understand the hazards and risks associated with recreational activities hosted and led by the City of Madera - Parks and Community Services Department. The inherent risks and hazards include but are not limited to:

1. Injuries sustained from any and all **physical activities**, such as running, jumping, hiking, biking, climbing, camping, fishing, cooking, and engaging in sporting events such as basketball, softball, football, volleyball and more.
2. Injuries sustained from **objects** that are either natural or man-made, such as play structures, benches, rocks, and trees, or from misjudging **terrain** that induces slipping, falling, colliding or otherwise.
3. Injuries and illnesses sustained from all water sports such as: **swimming**, diving, water exercise, impacting the water, and/or water entering bodily orifices.
4. Injuries from hypothermia, heat stroke, dehydration, etc. from exposure to the elements, such as rain, cold, excessive heat or the **weather** in general.
5. Physical and monetary injuries sustained due to participant's personal **negligence** and/or the negligence of others, crowds, and altercations with other patrons.
6. Injuries or illnesses sustained from either **plants or animals**, such as poison ivy, poison oak, poison sumac, aggressive or biting pets, service animals, wildlife, or exposure to any plants or animals present within the park or facility in general.
7. Sickness or injury from transmissible infectious diseases including viruses such as SAR's, **COVID-19**, etc.

I understand that the description of these risks is in no way complete and that all such dangers, both anticipated and unanticipated, can lead to illness, injury (bruises, contusions, scrapes, scratches, broken bones, etc.), permanent disability (both physical and mental), drowning and death.

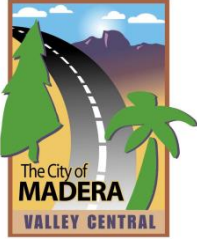
**Release of Liability, Waiver of Claims and Indemnity Agreement:**

I, the undersigned participant (if 18 years of age or older), or parent or guardian of above named participant in the City of Madera recreation program, including my successors, assigns, or anyone acting on my behalf, agree as follows: In consideration of the acceptance of my application for entry into the above event, class or activity, I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which hereafter accrue to me, against the City of Madera, its officers, agents, employees, or volunteers as a result of my participation in the event, class or activity. This release is intended to discharge the City, its officers, officials, employees and volunteers, any other involved municipalities or public agencies from and against any and all liability arising out of or connected in any way with my participation in the event, class or activity even though that liability may arise out of the negligence or carelessness on the part of City or persons mentioned above. I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the City and all of the persons mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages.

**I further authorize qualified physicians to render emergency medical treatment or care they deem necessary for the participant because of illness or accident which occurs during the course of the above-described event, class or activity. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. By enrolling or attending any class or activity offered by the City of Madera Parks & Community Services Department, you consent to have your photograph and/or video taken and allow usage of these photographs and/or videos in future publications by the City of Madera's Parks & Community Services Department.**

**Please Print Name:** \_\_\_\_\_ (Check Identity) **Parent** \_\_\_\_\_ **Guardian** \_\_\_\_\_

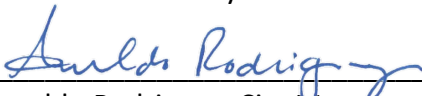
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## REPORT TO CITY COUNCIL

**Approved by:**

  
\_\_\_\_\_  
Parks & Community Services Director

  
\_\_\_\_\_  
Arnoldo Rodriguez, City Manager

**Council Meeting of:** May 19, 2021

**Agenda Number:**     B-5    

**SUBJECT:**

Appointment to the City of Madera Beautification Committee

**RECOMMENDATION:**

Adopt a Resolution approving Councilmember Evans' appointment of Robert Gonzalez to the Beautification Committee.

**SUMMARY:**

Councilmember Evans has indicated that she would like to appoint Robert Gonzalez to the City of Madera Beautification Committee.

**DISCUSSION:**

The City of Madera's Beautification Committee is a City Council appointed advisory body that focuses its efforts to enhance the aesthetic appearance of the Madera community. The Committee supports and encourages public participation and advocates for beautification activities throughout the City. Committee members are nominated by an individual Councilmember and serve a term of four years, concurrent with the Councilmember.

The seat nominated by District 4 is currently vacant. Councilmember Evans has indicated a desire to nominate and would like to appoint Robert Gonzalez to the Beautification Committee to serve a term concurrent with her own. Mr. Gonzalez would be a new member to the Beautification Committee.

**FINANCIAL IMPACT:**

This item has no financial impact to the General Fund. Appointees to the Beautification Committee serve in a volunteer capacity.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

Many elements in the adopted vision and action plans represent efforts to beautify Madera. Therefore, the recommended action supports the following Vision Madera 2025 strategies:

- 134.1 - Consider establishment of design/landscape standards for neighborhoods and business construction.
- 126.2 – Analyze best practices for street and median island beautification program.
- 134.2 – Consider establishment of Tree Canopy Standards and shading requirements.
- 413 – Develop volunteer opportunities to help maintain and enhance community spaces.

**ALTERNATIVES:**

The City Council may approve the appointment recommended by Councilmember Evans or may choose to not take action on the Resolution.

**ATTACHMENTS:**

1. Resolution – Robert Gonzalez
2. Beautification Committee Application – Robert Gonzalez

**RESOLUTION NO. 21 - \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA  
APPOINTING ROBERT GONZALEZ TO THE CITY OF MADERA BEAUTIFICATION  
COMMITTEE**

**WHEREAS**, the City Council, in previous action, has adopted an Ordinance that specifies nomination procedures, appointment procedures, and terms of office for members of City Boards and Commissions; and

**WHEREAS**, a vacancy exists on the City of Madera Beautification Committee; and

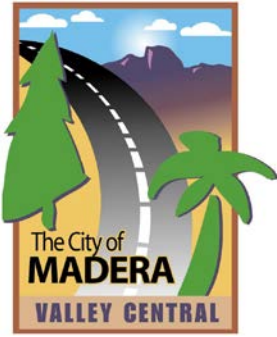
**WHEREAS**, Robert Gonzalez has been duly nominated by Councilmember Evans to fill the vacancy of District 4; and

**WHEREAS**, the nominee has the requisite experience and desire to fulfill the responsibilities of the post.

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

1. The above recitals are true and correct.
2. Robert Gonzalez is appointed to the City of Madera Beautification Committee for a term ending December 2024, unless otherwise indicated by the Madera Municipal Code.
3. This Resolution is effective immediately upon adoption.

\*\*\*\*\*



# CITY OF MADERA COMMISSION, BOARD, AND COMMITTEE APPLICATION

I hereby request that I be considered as a nominee for the following City of Madera Commission, Board, or Committee:

PLEASE CHECK ONE OR MORE:

- |  |  |
|--|--|
| <input type="checkbox"/> ADA Advisory Council                | <input type="checkbox"/> Airport Advisory Commission |
| <input checked="" type="checkbox"/> Beautification Committee | <input type="checkbox"/> Civil Service Commission    |
| <input type="checkbox"/> CDBG Review and Advisory Committee  | <input type="checkbox"/> Loan Review Committee       |
| <input type="checkbox"/> Planning Commission                 | <input type="checkbox"/> Transit Advisory Board      |
| <input type="checkbox"/> Other: _____                        |  |

*Please type or print in ink.*

LAST NAME Robert	FIRST NAME Gonzalez	M.I.
HOME ADDRESS [REDACTED]	CITY, STATE, ZIP Madera	HOME PHONE [REDACTED]
MAILING ADDRESS [REDACTED]	CITY, STATE ZIP Madera CA, 93638	E-MAIL ADDRESS [REDACTED]
EMPLOYER	JOB TITLE	BUSINESS PHONE

LENGTH OF RESIDENCE IN CITY OF MADERA 26 YEARS ____ MONTHS	ARE YOU A REGISTERED VOTER OF THE CITY OF MADERA? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
---	--	--

**EDUCATIONAL BACKGROUND:**

Madera High School Class of 2014  
 Santa Rosa Junior College Class of 2017  
 Sonoma State University 2019-Present

PLEASE LIST ANY ORGANIZATIONS OF WHICH YOU ARE A MEMBER AND ANY OFFICES YOU HAVE HELD IN THOSE ORGANIZATIONS:

Starbucks Pride Alliance  
Hoya de Cafe an organization for Latinos within my work place

PLEASE LIST ANY APPOINTED PUBLIC BOARDS OR COMMISSIONS ON WHICH YOU HAVE SERVED, DATES OF SERVICE AND ANY CHAIRMANSHIP OR OFFICE HELD:

I AM INTERESTED IN SERVING FOR THE FOLLOWING REASONS:

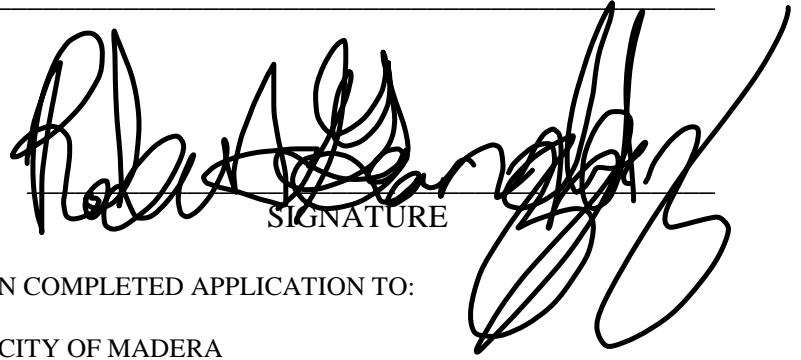
I have been a resident of Madera my whole life, I can to the beautification committee with a growth mindset and change, I want to speak up for my community and be able to listen to them.

REFERENCES (Optional):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5/6/20211

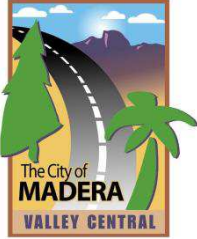
DATE



SIGNATURE

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF MADERA  
OFFICE OF THE CITY CLERK  
205 West Fourth Street  
Madera, CA 93637  
(559) 661-5405  
(559) 674-2972 Fax



## REPORT TO CITY COUNCIL

**Approved by:**

*Luetta Sanchez*  
\_\_\_\_\_

Department Director

*Arnoldo Rodriguez*  
\_\_\_\_\_

Arnoldo Rodriguez, City Manager

**Council Meeting of:** May 19, 2021

**Agenda Number:**     B-6    

**SUBJECT:**

Amendment to the Management and Operations of Madera Transit Services Agreement between the City of Madera and MV Public Transportation, Inc.

**RECOMMENDATION:**

Adopt a Resolution Approving Amendment to No. 1 to the Management and Operations of Madera Transit Service Agreement (Agreement) with MV Public Transportation, Inc. (MVPTI)

**SUMMARY:**

The City of Madera (City) reached an Agreement with MVPTI on November 7, 2018, which is set to expire on June 30, 2021. Under the initial term of the Agreement, MVPTI was successful in providing transit services to residents for two years and six months. As indicated in Section 2 of the Agreement, both parties may mutually agree to exercise the first of the two (2), one year extension option. This extension will allow MVPTI to continue to operate the City's transit system through June 30, 2022.

**DISCUSSION:**

The City has maintained a contract with MVPTI to operate the Madera Metro transit system since November 7, 2018. Upon expiration of the existing Agreement's term, the Agreement outlines that each party may extend the term for an additional two (2) one-year periods, upon mutual written consent.

During the past two years and six months of operations, MVPTI has assisted the City by offering residents transportation service through fixed routes and demand response. Operations data shows that during that period, the total number of hours and miles traveled were steadily increasing during the first two year of service. Unfortunately, shortly after the second year of service, public transportation was greatly impacted due to the national pandemic of the

Coronavirus. Despite service being reduced, which ultimately had a drastic impact on ridership, MVPTI remained effective with on time performance and quality customer service.

Staff believes MVPTI has responded to each of the requests in meeting the City's bus service needs, and City staff has developed a strong and effective working relationship with their Operations Manager. Staff also believes the pandemic halted the noticeable growth in ridership. Transit staff will soon begin to work with a transportation planning consultant to assess the Madera Metro transit services and develop the Madera Transit Plan – Services Assessment. With MVPTI being the service contractor for Madera Metro for the previous two and a half years, it will be beneficial to undertake the assessment with the assistance of the contractor that is familiar with the City's system.

**FINANCIAL IMPACT:**

This Agreement extension does not impact the City's General Fund as all transit services and personnel time is expended through Local Transportation Funds and other Transit related budgets which are grant funded.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

The agreement extension supports the Vision Madera 2025 Plan as follows:

- Strategy 121:
  - Multi-modal transportation: Develop a city-wide multi-modal transportation plan to ensure safe, affordable and convenient transportation modes for residents and businesses within Madera.
- Strategy 407:
  - Promote and expand existing services, supportive services, case management, and self-sufficiency for Madera residents to maintain independent lifestyles.
- Strategy 431.1:
  - Continue and expand use of low emission or alternative energy source vehicles for all public jurisdictions.

**ALTERNATIVES:**

As an alternative, Council may:

1. Council may direct staff to enter into a month-to-month agreement with a maximum of six (6) months and go back to bid for a new contractor.
2. Council may direct staff to begin to prepare a request for bid for a new contractor during the one (1) year extension period.

**ATTACHMENTS:**

1. Resolution
2. Amendment No. 1

**RESOLUTION NO. 20-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,  
CALIFORNIA, APPROVING AMENDMENT NO. 1 TO AGREEMENT FOR THE  
MANAGEMENT AND OPERATIONS OF MADERA TRANSIT SERVICE WITH  
MV PUBLIC TRANSPORTATION, INC.**

**WHEREAS**, the City of Madera (City) provides the Madera Transit System for fixed route and demand response services to City; and

**WHEREAS**, MV Public Transportation, Inc. (MVPTI) is a recognized national provider of transit services; and

**WHEREAS**, under the Agreement for the Management and Operations of Madera Transit Service (Agreement) with the City, MVPTI has provided transit services to residents for two years six months; and

**WHEREAS**, the Agreement is to expire June 30, 2021; and

**WHEREAS**, the City and MVPTI desire to execute and effectuate the first one-year extension of the Agreement wherein MVPTI agrees to provide transit services to the City of Madera for twelve (12) months from July 1, 2021 through June 30, 2022.

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

1. The above recitals are true and correct.
2. The City Council approves Amendment No. 1 to Agreement with MV Public Transportation, Inc. as set forth in Exhibit A to this resolution.
3. This resolution is effective immediately upon adoption.

\*\*\*\*

**AMENDMENT NO. 1 TO AGREEMENT BETWEEN THE CITY OF MADERA  
AND MV PUBLIC TRANSPORTATION, INC. FOR MANAGEMENT AND  
OPERATION OF MADERA TRANSIT SERVICES**

This Amendment No. 1 to Agreement between the City of Madera and MV Public Transportation, Inc. for Management and Operation of Madera Transit Services is entered into effective July 1, 2021.

**RECITALS**

**WHEREAS**, the City of Madera (City) and MV Public Transportation, Inc. (MVPTI) entered into an Agreement for Management and Operation of Madera Transit Services (Agreement) on November 7, 2018 for the provision of fixed route and demand response services in the City; and

**WHEREAS**, Section 2. "Term of Agreement" provides for a three-year term through June 30, 2021 with the option to extend the Agreement for up to two additional one year periods; and

**WHEREAS**, both the City and MVPTI mutually wish to extend the Agreement by one additional one-year period and in the future will consider exercising the remaining one year extension period through June 30, 2023.

**AMENDMENT**

**SECTION 1.** Section 2 of the Agreement is amended by adding the following text to the current language in that section:

"2. Term of Agreement. Consistent with the foregoing, the term of this Agreement is extended by one year to June 30, 2022."

**SECTION 2.** Except as amended by this Amendment No. 1 all terms and conditions of the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed or caused the extension to the Agreement to be executed as of the date and year written above.

*(signatures on next page)*

**CITY OF MADERA**

**MV PUBLIC TRANSPORTATION, INC.**

By: \_\_\_\_\_  
Santos Garcia, Mayor

By: \_\_\_\_\_

Title: \_\_\_\_\_

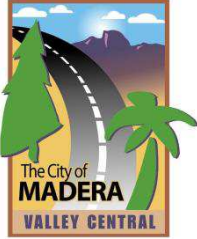
\_\_\_\_\_  
Taxpayer ID Number

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Hilda Cantú Montoy, City Attorney

**ATTEST:**

By: \_\_\_\_\_  
Alicia Gonzales, City Clerk



## REPORT TO CITY COUNCIL

**Approved by:**

*Luetta Sanchez*  
\_\_\_\_\_

Department Director

*Arnoldo Rodriguez*  
\_\_\_\_\_

Arnoldo Rodriguez, City Manager

**Council Meeting of:** May 19, 2021

**Agenda Number:** B-7

**SUBJECT:**

Appointment to the City's Transit Advisory Board

**RECOMMENDATION:**

Approve the Mayor's Appointment of Cynthia Ortegon to serve as a member for the City's Transit Advisory Board (TAB)

**SUMMARY:**

Given the recent January 2021 City Councilmember seat changes, as a result of the November 2020 elections, there was an impact to the TAB membership. The affected TAB members have been eligible to continue to serve under their roles until the Mayor or Councilmembers representing their district establish their nomination for TAB members. This nomination is being presented to the City Council (Council) for Cynthia Ortegon to remain in her position as a TAB member, and as the Mayor's nominee.

**DISCUSSION:**

TAB members serve the community by providing feedback and oversight regarding the operation of the City of Madera's public transit system. Members of the TAB typically have transit knowledge and experience which is beneficial when making recommendations to improve the City's transit services.

Ms. Ortegon has been an active member within the City of Madera. Ms. Ortegon is a resident of Madera, qualified and willing to continue serving as a member of the TAB. As the Mayor nominee, if Ms. Ortegon is appointed to the TAB by Council, her term of service will be consistent with the term of Mayor Santos Garcia's term and will therefore expire on December 2024.

**FINANCIAL IMPACT:**

There is no fiscal impact with the recommendation action. Members of the TAB serve without compensation. However, payment for any necessary expenses incurred in the conduct of pertinent TAB business; such as, bus fares to and from TAB meetings may be paid by the City upon approval of the Transit Program Manager, or his/her designee.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

This nomination supports the Vision Madera 2025 Plan as follows:

- Strategy 121:
  - Multi-modal transportation: Develop a city-wide multi-modal transportation plan to ensure safe, affordable and convenient transportation modes for residents and businesses within Madera.

**ALTERNATIVES:**

As an alternative, Council may:

1. Council may reject the recommendation. If so, the current member appointed as the former Mayor's nominee may continue to serve until a replacement is appointed.

**ATTACHMENTS:**

1. Resolution
2. Cynthia Ortegon TAB Application

**RESOLUTION NO. 20-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,  
CALIFORNIA, APPOINTING MS. CYNTHIA ORTEGON AS A MEMBER OF THE  
CITY OF MADERA TRANSIT ADVISORY BOARD AS THE MAYOR NOMINEE.**

**WHEREAS**, Mayor Santos Garcia has nominated Cynthia Ortegon as the Mayor Nominee to the City of Madera Transit Advisory Board; and

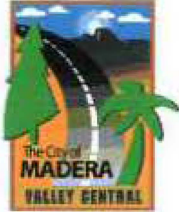
**WHEREAS**, Cynthia Ortegon will serve our community by providing feedback and oversight regarding the operation of the City of Madera's public transit system; and

**WHEREAS**, Cynthia Ortegon term of service will be consistent with the term of Mayor Santos Garcia's term and will therefore expire on December 2024.

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

1. The above recitals are true and correct.
2. Cynthia Ortegon are hereby appointed to the office of the Transit Advisory Board on the City of Madera for the term prescribed by law.
3. This resolution is effective immediately upon adoption.

\*\*\*



**CITY OF MADERA  
COMMISSION, BOARD, AND COMMITTEE**

**APPLICATION**

I hereby request that I be considered as a nominee for the following City of Madera Commission, Board, or Committee:

PLEASE CHECK ONE OR MORE:

- ADA Advisory Council                       Airport Advisory Committee  
 Beautification Committee                       Civil Service Commission  
 Planning Commission                       Transit Advisory Board  
 Other: \_\_\_\_\_

Please type or print in ink.

LAST NAME <u>Ortegon</u>		FIRST NAME <u>Gynthia</u>	MI <u>B</u>
HOME ADDRESS <u>same</u>		CITY, STATE, ZIP <u>Madera CA 93637</u>	HOME PHONE [REDACTED]
MAILING ADDRESS		CITY, STATE ZIP	PHONE #
EMPLOYER <u>N/A</u>		JOB TITLE	BUSINESS PHONE
LENGTH OF RESIDENCE IN CITY OF MADERA <u>23</u> YEARS _____ MONTHS	ARE YOU A REGISTERED VOTER OF THE CITY OF MADERA? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES <input checked="" type="checkbox"/> NO	

EDUCATIONAL BACKGROUND:

B.S. Fresno State

PLEASE LIST ANY ORGANIZATIONS OF WHICH YOU ARE A MEMBER AND ANY OFFICES YOU HAVE HELD IN THOSE ORGANIZATIONS:

PLEASE LIST ANY APPOINTED PUBLIC BOARDS OR COMMISSIONS ON WHICH YOU HAVE SERVED, DATES OF SERVICE AND ANY CHAIRMANSHIP OR OFFICE HELD:

City of Madera ADA Advisory Council 2006 - Present  
2006-2012 - Chair, 2012-2014 - Vice Chair  
TAB Member 2014 - Present

I AM INTERESTED IN SERVING FOR THE FOLLOWING REASONS:

MABAAC requires a member to sit on TAB. I volunteered  
I have taken the DADR + MAY notes to help with improvements  
and future improvements.

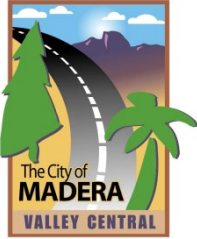
REFERENCES (Optional):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

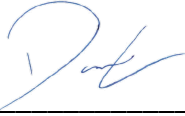
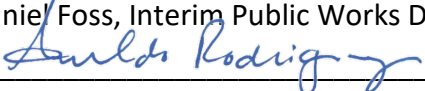
May 11, 2021                      Cynthia Ortega  
DATE    SIGNATURE

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF MADERA  
OFFICE OF THE CITY CLERK  
205 West Fourth Street  
Madera, CA 93637  
(559) 661-5405  
(559) 674-0446



## REPORT TO CITY COUNCIL

Approved by:   
\_\_\_\_\_  
Daniel Foss, Interim Public Works Director  
  
\_\_\_\_\_  
Arnaldo Rodriguez, City Manager

Council Meeting of: May 19, 2021  
Agenda Number: B-8

### SUBJECT:

Appointment to the City's Airport Advisory Commission

### RECOMMENDATION:

Approve Councilmember Montes' Appointment of Johanna Torres to the Airport Advisory Commission (AAC)

### SUMMARY:

City Council (Council) member Steve Montes has indicated that he would like to appoint Johanna Torres to the AAC. Each Councilmember, inclusive of the Mayor, nominates one member to serve on this Committee. Formal appointment occurs through action by the full Council.

### DISCUSSION:

The City of Madera AAC is a Council appointed body established to serve in an advisory capacity to Council and staff on matters involving the Madera Municipal Airport (Airport). The AAC is tasked with reviewing the annual budget, recommending capital projects, reviewing and recommending Airport policies and operation procedures, and reviewing and recommending action regarding land use surrounding the Airport. The Commissioners are nominated by an individual Councilmember and serve a term of four years, concurrent with the Councilmember.

Per the AAC Rules of Procedure, all members shall reside in Madera County and should have some knowledge or connection to aeronautics. At least four members of the AAC are required to be residents of the City of Madera. Johanna Torres resides in the City and has the necessary experience and knowledge to be a beneficial addition to the Commission (Attachment 2).

**FINANCIAL IMPACT:**

There is no financial impact from the recommended action, as the Commission serves without compensation.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

While this item does not directly implement a Vision action item, it is not in conflict with one either.

**ALTERNATIVES:**

Should Council choose to not appoint Johanna Torres to the AAC, Council member Montes would have to return to a future meeting with an alternative nomination request.

**ATTACHMENTS:**

1. Resolution – AAC Appointment
2. AAC Application – Johanna Torres

RESOLUTION NO. 20 - \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,  
CALIFORNIA, APPOINTING JOHANNA TORRES TO THE CITY OF MADERA  
AIRPORT ADVISORY COMMISSION**

**WHEREAS**, the City Council, in previous action, has adopted an Ordinance that specifies nomination procedures, appointment procedures, and terms of office for members of City Boards and Commissions; and

**WHEREAS**, Johanna Torres has been duly nominated by Councilmember Steve Montes; and

**WHEREAS**, Per the Airport Advisory Commission Rules of Procedure, all members shall reside in Madera County and should have some knowledge or connection to aeronautics. At least four members of the AAC are required to be residents of the City of Madera; and

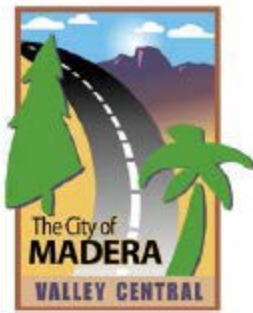
**WHEREAS**, Johanna Torres resides in the City and has the necessary experience and knowledge to be a beneficial addition to the Commission; and

**WHEREAS**, the nominee has the requisite experience and desire to fulfill the responsibilities of the post.

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

1. The above recitals are true and correct.
2. Johanna Torres is hereby appointed to the Airport Advisory Commission of the City of Madera for the term prescribed by Ordinance.
3. This Resolution is effective immediately upon adoption.

\* \* \* \* \*



# CITY OF MADERA COMMISSION, BOARD, AND COMMITTEE

## APPLICATION

I hereby request that I be considered as a nominee for the following City of Madera Commission, Board, or Committee:

PLEASE CHECK ONE OR MORE:

- |  |   |
|--|---|
| <input type="checkbox"/> ADA Advisory Council<br><input type="checkbox"/> Beautification Committee<br><input type="checkbox"/> CDBG Review and Advisory Committee<br><input type="checkbox"/> Planning Commission<br><input type="checkbox"/> Other: _____ | <input checked="" type="checkbox"/> Airport Advisory Commission<br><input type="checkbox"/> Civil Service Commission<br><input type="checkbox"/> Loan Review Committee<br><input type="checkbox"/> Transit Advisory Board |
|--|---|

*Please type or print in ink.*

Torres	Johanna	D
LAST NAME	FIRST NAME	M.I.
██████████	Madera, CA, 93637	██████████
HOME ADDRESS	CITY, STATE, ZIP	HOME PHONE
" "	" "	" "
MAILING ADDRESS	CITY, STATE ZIP	E-MAIL ADDRESS
California Rural Legal Assistance, Inc.	Community Worker	██████████
EMPLOYER	JOB TITLE	BUSINESS PHONE

LENGTH OF RESIDENCE IN CITY OF MADERA 32 YEARS 4 MONTHS	ARE YOU A REGISTERED VOTER OF THE CITY OF MADERA? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	--	--

**EDUCATIONAL BACKGROUND:**

Bachelor's Degree in Business Administration from Fresno Pacific University

PLEASE LIST ANY ORGANIZATIONS OF WHICH YOU ARE A MEMBER AND ANY OFFICES YOU HAVE HELD IN THOSE ORGANIZATIONS:

PLEASE LIST ANY APPOINTED PUBLIC BOARDS OR COMMISSIONS ON WHICH YOU HAVE SERVED, DATES OF SERVICE AND ANY CHAIRMANSHIP OR OFFICE HELD:

Madera Elections Department Language Accessibility Committee Member

I AM INTERESTED IN SERVING FOR THE FOLLOWING REASONS:

I was raised in Madera. I plan to live here for the rest of my life. I have had the honor of serving our community through my professional career, which has led me to be of service on my own time. I would like to continue to serve at a more profound manner.

REFERENCES (Optional):

Leticia Gonzalez, Board of Supervisor [REDACTED]

Baldwin Moy, Madera Legal Aid Attorney [REDACTED]

Ramon Lopez, Planning Commissioner [REDACTED]

04/19/2021

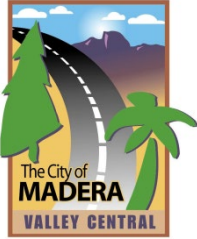
DATE

*Johanna Torres*

SIGNATURE

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF MADERA  
OFFICE OF THE CITY CLERK  
205 West Fourth Street  
Madera, CA 93637  
(559) 661-5405  
(559) 674-2972 Fax



## REPORT TO CITY COUNCIL

Approved by:   
\_\_\_\_\_

Daniel Foss, Interim Public Works Director

  
\_\_\_\_\_

Arnaldo Rodriguez, City Manager

Council Meeting of: May 19, 2021

Agenda Number:     B-9    

### SUBJECT:

Appointment to the City's Airport Advisory Commission

### RECOMMENDATION:

Approve Councilmember Evans' Appointment of Stanley Mackey to the Airport Advisory Commission

### SUMMARY:

City Council (Council) member Anita Evans has indicated that he would like to appoint Stanley Mackey to the AAC. Each Councilmember, inclusive of the Mayor, nominates one member to serve on this Committee. Formal appointment occurs through action by the full Council.

### DISCUSSION:

The City of Madera AAC is a Council appointed body established to serve in an advisory capacity to Council and staff on matters involving the Madera Municipal Airport (Airport). The AAC is tasked with reviewing the annual budget, recommending capital projects, reviewing and recommending Airport policies and operation procedures, and reviewing and recommending action regarding land use surrounding the Airport. The Commissioners are nominated by an individual Councilmember and serve a term of four years, concurrent with the Councilmember.

Per the AAC Rules of Procedure, all members shall reside in Madera County and should have some knowledge or connection to aeronautics. At least four members of the AAC are required to be residents of the City of Madera. Stanley Mackey resides in the City and has the necessary experience and knowledge to be a beneficial addition to the Commission (Attachment 2).

**FINANCIAL IMPACT:**

There is no financial impact from the recommended action, as the Commission serves without compensation.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

While this item does not directly implement a Vision action item, it is not in conflict with one either.

**ALTERNATIVES:**

Should Council choose to not appoint Stanley Mackey to the AAC, Council member Evans would have to return to a future meeting with an alternative nomination request.

**ATTACHMENTS:**

1. Resolution – AAC Appointment
2. AAC Application – Stanley Mackey

RESOLUTION NO. 20 - \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,  
CALIFORNIA, APPOINTING STANLEY MACKEY TO THE CITY OF MADERA  
AIRPORT ADVISORY COMMISSION**

**WHEREAS**, the City Council, in previous action, has adopted an Ordinance that specifies nomination procedures, appointment procedures, and terms of office for members of City Boards and Commissions; and

**WHEREAS**, Stanley Mackey has been duly nominated by Councilmember Anita Evans; and

**WHEREAS**, Per the Airport Advisory Commission Rules of Procedure, all members shall reside in Madera County and should have some knowledge or connection to aeronautics. At least four members of the AAC are required to be residents of the City of Madera; and

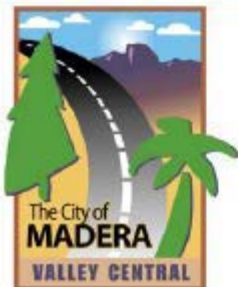
**WHEREAS**, Stanley Mackey resides in the City and has the necessary experience and knowledge to be a beneficial addition to the Commission; and

**WHEREAS**, the nominee has the requisite experience and desire to fulfill the responsibilities of the post.

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

1. The above recitals are true and correct.
2. Stanley Mackey is hereby appointed to the Airport Advisory Commission of the City of Madera for the term prescribed by Ordinance.
3. This Resolution is effective immediately upon adoption.

\* \* \* \* \*



# CITY OF MADERA COMMISSION, BOARD, AND COMMITTEE

## APPLICATION

I hereby request that I be considered as a nominee for the following City of Madera Commission, Board, or Committee:

PLEASE CHECK ONE OR MORE:

- |   |   |
|---|---|
| <input type="checkbox"/> ADA Advisory Council<br><input type="checkbox"/> Beautification Committee<br><input type="checkbox"/> CDBG Block Grant Commission<br><input type="checkbox"/> Planning Commission<br><input type="checkbox"/> Other: _____ | <input checked="" type="checkbox"/> Airport Advisory Commission<br><input type="checkbox"/> Civil Service Commission<br><input type="checkbox"/> Loan Review Committee<br><input type="checkbox"/> Transit Advisory Board |
|---|---|

*Please type or print in ink.*

Mackey	Stanley	E
LAST NAME	FIRST NAME	M.I.
████████████████████	Madera, CA 93638	██████████
HOME ADDRESS	CITY, STATE, ZIP	HOME PHONE
same as above		
MAILING ADDRESS	CITY, STATE ZIP	E-MAIL ADDRESS
Retired - Department of Correction	Correctional Officer	
EMPLOYER	JOB TITLE	BUSINESS PHONE

LENGTH OF RESIDENCE IN CITY OF MADERA 21 YEARS 0 MONTHS	ARE YOU A REGISTERED VOTER OF THE CITY OF MADERA? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	--	--

**EDUCATIONAL BACKGROUND:**

Bakersfield High School  
 Bakersfield College - Graduate AA degree

PLEASE LIST ANY ORGANIZATIONS OF WHICH YOU ARE A MEMBER AND ANY OFFICES YOU HAVE HELD IN THOSE ORGANIZATIONS:

NONE

PLEASE LIST ANY APPOINTED PUBLIC BOARDS OR COMMISSIONS ON WHICH YOU HAVE SERVED, DATES OF SERVICE AND ANY CHAIRMANSHIP OR OFFICE HELD:

NONE

I AM INTERESTED IN SERVING FOR THE FOLLOWING REASONS:

I am interested in the City and County of Madera in maintaining the airport safety  
Helping to maintain the logistics of the Madera Airport  
Helping to service the City of Madera

REFERENCES (Optional):

Councilwoman Anita Evans - [REDACTED]

Mayor Santos Garcia - [REDACTED]

Elder Frank Sanders - [REDACTED]

May 8, 2021

Stanley Mackey

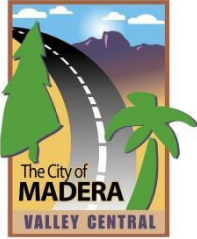
*Stanley Mackey*

DATE

SIGNATURE

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF MADERA  
OFFICE OF THE CITY CLERK  
205 West Fourth Street  
Madera, CA 93637  
(559) 661-5405  
(559) 674-2972 Fax



## REPORT TO CITY COUNCIL

Approved by:

A handwritten signature in blue ink, appearing to be "D. Foss", written over a horizontal line.

Daniel Foss, Interim Public Works Director

Arnoldo Rodriguez, City Manager

A handwritten signature in blue ink, appearing to be "Arnoldo Rodriguez", written over a horizontal line.

Council Meeting of: May 19, 2021

Agenda Number: B-10

### SUBJECT:

Third Amendment to CA Pacific Investments, LLC Lease Agreement

### RECOMMENDATION:

Adopt a Resolution Approving Third Amendment to CA Pacific Investments, LLC Lease Agreement

### SUMMARY:

On December 1, 2005, the City Council (Council) approved a 30-year land lease agreement with David E. Wood. On April 14, 2021, the City received a Request for Assignment of Hangar Lease dated April 14, 2021 from David E. Wood, manager and sole member of WSD, LLC. The request sought the City's consent and approval of the assignment to CA Pacific Investments, LLC. Sans the change in name, no other changes to the lease agreement were proposed. The Council approved this assignment during the May 5, 2021 City Council Meeting.

CA Pacific Investments, LLC, is now requesting that the lease be amended to extend the term as well as to authorize:

- Self-fueling of aircraft;
- Sale of fuels to the public; and
- On-site fuel storage.

**DISCUSSION:**

The current lease expires on December 1, 2035. The proposed Third Amendment extends the lease for an additional 15-year period. However, this additional 15-year term and any extended period will be subject to the new airport ground lease rate of \$.32 per square foot per year, which represents a \$.14 increase in comparison to the existing rate of \$.18. Commencing on December 1, 2040, and at the end of each five-year period thereafter, the rent shall be adjusted in accordance with the 1982-1984 based San Francisco-Oakland-San Jose All Urban Consumer Price Index (CPIU) calculated by the Federal Government.

For background purposes, the rent for the original lease was set at \$3,726 per year based on the property's net dimensions of 20,700 square feet charged at a \$.18 per square foot per year rate. The property contains a 12,500-gallon fuel storage tank along with a 70 feet wide and 70 feet deep steel aircraft hangar (see Figures 1 & 2). The proposed lease would be subject to the new rate of \$.32 per square foot per year, or \$6,624 per year. This rate increase was approved by the Council at its July 1, 2020 meeting following a rate study prepared by Aviation Management Consulting Group.

This third amendment will also authorize self-fueling of aircraft, sale of fuels to the public, and on-site fuel storage and provide for two 5-year extensions by mutual agreement.

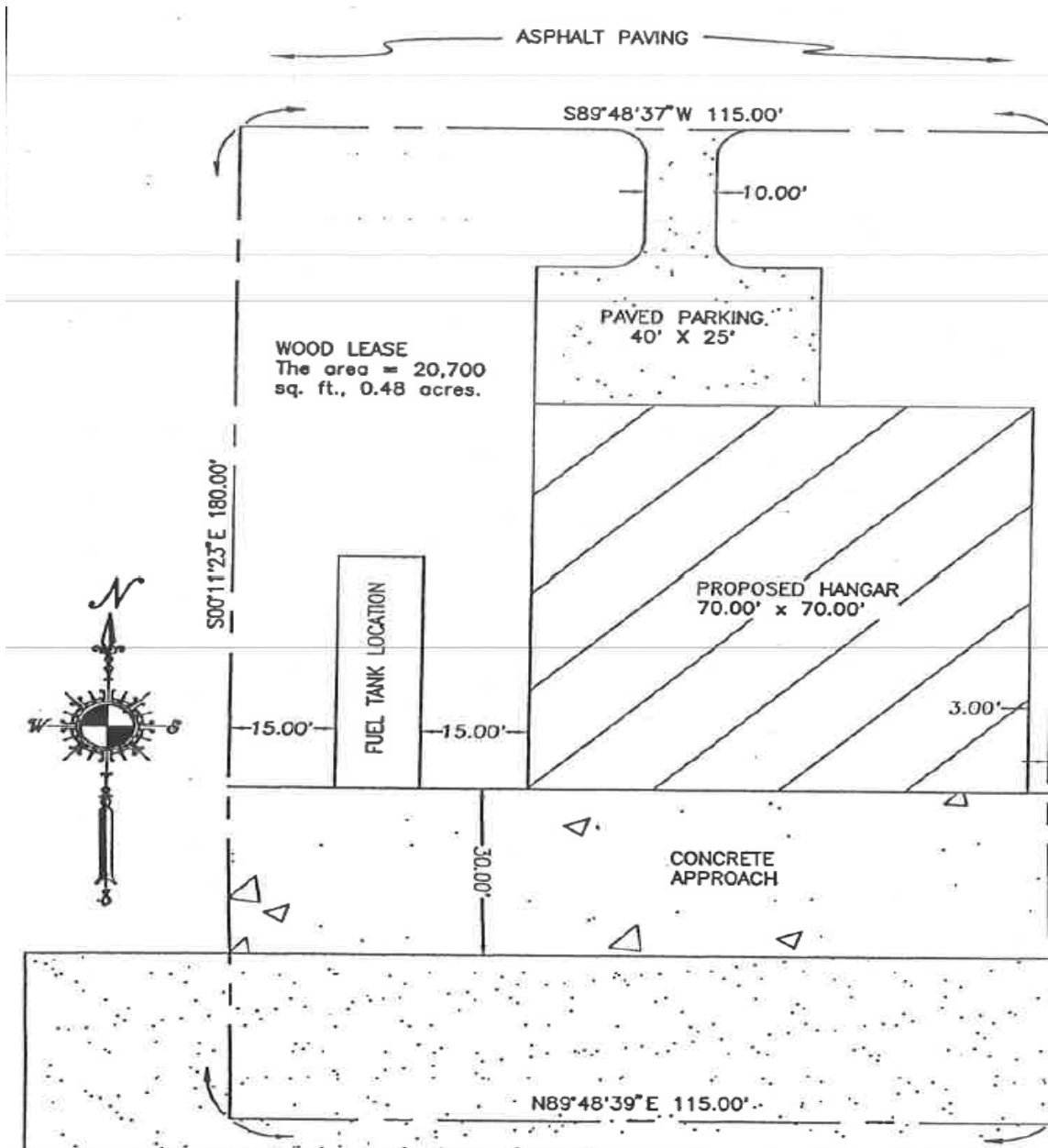


Figure 1: Subject Site Description



Figure 1: Airport, including subject site

**FINANCIAL IMPACT:**

The Madera Municipal Airport is an Enterprise Fund and all funds received are invested back into the airport. Currently the airport generates \$3,726 per year from this property. Whereas, when the lease is subject to the new rate of \$.32 per square foot per year, or \$6,624 per year which will be reinvested in the airport.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

The proposed action is not specifically addressed as part of the Vision Plan, nor is it in conflict with the Plan.

**ALTERNATIVES:**

Council may elect to not approve the Third Amendment to California Pacific Investments, LLC lease agreement.

**ATTACHMENTS:**

1. Resolution
2. Exhibit A: Hangar Lease Amendment

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,  
CALIFORNIA APPROVING A THIRD AMENDMENT TO CA PACIFIC  
INVESTMENTS LEASE AGREEMENT**

**WHEREAS**, the City of Madera ('City') and CA Pacific Investments, LLC are parties to a Lease Agreement for airport property which was originally entered into by and between the City and David E. Wood, thereafter assigned to WSD, LLC, and on May 5, 2021, assigned to CA Pacific Investments, LLC per Council approval (the "Hangar Lease"); and

**WHEREAS**, CA Pacific Investments, LLC is requesting a third amendment to the Hangar Lease; and

**WHEREAS**, the original lease termination date of December 1, 2035 will be extended by 15 years and by mutual agreement of the Parties, the Agreement may be renewed twice for an additional five (5) year period for a total of ten (10) years; and

**WHEREAS**, this additional 15-year term and any extended period will be subject to the new airport ground lease rate of \$.32 per square foot per year which was adopted on July 1, 2020 following a rate study held at the Madera Municipal Airport on behalf of Aviation Management Consulting Group; and

**Whereas**, commencing on December 1, 2040, and at the end of each five-year period thereafter, the rent shall be adjusted in accordance with the 1982-1984 based San Francisco-Oakland-San Jose All Urban Consumer Price Index (CPIU) calculated by the Federal Government; and

**WHEREAS**, the third amendment will also authorize self-fueling of aircraft, sale of fuels to the public, and on-site fuel storage.

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

1. The above recitals are true and correct.
2. The City Council approves the Third Amendment to CA Pacific Investments lease agreement for CA Pacific Investments, LLC attached to this resolution as Exhibit A.
3. The Mayor or his designee is authorized to execute the Third Amendment to Lease Agreement.
4. This resolution is effective immediately upon adoption.

\* \* \* \* \*

Exhibit A

RECORDING REQUESTED BY CITY OF MADERA

AFTER RECORDING, PLEASE MAIL TO:

City of Madera  
Madera Municipal Airport  
4020 Aviation Drive  
Madera, California 93637

(Fee Waived Per Government Code Section 27383, No Fee Due)

(SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY)

**THIRD AMENDMENT TO LEASE AGREEMENT  
BETWEEN THE CITY OF MADERA AND CA PACIFIC INVESTMENTS LLC  
(AIRPORT PROPERTY)**

This Third Amendment to Lease Agreement is entered by and between the City of Madera, a municipal corporation of the State of California, hereinafter called "Lessor," and CA Pacific Investments LLC, a California Limited Liability Company, hereinafter called "Tenant."

**RECITALS**

**WHEREAS**, the City of Madera ('City') and CA Pacific Investments, LLC are parties to a Lease Agreement for airport property which was originally entered into by and between the City and David E. Wood, assigned to WSD, LLC, and on May 5, 2021, further assigned to CA Pacific Investments LLC, per City Council approval (the "Hangar Lease"); and

**WHEREAS**, the parties wish to enter this Third Amendment to Lease Agreement to include a 15-year extension of the lease to December 1, 2050; an increase in the rent for the extended period which is based on the City's new airport ground lease rate of \$.32 per square foot per year which was adopted on July 1, 2020; and allowing self-fueling of aircraft, sale of fuels to the public, and on-site fuel storage on the leased premises.

**AMENDMENT**

**SECTION 1.** Section 2 of the Lease Agreement, as amended, is amended by adding the following text to the current language in that section:

"2. Term. Notwithstanding the foregoing, the term of this lease agreement is extended to December 1, 2050. By mutual agreement of the Parties, this Agreement may be renewed twice for an additional five (5) year period for a total of ten (10) years.

**SECTION 2.** Section 3 of the Lease Agreement, as amended, is amended by adding the following text to the current language in that section:

“3. Rent. Commencing on **December 1, 2035**, rent shall be the sum of Six Thousand Six Hundred Twenty-Four Dollars (\$6,624.00) per year (based on thirty-two (\$.32) per square foot for 20,700 square feet payable in monthly installments of \$552.00 in advance. Commencing on December 1, 2040, and at the end of each five-year period thereafter, the rent shall be adjusted in accordance with the 1982-1984 based San Francisco-Oakland-San Jose All Urban Consumer Price Index (CPIU) calculated by the Federal Government. Adjustments shall be in an amount equal to the percentage increase of CPIU. Rental payments shall not decrease regardless of the CPIU.”

**SECTION 3.** Section 4 of the Lease Agreement is amended by adding the following text to the current language in that section to read as follows:

“4. Use Purposes. Tenant covenants to occupy the steel hangar building on the property for the sole purpose of aircraft storage, routine service, maintenance, and repair of public owned aircraft or aircraft owned or leased by Tenant. Tenant may also use or permit said property, or any portion thereof, to be used for the purpose of self-fueling of aircraft, sale of fuels to the public, and on-site fuel storage. Tenant shall not use or permit the property or any part thereof to be used as a primary operating base/headquarters/main office, etc. for a purely non-aeronautical related business or enterprise, nor allow use of such property by employees of such non-aeronautical business, or for the storage of any parts, supplies, and equipment related to non-aeronautical business.

During the term of this Lease Agreement, all improvements constructed on the leased property by Tenant shall be owned by Tenant until expiration of this Lease Agreement or until earlier termination of this Lease Agreement, as hereinafter provided. Tenant shall not, however, remove any improvements from the leased property, nor waste, destroy, or modify any improvements except as may be permitted by this Lease Agreement. Ownership and/or disposition of all such improvements upon expiration or sooner termination of the Lease Agreement shall be provided for in the termination provisions of the Lease Agreement, as amended.”

**SECTION 4.** Except as amended by this Third Amendment all terms and conditions of the Lease Agreement, as amended, shall continue in full force and effect.

**SECTION 5.** This Third Amendment shall be effective on May 20, 2021.

*(Signatures on Next Page)*

**IN WITNESS WHEREOF**, the parties hereto have executed or caused this Amendment No. 1 to Lease Agreement to be executed as of the date and year first above written.

**CITY OF MADERA**  
a Municipal Corporation

**CA Pacific Investments, LLC**  
a California Limited Liability Company

By: \_\_\_\_\_  
Santos Garcia  
Mayor

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**ATTEST:**

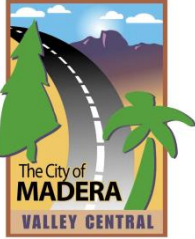
By: \_\_\_\_\_  
Alicia Gonzales  
City Clerk

\_\_\_\_\_  
(Tax Payer I.D. Number)

**APPROVED AS TO FORM:**

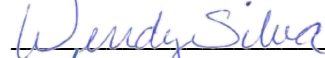
*(attach notary acknowledgement)*

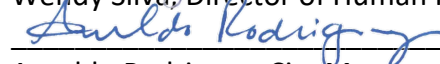
By: \_\_\_\_\_  
Hilda Cantú Montoy  
City Attorney



## REPORT TO CITY COUNCIL

**Approved by:**

  
\_\_\_\_\_  
Wendy Silva, Director of Human Resources

  
\_\_\_\_\_  
Arnaldo Rodriguez, City Manager

**Council Meeting of:** May 19, 2021

**Agenda Number:** B-11

**SUBJECT:**

Host Agency Agreement with SER National for Senior Community Service Employment Program (SCSEP)

**RECOMMENDATION:**

Adopt a Minute Order:

- 1) Approving continued participation in the SER SCSEP program;
- 2) Authorizing the City Manager to execute the Host Agency Agreement for program participation and renew the agreement each year the program is offered; and
- 3) Authorizing the City Manager, or his designee, to execute individual worksite agreements and related documents for program participants.

**SUMMARY:**

SER National (SER) is a private nonprofit corporation that helps underserved people achieve economic freedom and self-sufficiency through employment, education, and empowerment. One of SER's programs is the SCSEP which focuses its efforts on the training and employment needs of senior workers. The program fosters and promotes useful full-time and part-time opportunities for individuals who are over 55 years old and who have the greatest economic need. All wages and workers' compensation resources are paid by SER. The Host Agency Agreement allows the City to contract with SER for senior participants from the SCSEP to work at various City sites. The program was on hiatus due to the COVID-19 pandemic and program participants were receiving emergency funding to replace lost wages. This funding is coming to an end and SER is looking to place participants from the SCSEP program once again in meaningful work assignments.

## **DISCUSSION:**

SER was funded in 2003 by the U.S. Department of Labor. SER currently serves over 3,000 participants in over 225 counties. SER partners with local non-profit organizations and government agencies (Host Agencies) to provide SCSEP participants with training opportunities to update their employability skills. Participants in the SCSEP come from all walks of life, have diverse work experiences, and possess various levels of education. SCSEP has successfully placed individuals in full- and part-time jobs following their training assignments which benefits them both economically and socially.

SCSEP is a community service and work-based training program for older workers. Authorized by the Older Americans Act, the program provides subsidized, service-based training for low-income persons 55 or older who are unemployed and have poor employment prospects. SER is a national network of employment and training organizations that formulates and advocates initiatives that result in the increased development and utilization of America's human resources. The SCSEP fosters and promotes useful employment opportunities for individuals. The goal is to develop job skills and contacts that the seniors might use to create work opportunities for themselves. SER pays all participants at the federal/state minimum wage, as well as providing them coverage for workers' compensation. Through partnership with SER's SCSEP, the City is obligated to provide meaningful work experience, supervision, training, and a safe work environment to program participants.

The City has a long history of cooperative work with SER and hosts SCSEP participants in several departments. Over the years, SCSEP participants have been utilized at the John W. Wells Youth Center, Pan-Am Community Center, and in various Departments at City Hall, including Planning, Building, and Engineering. The program was suspended due to the COVID-19 pandemic and the risks associated with COVID exposure in older adults. At this time, the program is once again looking to find meaningful placements for participants to learn valuable job skills.

## **FINANCIAL IMPACT:**

While there is no direct financial impact related to the SCSEP, the value of work performed by the participants comes at no cost to the City. The program is designed primarily for the benefit of the participants and not with the intent of replacing City workers.

## **CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

The recommended actions support the following Vision Madera 2025 strategies:

- Strategy 215: Ensure educational and occupational opportunities are available for all Maderans.
- Strategy 342.3: Collaborate with agencies to provide support and opportunities for Madera's seniors.
- Strategy 113: Promote greater accessibility to City facilities and services to meet the needs of various cultural, socio-economic and disabled groups.

**ALTERNATIVES:**

Council may direct staff to cease program participation.

**ATTACHMENTS:**

1. Host Agency Agreement
2. Sample COVID-19 Host Agency Safety Checklist (Worksite Agreement)



# SER SCSEP (This is a Training Program for SCSEP Participants)

See Sections 11, 13, & 27 of the SOP

FEIN: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

The Senior Community Service Employment Program (SCSEP) aids unemployed low income individuals, 55 years and older, in re-entering the workforce by providing subsidized community service training assignments with non-profit and government agencies to gain experience. **Thank You** for partnering with SER SCSEP to enhance employment opportunities for the participants that will be assigned with your agency/organization. Your agency will assist participants with meaningful training opportunities to update and/or develop job skills needed to obtain unsubsidized employment.

### SER SCSEP responsibilities:

Assessment of the participant's skills;

Development of a customize employment plan;

Assignment to a suitable training site;

Create a list of training activities and appropriate schedule for each participant;

Provide compensation (at the federal/state minimum wage) to participants for training;

Provide job search guidance through employment referrals and job workshops;

Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures;

Make available opportunities for participants to rotate to other host sites for additional training experience;

Conduct annual/bi-annual informational Host Agency meetings; and

Cover all SER participants under a worker's compensation insurance policy during training hours.

### Agency/Organization responsibilities:

Provide supervision, orientation, training, safe training site and adhere to all applicable state laws regarding meal/rest breaks;

Abide by agreed-upon training schedule and submit properly prepared and signed timesheets.

Adhere to the policies/procedures outlined in the SER SCSEP Handbook;

Consider hiring the participant if appropriate openings occur [no special consideration is implied];

Cover the cost for background checks, health screenings or drug testing required by the agency;

Maintain open communication with the SCSEP staff regarding the participant's training and any issues/situations;

Inform SCSEP staff when the participant gets a job.

Agree not to use participants as substitutes for permanent employees; to displace currently employed or laid off employee [within 2 years]; or to reduce regular hours, wages or benefits.

Agree not to compensate the participant in any form or manner; Attend SER SCSEP host agency meetings; and

Provide a copy of the following upon request: General Liability Insurance, IRS 501(c)(3) letter [non-profits], an annual HA Assessment of SCSEP, and supervisor hours for In-kind services provided [if applicable].

- ✔ Assessment of the participant's skills;
- ✔ Development of a customize employment plan;
- ✔ Assignment to a suitable training site;
- ✔ Create a list of training activities and appropriate schedule for each participant;
- ✔ Provide compensation (at the federal/state minimum wage) to participants for training;
- ✔ Provide job search guidance through employment referrals and job workshops;
- ✔ Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures;
- ✔ Make available opportunities for participants to rotate to other host sites for additional training experience;
- ✔ Conduct annual/bi-annual informational Host Agency meetings; and
- ✔ Cover all SER participants under a worker's compensation insurance policy during training hours.

**This agreement will be in effect from the date signed until June 30 of following year [one program year]; a renewal of this partnership must be signed each program year [July – June].**  
The subsequent representative's signature on this agreement acknowledges that each supervisor will read and adhere to the above requirements. It further signifies your agency accepts and agrees to cooperate with SER SCSEP.

### Please check each appropriate box:

<input type="checkbox"/> Non-Federal funds	Supervisor Hourly Pay Rate: _____	<input type="checkbox"/> Public Organization - Government agency including federal, state, county, or city
<input type="checkbox"/> Federal funds	Participant Supervisor is Paid From: _____	<input type="checkbox"/> Non-Profit Organization -- IRS code 501(c)(3)-- documentation attached
Additional Sites: _____		Type of Agency/Organization: _____

Agency/Organization – Main Office Location \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Telephone & Fax \_\_\_\_\_

Email \_\_\_\_\_

Agency/Organization Representative Name (Print) \_\_\_\_\_

Agency/Organization Representative Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

SER SCSEP Site \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Telephone & Fax \_\_\_\_\_

Email \_\_\_\_\_

SER SCSEP Staff Name (Print) \_\_\_\_\_

SER SCSEP Staff Signature \_\_\_\_\_ Date Signed \_\_\_\_\_



# SER JOBS FOR PROGRESS NATIONAL, INC.®

"Cultivating America's Greatest Resource: People"™

NATIONAL HEADQUARTERS

Print the below checklist on your local project office Letterhead. SER National HQ will notify staff when participants will return to training. After this notification, ETS will provide the below checklist to the HAs. Each HA site must complete and return this form **PRIOR** to participants being allowed to resume training.

## COVID-19 HA SAFETY CHECKLIST

Thank you for your partnership as a Host Agency with the SER National SCSEP! Your agency's ongoing support and collaboration to support the seniors in our community is truly appreciated. As emergency protocols are being lifted and agencies are reopening, we are implementing procedures to protect our participants' safety. We are requiring all Host Agencies to follow CDC recommendations on social distancing and safety. Please review and implement the list of guidelines below. Upon your representative's signature, SER SCSEP will allow assigned participants to resume training.

Thank you! Please reach out to your local SCSEP office with questions.

Host Agency Name: \_\_\_\_\_

Host Agency Location: \_\_\_\_\_

### Safety Requirements

<u>Place 'X' to verify</u>	<u>Safety Precaution</u>
	CDC guidelines on COVID-19 safety are posted in the workplace.
	Before reporting to work / training each day, all staff, volunteers, and trainees at the site are required to complete a self-health screening. Individuals are instructed not to report to site if they exhibit any of the following: <ol style="list-style-type: none"> <li>1. Elevated temperature</li> <li>2. Cough</li> <li>3. Shortness of breath</li> <li>4. Feeling sick in any way</li> <li>5. Having been exposed to a person known to be positive for COVID-19</li> </ol>
	Staff must practice social distancing at all times as recommended by CDC.
	Prohibit gathering as groups in common areas, such as break rooms, conference rooms, etc...
	Post signs encouraging the frequent washing of hands with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol.
	Disinfect and clean work / common spaces and all areas such as offices, bathrooms, common areas, handrails, doorknobs, shared electronic equipment routinely.
	When possible, establish physical barriers between employees who share cubicle or small office space.
	Open doors and windows whenever possible to increase ventilation and the percentage of outdoor air that circulates into the space.
	Ensure tissues, hand sanitizers, etc., are available including in common areas, conference rooms, nearby communal equipment, etc.



# SER JOBS FOR PROGRESS NATIONAL, INC.®

*"Cultivating America's Greatest Resource: People"™*

NATIONAL HEADQUARTERS

	Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
	If team members are operating within 6 feet of one another, masks must be worn.
	Team members must disinfect their own workspace prior to leaving each day, and at regular intervals throughout the day.
	Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility, according to CDC cleaning and disinfection recommendations.
	Make available soap, hand sanitizers and disinfecting products.

### **Maintenance of Effort Requirements**

A Host Agency for SCSEP is permissible only when specific "maintenance of effort" requirements are met. **They are described below. These requirements were in effect prior to the COVID-19 situation. They are not new requirements, and they have not changed.**

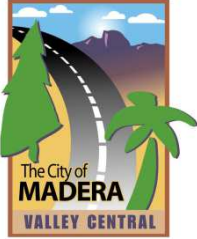
SCSEP assignments at this agency do not:

<b><u>Check to verify</u></b>	<b><u>Maintenance of Effort Requirement</u></b>
	Reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program.
	Displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits)
	Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
	Perform the same work or substantially the same work as that performed by any other individual who is/has been on layoff.

Comments or additional information (optional):

SCSEP Host Agency Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SCSEP ETS/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## REPORT TO CITY COUNCIL

Approved by:

Council Meeting of: May 19, 2021

Department Director

Arnaldo Rodriguez, City Manager

Agenda Number:     C-1    

### SUBJECT:

Public hearing on the Community Development Block Grant (CDBG) COVID-19 Round 3 funding allocation

### RECOMMENDATION:

Conduct the public hearing to approve allocations for the use of CDBG COVID-19 Round 3 funds in the amount of \$402,643

### SUMMARY:

The City of Madera (City) received notification from the U.S. Department of Housing and Urban Development (HUD) on September 11, 2020, that it was eligible to receive an allocation for the CDBG COVID-19 Round 3 funds, in the amount of \$402,643. The Public Hearing is for City Council (Council) to consider funding recommendations proposed by the Block Grant Commission (BGC) for this funding, and to receive public input to determine tentative funding allocations. Per HUD regulations, a five-day public comment period is required after approving tentative allocations. After such period culminates, staff will bring back the tentative allocations during a future public hearing, for final approval by Council.

### DISCUSSION:

The City is a CDBG entitlement jurisdiction which receives an annual funding allocation. HUD allows that these funds be spent on activities across three distinct categories:

- Administration; 20 percent maximum of allocated funding
- Public Services; 15 percent maximum of allocated funding
- Capital Projects/Public Improvements; no minimum or maximum thresholds sans available funding

Per HUD directives related to CDBG COVID-19 funding, there is no percentage cap for public service projects for this allocation.

The following is a summary of the CDBG-CV (COVID-19) eligible activities provided by HUD that may be funded to address the coronavirus effects in the community:

- Buildings and Improvements, Including Public Facilities.
- Assistance to Businesses, Including Special Economic Development Assistance.
- Provision of New or Quantifiably Increased Public Services.
- Planning, Capacity Building, and Technical Assistance.

During the City Council meeting on May 6, 2020, public comment was received on how to utilize the CDBG-CV funding allocations. At that time, the priorities were identified to distribute CDBG COVID-19 Round 1 funds. Members of the public, BGC and Council provided input on areas that the City allocation would make the most impact for citizens affected by the coronavirus and narrowed it down to the four areas of priority:

- Rent/Mortgage Assistance
- Food Assistance
- Utility Billing Assistance
- Small Business Assistance

The City Distributed \$486,338 of COVID 19 Round 1 funding to four organizations to address the priorities that were identified as most critical through the public hearing.

After receiving notification of Round 3 funding in the amount of \$402,643, the City released a Notice of Available Funding on November 4, 2020 inviting additional requests for funding and, requiring that applicants specifically address eligible activities, as identified by Council during the May 6, 2020 Council meeting. The applications were due November 23, 2020.

### **Summary of subrecipient grant applications**

The City received 2 grant applications for an original total grant request of \$335,000. The 2 application requests were not enough to maximize the use of the total available funds.

The BGC met on May 3, 2021 to discuss the potential COVID-19 Round 3 allocations. After the BGC's review and discussion of the applications, the commissioners reached consensus to recommend that funding awards be made to the 2 applicants. Since there was a remaining amount of funds to be allocated, the BGC recommended that the two applicants' requests should increase by a 2/3 and a 1/3 split, to fully allocate the City's CDBG COVID-19 Round 3 funds. It was recommended that the Madera Coalition for Community Justice (MCCJ) be allocated an increase

of 2/3 of the remaining funds, and the Community Action Partnership of Madera County (CAPMC) be allocated an increase of 1/3 of the remaining funds.

Table 1 below indicates the funding limits that can be allocated to administration, public service, and capital projects. The third column represents the amount that was requested under the public service category by the 2 applicants.

<b>Table 1: Requested Grant Funding by Applicants</b>		
<i>Funding Categories</i>	<i>Maximum amount City may award</i>	<i>Requested grant amount</i>
Administration (20% maximum) <i>(0 grant proposal received)</i>	\$80,258	\$0
Public Service (no maximum) <i>(2 grant proposals received)</i>	No Cap	\$335,000
Capital Projects/Public Improvements (no maximum) <i>(0 grant proposals received)</i>	No Cap	\$0
<b>Total</b>	<b>\$402,643</b>	<b>\$335,000</b>

### **BGC Administration Allocation**

The City still has remaining funds from the 2020-2021 CDBG Action Plan Administration funds and the COVID-19 Round 1 allocation; therefore, the City did not submit an application for Administration under this round. Also, given the needs in the community and the opportunity to increase funding allocations to service programs, staff felt that it was an opportunity to maximize the dollar amount that would be distributed for Covid-19 impacts in the community.

### **BGC Public Services Allocations**

Table 2 represents the BGC proposed allocations for Public Services with the increased amounts to each applicant. The justification for splitting the remaining funds to the 2 applicants, made by the BGC is that both of the applicants are organizations that have a successful track record of using CDBG funds timely and effectively and the proposals under their COVID-19 Round 3 are addressing continued COVID-impacted needs in the community.

<b>Table 2: BGC Tentative Public Service Allocations</b>		
<i>Applicant</i>	<i>Amount Requested (Nov. 23, 2020)</i>	<i>Adjusted amount by the BGC (May 3, 2021)</i>
Madera Coalition for Community Justice - Madera Eviction and Utility Shutoff Prevention *Rental assistance and utility shutoff prevention	\$235,000	\$280,320.81
CAPMC – Housing Stabilization Program	\$100,000	\$122,322.19

*Rental assistance and utility shutoff prevention		
<b>Total</b>	<b>\$335,000</b>	<b>\$402,643</b>

### **Capital Projects/Public Improvements**

There were no applications submitted for Capital Projects/Public Improvements.

A 5-day public review and comment period begins May 20, 2021. All interested parties are invited to provide comments for the City to consider before making final allocations. The public review and comment period will expire at 5 p.m. on May 24, 2021. It is currently planned for staff to return to Council to request approval of the final CDBG COVID-19 Round 3 final allocations during its June 16, 2021 meeting.

### **FINANCIAL IMPACT:**

This allocation will not have an impact on the General Fund. The City will be administering the grant with current CDBG administration funds available.

### **CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

The HUD CDBG program supports the Vision Madera 2025 Plan as follows:

- Strategy 136:
  - Transitional Housing: Promote transitional housing to ensure the homeless have safe shelter.
- Strategy 407:
  - Promote and expand existing services, supportive services, case management, and self-sufficiency for Madera residents to maintain independent lifestyles.
- Strategy 337:
  - Develop programs for Maderans of all ages with an emphasis on youth and senior activities.
- Strategy 121.1:
  - Add facilities and amenities for the public.

### **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.

### **ATTACHMENTS:**

1. CDBG COVID-19 Round 3 Grant Funding Applications
  - Madera Coalition for Community Justice CDBG COVID-19 Round 3 Application
  - Community Action Partnership of Madera County CDBG COVID-19 Round 3 Application

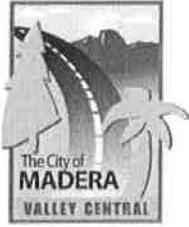


# **CDBG-CV (COVID-19) GRANT APPLICATION**

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PUBLIC SERVICES





## CDBG-CV GRANT APPLICATION

Public Services

COVER SHEET



Application due date: On or before **November 23, 2020 by 5:00 PM**  
City of Madera CDBG Contact: David Dybas (559-661-3690)

(For office use only)

**DATE & TIME SUBMITTED:**

Applicant Name: Madera Coalition for Community Justice

Physical Address: 219 S. D St., Madera, CA 93638

Mailing Address:

Program Name: Madera Eviction and Utility Shutoff Prevention Project

If you have Non-profit Internal Revenue Code Section 501(c)(3) status, enter your organization's Federal Tax ID Number: 77-0391942

Grant Administrator (Principal contact)

First & Last Name and Title: Lourdes Herrera, Director

Telephone Number and Email Address: 661-1879;  
lourdes@maderaccj.org

Program/Project Administrator (Manages Day-to-Day Tasks of Program)

First & Last Name and Title: Lourdes Herrera, Director (interim)

Telephone Number and Email Address: 661-1879;  
lourdes@maderaccj.org

CDBG-CV Funding Requested: \$ 235,000

## CDBG-CV APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

**CDBG-CV Applicants (Include all of 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 (for mailed or dropped-off)</u></p> <p><input type="checkbox"/> Emailed applications should be submitted as a PDF document (not in Microsoft Word format)</p> <p><input type="checkbox"/> No dividers</p> <p><input checked="" type="checkbox"/> Limit application to nine pages (including cover sheet and checklist)</p> <p><input type="checkbox"/> No attachments (no support letters, or other supporting documents)</p>	<p><input type="checkbox"/> Grant Application Coversheet</p> <hr/> <p><input type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance &amp; 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)</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"/> References</p>
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**Submittal Options**

- 1) Email to:  
[ddybas@madera.gov](mailto:ddybas@madera.gov)
- 2) Mail to: (Attn: Grants Department/CDBG Grant Application, 205 W. 4<sup>th</sup> Street, Madera, CA 93637)
- 3) Dropoff: Contact the Grants Department directly to schedule a day and time to drop off a hardcopy. [ddybas@madera.gov](mailto:ddybas@madera.gov)

**Submit Cover Sheet, Checklist and Application. (Should not exceed 9 pgs.)**

## CITY OF MADERA

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CDBG-CV PUBLIC SERVICE APPLICATION

The City of Madera received a supplemental allocation to our Community Development Block Grant (CDBG) funds that **must** be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this public health crisis. The CARES Act will provide **\$536,338** in Community Development Block Grant Coronavirus (**CDBG-CV**) funds to the City from the U.S. Department of Housing and Urban Development (HUD).

The City is requesting applications from nonprofits and other eligible entities for participation in the CDBG-CV program to address one of the following specific needs identified for this funding.

- Rent/Mortgage Assistance
- Food Assistance
- Utility Billing Assistance
- Small Business Assistance

HUD has provided flexibility for the use of CDBG-CV funding by eliminating the CDBG 15% cap for which the amount of grant funds can be used for public services. Eligible CDBG-CV programs must provide services to City of Madera low- to moderate- income residents.

CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

Activities must meet one of the three HUD National Objectives:

1. Benefit low to moderate income persons
2. Aid in the prevention of slums and blight, or
3. Meet an urgent need

### **Applications for Funding**

Applications for funding through the City of Madera CDBG-CV program shall adhere to CDBG funding criteria. Applicants will adhere to the following criteria.

- ✓ All (100%) of the funds received from the City of Madera must serve Madera residents. Funding will be denied if it is found that this requirement is not met.
- ✓ Address at least one of the identified Top Needs Areas. (See Attachment A)

Applicant must respond to all the following sections. Refer to the Scoring Rubric for point allocation per section:

**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.*)**

There is nothing more devastating to a family short of a life-threatening illness like COVID-19 than being homeless because it disrupts every aspect of the day-to-day lives of family members. Likewise, there is nothing more destabilizing for a community than to have a large number of residents suddenly becoming homeless with no housing especially during the COVID-19 pandemic. There is the obvious health and safety dangers posed. But stressors begin building up long before the actual eviction causing an increase in domestic violence, child abuse, drug and alcohol abuse which take a frightful toll on families.

In March, Governor Newsom issued an executive order allowing local jurisdictions to adopt ordinances preventing mass evictions of families for nonpayment of rent retroactive to March up through the end of May. The same can provide for a deferment of repayment of back rent beyond the expiration of the ordinance. The City of Madera responded by adopting an ordinance that sunsetted on May 31, 2020. (This April ordinance prevented mass evictions of families for nonpayment of rent retroactive to March up through the end of May. The same requires repayment of back rent within six month from the expiration of the ordinance which means all rent arrearage must be paid in full by the end of November.)

Tenants avoided eviction because the State Judicial Council declared a moratorium on eviction actions which ended on August 31<sup>st</sup>. The state then enacted AB 3088(COVID-19 Tenant Relief Act of 2020) which further delayed eviction actions, exempted selected nonpayment of rent evictions due to COVID-19 hardships, conferred more protections for “just cause” termination of tenancies from the previous AB 1482, and a host of other relief. On the federal side, the Center for Disease Control and Prevention issue “Temporary Halt in Residential Evictions to Prevent Spread of COVID-19.” The order declared a national moratorium on residential evictions for nonpayment and related hardships. The residual AB 1482, the newly adopted AB 3088 and the CDC order impose overlapping rights, responsibilities and requirements on tenants and landlords alike respecting requisite notice content and time extensions, rent arrearages that constitute grounds for eviction (others that are not), repayment installments and timelines, declaration submission deadlines, hardship exemptions, just cause requirement (at fault vs. no fault), differing court filing timelines, etc. Suffice it to say, the federal and state laws were complicated, nuanced and confusing to laypersons often causing tenants to forego their rights, failed to seek assistance (financial resources and legal assistance) and miss legal deadlines all to their

detriment.

That said, the CDC order will sunset on December 31, 2020. Under AB 3088, nonpayment of rent due to COVID-19 hardship ends on January 31, 2021. Moreover, the deadline for repayment of rent arrearage owed during the hardship months is January 31, 2021. Beginning February 1, 2021, all rent must be paid in full as they fall due – no more hardship forbearance or deferment of back rent. It could not happen at a worst time as the pandemic is trending in the wrong direction. What MCCJ has learned in the past 5-6 months is that many families were lulled into believing they didn't have to pay rent, couldn't save or make arrangements to pay the arrearage, wage earner had hours reduced or lost job, household expenses increase due to child care and school closing, etc. Relative to that is many didn't know about job protections, employee coverages and wage replacements. This is the perfect storm. More than likely, the confluence of all of these factors and circumstances will translate to an avalanche of evictions beginning in February 2021.

The challenges faced by families negatively impacted by the pandemic are multifaceted: 1) the loss of employment means no income and depletion of whatever savings they may have had; 2) rent and utilities are unpaid both past and current; 3) all one-time funds (stimulus money) are expended on immediate needs which remain inadequate; 4) household expenses have increased since store prices have increased and more food is needed to feed children at home due to no school; there are no savings; 5) other bills (e.g., car, credit card, etc.) go unpaid and late fees accumulate; and low- and moderate-income homeowners who were unable to make their mortgage payments, and 6) all of the above are much more acute due to the extended passage of time.

The moratoria of rent and utilities provided much-needed respites but once the deferments are over, they must be paid AND current rent and utilities that fall due must be paid as well. (The former is owed at the beginning of each month.) Even those who have qualified for unemployment benefits, the additional \$600 ended on 7/31. Those who are recalled for work are given less hours because of reduced business and so they fall further behind on bills. Expiration of the moratoria on rent and utilities and the court's emergency order halting eviction produces the perfect storm. There will be waves of evictions beginning February 1<sup>st</sup> and then again on March 1<sup>st</sup>. It's anticipated that tenants failed to timely request and/or provide their landlords with proof of their COVID-19 related loss of income. They will be sued as soon as the courts begin prosecuting these evictions.

The bottom line is that there will be massive dislocation of families and confusion in Madera – homelessness will be rampant. This could not happen at a worse time since the affordable housing market in the City of Madera has been static for years. (In fact, it has been experiencing a negative vacancy rate for the past 5 years.) Despite a continued growing population, the City's housing stock has actually shrunk due to the City ordinance requiring rental inspections. There has been an increasing demand with a diminishing supply of housing. Over 52% of households are renters in the City. The overwhelming majority are moderate and low-income. As is true across the country, Unfortunately, it is the low-wage workers that have suffered job loss due to

the pandemic. What we are going to witness in Madera is a game of musical chairs with families who are subject of evictions scrambling to find housing as the fall as winter months close in.

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

Madera Coalition previously received an allocation of CDBG-CV funds from the City of Madera to prevent evictions, utility shutoffs and mortgage foreclosures. (This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136.) Subsequent to that, the organization was a separate CDBG-CV funds from the County to provide the same services for eligible residents in the county which included those residing in the City of Madera. Both allocations have time constraints that imposed deadlines for their expenditures. This current request will supplement the unused funds

Madera County Action Partnership also received CDBG-CV funds earlier this year. The latter also receive FEMA funding for rent assistance from time to time but the program has not been in operation for quite some time. Department of Social Services have two programs for welfare recipients who are facing imminent eviction to get payment of first month's rent and security deposit, if eligible. Central Valley Opportunity Center receives funding that are available only to farmworkers.

MCCJ operates PG&E's Reach program and California Public Utility Commission's TEAM program. The former is a utility payment assistance program and the latter a utility bill dispute resolution service. Further, MCCJ is the Fresno/Madera United Way's COVID-19 assistance ambassador/prosperity counsel in Madera County. In that dual capacity, it will be screening all Madera applicants seeking assistance due to needs arising from the pandemic. (The level of funding is in flux.) It's prior receipt of a grant of \$50,000 from the Sierra Health Foundation to address the financial needs of low-income families, single-parent-headed households and victims of domestic violence in the county has been depleted.

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

Eviction Prevention & Utility Shutoff Program - EP&USP will be threefold:

1. Provide rental assistance to families facing eviction for nonpayment of rent (due to COVID-19) and/or obtain new housing.
2. Provide utility (electricity, water and sewer) assistance to families facing utility shutoff due to nonpayment.
3. Provide financial assessment, counseling and referral regarding wage replacement, benefits, services, resources, legal employment protections and rights.

It complements and supplements existing services. The third-prong of the project is not provided anywhere in Madera City and County. It is a very necessary component of the project. (Both CAPMC and CVOC are housing voucher programs. Neither provides the counseling and referral services.) MCCJ, CAPMC and CVOC has established protocol for reporting and cross-

referencing assistance payments made to avoid duplication. This system will remain in place for the current cycle of funding.

### ***Staffing***

Project will maintain the same personnel that are working on the current grant for the past 5 months and who are also coordinating the ancillary resource/assistance services.

### ***Timeline***

Project will pretty much continue the ongoing services till the contract date ends. Even if the funds are exhausted, project will continue with the counseling and referral services.

***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.***

- ***Records of clients seen***
- ***Records and clients served***

### ***Outreach/Marketing***

Staff will conduct outreach to publicize the program to residents of the City of Madera to hospitals, health clinics, school district, migrant and farmworker service providers, food distribution, flea market, agencies, nonprofits and faith institutions to refer clients in need and to leverage their expertise, services and resources to publicize and assist families in keeping their housing and getting back on their feet. In that connection, it will also use media (Univision and Radio Bilingue) to outreach to Spanish language families.

MCCJ just successfully concluded the 2020 Census campaign heading up the local complete count committee and will be able to take advantage of the networking, collaborations, cooperation and coordination with community partners. Further, MCCJ enjoys a unique partnership with CRLA the county legal services that represents tenant families in eviction actions

Each application for assistance will be reviewed to determine income and resource eligibility to receive CARES Act assistance and that their need is due to COVID-19 impact. Additionally, the assistance requested will be scrutinized to determine the amount needed, likelihood of success, availability of other resources, ability to come up with matching money, and future prospects of maintaining housing. (E.g., request for financial assistance to forestall an eviction due to a rent arrearage will be denied if the applicant has no means to pay both current and future rent. In that connection, the request would be granted if the applicant is going back to work so can pay rent as they come due once the arrearage is extinguished. Alternatively, a grant would be made to allow the applicant to find new housing notwithstanding in light of the imminent eviction. Any payment disbursed would be made to the vendor (landlord) to ensure that the money goes toward securing housing and not something else. (Similarly, homeowners who are delinquent in their mortgage payments will be scrutinized to optimize their mitigation options in light of a much more extensive time line. From the initial date of nonpayment, the defaulting homeowner has at

least 180 days before the foreclosure sale. Prior to the sale, homeowner can request a loan modification which at a minimum will delay matters another 60 plus days and if granted achieve an outcome preferable to securing financial assistance from this program. Many of the big lenders are granting forbearances which would preempt the need for assistance.) Likewise, the same process and procedures will be followed in utility shutoffs.

Separately, all applicants seeking financial assistance will be counseled on the availability of other resources, financial assistance, benefits, rights & job protections, and services to assist the distressed families in more than just preventing evictions and utility shutoffs. (E.g., income replacement (UIB & CARES Act expansion, Pandemic Unemployment Assistance, SDI, Paid Family Leave); paid or unpaid leave ( California Paid Sick Days, FFCRA Emergency Paid Sick Leave & Expansion, CA Supplemental Paid Sick Leave for Food Sector Workers, Family Medical Leave Act & California Family Rights Act, California Family School Partnership); private and government relief funds; Pandemic EBT benefits; housing rent deferment and mortgage forbearance programs and options; health advisory; local food distribution and free meal sites, etc.) Applicants will be provided with information sheet and referrals made to agencies for follow-up and reporting. Immigrants will be provided with special information geared to their immigration status. (In addition to its local food distribution programs, MCCJ also administers two PG&E utility assistance programs in addition to being Fresno/Madera United Way's county representative in its Partners in Prosperity (COVID-19 assistance program)).

The project will maximize the number of families served to stretch the dollars awarded. It is anticipated that 250 to 400 families will be served. Of that number 75 to up to 200 families will receive rental and/or utility assistance. The maximum grant per household is \$5000 and on a one-time basis. Each application will be reviewed and scored base a set criteria which includes: whether payment will forestall and eviction or keep the family housed, likelihood of being able to stay housed in the foreseeable future (e.g., reemployment, unemployment benefits eligible, recovery from COVID, etc., imminent loss of housing or utility shutoff, family can come up with matching money, financially eligible, etc. Alternatively, if the rent arrearage exceeds the maximum allocation, attempts will be made to pay for new housing. Goal is to keep families housed and secondarily to disburse the funds judiciously in order to optimize the use of available funds to keep as many families housed as possible.

All records will be made available for city staff review.

***Which National Objective does your program meet?***

Service to low- and moderate-income families.

***Which measurable objectives does your program meet?***

Rent/mortgage and utility shutoff assistance.

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

None currently planned.

***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).***

N/A

**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.**

MCCJ had previously surveyed it's parent groups and individual recipients at its food distribution sites. The identified needs were confirmed in the last 5 months of running the project currently.

***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?***

Funds will assist those who have the least amount of income and resources first. See above for established criteria prioritizing cases. Those that cannot be served will be referred to other resources.

***Discuss your program's/project's successes.***

MCCJ was founded in 1993 with no budget. All work was done by volunteers. Some 25 plus years later, it now boasts a budget of well over 1 million dollars. It receives funding from the state and local governments, school district and foundations. It runs a very successful frees-standing state-certified preschool that serves over 120 preschoolers for the past 18 years. Its food distribution was the first project and now serves over 200 families weekly. MCCJ also operates a parent leadership program in district schools and a similar youth leadership development project for nineteen years. This past year, the County of Madera subcontracted with the organization to head the county's Census 2020 campaign. Over the years, it earned the reputation as the community-based organization that is embedded in the low-income, minority and farmworker communities. As such, it is often viewed as the trusted messenger and "go to" organization when it comes to reaching into these insular communities.

Among its accomplishments include the Cesar Chavez Plaza, fixed-route bus system, county farmworker vanpool, institutionalized the annual Interfaith/Intercultural Celebration and local Earth Day event, free tax preparation (with United Way), etc. It chaired the recently concluded 2020 Census campaign.

***Discuss your program's/project's past performance (2013 to 2019).***

MCCJ has been a recipient of CDBG funds from the City for almost 20 years. It has been and remains in good standing. It is currently administering a CDBG-CV project funded by the City.

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

Reporting – MCCJ will provide the City at regular intervals with records of clients seen, service and financial assistance provided, and supporting evaluation and financial documentation including bank account statements.

<b>CLIENT POPULATION</b>		
1. Indicate the total number of potential clients in the community who require your services.	1,050	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	300	
3. 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 documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc.	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 +
	100	130	120	75	75	25	15	5
GENDER	Female	175						
	Male	125						
FEMALE HEAD	75							

<b>Ethnic Categories*</b>	No.
Hispanic or Latino	220
Not-Hispanic or Latino	35
<b>Racial Categories*</b>	
American Indian or Alaska Native	5
Asian	3
Black or African American	15
Native Hawaiian or Other Pacific Islander	
White	35
Other	2

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	235,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (LIST)		
TOTAL INCOME	235,000	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	27,000
BENEFITS	0150	2500
SERVICES & SUPPLIES		500
INSURANCE	0200	500

COMMUNICATIONS	0250	600
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	
OFFICE RENTAL	0400	1000
EQUIPMENT RENTAL	0450	
UTILITIES	0500	400
TRAVEL (ADMIN.)	0550	200
FOOD SUPPLIES	0600	
Rental/utility assistance		200,000
TRANSPORTATION	0700	
Administrative expenses	0750	2,300
TOTAL		235,000

**CITIZEN PARTICIPATION:**

Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation regarding COVID-19? Please provide details.

MCCJ had previously surveyed it's parent groups and individual recipients at its food distribution sites. The identified needs were confirmed in the last 5 months of running the project currently

2. Evidence of collaboration with other agencies within the community regarding COVID-19.

MCCJ is collaborating with CAPMC and CVOC in providing financial assistance. Separately, it will be coordinating with all sectors in the City to conduct its outreach efforts to publicize the project.

Please see Priority Needs for the CDBG-CV funding (Attachment A) and eligible CDBG Census Tracts (Attachment B) map. Public Service recipients shall be a minimum of 51% or more designated as low- to moderate-income. Public Service recipients may be qualified as Presumed Benefit (homeless persons, persons with disabilities and seniors.)

**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:

- o Was your experience working with this agency successful?
- o Have you seen at least one very successful project developed by this organization/agency?
- o Do you think they are doing a good job in Madera?

<b>Name</b>	<b>Title</b>	<b>Company/Agency</b>	<b>Phone</b>	<b>Email Address</b>
David Hernandez	Director community services	MUSD	416-5841	davidhernandez@maderausd.org
Matt Treber	Chief of Development Services	County of Madera	675-7821	Mathew.treber@maderacounty.com

Ceci Massetti	Superintenden t	MCOE	673- 6051, ext. 274	<a href="mailto:cmassetti@mcso.org">cmassetti@mcso.org</a>
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**RESOLUTION/CERTIFICATION:**

We, the Board of Directors of Madera Coalition for Community Justice  
do hereby resolve that on \_\_\_\_\_, 2020, 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: November 23, 2020

AGENCY NAME: Madera Coalition for Community Justice  
\_\_\_\_\_

ADDRESS: 219 S. D St., Madera , CA 93638  
\_\_\_\_\_

TELEPHONE: 661-1879;  
\_\_\_\_\_

Email Address lourdesh@maderacch.org  
\_\_\_\_\_

By: Rugul Rodants  
President of the Board of Directors

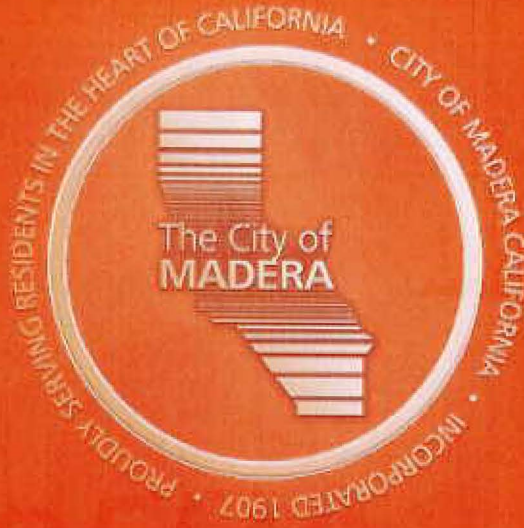
This application and the information contained herein are true, correct and complete to the best  
of my knowledge.

By: Louros Herrera  
Executive Director

**RETURN THE APPLICATION BY EMAIL OR CALL THE GRANTS DEPARTMENT  
TO SCHEDULE DROPPING OFF A HARD COPY.**

**EMAIL THE APPLICATION TO: ddybas@madera.gov**

**DUE DATE: November 23, 2020, 5:00 p.m.**

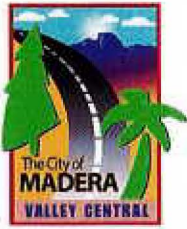


# CDBG-CV (COVID-19) GRANT APPLICATION

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PUBLIC SERVICES





## CDBG-CV GRANT APPLICATION

Public Services

COVER SHEET



Application due date: On or before **November 23, 2020 by 5:00 PM**  
City of Madera CDBG Contact: David Dybas (559-661-3690)

(For office use only)

**DATE & TIME SUBMITTED:**

Applicant Name: Community Action Partnership of Madera County, Inc.

Physical Address: 1225 Gill Avenue Madera, CA 93637

Mailing Address: 1225 Gill Avenue Madera, CA 93637

Program Name: Housing Stabilization Program

If you have Non-profit Internal Revenue Code Section 501(c)(3) status, enter your organization's Federal Tax ID Number: 94-1612823

Grant Administrator (Principal contact)

First & Last Name and Title: Mattie Mendez

Telephone Number and Email Address: (559) 675-5749  
[mmendez@maderacap.org](mailto:mmendez@maderacap.org)

Program/Project Administrator (Manages Day-to-Day Tasks of Program)

First & Last Name and Title: Elizabeth Wisener, Community Services Program Manager

Telephone Number and Email Address: (559) [675-5742](tel:5596755742)  
[ewisener@maderacap.org](mailto:ewisener@maderacap.org)

**CDBG-CV** Funding Requested: \$100,000

# **CDBG-CV APPLICATION SUBMITTAL CHECKLIST**

## **(To Be Submitted with Application)**

### **CDBG-CV Applicants (Include all of the following in your application)**

<p>1 original completed application</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Font: 12 point</li> <li><input checked="" type="checkbox"/> Paper: 8 1/2 x 11</li> <li><input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</li> <li><input checked="" type="checkbox"/> One-inch top, bottom, left and right margins</li> <li><input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound (for mailed or dropped-off)</u></li> <li><input checked="" type="checkbox"/> Emailed applications should be submitted as a PDF document (not in Microsoft Word format)</li> <li><input checked="" type="checkbox"/> No dividers</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Grant Application coversheet</li> <li><input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance &amp; Applicability)</li> <li><input checked="" type="checkbox"/> Program – Project Timeline</li> <li><input checked="" type="checkbox"/> Budget Table</li> <li><input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead)</li> <li><input checked="" type="checkbox"/> Marketing/Outreach Plan</li> <li><input checked="" type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)Client Eligibility/Income Verification Plan (If Not Assumed Benefit)</li> <li><input checked="" type="checkbox"/> References</li> </ul>
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### **Submittal Options**

- 1) Email to:  
[ddybas@madera.gov](mailto:ddybas@madera.gov)
- 2) Mail to: (Attn: Grants Department/CDBG Grant Application, 205 W. 4<sup>th</sup> Street, Madera, CA 93637)
- 3) Drop off: Contact the Grants Department directly to schedule a day and time to drop off a hardcopy. [ddybas@madera.gov](mailto:ddybas@madera.gov)

**CITY OF MADERA**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**CDBG-CV PUBLIC SERVICE APPLICATION**

The City of Madera received a supplemental allocation to our Community Development Block Grant (CDBG) funds that **must** be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this public health crisis. The CARES Act will provide **\$402,643** in Community Development Block Grant Coronavirus (**CDBG-CV**) funds to the City from the U.S. Department of Housing and Urban Development (HUD).

The City is requesting applications from nonprofits and other eligible entities for participation in the CDBG-CV program to address one of the following specific needs identified for this funding.

- Rent/Mortgage Assistance
- Food Assistance
- Utility Billing Assistance
- Small Business Assistance

HUD has provided flexibility for the use of CDBG-CV funding by eliminating the CDBG 15% cap for which the amount of grant funds can be used for public services. Eligible CDBG-CV programs must provide services to City of Madera low- to moderate- income residents.

CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

Activities must meet one of the three HUD National Objectives:

1. Benefit low to moderate income persons
2. Aid in the prevention of slums and blight, or
3. Meet an urgent need

**Applications for Funding**

Applications for funding through the City of Madera CDBG-CV program shall adhere to CDBG funding criteria. Applicants will adhere to the following criteria.

- ✓ All (100%) of the funds received from the City of Madera must serve Madera residents. Funding will be denied if it is found that this requirement is not met.
- ✓ Address at least one of the identified Top Needs Areas. (See Attachment A)

Applicant must respond to all the following sections. Refer to the Scoring Rubric for point allocation per section:

**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.)

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

**The COVID19 State of Emergency has left Madera families in financial crisis. Many have been laid off from their jobs as there were 8317 unemployment claims filed between March 7, 2020 and April 25, 2020. Families are struggling to pay living expenses such as rent and utility bills such as electricity, water and waste disposal service. The Community Action Partnership of Madera County has funding to assist households to pay electricity and propane bills. In addition, funds are needed to help pay for rent assistance for the low-income. Other agencies such as Madera County Social Services Department (DSS) have funds to assist with rental expenses but the criteria excludes households that are not receiving cash assistance from DSS. The Central Valley Opportunity Center (CVOC) has funds to assist migrant families with utility and rent, but that excludes non-migrant families. The Coalition for Community Justice (CCJ) also provides rental assistance. CAPMC currently collaborates with both the CCJ and CVOC to ensure that applicants for rental assistance have not received assistance with either one of these agencies.**

Explain how your program supplements or complements existing services without duplicating them. **The proposed program complements the services that are currently being offered in Madera. One example is DSS has a program that will assist eligible households with rental deposits and the last month's rent. Sometimes families need a little more assistance to help them get back on their feet. For the above example, CAPMC would be able to fund the first month's rent. If the CDBG CARES Round 2 is funding, this would allow CAPMC to continue providing rental assistance and or water bill assistance after the existing contracts have been depleted.**

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.

**Given the current moratorium on evictions, applicants that are currently applying for rental assistance often owe several months of back rent. CAPMC proposes to serve around 19 households with approximately \$4,000 per household for either rapid rehousing or homeless prevention measures. If less is needed to help bring the household current on their rent, then the benefit will be adjusted to meet the need. In addition, CAPMC proposes to serve around 68 households with approximately \$150 to help pay past due water bills to a current status.**

Which National Objective does your program meet?

**This project meets two of the National Objectives: Benefit low to moderate-income persons and meets an urgent need.**

Which measurable objectives does your program meet?

**The proposed program will provide rental assistance and or water bill assistance for low-income individuals/families, seniors and people living with disabilities that have been effected by COVID19.**

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

**CAPMC has the following contracts that assist with Homeless Prevention and Rapid Rehousing support:**

**Community Services Block Grant – CARES contract: Provides \$280,274 of personnel and operation cost for CAPMC’s one stop center for housing assistance. The center is called the Homeless Engagement for Living Program (HELP) Center. The funding provides for 2 Housing Case Workers and 20% of a Housing Coordinator plus a minimal amount to help cover office rent and other operational cost through May 2022.**

**Community Development Block Grant – CARES contract: Provides \$90,000 of rental assistance or rapid rehousing for households that that have been impacted by COVID19 and are residing in the approved census tracks within the City of Madera.**

**Emergency Solutions Grant (ESG) – Provides \$106,000 for emergency shelter, rental assistance, street outreach, and rapid rehousing. This funding needs to be spent by December 31, 2020. All of the funds have been spent with the exception of around \$25,000 of rapid rehousing dollars. These dollars are slow to be spent because of the shortage of available housing. CAPMC anticipants receiving additional ESG dollars in 2021, but it is unknown when the contract will be awarded.**

**Homeless Outreach CCP – Assembly Bill 109 – CAPMC received \$231,000 to help cover the operational cost for the HELP Center. This fund also supports 80% of the Housing Coordinator and 100% of 2 Homeless Outreach Workers. This contract along with the CSBG CARES contract allows CAPMC to apply for contracts such as CDBG CARES that provide direct benefits to applicants while budgeting a minimal amount for personnel cost and operating cost.**

**County of Madera CARES Act – Coronavirus Relief Fund – This contact provides rental assistance, water bill assistance, and/or rapid rehousing assistance to households that have been impacted by COVID19 and who reside in the unincorporated rural areas of Madera County. This contract has been reduced from \$500,000 to \$100,000 and needs to be fully spent by December 31, 2020.**

**Kaiser Foundation – CAPMC recently received a contract from the Kaiser for \$90,000. Included in the contract is \$60,000 to provide rapid rehousing or rental assistance. The contract period January 1, 2021 to December 31, 2021.**

**FEMA CARES – This funding pays up to \$1,000 for rent or mortgage assistance for Madera County Residents who have been impacted by COVID-19. This is the only contract that**

**provides mortgage assistance. The award is for \$30,000 and needs to be spent by May 31, 2021.**

**In addition, CAPMC has received a 5-year contract through Madera County Behavioral Health called the Homeless Housing Assistance Program. This contract included \$263,183.75 for Rental Assistance and Rapid Rehousing. Of this amount, \$142,000 remains.**

**Lastly, CAPMC had a contract for \$50,000 to provide rental assistance to migrant families. Those funds were awarded in July 2020 and were fully spent by October 2020.**

**The program eligibility is a little different for each of these contracts. When an applicant requests housing assistance, the application is reviewed to determine which contract the application will meet the eligibility criteria. If there are multiple funds that can be accessed to provide the assistance, CAPMC utilize the contract that ends first before accessing other contracts.**

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).

**CAPMC intends to continue seeking other funding sources, but there is not anything specific at the moment.**

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's Board of Director meetings are public meetings that are posted in advance. The concept was presented at the May 2020 Board of Director's meeting for CDBG CARES Round 1 and the November 2020 Board meeting for CDBG CARES Round 2. There were no members from the community present to gather input from. Due to the short turnaround time on submitted the applications and Governor Newsom's social distancing requirements, there were no other meetings set.**

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.

**A list of the other funds are included above. Please note when CDBG funds are depleted, residents who live in the Madera city limits will continue to be served with other funds until all funds have been depleted.**

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

**Eligible clients will be served in the order that the applications were received until the funds are depleted.**

Discuss your program's/project's successes.

**CAPMC has a long track record of successfully running many different Federal, State and local programs.**

**CAPMC has operated FEMA funded rental assistance programs in the past and has never had a problem fully spending the funding. There are systems in place to quickly get the program running.**

Discuss your program's/project's past performance (2013 to 2019).

**CAPMC has been awarded CDBG grants through the City of Madera since before 2013. There is a proven track record of successfully administering the contracts that have been awarded.**

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

**CAPMC will track the number of households that were served with rapid rehousing and the number of households that were served with homeless prevention.**

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services. <b>(Households)</b>	19 Rent 68 Water/Trash	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months). <b>(Households)</b>	68	
3. 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 documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc.)	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	20	20	8	
GENDER	Female	38						

	Male	30
FEMALE HEAD	25	

<b>Ethnic Categories*</b>	<b>No.</b>
Hispanic or Latino <b>(Households) If the average household size is 4, then this can be multiplied by 4).</b>	52
Not Hispanic or Latino <b>(Households) If the average household size is 4, then this can be multiplied by 4).</b>	16
<b>Racial Categories*</b>	
American Indian or Alaska Native	1
Asian <b>(See note above.)</b>	1
Black or African American <b>(See note above.)</b>	8
Native Hawaiian or Other Pacific Islander	
White <b>(See note above.)</b>	58
Other	

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

# Community Services Development Block Grant CARES Round 2 Timeline 2021

100% Contract Funds Spent **July 2021**

80% Contract Funds Spent **June 2021**

60% Contract Funds Spent **MAY 2021**

40% Contract Funds Spent **Apr 2021**

20% Contract Funds Spent **Mar 2021**

**Feb 2021**

**Jan 2021**

peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- White. Peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	\$100,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (LIST)		
TOTAL INCOME	\$100,000	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	\$2,863
BENEFITS	0150	\$ 762
SERVICES & SUPPLIES		
INSURANCE	0200	
COMMUNICATIONS	0250	\$100
DIRECT BENEFITS		\$87,300
OFFICE EXPENSE	0350	\$94
OFFICE RENTAL	0400	\$250
EQUIPMENT RENTAL	0450	\$250
UTILITIES	0500	\$40
TRAVEL (ADMIN.)	0550	
FOOD SUPPLIES	0600	
CONTRACTS	0650	
TRANSPORTATION	0700	
INDIRECT COST		\$8,341
TOTAL		\$100,000

**CITIZEN PARTICIPATION:**

Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation regarding COVID-19? Please provide details.

**CAPMC has received public input from the community when they contact our office to request assistance with rental or mortgage payments.**

2. Evidence of collaboration with other agencies within the community regarding COVID-19.

**In addition, CAPMC facilitates the Madera County Homeless Connections that is comprised of local community partners who come together to case manage homeless clients for the purpose of providing housing stabilization services. CPV**

Please see Priority Needs for the CDBG-CV funding (Attachment A) and eligible CDBG Census Tracts (Attachment B) map. Public Service recipients shall be a minimum of 51% or more designated as low- to moderate-income. Public Service recipients may be qualified as Presumed Benefit (homeless persons, persons with disabilities and seniors.)

**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?

<b>Name</b>	<b>Title</b>	<b>Company/Agency</b>	<b>Phone</b>	<b>Email Address</b>
Dennis Koch	Director	Madera County Behavioral Health Services	(559) 673-3598 Ext. 1279	Dennis.koch@maderacounty.com
Ryan McWherter	Director	Madera County Food Bank	(559) 975-3515	rmcwherter.maderafoodbank@gmail.com
Jody Ketcheside	Deputy Director	Turning Point of Central California	(559) 233-2663	<a href="mailto:jketcheside@tpocc.org">jketcheside@tpocc.org</a> Ext. 7310

**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?

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:**

If additional funds are received, please describe the source, the amount and provide supporting documentation.

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 November 12, 2020, 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: November 12, 2020

AGENCY NAME: Community Action Partnership of Madera County, Inc.

ADDRESS: 1225 Gill Avenue Madera, CA 39367

TELEPHONE: (559) 673-9173

Email Address: mmendez@maderacap.org

By: \_\_\_\_\_  
Chairman 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 THE APPLICATION BY EMAIL OR CALL THE GRANTS DEPARTMENT TO SCHEDULE DROPPING OFF A HARD COPY.**

**EMAIL THE APPLICATION TO: [ddybas@madera.gov](mailto:ddybas@madera.gov)**

**DUE DATE: November 23, 2020, 5:00 p.m.**

**CITY CDBG CONTACT: [ddybas@madera.gov](mailto:ddybas@madera.gov)  
559-661-3690**

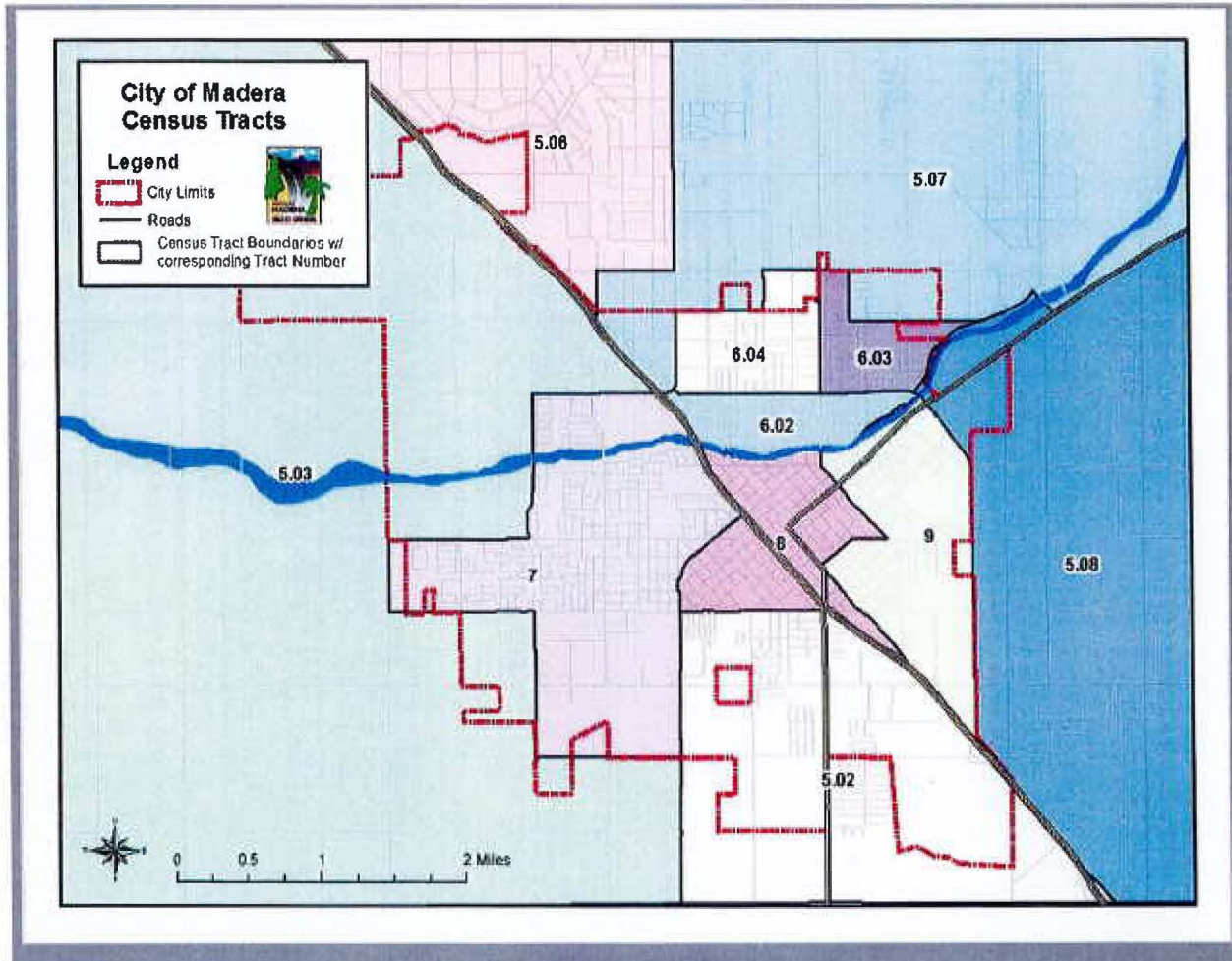
<b>CDBG-CV (COVID-19) Applicant Scoring Rubric</b>		
<b>Criteria</b>	<b>Points</b>	<b>Committee Member Ranking</b>
Ability to Address COVID-19 Community Need	20	
COVID-19 Work Plan and Capacity	20	
Ability to Address a National Objective with COVID-19 Measureable Outcomes	20	
Timeline	20	
References	20	
<b>Total</b>		

<b>Priority Needs for the CDBG-CV (COVID-19) Funding</b>	
<b>Top Need Areas</b>	<b>Target Areas</b>
Rent/Mortgage Assistance	Monthly rental/mortgage assistance for housing for low-income individuals/families, seniors and people living with disabilities effected by COVID-19.
Food Assistance	Services that provide food for low-income individuals/families, seniors and people living with disabilities effected by COVID-19.
Utility Billing Assistance	Monthly utility billing assistance (water/sewer) for low-income individuals/families, seniors and people living with disabilities effected by COVID-19.
Small Business Assistance	Programs to assist small businesses to retain low-income workers effected by COVID-19.

## ATTACHMENT B

ELIGIBLE CDBG CENSUS TRACTS ARE: 5.02 (to the north), 6.02, 6.03, 6.04 8 AND 9  
THESE ARE THE ELIGIBLE TRACTS WHERE CDBG  
PROGRAMS AND PROJECTS MUST OCCUR

### Attachment A





## ELIZABETH M. WISENER

Ewisener@maderacap.org ♦ 22082 Shari Lane Madera, CA 93638 ♦ (559) 661-7323

### OBJECTIVES

Seeking Management position that allows 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 program operations
- \* Development and implementation of all program goals and administration procedures and systems
- \* Financial management, budgeting; and compliance with grant outcomes and objectives
- \* Staying informed on low and moderate low income issues
- \* Conduct homeless prevention activities
- \* Collaborate with other agencies and community partners to eliminate the effects of poverty

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 \$8.5 million dollars of Federal and State grants
- \* Budget development
- \* Grant writing
- \* Fiscal reporting
- \* Review payroll data, bank reconciliations, and 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
- \* 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
- Member of Program Coordinating Committee with Madera Housing Authority

**Marketing Plan  
For  
Community Development Block Grant  
Homeless Prevention Application**

The Community Action Partnership of Madera County (CAPMC) will conduct outreach in the census tracts that are eligible to receive this funding. In addition, Community members as well as Community Partners of the availability via email listings, social media platforms, and distributing flyers through the local food bank food giveaways. Addresses of callers from community members requesting assistance in paying rent will be checked to see if the person lives in the eligible census tracts. Rent payments for eligible applicants will be processed from the CDBG funding. Community members who reside in other census tracts will be assisted from other funds if they are eligible.

**Client Eligibility Income Verification Plan**

CAPMC has operated other homeless prevention plans with other funding sources. Each funding source has an income threshold table. Some are based on the Federal Poverty Income tables, and others use data such as a percentage limit under the California Median Income. CAPMC will use the income table that HUD recommends.

- CAPMC will require the following documents to verify eligibility:
- Income Verification – Applicants must provide copies of income for everyone in the household who is 18 years of age or older. These may be in the form of paychecks for the past 6 weeks, 2019 tax return, unemployment, retirement benefits, Passport to Services from the Department of Social Services, Social Security benefits, or any other source of income the household receives.
- Names and date of birth for everyone in the household.
- The applicant must provide a copy of a social security card and a valid identification card.
- A copy of the lease agreement
- A statement from the landlord that the applicant is behind on their rent or a 3-day notice to quit
- Copy of water/trash bill if water/trash assistance is requested

Once the documents are received, a staff person will add all sources of income for the past 4 weeks and the total number of people living in the household. HUD's recommended income limit chart will then be compared to the income and number of people in the household to see if the household is eligible to receive assistance. If the household is eligible, a check request to pay for rent will be processed. For your review, a complete copy of instructions along with copies of the documents that are being used for CDBG CARES Round 1 have been included with this application. If water bill and trash assistance is funded in Round 2, the documents will be edited to include documents needed to provide this assistance. The eligibility criteria will be the same; water and trash invoices need to be provided if assistance is requested.



# Eligibility Guidelines/Checklist

## Community Development Block Grant (CDBG) CARES

Applicant Name: \_\_\_\_\_

When an applicant contacts the Community Action Partnership of Madera County Inc. (CAPMC) to request rental assistance, staff will complete a Client Prescreen/Intake Form. This form collects information from the applicant to assist the staff in understanding the type of assistance they are seeking. Depending on the needs of the applicant the following criteria will apply:

### Rental Assistance

Rental assistance will be provided to families who live within Madera City Census Tract who have been impacted by COVID19 and are struggling to pay rent. Below is a list of eligibility criteria:

- CAPMC will assist households who are not in imminent danger of being evicted.
- Households who have received an eviction notice will be referred to California Rural Legal Assistance.
- Must have been financially impacted by COVID19 through a loss of wages.
- Documents that will be needed are a valid lease agreement, three-day notice/late payment, ID or Driver's license, Social Security Card, paystubs or income for all adults in the household for the last 6 weeks, and if receiving government assistance or Cal/Fresh benefits a Passport to Services from the Department of Social Services, and a Consent to Release Information Form.
- A rent reasonableness test (Pg. 3) will be performed to compare the Fair Market Rent with the monthly gross rent (rent and utility cost) of the applicant. If the monthly gross rent payment exceeds the Fair Market Rent (Table 1), the client will be asked if they would like to consider assistance through another CAPMC program that provides rapid rehousing assistance to help the applicant move into more affordable housing.
- The household will have to meet the Income Guidelines as shown in Table 2.
- A completed and signed W-9 Form is required from the landlord (if not incorporated).
- Priority will be given to residents who reside in the certain census tract within the Madera City. The Case Workers will determine which census tract they are a part of. (pg. 2)
- No financial Assistance payment allowed for rents that predate March 1, 2020.
- Applicants will be served on a first come, first served basis.

For **CDBG CARES**, Rental Assistance the individual or family meets the criteria listed below.

- The individual or family has income below 30% of Madera County's Median Income.
- The individual or family has insufficient resources immediately available to attain housing stability.
- The individuals or family has been impacted by COVID-19 by a loss of income.
- Priority shall be given to households who reside in certain census tract areas of Madera City.
- Applicant is not in imminent danger of eviction but are rather behind and may be in need of some assistance as they make ends meet due to COVID-19.

## Application Check List

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- Complete Guidelines for Eligibility / Income Limits / Rent Reasonable Test
- CDBG CARES Rental Assistance Application
- Proof of income all adults in the household for the last 6 weeks /Passport to Services
- UI Benefit documentation – Applicant may receive UI at the time of the application or between the period of March 1, 2020 and December 31, 2020.
- Lease Agreement
- Three-Day Notice to Quit or Late Payment Notice
- Consent to Release and Obtain Information
- Map of Census Tract
- W-9 from landlord (if not incorporated)
- Applicant Social Security Card
- CDBG CARES Assistance Verification

## Determination of Census Tract

---

Since there is priority to the households who reside in certain census tract areas of Madera City, the Case Worker will have to enter the applicant's address in the link below to ensure they within census tract 5.02, 6.02, 6.03, 6.04, 8.00 and 9.00. The Case Worker will then provide a copy of the map for each client who receives assistance from CDBG CARES.

Link: <https://geomap.ffiec.gov/ffiecgeOCmAP/gEOCODEmAP1.ASPX>

The address is entered in the box above and on the left side there will be a list of items in which you can identify the Tract Code.

### Example:

Matched Address	
Address	██████████ MADERA, CA 93638
MSAFMD Code	01400
State Code	06
County Code	009
Tract Code	000000
MSAFMD Name	MADERA, CA
State Name	CALIFORNIA
County Name	MADERA COUNTY

Census Demographic Data



## Rent Reasonableness Test

---

To ensure the reasonableness of the rent, the Case Worker will perform a rent reasonableness test. The rent plus the utility bill should be compared to the Fair Market Rent prices for Madera County. This is done by adding the monthly rent amount plus the estimated utility allowance based on the type of home and number of bedrooms. The total is then compared to the Fair Market Rental Value for Madera County. For applicants that exceed the Fair Market Rental Value need special approval from Program Manager.

### Choose from unit type:

- Single Family
- Multi-Family Energy Efficient
- Multi- Family
- Multi-Family High Energy Efficient

Rent Reasonableness Test	
Rent Amount	\$
Utilities Cost	\$
Total Rent plus utilities	\$
# of Bedrooms	

- The following table shows the Final FY 2020 FMRs by bedroom sizes.

Final FY 2020 Rents for All Bedroom Sizes for Madera, CA MSA (TABLE 1)					
Final FY 2020 FMR	<b>\$833</b> Studio/Efficiency	<b>\$839</b> 1-bd	<b>\$1,105</b> 2-bd	<b>\$1,584</b> 3-bd	<b>\$1,717</b> 4-bd

30% Low Income Limits (AMI) (TABLE 2)								
	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Madera, CA MSA	\$14,700	\$16,800	\$18,900	\$20,950	\$22,650	\$24,350	\$26,000	\$27,700

Total Income: \$ \_\_\_\_\_ Source: \_\_\_\_\_

### CDBG – Eligibility Review & Approval

**Rental Assistance:**

- The client is eligible to receive assistance.  
 Amount of assistance \_\_\_\_\_
- The client is not Eligible to receive assistance Reason: \_\_\_\_\_

Completed by:

Housing Case Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by:

Housing Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

Program Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2020 Public Housing Utility Allowances**

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

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

OMB Approval No. 2577-0169  
(exp. 04/30/2018)

Locality		Unit Type					Date
<b>Madera Housing Authority</b>		<b>Single Family</b>					<b>1/1/2020</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	-	9	13	16	20	23
	b. Bottle Gas	-	61	70	79	88	97
	c. Electric	-	25	32	39	49	56
	d. Oil	-	-	-	-	-	-
Cooking	a. Natural Gas	-	1	2	2	2	3
	b. Bottle Gas	-	21	27	29	32	35
	c. Electric	-	4	5	6	6	7
		-	-	-	-	-	-
Other Electric		-	10	13	15	20	22
Air Conditioning		-	13	17	21	26	30
Water Heating	a. Natural Gas	-	4	5	7	8	10
	b. Bottle Gas	-	50	63	92	123	155
	c. Electric	-	16	20	25	31	36
	d. Oil	-	-	-	-	-	-
Water		-	22-85	25-85	30-85	37-85	45-85
Sewer		-	39	39	39	39	39
Trash Collection		-	27	27	27	27	27
Range/Microwave		-	10	10	10	10	10
Refrigerator		-	12	12	12	12	12
Other -	Monthly Gas Fee	-	-	-	-	-	-
	Monthly Electric Fee	-	10	10	10	10	10
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service	per month cost
Complete below for the actual unit rented						Space Heating	
Name of Family						Cooking	
						Other Electric	
Unit Address						Air Conditioning	
						Water Heating	
Number of Bedrooms						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
						<b>Total</b>	

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

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

OMB Approval No. 2577-0169  
(exp. 04/30/2018)

Locality		Unit Type					Date
<b>Madera Housng Authority</b>		<b>Multi Family</b>					<b>1/1/2020</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	6	8	11	14	17	-
	b. Bottle Gas	42	47	52	60	68	-
	c. Electric	16	22	29	35	44	-
	d. Oil	-	-	-	-	-	-
Cooking	a. Natural Gas	1	1	1	2	2	-
	b. Bottle Gas	21	24	29	31	34	-
	c. Electric	3	4	4	6	6	-
		-	-	-	-	-	-
Other Electric		6	8	11	13	16	-
Air Conditioning		4	6	8	9	12	-
Water Heating	a. Natural Gas	3	4	5	6	7	-
	b. Bottle Gas	37	50	65	92	120	-
	c. Electric	8	11	14	17	22	-
	d. Oil	-	-	-	-	-	-
Water		19-85	22-85	25-85	31-85	40-85	-
Sewer		25	25	25	25	25	-
Trash Collection		27	27	27	27	27	-
Range/Microwave		10	10	10	10	10	-
Refrigerator		12	12	12	12	12	-
Other -	Monthly Gas Fee	0	0	0	0	0	-
	Monthly Electric Fee	10	10	10	10	10	-
<b>Actual Family Allowances</b> To be used by the family to compute allowance. Complete below for the actual unit rented					Utility or Service		per month cost
Name of Family					Space Heating		
					Cooking		
Unit Address					Other Electric		
					Air Conditioning		
					Water Heating		
					Water		
Number of Bedrooms					Sewer		
					Trash Collection		
					Range/Microwave		
					Refrigerator		
					Other		
					Total		

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

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

OMB Approval No. 2577-0169  
(exp. 04/30/2018)

Locality		Unit Type					Date
<b>Madera Housng Authority</b>		<b>Multi-Family High Energy Efficient</b>					<b>1/1/2020</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	2	2	2	3	3	-
	b. Bottle Gas	13	16	19	21	24	-
	c. Electric	3	4	6	9	11	-
	d. Oil	-	-	-	-	-	-
Cooking	a. Natural Gas	1	1	1	2	2	-
	b. Bottle Gas	16	18	21	24	26	-
	c. Electric	1	2	2	3	3	-
		-	-	-	-	-	-
Other Electric		3	4	5	6	8	-
Air Conditioning		1	1	1	2	2	-
Water Heating	a. Natural Gas	1	1	2	2	2	-
	b. Bottle Gas	26	37	47	65	89	-
	c. Electric	3	4	5	6	7	-
	d. Oil	-	-	-	-	-	-
Water		19-85	22-85	25-85	31-85	40-85	-
Sewer		25	25	25	25	25	-
Trash Collection		27	27	27	27	27	-
Range/Microwave		10	10	10	10	10	-
Refrigerator		12	12	12	12	12	-
Other -	Monthly Gas Fee	-	-	-	-	-	-
	Monthly Electric Fee	10	10	10	10	10	-
<b>Actual Family Allowances</b> To be used by the family to compute allowance.					Utility or Service		per month cost
Complete below for the actual unit rented					Space Heating		
Name of Family					Cooking		
					Other Electric		
Unit Address					Air Conditioning		
					Water Heating		
Number of Bedrooms					Water		
					Sewer		
					Trash Collection		
					Range/Microwave		
					Refrigerator		
					Other		
					<b>Total</b>		

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8



## Consent to Release and Obtain Information Community Development Block Grant CARES

This is a consent for releasing/obtaining information about: \_\_\_\_\_

\_\_\_\_\_  
(Date of Birth)

I authorize the Community Action Partnership of Madera County, Inc. to release or obtain the following specific information related to rental assistance:

This information may be used only for the purpose of:

- Emergency Shelter/ Housing Program Stays
- Department of Social Services File/ Records
- California Rural Legal Assistance (CRLA)
- Coalition for Community Justice
- Department of Social Services File/ Records
- Central Valley Opportunity Center (CVOOC)

Other: \_\_\_\_\_

I understand I have the right to see this information at any time. I understand that I can revoke this consent in writing to both the person giving and the person receiving the information. I understand the requested or provided information is needed to determine eligibility for rental assistance, rapid rehousing, water bill assistance and/or social services. This consent is valid only until: \_\_\_\_\_ (1 year)  
(Date Consent Expires)

This consent is not automatically renewable. It expires automatically at the end of the period. By my signature below, I affirm that I have read this release or it has been read to me, and I understand its content.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed By: Staff

\_\_\_\_\_  
Staff Signature

Prohibition on re-disclosure: This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations prohibit further disclosure without specific written consent from the person to whom it pertains.

\_\_\_\_\_  
Revocation

As of: \_\_\_\_\_, I hereby revoke this release \_\_\_\_\_  
Month/ Day/ Year Signature of Client/ Representative



## CDBG CARES Assistance Verification

I, \_\_\_\_\_, have spoken with

- \_\_\_\_\_ at Central Valley Opportunity Center
- \_\_\_\_\_ at Madera Coalition for Justice (w/ CRLA)
- Other: \_\_\_\_\_

to confirm that \_\_\_\_\_ has

- Not received rental assistance from their agency
- Received rental assistance from their agency; therefore, will not receive assistance from CAPMC to prevent duplication of services.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Action Partnership of Madera County, Inc.

Community Development Block Grant CARES

Rental Assistance Application



Date: \_\_\_\_\_ Intake Initials: \_\_\_\_\_
Applicant Name: \_\_\_\_\_
Social Security #: \_\_\_\_\_
Address: \_\_\_\_\_ Census Track: \_\_\_\_\_
Phone Number: \_\_\_\_\_

Part 1: Questionnaire

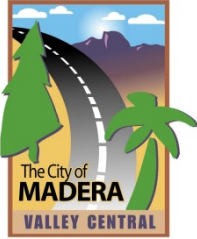
- 1. Are you currently renting? [ ] Yes, amount:\$ \_\_\_\_\_ [ ] No
Landlord Name, Relationship (if any), Address, Phone # \_\_\_\_\_
2. How many months of rent do you owe? \_\_\_\_\_ Note: Eviction letters are referred to CRLA.
3. Are you currently employed? [ ] Yes [ ] No, why? \_\_\_\_\_
If yes, place and length of employment: \_\_\_\_\_
4. Does anyone in the household receive unemployment? [ ] Yes, who? \_\_\_\_\_ [ ] No
5. How have you been affected by COVID? \_\_\_\_\_
6. Do you have any past due energy bills? [ ] Yes [ ] No Staff Only: Referred to LIHEAP [ ] Yes [ ] No
[ ] PG&E/ Propane Bill - Amount Past Due \$ \_\_\_\_\_

Part 2: Household Information

Table with 8 columns: Last Name, First Name, DOB, Sex, Relationship to Applicant, Income \$, Ethnicity / Race, Health Insurance. Includes a row for 'SELF'.

PENALTY OF PERJURY: I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I understand that additional information may be required by Community Action Partnership of Madera County, Inc.

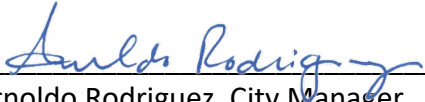
Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_



## REPORT TO CITY COUNCIL

**Approved by:**

**Council Meeting of:** May 19, 2021

  
\_\_\_\_\_  
Arnaldo Rodriguez, City Manager

**Agenda Number:**         D-1        

**SUBJECT:**

Update to the Code of Conduct for the Madera City Council, Boards, Commissions and Committees

**RECOMMENDATION:**

Adopt a Resolution Amending and Restating the Code of Conduct for the City Council, and Members of City Boards, Commissions, and Committees Adopted September 18, 2019

**SUMMARY:**

The Madera County Grand Jury (MCGJ) issued a report titled “The City of Madera Veiled Transparency” on June 25, 2019. Recommendation 1 of the report noted the following:

*By September 30, 2019, the MCGJ recommends that the City of Madera create and follow a code of ethics for all senior officials and elected members and display the code of ethics in a public place.*

Since then, a draft of a proposed Code of Conduct was presented to Council on September 18, 2019. The proposed Code of Conduct was adopted, with the recommendation to bring this item back annually for review.

This item was scheduled to be presented to Council during the March 17, 2021, April 21, 2021, and May 5, 2021 Council meetings. Item was tabled for discussion at the three meetings.

**DISCUSSION:**

The recommendation to bring this item back annually for review allows the City to evaluate the Code of Conduct on a regular basis and make changes as needed, that are in line with current practices for the Madera City Council, Boards, and Commission Members.

Key proposed updates to the Code of Conduct include:

- Update to Preamble language to be a more appropriate introduction to the document.
- Addition of language ensuring the Code of Conduct applies to not only Madera City Council, but also Board, Commission and Committee members.
- Conflict of Interest recusal guidance.
- Closed session matters confidentially responsibility.
- Policy Role of Members of the City Council revised language.
- Language regarding social media conduct.

**FINANCIAL IMPACT:**

Revisions and updates to the adopted Code of Conduct provide no direct financial impact to the City.

**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 the plan.

**ALTERNATIVES:**

The Council has the following options to consider relating to the matter:

- Approve the recommended revisions and updates to the adopted Code of Conduct, as presented.
- Direct staff to add, remove, or revise language and bring back to Council at a later meeting date.
- As an alternative, Council may elect not to revise and update the Code of Conduct, leaving the adopted Code of Conduct as is, with no recommended changes at this time.

**ATTACHMENTS:**

1. Resolution amending and restating the Code of Conduct
2. Code of Conduct in Track Changes Format
3. Code of Conduct as Recommended Final Version

**Attachment 1:**

Resolution amending and restating the Code of Conduct

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY OF MADERA AMENDING AND RESTATING  
THE CITY OF MADERA CODE OF CONDUCT FOR THE CITY COUNCIL AND  
MEMBERS OF CITY BOARDS, COMMISSIONS, AND COMMITTEES**

**WHEREAS**, the citizens of the City of Madera are entitled to have fair, ethical, and accountable local government; and

**WHEREAS**, the citizens of the City of Madera are entitled to have complete confidence in the integrity of local government; and

**WHEREAS**, on September 18, 2019, the Madera City Council adopted the Code of Conduct by way of Resolution No. 19-157 which includes certain rules and regulations regarding conduct and a commitment to uphold a standard of integrity beyond that required by law; and

**WHEREAS**, the City of Madera is interested in establishing a framework for day to day actions and decision-making by the City's elected officials, officers, boards and commissions; and

**WHEREAS**, integrity of officials of local government is key to effective and fair operation of government; and

**WHEREAS**, the amending and restating of the Code of Conduct will demonstrate the City's commitment to ethics and commitment to continuous evaluation.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Madera, as follows:

1. That the City of Madera hereby amends and restates the Madera City Code of Conduct, first adopted September 18, 2019.
2. Resolution No. 19-157 is repealed and replaced in its entirety by this Resolution.
3. The recitals set forth above are true and correct and are incorporated herein by reference.
4. The Council hereby adopts the "City of Madera Conduct of Conduct For the City Council and Members of City Boards, Commissions, and Committees" as set forth in Exhibit A and incorporated herein by reference.
5. This resolution is effective upon adoption.

///

## **Attachment 2:**

### Code of Conduct in Track Changes Format

#### Note:

Strikethrough indicate proposed removal of wording.  
Underlines indicate proposed updated or new wording.

# City of Madera Code of Conduct

## For the City Council and Members of City Boards and Commissionsof Madera Council, Boards, and Commission Members

### I. Preamble

~~The proper operation of government requires that public officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, it is hereby established a Code of Conduct for the City of Madera (City is hereby established.~~

The residents and businesses of the City of Madera (City) are entitled to have fair, ethical, and accountable local government. Such a government requires the public officials:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the government;
- Be independent, impartial, and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City Council has adopted this Code of Conduct to encourage public confidence in the integrity of local government and its fair and effective operation.

### II. Ethics

~~This Code of Conduct pertains to elected officials serving as members of the City Council (Council) and serving as members of other boards and commissions of the City, to assure public confidence in the integrity of local government and its effective and fair operation.~~

This Code of Conduct applies to members of the City Council and to members of City boards, commissions, and committees. The term "member" as used in this Code of Conduct shall mean any member of the City Council and any member of any Board, Commission, or Committee of the City. Additionally, Councilmembers are at times referred to as "elected officials" and members of boards, commissions, and committees are at times referred to as "appointed officials."

#### 1. Acts in the Public Interest

Members will work for the common good of the people of Madera and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Council, boards, and commissions.

#### 2. Compliance with the Law

Members shall comply with ~~the laws of the nation, the~~Federal, State, and the City laws in the performance of their public duties. These laws include but are not limited to: ~~the US~~United States

and California constitutions; ~~the Political Reform Act including regulations adopted by the Fair Political Practices Commission laws~~ pertaining to conflicts of interest, election campaigns, financial disclosures; ~~employer responsibilities; the Brown Act; and related and open processes of government and adopted~~ City ordinances and policies.

### **3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the eCouncil, boards and commissions, the public and staff.

### **4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Council and/or boards and commissions governing the deliberation of ~~public~~ policy issues before them.

### **5. Conduct of Public Meetings**

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfering with the orderly conduct of meetings.

### **6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

### **7. Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.

### **7.8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest. ~~Members should consider voluntary recusal or where they they have an organizational responsibility or personal relationship to the issue under consideration,~~ which may give the appearance of a conflict of interest.

~~Members shall disclose financial interest as required by law and shall recuse themselves.~~

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall recuse themselves from participating in deliberations and decision-making where conflicts may exist.

### **8.9. Gifts and Favors**

~~Members shall disclose gifts and limit the acceptance of gifts as required by law.~~

Members shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

**9.10. Confidential Information**

Members shall respect the confidentiality of information concerning property, personnel or affairs of the City. Members shall respect the confidentiality regarding closed session matters. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or private interests.

**10.11. Use of Public Resources**

Members shall not use public resources unavailable to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

**11.12. Representation of Public Interests**

In keeping with their role as stewards of the public interest, members shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

**12.13. Advocacy**

Members shall represent the official policies or positions of the Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City, nor will they allow an inference that they do.

**13.14. Policy Role of Members of the City Council**

Council Members shall respect and adhere to the Council-Manager structure form of Madera City government. In this structure, the Council determines the policies of the City, with the advice, information and analysis provided by the public, boards and commissions and City staff. The Council appoints a City Manager to implement policy, enforce its laws, to direct the daily operations of city government, and to prepare and monitor the municipal budget. Council Members work through the City Manager in dealing with City staff. The City Manager is responsible to the City Council as a body rather than to individual Councilmembers.

Except as provided by the ~~City~~ Municipal Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement Council policy decisions.

**14.15. Independence of Boards and Commissions**

Because of the value of the independent advice of boards, ~~and~~ commissions, and committees to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board, ~~and~~ commission, and committee proceedings.

**15.16. Positive Workplace Environment**

Members shall support the maintenance of a positive and constructive workplace for the City employees, and for the citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

### III. Conduct Guidelines

#### 1. Elected and Appointed Officials' Conduct with one another in Public Meetings

*a. Honor the role of the chair/presiding officer in maintaining order*

It is the responsibility of the chair to keep the comments of members on track during public meetings. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

*b. Practice civility and decorum in discussions and debate*

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to making belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

*c. Avoid personal comments that could offend other members*

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair/presiding officer will maintain control of this discussion.

*d. Demonstrate effective problem-solving approaches*

Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

#### 2. Elected and Appointed Officials' Conduct in with the Public in Public Meetings

*a. Be welcoming to speakers and treat them with care and respect*

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

*b. Be fair and equitable in allocating public hearing time to individual speakers*

The presiding officer will determine and announce limits on speakers at the start of the public hearing process.

*c. Practice active listening*

It is disconcerting to speakers to have members not look at them when they are speaking. Members shall try to be conscious of facial expressions.

*d. Maintain an open mind*

Members of the public deserve an opportunity to influence the thinking of elected and

appointed officials.

- e. *Ask for clarification, but avoid debate and argument with the public*  
Only the presiding officer may interrupt a speaker during a presentation. However, a member can ask the presiding officer for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

### **3. Elected and Appointed Officials' Conduct with City Staff**

- a. *Treat all staff as professionals*  
Clear, honest communication that respects the abilities, experience, and dignity of everyone is expected. Professional courtesy should be extended towards staff.
- b. *Do not disrupt City staff from performing their jobs*  
Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Attendance to staff meetings should be by invitation only. The presence of elected or appointed officials may imply support, show partiality, may intimidate staff, and could hamper staff's ability to do their job objectively.
- c. ~~*Comments about staff performance should only be made through the City Manager. Never publicly criticize an individual employee*~~  
Elected and appointed officials should not express concerns about the performance of a City employee in public, to the employee directly, or to the employee's colleagues. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- ~~e.d.~~ *Do not get involved in administrative functions*  
Elected and appointed officials acting in their individual capacity should not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
- ~~e.e.~~ *Do not solicit political support from staff*  
Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.
- f. *No Attorney-Client Relationship*  
Members shall not seek to establish an attorney-client relationship with the City Attorney, including his or her staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members.

### **4. Councilmember Conduct with Boards, and Commissions, and Committees**

- a. *If attending a Board or commission meeting, be careful to only express personal opinions*  
Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation - especially if it is on behalf of an individual, business developer - could be viewed as unfairly affecting the process. Public comments by a Councilmember at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the Council. Public comments by a Councilmember at a Board or Commission adjudicatory hearing should not be made and may prohibit the Councilmember from participating at City Council hearing on the same matter.
- b. *Limit contact with Board and Commission members to questions of clarification*  
It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board, Commission, or Committee members in order to clarify a position taken by that body.
- c. *Respect that Boards and Commissions serve the community, not individual Councilmembers*  
The Council appoints individuals to serve on Boards, Commissions, and Committees and it is those bodies' responsibility to follow policy established by the Council. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Commission, or Committee appointment should not be used as a political "reward."
- d. *Be respectful of diverse opinions*  
A primary role of Boards, Commissions, and Committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Commissions, and Committees but must be fair and respectful of all persons serving on Boards and Commissions.
- e. *Keep political support away from public forums*  
Board, Commission, and Committee members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

##### **5. Elected and Appointed Officials' Conduct on Social Media**

Members shall honor the conduct guidelines in this Section III and the Ethical Considerations in Section II of this Code of Conduct when posting on Social Media. Council Members will be cognizant of the Brown Act which prohibits a member from responding directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the City Council that is made, posted, or shared by any other member of the legislative body. Members of boards, commissions, and committees are also subject to this limitation on matters within the jurisdiction of their respective board, commission, and committee.

## IV. IMPLEMENTATION

### 1. Enforcement

The Code of ~~Ethics and~~ Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It, therefore, becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in orientations for newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understand the City of Madera Code of Conduct. Any member who becomes aware of any breach of this Code should report that violation to the City Manager or City Attorney for review.

### 2. Distribution and Posting

This Code of Conduct shall be provided to all elected and appointed ~~officers~~officials ~~and posted on the City's website;~~ distributed to all executive team members; posted and made available to members of the public by the City Clerk Department; and be available for review by employees.

### 3. Sanctions

The Council may impose sanctions on members whose conduct does not comply with the City's Code of Conduct. For elected officials, this may include ethical standards, such as reprimand, formal censure, and/or loss of seniority or committee assignment. For appointed officials, sanctions may include but are not limited to reprimand, formal censure, or removal from the Commission, Board, or Committee. A violation of this Code of Conduct shall not be considered as a basis for challenging the validity of a Council, board, ~~or~~ commission, or committee decision.

### 4. Review and Updates

The Code of Conduct shall be reviewed ~~as deemed necessary~~ annually by the Council which may consider updates as necessary.

**Attachment 3:**

Code of Conduct as Recommended Final Version

# City of Madera Code of Conduct

## *For the City Council and Members of City Boards, Commissions, and Committees*

### I. Preamble

The residents and businesses of the City of Madera (City) are entitled to have fair, ethical, and accountable local government. Such a government requires the public officials:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the government.
- Be independent, impartial, and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City Council has adopted this Code of Conduct to encourage public confidence in the integrity of local government and its fair and effective operation.

### II. Ethics

This Code of Conduct applies to members of the City Council and to members of City boards, commissions, and committees. The term “member” as used in this Code of Conduct shall mean any member of the City Council and any member of any Board, Commission, or Committee of the City. Additionally, Councilmembers are at times referred to as “elected officials” and members of boards, commissions, and committees are at times referred to as “appointed officials.”

#### 1. Acts in the Public Interest

Members will work for the common good of the people of Madera and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Council, boards, and commissions.

#### 2. Compliance with the Law

Members shall comply with Federal, State, and the City laws in the performance of their public duties. These laws include but are not limited to: the United States and California constitutions; the Political Reform Act including regulations adopted by the Fair Political Practices Commission pertaining to conflicts of interest, election campaigns, financial disclosures; employer responsibilities; the Brown Act; and related City ordinances and policies.

#### 3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Council, boards, and commissions, the public and staff.

**4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Council and/or boards and commissions governing the deliberation of issues before them.

**5. Conduct of Public Meetings**

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfering with the orderly conduct of meetings.

**6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

**7. Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.

**8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest. Members should consider voluntary recusal where they have an organizational responsibility or personal relationship to the issue under consideration which may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall recuse themselves from participating in deliberations and decision-making where conflicts may exist.

**9. Gifts and Favors**

Members shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

**10. Confidential Information**

Members shall respect the confidentiality of information concerning property, personnel, or affairs of the City. Members shall respect the confidentiality regarding closed session matters. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or private interests.

**11. Use of Public Resources**

Members shall not use public resources unavailable to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

**12. Representation of Public Interests**

In keeping with their role as stewards of the public interest, members shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

**13. Advocacy**

Members shall represent the official policies or positions of the Council, board, or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City, nor will they allow an inference that they do.

**14. Policy Role of Members of the City Council**

Councilmembers shall respect and adhere to the Council-Manager form of government. The Council appoints a City Manager to implement policy, enforce its laws, to direct the daily operations of city government, and to prepare and monitor the municipal budget. Council Members work through the City Manager in dealing with City staff. The City Manager is responsible to the City Council as a body rather than to individual Councilmembers.

Except as provided by the Municipal Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement Council policy decisions.

**15. Independence of Boards and Commissions**

Because of the value of the independent advice of boards, commissions, and committees to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board, commission, and committee proceedings.

**16. Positive Workplace Environment**

Members shall support the maintenance of a positive and constructive workplace for the City employees and for the citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

**III. Conduct Guidelines**

**1. Elected and Appointed Officials' Conduct with one another in Public Meetings**

*a. Honor the role of the presiding officer in maintaining order*

It is the responsibility of the chair to keep the comments of members on track during public meetings. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- b. *Practice civility and decorum in discussions and debate*  
Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify public officials making belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.
- c. *Avoid personal comments that could offend other members*  
If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The presiding officer will maintain control of this discussion.
- d. *Demonstrate effective problem-solving approaches*  
Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

## **2. Elected and Appointed Officials' Conduct with the Public in Public Meetings**

- a. *Be welcoming to speakers and treat them with care and respect*  
While questions of clarification may be asked, the official's primary role during public testimony is to listen.
- b. *Be fair and equitable in allocating public hearing time to individual speakers*  
The presiding officer will determine and announce limits on speakers at the start of the public hearing process.
- c. *Practice active listening*  
It is disconcerting to speakers to have members not look at them when they are speaking. Members shall try to be conscious of facial expressions.
- d. *Maintain an open mind*  
Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.
- e. *Ask for clarification, but avoid debate and argument with the public*  
Only the presiding officer may interrupt a speaker during a presentation. However, a member can ask the presiding officer for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

## **3. Elected and Appointed Officials' Conduct with City Staff**

- a. *Treat all staff as professionals*  
Clear, honest communication that respects the abilities, experience, and dignity of everyone is expected. Professional courtesy should be extended towards staff.
- b. *Do not disrupt City staff from their jobs*  
Elected and appointed officials should not disrupt City staff while they are in meetings, on

the phone, or engrossed in performing their job functions in order to have their individual needs met. Attendance to staff meetings should be by invitation only. The presence of elected or appointed officials may imply support, show partiality, may intimidate staff, and could hamper staff's ability to do their job objectively.

*c. Never publicly criticize an individual employee*

Elected and appointed officials should not express concerns about the performance of a City employee in public, to the employee directly, or to the employee's colleagues. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

*d. Do not get involved in administrative functions*

Elected and appointed officials acting in their individual capacity should not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

*e. Do not solicit political support from staff*

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

*f. No Attorney-Client Relationship*

Members shall not seek to establish an attorney-client relationship with the City Attorney, including his or her staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members.

**4. Councilmember Conduct with Boards, Commissions, and Committees**

*a. If attending a Board or commission meeting, be careful to only express personal opinions*

Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation - especially if it is on behalf of an individual, business developer - could be viewed as unfairly affecting the process. Public comments by a Councilmember at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the Council. Public comments by a Councilmember at a board, commission, or committee adjudicatory hearing should not be made and may prohibit the Councilmember from participating at City Council hearing on the same matter.

*b. Limit contact with Board and Commission members to questions of clarification*

It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board, Commission, or Committee members in order to clarify a position taken by that body.

*c. Respect that Boards and Commissions serve the community, not individual Councilmembers*

The Council appoints individuals to serve on Boards, Commissions, and Committees and it is

those bodies' responsibility to follow policy established by the Council. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Commission, or Committee appointment should not be used as a political "reward."

*d. Be respectful of diverse opinions*

A primary role of Boards, Commissions, and Committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Commissions, and Committees but must be fair and respectful of all persons serving on Boards and Commissions.

*e. Keep political support away from public forums*

Board, Commission, and Committee members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board, Commission, or Committee members who are running for office, but not in an official forum in their capacity as a Councilmember.

**5. Elected and Appointed Officials' Conduct on Social Media**

Members shall honor the conduct guidelines in this Section III and the Ethical Considerations in Section II of this Code of Conduct when posting on Social Media. Council Members will be cognizant of the Brown Act which prohibits a member from responding directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the City Council that is made, posted, or shared by any other member of the legislative body. Members of boards, commissions, and committees are also subject to this limitation on matters within the jurisdiction of their respective board, commission, and committee.

## **IV. IMPLEMENTATION**

**1. Enforcement**

The Code of Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It, therefore, becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in orientations for newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understand the City of Madera Code of Conduct. Any member who becomes aware of any breach of this Code should report that violation to the City Manager or City Attorney for review.

**2. Distribution and Posting**

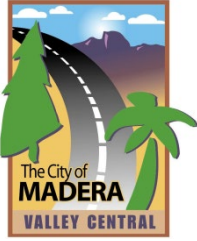
This Code of Conduct shall be provided to all elected and appointed officials; distributed to all executive team members; posted and made available to members of the public by the City Clerk Department; and be available for review by employees.

### **3. Sanctions**

The Council may impose sanctions on members whose conduct does not comply with the City's Code of Conduct. For elected officials, this may include reprimand, formal censure, and/or loss of seniority or committee assignment. For appointed officials, sanctions may include but are not limited to reprimand, formal censure, or removal from the Commission, Board, or Committee. A violation of this Code of Conduct shall not be considered as a basis for challenging the validity of a Council, board, commission, or committee decision.

### **4. Review and Updates**

The Code of Conduct shall be reviewed annually by the Council which may consider updates as necessary.



## **REPORT TO CITY COUNCIL Late Distribution Notice**

**DATE:** May 13, 2021

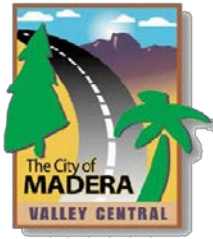
**TO:** Honorable Mayor and City Councilmembers

**FROM:** Wendy Silva, Director of Human Resources

**SUBJECT:** May 19, 2021 City Council Meeting  
Late Distribution of Report for Item D-2

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Additional time is needed to complete, review, and finalize the report for Item D-2: Approval of employee health and welfare benefit providers for Fiscal Year 2021/22. The report will be distributed as soon as the information is available. Thank you for your understanding.

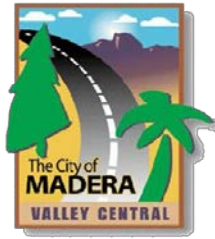


**May 19, 2021**

**Madera City Council Meeting  
Agenda Item E-1**

Presentation for Fiscal Year Budget 2021/2022, Council Review, Discuss and  
Provide Direction to Staff  
(Report by Roger Sanchez)

**There is no written report for this item.**



**May 19, 2021**

**Madera City Council Meeting  
Agenda Item E-2**

Update on River Fire Activity  
Informational Report (Report by Matt Watson)

**There is no written report for this item.**