

REGULAR MEETING OF THE MADERA CITY COUNCIL

205 W. 4th Street, Madera, California 93637

NOTICE AND AGENDA

**Wednesday, March 20, 2019
6:00 p.m.**

**Council Chambers
City Hall**

CALL TO ORDER

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

INVOCATION: Pastor Tim Echevarria, New Harvest Christian Fellowship

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

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

PRESENTATIONS

1. Update on Madera County Library Improvements (Patrick Fitzgerald, County Librarian)
2. Recognition of the Madera South High School Soccer Team

INTRODUCTIONS None.

A. WORKSHOP

There are no items for this section.

B. CONSENT CALENDAR

B-1 Minutes – 04/07/18

B-2 Warrant Disbursement Report 02.23-03.08.19 (Report by Tim Przybyla)

B-3 Consideration of a Resolution Adopting the 2019-2022 City of Madera Title VI Program Update (Report by Ivette Iraheta)

B-4 Consideration of a Minute Order Declaring Certain Property to be Surplus (Report by Rosa Hernandez)

B-5 Consideration of a Resolution Appointing Jerry Holiday to the City of Madera Airport Advisory Commission Representing District 1 (Council Member Cece Gallegos) (Report by John Scarborough)

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

C-1 Second Reading and Consideration of Adoption of an Ordinance Rezoning Approximately 20 Acres of Property Located South and West of the Intersection of Ellis Street and North D Street into the PD-6000 (Planned Development) Zone District (Report by Chris Boyle)

C-2 Consideration of a Resolution Approving Agreement with Quad Knopf Inc. in the Amount of \$42,780 for Professional Engineering Services for Rule 20B Utility Underground Conversion as related to AT&T Facilities for the Olive Avenue Widening Project from Gateway Drive to Knox Street (Report by Keith Helmuth)

C-3 Consideration of a Resolution Setting the Salary Range for the Job Classifications of City Clerk and City Attorney (Report by Wendy Silva)

D. WRITTEN COMMUNICATIONS

There are no items for this section.

E. ADMINISTRATIVE REPORTS

E-1 Consideration of a Minute Order Approving the Madera County Economic Development Commission 2019/2020 Annual Basic Service Level Budget (Report by Bobby Kahn)

F. COUNCIL REPORTS

G. CLOSED SESSION

G-1 Closed Session Announcement – City Attorney

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

Agency Designated Representatives: Arnaldo Rodriguez

Unrepresented Positions:

Director of Community Development, Police Chief, Grant Administrator, City Engineer, Information Services Manager, Director of Parks & Community Services, Chief Building Official, Director of Financial Services, Director of Human Resources and Public Works Operations Director

G-3 PERFORMANCE EVALUATION--Pursuant to Government Code §54957

Positions:

City Manager, Director of Community Development, Police Chief, Grant Administrator, City Engineer, Information Services Manager, Director of Parks & Community Services, Chief Building Official, Director of Financial Services, and Director of Human Resources

G-4 Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Section 54956.9(d)(2): 2 cases

G-5 Closed Session Report – City Attorney

ADJOURNMENT – Next regular meeting April 3, 2019

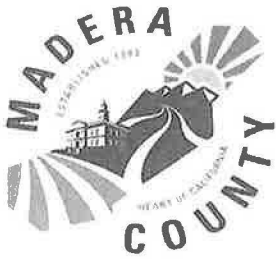
- Please silence or turn off cell phones and electronic devices while the meeting is in session.
- Regular meetings of the Madera City Council are held the 1st and 3rd Wednesday of each month at 6:00 p.m. in the Council Chambers at City Hall.
- Any writing related to an agenda item for the open session 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.
-

I, Zelda Leon, Deputy City Clerk for the City of Madera, declare under penalty of perjury that I posted the above agenda for the regular meeting of the Madera City Council for March 20, 2019, near the front entrances of City Hall at 6:00 p.m. on March 14, 2019.



Zelda Leon, Deputy City Clerk



[Return to Agenda](#)

MADERA COUNTY LIBRARY
Patrick Fitzgerald, County Librarian
559-675-7871

121 North 'G' Street
Madera, CA 93637

Board of Supervisors
BRETT FRAZIER
District 1
DAVID ROGERS
District 2
ROBERT POYTHRESS
District 3
MAX RODRIGUEZ
District 4
TOM WHEELER
District 5

February 28, 2019

Honorable Mayor and Council Members
Madera City Council
c/o Sonia Alvarez, City Clerk
205 W 4th Street
Madera, CA 93637

RE: Madera County Library Improvements

Dear Honorable Mayor and Council Members,

Exciting renovations at the Madera County Library are currently underway. The renovations include new paint and carpet throughout the facility; a new information desk, and a revamped Children's Area. The work was made possible in large part due to the City of Madera's annual contribution to our operations.

The project is anticipated to be completed in April 2019. It would be our pleasure to provide an update to your Council at your March 20, 2019 Meeting. Should you have any questions, please contact me at 559.675.7871.

Respectfully,

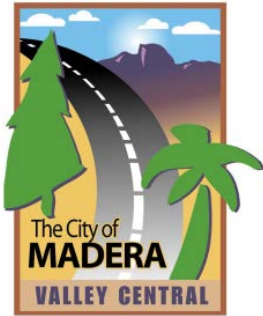
Patrick Fitzgerald
County Librarian

Madera City Clerk

RECEIVED

By: Sullivan
Date: 3/1/19

Cc: Eric Fleming, CAO
Brett Frazier, Chairman



Return to Agenda

MINUTES OF A SPECIAL MEETING OF THE MADERA CITY COUNCIL CITY OF MADERA, CALIFORNIA

Item:	B-1
Minutes for:	04/07/18
Adopted:	03/20/19

April 7, 2018
9:00 a.m.

Council Chambers
City Hall

CALL TO ORDER – The meeting was called to order at 9:04 a.m.

ROLL CALL:

Present: Mayor Andrew J. Medellin
Mayor Pro Tem Jose Rodriguez, District 2
Council Member Cece Foley Gallegos, District 1 (arrived at 9:06 a.m.)
Council Member William Oliver, District 3
Council Member Derek O. Robinson Sr., District 4
Council Member Charles F. Rigby, District 5
Council Member Donald E. Holley, District 6

Others present were City Administrator Steve Frazier, City Attorney Brent Richardson, and City Clerk Sonia Alvarez.

PUBLIC COMMENT:

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

No comments were offered.

1. Governance Workshop (Facilitator Ron Manfredi)

Facilitator Ron Manfredi conducted a workshop on governance. The goal of the workshop was to help the Council develop insight and a better understanding of Council/Mayor/Manager relationships.

2. Council Reports

Council Member Robinson reported on his attendance at the ribbon cutting for the Camarena Health Center at Madera South High School.

Council Member Gallegos reported on her attendance at the Coffee with a Cop. Council Member Oliver also attended.

Council Member Holley encouraged his colleagues to work together as a Council for the benefit of the City.

Mayor Pro Tem Rodriguez thanked Mr. Manfredi for the workshop and the benefit to the Council.

Mayor Medellin commented that the city manager they hire should be involved in some of the topics they have been discussing such as salaries and rates.

Council Member Oliver thanked Mayor Pro Tem Rodriguez for leading the charge on the workshop.

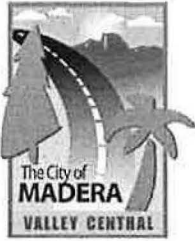
ADJOURNMENT - The meeting was adjourned at 1:10 p.m. Next regular meeting 4/18/18.

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.

ZELDA LEON, Deputy City Clerk

ANDREW J. MEDELLIN, Mayor

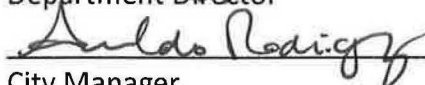


REPORT TO CITY COUNCIL

Approved by:



Department Director



City Manager

Council Meeting of: March 20, 2019

Agenda Number: B-2

SUBJECT: Register of Audited Demands

RECOMMENDATION: Review Register of Audited Demands Report for February 23, 2019 to March 08, 2019.

SUMMARY: The Register of Audited Demands for the City of Madera covering obligations paid during the period of February 23, 2019 to March 08, 2019 is contained in the attachment.

General Warrant	21021 - 21261	\$1,713,918.78
Wire Transfer	Union Bank Payroll and Taxes	\$600,423.15
Wire Transfer	SDI	\$2,132.56
Wire Transfer	Cal Pers	\$488,981.24

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

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

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

ALTERNATIVES: Informational only.

ATTACHMENTS: Register of Audited Demands.

CITY OF MADERA
REGISTER OF AUDITED DEMANDS FOR BANK #1-UNION BANK GENERAL ACCOUNT

March 08, 2019

CHECK	PAY DATE	ISSUED TO	DESCRIPTION	AMOUNT
21021	03/01/2019	ACRO SERVICE CORPORATION	TEMPORARY DRAFTER, STEVE ROBERSON W/E 2/17/19	1,170.00
21022	03/01/2019	ANTHEM BLUE CROSS	CITY PAID RETIREE MEDICAL BILL - MAR 2019	947.27
21023	03/01/2019	AT&T	01/19 SVS 831-000-6408 576	6,296.61
21024	03/01/2019	AT&T	02/19 CALNET 3 SERVICES	1,882.22
21025	03/01/2019	JIMENEZ, CARLOS	REFUND BUSINESS LICENSE TAX - CANCELLED BUSINESS APPLICATION	300.00
21026	03/01/2019	BLUE SHIELD OF CALIFORNIA	CITY PAID BLUE SHIELD OF CA MAR 2019	238,966.43
21027	03/01/2019	BOEHM, STEVEN	REIMBURSEMENT FOR PATROL VEST	200.00
21028	03/01/2019	BSK ASSOCIATES	WATER SAMPLES	456.00
21029	03/01/2019	CALIFORNIA BOILER INC.	DIGESTER BOILERS FUEL TUNE UP	1,377.00
21030	03/01/2019	CALIFORNIA HIGHWAY PATROL	EXPLORER REGISTRATION	180.00
21031	03/01/2019	CALIFORNIA SURVEYING AND DRAFTING SUPPLY	PAPER WIDE FORMAT PAPER	63.58
21032	03/01/2019	CANON FINANCIAL SERVICES	FEB 2019 CONTRACT CHARGES	3,979.08
21033	03/01/2019	CITY OF MADERA	02/19 UTILITIES ACCT#003040441-0	44.95
21034	03/01/2019	CITY OF MADERA	01/19 UTILITIES ACCT#003040421-6	74.23
21035	03/01/2019	CITY OF MADERA	01/19 UTILITIES ACCT#003040431-8	74.58
21036	03/01/2019	CITY OF MADERA	02/19 UTILITIES ACCT#003040431-8	80.13
21037	03/01/2019	CITY OF MADERA	02/19 UTILITIES ACCT#003040421-6	83.93
21038	03/01/2019	CITY OF MADERA	SMART IRRIG CNTRL REBATE APPLY TO ACCT 9922727	94.05
21039	03/01/2019	CITY OF MADERA	01/19 UTILITIES ACCT# 003040441-0	158.30
21040	03/01/2019	CITY OF MADERA	DISHWASHER REBATE APPLY TO ACCT 9899705	200.00
21041	03/01/2019	COMCAST	CITY INTERNET CONNECTION 02/15/19-03/14/19	1,372.25
21042	03/01/2019	COMCAST	02/22/19-03/21/19 SVS 8155500320322006	86.13
21043	03/01/2019	DOMINICI CARPET CLEANING SERVICE	UPHOLSTERY CLEANING - LOBBY CHAIRS/CONFERENCE ROOM CHAIRS	930.00
21044	03/01/2019	DOORS OF HOPE PREGNANCY CARE CENTER	2ND QTR 18/19 REIMBURSEMENT FOR RENT	2,787.15
21045	03/01/2019	JOSE MADRIGAL	TOWING FEES - CASE #19M-00702	250.00
21046	03/01/2019	JOSE ANGEL OLVERA JR	GYM MIRROR INSTALLATION - 325 S D ST	600.00
21047	03/01/2019	LINCOLN FINANCIAL	LIFE AND LTD INSURANCE MARCH 2019	8,273.75
21048	03/01/2019	MADERA COUNTY TREASURER	DECEMBER 2018 PARKING PENALTIES	355.50
21049	03/01/2019	MADERA TRIBUNE	19/20 ACTION PLAN KICK OFF AD #00013983	128.00
21050	03/01/2019	MAHONEY, ROBERT	REIMBURSEMENT FOR UNIFORM REPLACEMENT	114.41
21051	03/01/2019	NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION	SONOMA CDBG - BASICS 2019 TRAINING - I. IRAHETA	550.00
21052	03/01/2019	AVILA, PAUL	TURF REPLACEMENT REBATE (18-19)	1,800.00
21053	03/01/2019	PEREZ, EUNICES CASTILLO	TURF REPLACEMENT REBATE (18-22)	1,191.00
21054	03/01/2019	HIPOLITO, ROSALBA	REFUND FOR OVERPAYMENT ON PARKING CITATION #26700	136.00
21055	03/01/2019	PACIFIC GAS & ELECTRIC	02/19 SERVICES 6690755760-8 AND 1619119913-8	159.28
21056	03/01/2019	PACIFIC GAS & ELECTRIC	01/19 SERVICE 353032414-2	132,659.00
21057	03/01/2019	PETERS ENGINEERING GROUP	PROFESSIONAL ENGINEERING DESIGN SVS-WESTBERRY/HOWARD TSD	21,715.63
21058	03/01/2019	PHOENIX GROUP INFO SYS	CITATIONS FOR DECEMBER 2018	622.12
21059	03/01/2019	POLYDYNE INC.	BIOSOLIDS DEWATERING	5,514.80
21060	03/01/2019	REGENCE BLUECROSS BLUESHIELD OF UTAH	CITY PD RETIREE PRESCRIPTION BILL-D CHUMLEY MAR 2019	110.00
21061	03/01/2019	REGENCE BLUECROSS BLUESHIELD OF UTAH	CITY PAID RETIREE MEDICAL BILL-D CHUMLEY MAR 2019	198.00
21062	03/01/2019	ROSEL, JOHN	PER DIEM - GLOCK ARMORER TRAINING 3/14/19	106.50
21063	03/01/2019	SERVICEMASTER BY J&C BROWN	JANITORIAL SERVICE - FEBRUARY 2019	14,519.31
21064	03/01/2019	STANTEC CONSULTING SERVICES INC.	CONSULTING SVS FOR WASTE DISCHARGE	1,063.50
21065	03/01/2019	SUPERIOR VISION INC.	MARCH 2019 VISION INSURANCE	2,401.41
21066	03/01/2019	SYNAGRO WEST, INC.	BIOSOLIDS DISPOSAL	4,746.50
21067	03/01/2019	TESEI PETROLEUM, INC.	FUEL 02/11/19 - 02/20/19 & FUEL FOR FORKLIFT - WWTP	11,351.49
21068	03/01/2019	ALARCON MARCO S	UTILITY BILLING DEPOSIT REFUND	121.94
21069	03/01/2019	ALVAREZ ABRAHAM O	UTILITY BILLING DEPOSIT REFUND	58.43
21070	03/01/2019	ARAGON JOHN OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	152.10
21071	03/01/2019	BERRY CONSTRUCTION	UTILITY BILLING DEPOSIT REFUND	55.29
21072	03/01/2019	BUTLER BRAD	UTILITY BILLING CREDIT REFUND	92.01
21073	03/01/2019	CARRANZA FRANCISCO	UTILITY BILLING CREDIT REFUND	105.86
21074	03/01/2019	CARRANZA JOSE	UTILITY BILLING DEPOSIT REFUND	5.68
21075	03/01/2019	CASTILLO MARGARITA	UTILITY BILLING CREDIT REFUND	36.74
21076	03/01/2019	CHEEMA GURDEV	UTILITY BILLING DEPOSIT REFUND	48.14
21077	03/01/2019	CITY OF MADERA OR ORTEGA JUAN AND MARIA	UTILITY BILLING CREDIT REFUND	154.02
21078	03/01/2019	CITY OF MADERA OR PEREIDA-TORRES ARACELI	UTILITY BILLING CREDIT REFUND	150.00
21079	03/01/2019	COFFEEN VERA	UTILITY BILLING DEPOSIT REFUND	46.11
21080	03/01/2019	DIAZ FIDEL	UTILITY BILLING CREDIT REFUND	17.53
21081	03/01/2019	DIXIT PANKAJ	UTILITY BILLING CREDIT REFUND	103.16
21082	03/01/2019	GALLEGOS JENNIFER	UTILITY BILLING CREDIT REFUND	170.31
21083	03/01/2019	GARBRIEL JOANN	UTILITY BILLING CREDIT REFUND	45.69
21084	03/01/2019	GARCIA MIGUEL OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	152.53
21085	03/01/2019	GARCIA RAUL	UTILITY BILLING CREDIT REFUND	168.56
21086	03/01/2019	GRIFFITH LILLIAN	UTILITY BILLING CREDIT REFUND	36.38
21087	03/01/2019	HAIN MICHAEL AND CINDY	UTILITY BILLING DEPOSIT REFUND	67.55
21088	03/01/2019	HERBURGER MARION B	UTILITY BILLING CREDIT REFUND	321.98
21089	03/01/2019	HURENKAMP CYNTHIA A	UTILITY BILLING DEPOSIT REFUND	5.42
21090	03/01/2019	JKD CORPORATION	UTILITY BILLING CREDIT REFUND	195.88
21091	03/01/2019	LAGUNA KNOLLS C/O SEVILLE PROPERTY OF FRESNO LLC	UTILITY BILLING DEPOSIT REFUND	12,386.92
21092	03/01/2019	LEGACY TERRA LLC	UTILITY BILLING CREDIT REFUND	185.63
21093	03/01/2019	LEGACY TERRA LP	UTILITY BILLING CREDIT REFUND	172.24
21094	03/01/2019	MANGAN CINDY ANN	UTILITY BILLING DEPOSIT REFUND	90.84
21095	03/01/2019	MARTINEZ ALEJANDRA	UTILITY BILLING CREDIT REFUND	164.06
21096	03/01/2019	MEDINA HECTOR	UTILITY BILLING CREDIT REFUND	34.39
21097	03/01/2019	MELENDEZ ELENA	UTILITY BILLING CREDIT REFUND	313.86
21098	03/01/2019	MESSIC TAMERA AND ROBIN	UTILITY BILLING DEPOSIT REFUND	49.41
21099	03/01/2019	MOHAMED MOHAMOUD IBRAHIM C/O MADERA MANAGEMEN	UTILITY BILLING DEPOSIT REFUND	84.74
21100	03/01/2019	MONTEZ JOSE	UTILITY BILLING CREDIT REFUND	244.85

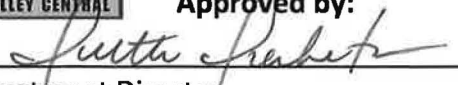
CHECK	PAY DATE	ISSUED TO	DESCRIPTION	AMOUNT
21101	03/01/2019	RIVERA BLANCA	UTILITY BILLING CREDIT REFUND	217.37
21102	03/01/2019	RODRIGUEZ VIOLA AND ARMANDO OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	153.29
21103	03/01/2019	ROSARIO DIANA C	UTILITY BILLING CREDIT REFUND	44.91
21104	03/01/2019	SANTIAGO MARIBEL C	UTILITY BILLING CREDIT REFUND	132.73
21105	03/01/2019	SANTOS JESUS	UTILITY BILLING CREDIT REFUND	152.56
21106	03/01/2019	SAVANT KIRSTEN AND CHARLES	UTILITY BILLING CREDIT REFUND	212.04
21107	03/01/2019	SILVESTRE SUSANA L	UTILITY BILLING CREDIT REFUND	150.00
21108	03/01/2019	SINGH BALRAJ	UTILITY BILLING CREDIT REFUND	557.71
21109	03/01/2019	SLAYTER KATHERINE A	UTILITY BILLING CREDIT REFUND	565.31
21110	03/01/2019	SMILES AND TEETH C/O BRENDA SALAZAR	UTILITY BILLING CREDIT REFUND	70.47
21111	03/01/2019	SMITH DAVID ALAN	UTILITY BILLING DEPOSIT REFUND	86.48
21112	03/01/2019	VAZQUEZ GREGORIO	UTILITY BILLING CREDIT REFUND	102.15
21113	03/01/2019	ZARATE CATALINA OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	42.91
21114	03/01/2019	UNION PACIFIC RAILROAD CO.	PLAN REVIEW & INSPECTION-WIDEN OLIVE AVE DEC 2018	2,246.00
21115	03/01/2019	US BANK CORPORATE PAYMENT SYSTEMS	01/19 CAL-CARD CHARGES	99,280.60
21116	03/01/2019	VASQUEZ, RYAN	PER DIEM - GLOCK ARMORER TRAINING 03/14/19	106.50
21117	03/01/2019	WILLDAN FINANCIAL SERVICES	CFD FEES FOR MARCH 2019	833.54
21118	03/08/2019	2NDNATURE SOFTWARE INC	STORMWATER MANAGEMENT SOFTWARE APR-JUN 2019 FY 18/19	2,050.00
21119	03/08/2019	A-MAIS TECHNOLOGIES INC.	2019 MAIS SOFTWARE MAINTENANCE	8,400.00
21120	03/08/2019	ACRO SERVICE CORPORATION	TEMPORARY DRAFTER, STEVE ROBERSON W/E 2/24/19	1,170.00
21121	03/08/2019	ADMINISTRATIVE SOLUTIONS INC.	MEDICAL & CHILD CARE EXPENSE ACCT 03/08/19 PAYROLL	1,232.54
21122	03/08/2019	AMERICAN MOBILE SHREDDING	SHREDDING SERVICES 02/21/19 - POLICE DEPARTMENT	280.00
21123	03/08/2019	BURKE, JAMES	REIMBURSE ALARM REGISTRATION FEE PAID IN ERROR	50.00
21124	03/08/2019	AT&T	02/19 CALNET 3 SERVICES	753.32
21125	03/08/2019	BANK OF NEW YORK MELLON	INTERIM REBATE CALCULATION-CFD 2006-1 SERIES 2018	1,500.00
21126	03/08/2019	BEHAVIORAL ANALYSIS TRAINING, INC.	BEHAVIORAL ANALYSIS TRAINING - ADRIAN SANTOYO	481.00
21127	03/08/2019	BEHAVIORAL ANALYSIS TRAINING, INC.	BEHAVIORAL ANALYSIS TRAINING - JARON MCALISTER	481.00
21128	03/08/2019	BEHAVIORAL ANALYSIS TRAINING, INC.	BEHAVIORAL ANALYSIS TRAINING - HEATH MIDDLETON	481.00
21129	03/08/2019	BEHAVIORAL ANALYSIS TRAINING, INC.	BEHAVIORAL ANALYSIS TRAINING - RYAN VASQUEZ	481.00
21130	03/08/2019	SUNRUN INSTALLATION SERVICES INC	REIMBURSE - CANCELLED PERMIT FEES FOR #20190139	178.48
21131	03/08/2019	BLUE SHIELD OF CALIFORNIA	CITY PAID RETIREE MEDICAL BILL MAR 2018- D TOOLEY	137.00
21132	03/08/2019	BUSHEY, SHAWN	REIMBURSEMENT FOR PATROL VEST	153.45
21133	03/08/2019	CA DEPARTMENT OF CHILD SUPPORT	CHILD SUPPORT DEDUCTIONS FOR 03/08/19 PAYROLL	2,085.19
21134	03/08/2019	CALIFORNIA DEPARTMENT OF JUSTICE	CLETS BILLING SERVICES OCT - DEC 2018	1,876.98
21135	03/08/2019	CALIFORNIA SURVEYING AND DRAFTING SUPPLY	VRS SURVEY SUBSCRIPTION FEE OCT - DEC 2018	420.00
21136	03/08/2019	CEDAR VETERINARY HOSPITAL, INC	VET SERVICES	1,364.44
21137	03/08/2019	CITY OF MADERA	TOILET/INSTALLION REBATE APPLY TO ACCT 9370617	184.55
21138	03/08/2019	CITY OF MADERA	TOILET/INSTALL X2 REBATE APPLY TO ACCT 9915855	300.00
21139	03/08/2019	CITY OF MADERA	TOILET/INSTALL X2 REBATE APPLY TO ACCT 8575261	385.00
21140	03/08/2019	COLONIAL LIFE & ACCIDENT INSURANCE CO	#E700482-3 FOR 03/08/2019 PAYROLL	977.49
21141	03/08/2019	CUSHMAN CONTRACTING CORPORATION	WWTP 18-02 REHABILITATION PROJECT - FEB 2019	508,090.65
21142	03/08/2019	FIRST REPUBLIC BANK	WWTP 18-02 REHABILITATION PROJECT - FEB 2019	26,741.61
21143	03/08/2019	CWEA-TCP	ERIC BROOKS - CWEA MEMBERSHIP	188.00
21144	03/08/2019	DATAPROSE, LLC	MARCH 2018 NEWSLETTER INSERTS	1,183.17
21145	03/08/2019	DELL MARKETING LP	POWER EDGE R540 SERVERS	21,615.27
21146	03/08/2019	DEMSEY, FILLIGER & ASSOCIATES, LLC	PROFESSIONAL SVS - GASB 75 DISCLOSURE INFORMATION	750.00
21147	03/08/2019	DIAMOND COMMUNICATIONS	PAN AM CENTER FIRE ALARM INSPECTION & SEWER LIFT PLANT PHONE ANSWERING SVS	672.50
21148	03/08/2019	ESPINOZA SEWER SERVICE	PORTABLE TOILET SERVICE	50.00
21149	03/08/2019	FIRE SAFETY SOLUTIONS, LLC	FIRE PROTECTION ENG SVS 02/15/19 - 02/28/19	8,081.25
21150	03/08/2019	FUTURE FORD OF CLOVIS	REMANUFACTURED LONG BLOCK FOR BUS #40	3,993.91
21151	03/08/2019	GOLDEN STATE OVERNIGHT	OVERNIGHT SHIPPING	33.78
21152	03/08/2019	HAAKER EQUIPMENT CO.	VERISIGHT PUSH CAMERA	11,754.87
21153	03/08/2019	HOOVER, CLAY	PER DIEM - DEFENSIVE TACTICS INSTRUCTOR 3/18-3/29	363.00
21154	03/08/2019	HOUSING AUTHORITY OF THE CITY OF MADERA	REIMBURSE EXPENSES - POMONA RANCH HOMELESS SHELTER	13,981.81
21155	03/08/2019	TIM J LAW	LAW ENFORCEMENT EMPLOYMENT BACKGROUND CHECK	700.00
21156	03/08/2019	LEANO, BIANEY	PER DIEM - DISTRIBUTION CERTIFICATION REVIEW	177.50
21157	03/08/2019	LOU'S GLOVES, INC.	GLOVES & EXTENDED CUFFS	260.00
21158	03/08/2019	MADERA COALITION FOR COMM JUSTICE	REIMBURSE 1ST & 2ND QTR 18/19 CDBG FUNDED PROGRAM	3,320.00
21159	03/08/2019	MADERA COUNTY E D C	STATE OF THE COUNTY LUNCHEON 3/13/19	270.00
21160	03/08/2019	MADERA TRIBUNE	MARCH P.C. MEETING, AD #00013954	230.75
21161	03/08/2019	MID VALLEY DISPOSAL INC.	WASTE DISPOSAL SVS & ADMIN FEE JAN 2019	350,655.56
21162	03/08/2019	N.P.C.-ORCHARD TRUST COMPANY	PLAN #340227-02 FOR 03/08/2019 PAYROLL	2,133.62
21163	03/08/2019	N.P.C.-ORCHARD TRUST COMPANY	PLAN #340227-01 FOR 03/08/2019 PAYROLL	8,302.18
21164	03/08/2019	NICHOLS CONSULTING ENGINEERS, CHTD.	STATE MANDATED COST CONSULTING SERVICES	2,600.00
21165	03/08/2019	PACIFIC GAS & ELECTRIC	02/19 SERVICE	44,143.23
21166	03/08/2019	AGUILAR, SUSANA	REIMBURSE T-BALL FEES - UNABLE TO PLAY	55.00
21167	03/08/2019	CARMONA, PEDRO	PARKS DEPOSIT REFUND LESS EXPIRED CHECK FEE	30.00
21168	03/08/2019	EUFRAÇIO, ALICIA	PARKS DEPOSIT REFUND - ROTARY YOUTH HUT	50.00
21169	03/08/2019	GOMEZ, ESTEBAN	FACILITIES DEPOSIT REFUND - PAN AM MULTI ROOM	100.00
21170	03/08/2019	GUIZAR, ZENAIDA	FACILITIES DEPOSIT/FEE REFUND - CANCELLED EVENT	935.00
21171	03/08/2019	MANZANO-ENRIQUEZ, FLORENCIA	PARKS DEPOSIT REFUND - ROTARY SHELTER #2	50.00
21172	03/08/2019	NAVA-GONZALEZ, MARIA	FACILITIES DEPOSIT REFUND - MILLVIEW GYM	200.00
21173	03/08/2019	OROZCO, GUADALUPE	PARKS DEPOSIT REFUND - ROTARY YOUTH HUT	50.00
21174	03/08/2019	RODRIGUEZ, LIDIA	FACILITIES DEPOSIT REFUND - MILLVIEW GYM	200.00
21175	03/08/2019	TORRES, LUCY	PARKS DEPOSIT REFUND - ROTARY YOUTH HUT	50.00
21176	03/08/2019	PUBLIC SAFETY CENTER, INC.	POLICE OFFICERS JACKETS WITH LOGOS	260.08
21177	03/08/2019	QUINTANA, JESSE	REIMBURSEMENT FOR PATROL VEST	159.87
21178	03/08/2019	ROSEL, JOHN	PER DIEM - DEFENSIVE TACTICS INSTRUCTOR WK1	363.00
21179	03/08/2019	SEABURY COPLAND & ANDERSON INSURANCE AGENCY	BOND - ARNOLDO RODRIGUEZ	3,500.00
21180	03/08/2019	SEAL RITE PAVING	REPAIR UPRR CROSSING AT PINE ST AND JENNINGS ST	3,855.59
21181	03/08/2019	SERVICEMASTER BY J&C BROWN	JANITORIAL SERVICE - MARCH 2019	14,519.31
21182	03/08/2019	SILICON CONSTELLATIONS, INC.	INSTALL REC FLASHING BEACONS AT LILLY/SUNRISE AVE	8,123.24
21183	03/08/2019	SJVAPCD	APPLICATION FEE-EMERGENCY IC ENGINE PERMIT STN #58	83.00
21184	03/08/2019	STATE OF CALIFORNIA	FRANCHISE TAX DEDUCTIONS FOR 03/08/19 PAYROLL	150.00
21185	03/08/2019	LEATHAM FAMILY, LLC	STATE SEAL BADGES FOR MADERA POLICE OFFICERS	300.00

CHECK	PAY DATE	ISSUED TO	DESCRIPTION	AMOUNT
21186	03/08/2019	TAMARACK PEST CONTROL	FEBRUARY 2019 PEST CONTROL SERVICES	510.00
21187	03/08/2019	TESEI PETROLEUM, INC.	FUEL 02/11/19 - 02/28/19 & PROPANE FOR DIGESTER HEATING WWTP	14,873.46
21188	03/08/2019	A KENNETH BENDER	UTILITY BILLING DEPOSIT REFUND	30.49
21189	03/08/2019	A KENNETH BENDER dba MCDONALDS RESTAURANT	UTILITY BILLING DEPOSIT REFUND	534.24
21190	03/08/2019	ARREOLA MANUEL S AND HERRERA ZAHIRA OR CITY OF MAD	UTILITY BILLING CREDIT REFUND	151.97
21191	03/08/2019	BAINS AMRIK C/O NEWTON PROPERTY MGMT INC	UTILITY BILLING DEPOSIT REFUND	14.61
21192	03/08/2019	BARBOZA CATHY AND ISIDORE GUTIERREZ	UTILITY BILLING DEPOSIT REFUND	46.12
21193	03/08/2019	BERRY CONSTRUCTION	UTILITY BILLING DEPOSIT REFUND	11.47
21194	03/08/2019	BERRY CONSTRUCTION	UTILITY BILLING DEPOSIT REFUND	47.52
21195	03/08/2019	BUNDEN KENICHI AND KNUYO	UTILITY BILLING CREDIT REFUND	145.50
21196	03/08/2019	CANTU JR JUVENTINO	UTILITY BILLING CREDIT REFUND	238.29
21197	03/08/2019	CAPPELLUTI JACOB	UTILITY BILLING CREDIT REFUND	16.87
21198	03/08/2019	CAPPELLUTI LOURDES	UTILITY BILLING CREDIT REFUND	197.50
21199	03/08/2019	CARDENAS GUADALUPE OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	151.84
21200	03/08/2019	CASTALLANOS LUIS	UTILITY BILLING CREDIT REFUND	169.90
21201	03/08/2019	CISNEROS GUILLERMINA	UTILITY BILLING CREDIT REFUND	101.32
21202	03/08/2019	CITY OF MADERA OR DIAZ REBECCA	UTILITY BILLING CREDIT REFUND	150.44
21203	03/08/2019	CITY OF MADERA OR RAMIREZ OSCAR	UTILITY BILLING CREDIT REFUND	220.51
21204	03/08/2019	COLIN ARTURO CRUZ	UTILITY BILLING CREDIT REFUND	16.37
21205	03/08/2019	COLLIER JEREMY	UTILITY BILLING CREDIT REFUND	95.22
21206	03/08/2019	CORPORATION INTELIS	UTILITY BILLING CREDIT REFUND	290.93
21207	03/08/2019	DESMOND JAMES	UTILITY BILLING DEPOSIT REFUND	9.39
21208	03/08/2019	DONOHOE BRIAN AND DONNA	UTILITY BILLING CREDIT REFUND	142.58
21209	03/08/2019	DVP LP	UTILITY BILLING CREDIT REFUND	135.50
21210	03/08/2019	FABELA ROCIO OLMEDO OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	169.75
21211	03/08/2019	FELIX TERRI	UTILITY BILLING CREDIT REFUND	89.31
21212	03/08/2019	FLEMING JANICE	UTILITY BILLING CREDIT REFUND	91.53
21213	03/08/2019	GARCIA MARCOS	UTILITY BILLING CREDIT REFUND	109.76
21214	03/08/2019	GILL HARPREET	UTILITY BILLING DEPOSIT REFUND	42.43
21215	03/08/2019	GILL MACIEL NORBERTA	UTILITY BILLING CREDIT REFUND	131.50
21216	03/08/2019	HERNADEZ RUDY AND C/O NEWTON PROPERTY MGMT INC	UTILITY BILLING DEPOSIT REFUND	18.32
21217	03/08/2019	HERNANDEZ LAURA	UTILITY BILLING CREDIT REFUND	108.37
21218	03/08/2019	HERNANDEZ RICARDO	UTILITY BILLING CREDIT REFUND	310.19
21219	03/08/2019	HIGUEROS LEE YENS	UTILITY BILLING CREDIT REFUND	27.28
21220	03/08/2019	HORTA CHRISTIAN	UTILITY BILLING CREDIT REFUND	206.58
21221	03/08/2019	JAMIESON TRISHA	UTILITY BILLING CREDIT REFUND	160.48
21222	03/08/2019	JOHNSON BEN	UTILITY BILLING CREDIT REFUND	98.54
21223	03/08/2019	KAHN ROBERT JR	UTILITY BILLING CREDIT REFUND	133.75
21224	03/08/2019	KEPHART RALPH JR OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	153.80
21225	03/08/2019	LANDERS ADAM K	UTILITY BILLING CREDIT REFUND	76.94
21226	03/08/2019	LIU ZHI HUAN	UTILITY BILLING DEPOSIT REFUND	7.45
21227	03/08/2019	LOPEZ ANGEL M	UTILITY BILLING CREDIT REFUND	76.87
21228	03/08/2019	MARTINEZ JOSE L	UTILITY BILLING CREDIT REFUND	113.90
21229	03/08/2019	MARTINEZ MELCHOR	UTILITY BILLING CREDIT REFUND	207.54
21230	03/08/2019	MCDONALDS RESTAURANT S KENNETH BENDER	UTILITY BILLING DEPOSIT REFUND	245.01
21231	03/08/2019	MEZA ELENA	UTILITY BILLING CREDIT REFUND	155.77
21232	03/08/2019	MII INVESTMENTS	UTILITY BILLING CREDIT REFUND	167.07
21233	03/08/2019	MIRANDA SERGIO OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	144.43
21234	03/08/2019	MONTALVO CATALINA AND VASQUEZ JUAN	UTILITY BILLING DEPOSIT REFUND	4.14
21235	03/08/2019	MORALES OSCAR	UTILITY BILLING CREDIT REFUND	52.04
21236	03/08/2019	MYERS APRIL AND HENDRIX JOHNNIE	UTILITY BILLING CREDIT REFUND	59.33
21237	03/08/2019	NWOKOCHA LUCKY	UTILITY BILLING CREDIT REFUND	90.95
21238	03/08/2019	OVALLE TONY C/O NEWTON PROPERTY MGMT INC	UTILITY BILLING DEPOSIT REFUND	28.58
21239	03/08/2019	PEREZ LYNETTE	UTILITY BILLING DEPOSIT REFUND	1.38
21240	03/08/2019	PLUMLEY BRUCE	UTILITY BILLING CREDIT REFUND	151.08
21241	03/08/2019	PURL MARY L	UTILITY BILLING CREDIT REFUND	94.92
21242	03/08/2019	RAMIREZ CINDY	UTILITY BILLING CREDIT REFUND	238.14
21243	03/08/2019	ROGERS CHRISTINE M	UTILITY BILLING DEPOSIT REFUND	23.24
21244	03/08/2019	ROJAS LEONEL FIERROS OR CITY OF MADERA	UTILITY BILLING CREDIT REFUND	151.98
21245	03/08/2019	RUE 21 INC OR CITY OF MADERA c/o ECOVA INC MS 3636	UTILITY BILLING CREDIT REFUND	617.12
21246	03/08/2019	SILVANO VIRGINIA	UTILITY BILLING CREDIT REFUND	135.71
21247	03/08/2019	SLAYTER KATHERINE A	UTILITY BILLING DEPOSIT REFUND	200.00
21248	03/08/2019	SMITH MARTINA W	UTILITY BILLING CREDIT REFUND	176.62
21249	03/08/2019	VAN HOOGMOED JOHN	UTILITY BILLING DEPOSIT REFUND	14.74
21250	03/08/2019	VASQUEZ HERNANDEZ ROSA	UTILITY BILLING CREDIT REFUND	44.84
21251	03/08/2019	VILLANUEVA REBECCA	UTILITY BILLING CREDIT REFUND	152.16
21252	03/08/2019	WHITTLE SARAH	UTILITY BILLING CREDIT REFUND	247.90
21253	03/08/2019	WILLIAMS BROOK	UTILITY BILLING DEPOSIT REFUND	104.57
21254	03/08/2019	UNDERGROUND SERVICE ALERT	CALIFORNIA STATE FEE FOR REGULATORY COSTS	1,231.28
21255	03/08/2019	UNITED MUNICIPAL SECURITY	CD CHARGES	498.68
21256	03/08/2019	UNITED MUNICIPAL SECURITY	CD CHARGES	997.09
21257	03/08/2019	UNITED MUNICIPAL SECURITY	CD CHARGES	997.09
21258	03/08/2019	UNITED RENTALS, INC	FORKLIFT VARIABLE REACH RENTAL	1,578.25
21259	03/08/2019	VANTAGEPOINT TRANSFER AGENTS-457	PLAN #302351 CONTRIBS FOR 03/08/19 PAYROLL	24,242.42
21260	03/08/2019	VERIZON WIRELESS	PW AIR CARDS SVS 12/11/18 - 02/10/19	228.06
21261	03/08/2019	ZEE MEDICAL SERVICE CO.	FIRST AIDE KIT SUPPLIES - PD	95.76
BANK # 1 - UNION BANK GENERAL ACCOUNT TOTAL				1,713,918.78

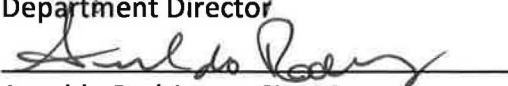


REPORT TO CITY COUNCIL

Approved by:



Department Director



Arnaldo Rodriguez, City Manager

Council Meeting of: March 20, 2019

Agenda Number: B-3

SUBJECT: Consideration of a Resolution Adopting the 2019-2022 City of Madera Title VI Program Update

RECOMMENDATION: Staff recommends approval of a resolution adopting the 2019-2022 City of Madera Title VI Program Update.

SUMMARY: City of Madera (City) staff have developed the required Title VI Program for implementation by the City that describes policies and procedures that assure nondiscrimination when offering transit services to the public. As a recipient of Federal Transit Administration (FTA) funds, approval of the recommended action is required by FTA, to update the current Program and demonstrate compliance with the Title VI program requirements.

DISCUSSION: FTA provides grant funding to City for its public transit system. As such, the City is required to ensure that its transit services comply with Title VI regulations, and to submit an updated Title VI Program every three years.

Title VI is a federal statute and provides that “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”.

The City of Madera has therefore prepared its 2019-2022 Title VI Program Update in compliance with U.S. Department of Transportation Title VI regulations, 49 Code of Federal Regulations (CFR) part 21. The program updates include general requirement corrections identified in the FTA concurrence letter dated October 23, 2017 to the 2016-2019 Title VI Program, which include:

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Primary recipients shall include a description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions

- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.

In addition, FTA, requires (and the City's program updates include) all operators of fixed route transit to submit Service Standards and Polices, including:

- ✓ Vehicle load for each mode
- ✓ Vehicle headway for each mode
- ✓ On time performance for each mode
- ✓ Service availability for each mode
- ✓ Transit Amenities for each mode
- ✓ Vehicle Assignment for each mode

The Title VI Program Update as presented by staff fully address all of the identified FTA requirements.

FINANCIAL IMPACT: There is no financial impact to the General Fund with the adoption of this resolution.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN: Adoption of the attached resolution is consistent with Strategy 121 of the City of Madera Vision 2025 Plan particularly regarding providing safe transit services and amenities.

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: Council may choose to not approve the resolution and Title VI Program Plan Update. As a result, City of Madera Transit services would be out of compliance with the FTA and unable to ensure transit services prohibit discrimination based on race, color, or national origin. In addition, Federal funding may be withheld, and staff would need to seek other revenue sources including General Fund to offset the cost to continue to provide public transit services.

ATTACHMENTS:

1. Resolution
2. City of Madera 2019-2022 Title VI Program Update

RESOLUTION NO. 19- _____

**A RESOLUTION OF THE COUNCIL OF THE CITY OF MADERA, CALIFORNIA,
ADOPTING THE 2019-2022 CITY OF MADERA TITLE VI PROGRAM UPDATE**

WHEREAS, the City of Madera operates Madera Area Express and Dial-A-Ride; and

WHEREAS, the City of Madera obtains financial assistance from the Federal Transit Administration (FTA) and must comply with applicable federal regulations including Title VI, Civil Rights Program, 49 CFR, and FTA Circular 4702.1B; and

WHEREAS, the purpose of the Title VI Program is to prohibit discrimination based on race, color, or national origin in programs and activities; and

WHEREAS, the City of Madera must update its Title VI Program every three years;

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. The Council hereby adopts the 2019-2022 City of Madera Title VI Program Update, a copy of which is on file in the office of the City Clerk and referred to for particulars.
3. This resolution is effective immediately upon adoption.

Attachment 2

CITY OF MADERA 2019 – 2022 TITLE VI PROGRAM UPDATE

**CITY OF MADERA TRANSIT
MAX AND DIAL-A-RIDE**

2019 - 2022

TITLE VI PROGRAM

Prepared for Federal Transit Administration

March 20, 2019

**City of Madera
205 W. Fourth Street
Madera, CA 93637**

**CITY OF MADERA
MAX AND DIAL-A-RIDE
TITLE VI PROGRAM**

TABLE OF CONTENTS

	Page
INTRODUCTION	1
TITLE VI REQUIREMENTS	
1 Requirement to Notify Beneficiaries of Protection under Title VI	1
2 Requirement to Monitor Subrecipients For Compliance with Title VI	1
3 Requirement to Develop Title VI Complaint Procedures and Complaint Form	2
4 Requirement to Record and Report Transit-Related Title VI Investigations, Complaints, and Lawsuits	3
5 Promoting Inclusive Public Participation	3
6 Title VI Equity Analysis	3
7 Requirement to Provide Meaningful Access to Limited English Proficient Persons	4
8 Minority Representation on Planning and Advisory Bodies	4
9 Requirement to Provide Additional Information upon Request	4
10 Requirement to Develop System-Wide Standards and Policies	4
EXHIBIT A: Title VI Notice to the Public and List of Locations	5
EXHIBIT B: Title VI Policy Statement and Complaint Procedures	8
EXHIBIT C: Title VI Complaint Forms (English and Spanish)	10
EXHIBIT D: List of Transit-Related Title VI Investigations, Complaints, and Lawsuits	14
EXHIBIT E: City of Madera Title VI Limited English Proficiency (LEP) Plan	15
- Language Assistance Measures	18
- Public Participation Plan Supplement	21
EXHIBIT F: Transit-Related, Non-Elected Committees and Councils (By Race)	23
EXHIBIT G: City of Madera Fixed-Route Service Standards	24
EXHIBIT H: City of Madera Fixed-Route Service Policies	26
EXHIBIT I: Endorsement of Contracted Transit Provider (MV Public Transportation, Inc.)	27

CITY OF MADERA MADERA AREA EXPRESS/MAX AND DIAL-A-RIDE TITLE VI PROGRAM

INTRODUCTION

Title VI of the Civil Rights Act of 1964 (Title VI) states that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The FTA is required to ensure that federally-supported transit services and related benefits are provided consistent with Title VI. The Title VI Report requires some update every three years.

The purpose of this Title VI Program is to establish guidelines to effectively monitor and ensure that the City of Madera’s transit services, Madera Area Express/MAX and Dial-A-Ride, comply with FTA Title VI requirements.

The City of Madera will ensure that its programs, policies, and activities comply with Department of Transportation’s (DOT) Title VI Regulations (49 CFR Part 21) and with Limited English Proficient (LEP) Persons requirements (70 FR 74087, December 14, 2005). The City is committed to creating and maintaining a public transportation system that is free of all forms of discrimination. The City will take necessary preventive corrective and disciplinary actions to stem behavior that violates this policy or the rights and privileges it is designed to protect. FTA requires recipients to document compliance with DOT Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years.

Implementation of the Title VI Program is managed by the City’s Program Manager, and the City’s Grants Administrator, who serves as the Title VI Compliance Coordinator

TITLE VI REQUIREMENTS

1. **Requirement to Notify Beneficiaries of Protection under Title VI.** To comply with 49 CFR, Section 21.9(d), the City shall provide information to the public regarding the City’s obligations under DOT’s Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

The City of Madera informs members of the public of their Title VI protection rights by several means, including posting of a Title VI Notice to the Public and providing bilingual complaint procedures, as shown in Exhibits A and B. A list of locations where notices are posted is reflected in Exhibit A.

The City also provides a bilingual complaint form and posts a Title VI bilingual notice for public viewing at the Intermodal Center, as shown in Exhibit C.

2. **Requirement to Monitor Subrecipients For Compliance with Title VI.** The City as primary recipient, shall include a description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions.

The City does not have any subrecipients for any FTA program funding.

3. **Requirement to Develop Title VI Complaint Procedures and Complaint Form.** The City is required to develop procedures for investigating and tracking Title VI complaints filed against the City and to make these procedures for filing a complaint available to the general public.

City of Madera Title VI Complaint Procedures

- Submission of Complaint: *If a customer believes he/she has received discriminatory treatment by the City of Madera transit system based on race, color or national origin, the customer will have the right to file a complaint with the Transit Title VI Compliance Coordinator. The complaint must be filed no later than sixty (60) calendar days of the alleged discriminatory incident. Title VI complaint procedures included in Exhibit B are in both English and Spanish.*
- Investigation of Complaints
Upon receipt of the complaint, the Compliance Coordinator will begin an investigation. The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. Based upon the information received, the Compliance Coordinator will prepare an investigation report for submittal to the City's Program Manager and Grants Administrator. The complainant will receive a letter from the Grants Administrator stating the final decision within forty-five (45) calendar days of receipt of the complaint.

If more time is needed to review the complaint, the Compliance Coordinator will notify the complainant of the estimated time-frame for completing the review. Upon completion of the review, the Grants Administrator shall make a recommendation regarding the merit of the complaint, whether remedial actions are available to provide redress, and whether improvements to the City's Title VI process are needed.

- Request for Reconsideration
The complainant shall be notified of his/her right to appeal the decision. If the complainant disagrees with the Grant Administrator's finding, the complainant may request reconsideration by submitting a written request to the Grants Administrator within ten (10) calendar days after receipt of the Grant Administrator's response. The complainant shall provide a detailed description of items not fully understood. The Grants Administrator will notify the complainant of his/her decision either to accept or reject the request for reconsideration within ten (10) calendar days. When the Grants Administrator agrees to reconsider the matter, the complaint shall be returned to the Compliance Coordinator for re-evaluation in accordance with the "Investigation of Complaint" procedures described above.
- Appeal Process
If the request for reconsideration is denied, the complainant may appeal the Grants Administrator's response to the complaint by submitting a written request to the Compliance Coordinator. The appeal request will be forwarded to the Grants Administrator and City attorney for final determination.
- Submission of Complaint to the Department of Transportation
If the complainant is dissatisfied with the City's resolution of the complaint, he or she may submit a complaint to the Department of Transportation for investigation. In accordance with Chapter 9, Complaints, of FTA Circular 4702.1B, such a complaint must be filed within 180 calendar days after the date of the alleged discrimination. Chapter 9 of FTA Circular 4702.1B, which outlines the complaint process to the Department of Transportation, may be obtained by requesting a copy from the City's Compliance Coordinator at (559) 661-3692.

4. **Requirement to Record and Report Transit-Related Title VI Investigations, Complaints, and Lawsuits.** The City is required to prepare and maintain a list of investigations, complaints, or lawsuits that pertain to allegations of discrimination based on race, color, and/or national origin in transit-related activities and programs and that pertain to the entity submitting the report, not necessarily the larger agency or department of which the entity is a part.

The City of Madera Title VI Transit Compliance Coordinator will maintain a list of Title VI investigations, complaints, and lawsuits utilizing the form shown in Exhibit D, including a comprehensive summary and description of actions taken by the City, as required by the Title VI regulations. The list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation; lawsuit, or complaint; and actions taken by the City in response, or final findings related to the investigation, lawsuit, or complaint. The list shall be included in the City's Title VI submittal to FTA every three years.

5. **Promoting Inclusive Public Participation and Language Assistance Plan.** The City is required to develop a public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. The City also must have a language assistance plan for providing language assistance to persons with limited English proficiency (LEP).

The City's Public Participation Plan is reflected in the "City of Madera Transit Services title VI Limited English Proficiency (LEP) Plan" under "Outreach Techniques." The City's public participation activities, public meetings, and participation in community activities are described in the LEP Plan.

City transit staff also participates in the development and updates to the Madera County Transportation Commission (MCTC) "Public Participation Plan" and coordinates and integrates its outreach efforts with the MCTC as needed.

The City's Language Assistance Plan is reflected in the City's LEP Plan and includes language assistance measures. The City's approach includes several options available to LEP persons, including both oral and written language services. Specific details are included in the City's LEP Plan in Exhibit E.

6. **Title VI Equity Analysis.** If the City has or will construct a facility, such as a vehicle storage facility, maintenance facility, operation center, etc. an equity analysis must be completed.

The City is in the process of constructing a new operations facility with the possibility to expand to maintenance in the future. Site selection analysis for the new maintenance and operation facility occurred in 2006 and was guided by criteria focused on relocating the current maintenance and operation facility away from its current location that is zoned light commercial and professional office but surrounded by residential neighborhoods. The analysis used neighborhood data to evaluate potential impacts of the proposed sites for the new facility. Detailed information on these sites is available in the 2006 Analysis of Proposed Sites (VRPA, October 25, 2006). Detailed studies were conducted as part of the environmental analysis (Recorded March 25, 2014) and have provided additional detailed input into the site selection decision. City sought a site that minimizes effects on residential communities by only considering industrial use and industrial park zoned sites. The new operation facility site is vacant property within a recently established industrial area with industrial and industrial park zoning. No community resources will be affected by the project. All referenced reports are available upon request.

7. **Requirement to Provide Meaningful Access to LEP Persons.** Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are LEP.

The City of Madera web site posts MAX and Dial-A-Ride schedules, notices, and surveys. The City's web site provides material in both English and Spanish. The City also provides easy access to bilingual (English and Spanish) administrative staff and drivers/dispatch (via terms in the City's third-party transit operator contract) at the City's Downtown Intermodal Center during operating hours to answer questions during their regular shift schedules for those LEP passengers who use the City's bus system.

The City conducts quarterly Transit Advisory Board (TAB) meetings that are open to the general public. The seven-member TAB is composed of diverse public citizens of the community and takes public testimony prior to initiation of each meeting. The City also collaborates with the Madera County Transportation Commission (MCTC), the Metropolitan Planning Organization (MPO), in its Unmet Transit Needs process. The Unmet Transit Needs hearings are accessible to the general public, offer bilingual translation, and are consistent with MCTC's comprehensive Public Participation Plan that ensures meaningful access to LEP throughout the Madera County region.

8. **Minority Representation on Planning and Advisory Bodies.** The City must describe efforts to encourage participation of minorities on committees, councils, or other bodies. City must provide a table of transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the City, and must indicate the racial breakdown of the membership of such committees or councils.

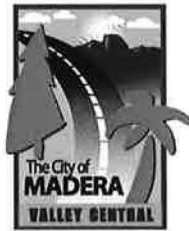
Exhibit G reflects the City's membership of transit-related non-elected committees (by race).

9. **Requirement to Provide Additional Information upon Request.** At the discretion of the FTA, information other than that required by the referenced circular, may be requested in writing from a recipient to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements.

The City of Madera Program Manager assigned to Transit and Title VI Transit Compliance Coordinator will be available to provide additional information, as needed, and to respond to any verbal or written complaint.

10. **Requirement to Develop System-Wide Standards and Policies.** FTA requires all fixed-route transit providers to develop quantitative service standards and policies for their fixed-route service. Individual public transportation providers may set standards that best reflect their local environment.

The City has developed service standards and policies for its fixed-route system, Madera Area Express, consistent with Title VI requirements. The standards are included in Exhibit H and include (a) vehicle load; (b) vehicle headways; (c) on-time performance; and (d) service availability.



**CITY OF MADERA
MAX and Dial-A-Ride
Title VI Notice & Complaint Process**

The City of Madera is committed to ensuring that no person is excluded from participation in or denied the benefits of its services based on race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964. Any person who believes that he or she has been subjected to discrimination under Title VI based on race, color or national origin may file a Title VI complaint with the City within 60 calendar days from the date of the alleged discrimination.

Complaints may be filed with the City in writing and may be addressed to:

Ms. Ivette Iraheta
Grants Administrator
City of Madera
205 West Fourth Street
Madera, CA 93637

A copy of the Title VI Complaint Form (in English or Spanish) and additional information may be obtained from the City's web site at "www.madera.gov" (under "Departments – Grants & Assistance Programs - Transit") or by calling 559-661-3689. The City will provide appropriate assistance to complainants who are limited in their ability to communicate in English.



**CIUDAD DE MADERA
MAX y Dial-A-Ride
Título VI Noticia y Proceso de Quejas**

La Ciudad de Madera, se compromete a garantizar que ninguna persona sea excluida de participar o denegar los beneficios de servicios basado por raza, color, linaje u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964. Cualquier persona que cree que él o ella ha sido objeto de discriminación en virtud del Título VI basado por raza, color u origen nacional puede presentar una queja del Título VI con la Ciudad dentro de 60 días del calendario a partir de la fecha de la supuesta discriminación.

Las quejas pueden ser presentadas en la Ciudad por escrito y pueden ser dirigidas a:

La Sra. Ivette Iraheta
Administradora de Becas
Ciudad de Madera
205 West Fourth Street
Madera, CA 93637

Una copia del Título VI Formulario de Queja (en Inglés o Español) y la información adicional se puede obtener desde el sitio web de la Ciudad en "www.madera.gov" (en "Departamentos - Subvenciones y Programas de Ayuda - Tránsito") o llamando al 559-661-3689. La Ciudad proveerá asistencia apropiada para los denunciantes que sean limitados en su capacidad de comunicarse en inglés.

**CITY OF MADERA
TITLE VI
LIST OF LOCATIONS**

The following is a list of locations where transit-related bilingual Title VI Public Notices are posted:

- City of Madera Intermodal Transit Facility
Transit Operations Office
123 North 'E' Street
Madera, CA 93637
- www.madera.gov/transit/helpful
- On all City of Madera transit buses.

Exhibit B: Title VI Policy Statement and Complaint Procedures

**CITY OF MADERA
MAX and Dial-A-Ride
Title VI Complaint Process**

The City of Madera is committed to a policy of non-discrimination in the conduct of its business, including its Title VI responsibilities, and to the delivery of equitable and accessible transportation services. Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with the City within 60 days from the date of the alleged discrimination.

Complaints may be filed with the City in writing and may be addressed to:

*Ms. Ivette Iraheta, Grants Administrator
City of Madera
205 West Fourth Street
Madera, CA 93637*

The Title VI Complaint Form is available for download at the following web sites:

English:

<http://www.madera.gov/wp-content/uploads/2016/05/Title-VI-Complaint-Form-English.pdf>

Spanish (Español):

<http://www.madera.gov/wp-content/uploads/2016/05/Title-VI-Complaint-Form-Spanish.pdf>

A copy of the Title VI Complaint Form may also be obtained by calling 559-661-3689. The City will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

Title VI Transit Complaint Process

Once a complaint is received, it will be assigned to an investigator ((this may be the Title VI Coordinator or other designated staff). In instances where additional information is needed, the investigator will contact the complainant by phone or in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.

Based upon receipt of all the information required, the City will investigate a Title VI complaint within 45 days of receipt but will notify complainant if additional time is required. Receipt of additional relevant information and/or simultaneous filing of a complaint with the City and an external entity may expand the timing of the complaint resolution.

If the complainant is dissatisfied with the determination and/or resolution set forth by the City, the same complaint may be submitted to the Federal Transit Administration (FTA) for investigation. For more information, please contact the U.S. Department of Transportation, Federal Transit Administration TRO-9, Office of Civil Rights, 90 Seventh Street, Suite 15-300 – San Francisco, CA 94103-6701 / Phone (415) 734-9464.

City of Madera Title VI Policy Statement

The City of Madera is committed to ensuring that no person is excluded from participation in or denied the benefits of its services based on race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. The City's objectives are to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin.
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations.
- Promote the full and fair participation of all affected populations in transportation decision making.
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

For additional information on the City's non-discrimination obligations, please contact the Title VI Compliance Coordinator:

*Ms. Ivette Iraheta
Grants Administrator
City of Madera
205 West Fourth Street
Madera, CA 93637
Phone: 559-661-3689*

**CITY OF MADERA
MADERA AREA EXPRESS AND DIAL-A-RIDE
Title VI Complaint Form**

The City of Madera is committed to ensuring that no person is excluded from participation in or denied the benefits of its services based on race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Compliance Coordinator at (559) 661-3689. The completed form must be returned to City of Madera, Title VI Compliance Coordinator, Grants Department, 205 West Fourth Street, Madera, CA 93637.

Name: _____

Street Address: _____

Phone: _____ Alternative Phone: _____

Date of Incident: _____ Time of Incident: _____

Which of the following best describes the reason for the alleged discrimination? (Check one)

- Race
- Color
- National Origin (Limited English Proficiency)

Please describe the alleged discrimination incident. Explain what happened, whom you believe was responsible, and other specific relevant information. Please use the next page of this form if additional space is required.

(Complete next page of form)

**CITY OF MADERA
MADERA AREA EXPRESS AND DIAL-A-RIDE
Title VI Complaint Form**

Have you filed a complaint with any other federal, state or local agencies (Check one)?

_____ No

_____ Yes

If yes, list agency or agencies and contact information below:

Agency: _____

Street Address: _____

Phone: _____

Contact Name: _____

Agency: _____

Street Address: _____

Phone: _____

Contact Name: _____

I affirm that I have read the above charge, and it is true to the best of my knowledge.

Complainant's Signature

Date

Print or Type Name of Complainant

Date Received: _____

Received By: _____

**CIUDAD DE MADERA
MADERA AREA EXPRESS Y DIAL-A-RIDE
Formulario de Quejas Título VI**

La Ciudad de Madera centra sus esfuerzos en garantizar que nadie sea excluido de la participación en sus servicios ni que nieguen los beneficios de estos, con base en raza, color u origen nacional, en conformidad con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 y enmiendas.

La siguiente información es necesaria para ayudarnos en el procesamiento de su queja. Si requiere ayuda para llenar este formulario, por favor de dirigirse al Título VI Coordinador de Cumplimiento, al teléfono (559) 661-3689. El formulario completo debe devolverse al Coordinador de Cumplimiento Título VI, Departamento de Becas (Grants Department), 205 West Fourth Street, Madera, CA 93637.

Nombre: _____

Dirección: _____

Teléfono: _____ Segundo Teléfono: _____

Fecha del incidente: _____ Hora del incidente: _____

¿Cuál de los siguientes describe mejor la razón por la supuesta discriminación? (Marque Uno)

- _____ Raza
- _____ Color
- _____ Origen nacional

Por favor, describa el supuesto incidente de discriminación. Explique lo sucedido; quien considera que fue responsable; y otra información específica pertinente. (Por favor, use el reverso de este formulario si requiere espacio adicional.)

**CIUDAD DE MADERA
MADERA AREA EXPRESS Y DIAL-A-RIDE
Formulario de Quejas Título VI**

¿Ha presentado alguna queja ante otra agencia federal, estatal o local con respecto a este incidente? (Marque Uno)

_____ No

_____ Si

Si la respuesta es afirmativa, por favor, a continuación, enumere la agencia o agencias y la información de contacto:

Agencia: _____

Dirección: _____

Teléfono: _____

Nombre de contacto: _____

Agencia: _____

Dirección: _____

Teléfono: _____

Nombre de contacto: _____

Confirmo que he leído el cargo que se indica arriba y que es verdadero hasta donde tengo conocimiento.

Firma del declarante

Fecha

Imprima o escriba el nombre del declarante

Fecha de recepción: _____

Recibido por: _____

Exhibit D: List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

CITY OF MADERA

**LIST OF TRANSIT-RELATED TITLE VI
INVESTIGATIONS, COMPLAINTS AND LAWSUITS**

The City of Madera has neither been involved in any civil rights compliance review activities nor has received any Title VI complaints in the past three years. Furthermore, the City of Madera has not been named in any lawsuit or compliance issue alleging discrimination based on race, color, or national origin.

City of Madera Transit Services Limited English Proficiency (LEP) Plan

Introduction

This Limited English Proficiency (LEP) Plan has been prepared to address the City of Madera Grants and Transit Division's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B dated October 1, 2012, which states that no person shall be subjected to discrimination based on race, color, or national origin.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), indicated that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all State and local agencies which receive federal funds.

Background

The City of Madera Grants Department and Transit Division administers the Madera Area Express (MAX) and Dial-A-Ride transit services that are operated by a contract service provider. The current transit service provider is MV Public Transportation, Inc.

The Madera City Council is the policymaking body for the system. A seven-member Transit Advisory Board (TAB) composed of residents appointed by the City Council, acts as a study and steering committee.

The City of Madera transit services consist of a fixed route service, Madera Area Express (MAX), and a Dial-a-Ride service (DAR). The City of Madera Grants Department and Transit Division has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by MAX and Dial-A-Ride. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, and how to notify LEP persons that assistance is available.

To prepare this plan, City of Madera transit staff undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter the City of Madera transit programs, activities, or services.
2. The frequency with which LEP persons encounter City of Madera transit services programs, activities, or services.
3. The nature and importance of programs, activities, or services provided by the City of Madera transit services to the LEP population.
4. Resources available to the City of Madera Grants Department and Transit Division and overall cost to provide LEP assistance.

A summary of the results of the City of Madera transit services' four-factor analysis is in the following section.

Four-Factor Analysis

1. **The number or proportion of LEP persons in the service area who may be served or are likely to encounter City of Madera transit programs, activities, or services.**

As the City of Madera population is below the 100,000-population threshold for full inclusion in the most recent American Community Survey (ACS), analysis is based on the 2010 US Census. City of Madera transit services staff reviewed the 2010 U.S. Census and determined that, out of a population of City of Madera 61,416 residents, 48,924 (79.6%) of City of Madera residents speak a language other than English. In the City of Madera 16,398 residents (26.7%) have limited English proficiency; that is, they speak English "not well" or "not at all". In the City of Madera, of those persons with limited English proficiency, the majority speak Spanish. The City's most current demographic analysis shows that the number or proportion of LEP served or encountered in the eligible service area is as follows:

	Census Tracts				
Description	5.02	6.01	6.02	8.0	9.0
Total Population	7,510	8,384	4,579	6,763	7,197
Hispanic/Latino	5,055	6,723	3,785	5,033	6,406
Percentage	67%	80%	83%	74%	89%

2017 ACS sampling data that includes Madera, while less in-depth, can also be taken into consideration for analysis, and indicates that with a 2017 population estimate of 65,508 residents (63.4%) identified speaking a language other than English at home. Lastly, through staff contact, and feedback from the transit operator, it has been noted that not only is Spanish the primary language identified, but varying dialects of Spanish from different countries is also being experienced.

2. **The frequency with which LEP persons come in contact with City of Madera transit services programs, activities, or services.**

All transit services are provided in one or more of the above-referenced census tracts. A high percentage of Hispanic/Latino individuals therefore come into contact with the program. On-board ridership surveys conducted by the City reflect that 75 percent of riders utilize MAX or Dial-A-Ride services three to five days per week; 16 percent six to seven days per week; and 8 percent one to less than one day per week.

3. The nature and importance of programs, activities, or services provided by City of Madera transit services to the LEP population.

The largest geographic concentration of LEP individuals in the City of Madera transit services area is Spanish-speaking. On-board ridership surveys conducted by the City indicate that 83 percent are captive transit riders, and 30 percent could have made their trip by another means as a passenger. The main purposes indicated for trips were 61 percent for medical/dental; 50 percent for shopping; 42 percent for school; 20 percent for work; and 17 percent for other purposes including religious services and social outings.

4. The resources available to City of Madera Transit Division and overall cost to provide LEP assistance.

City of Madera transit staff has access to a variety of resources and collaborates with multiple organizations that help with outreach and providing LEP assistance at low or no cost. Community-based resources include:

- City of Madera Transit Advisory Board
- City of Madera Senior Centers
- City of Madera Intermodal Center
- Madera County Transportation Commission (MCTC) Social Services Transportation Advisory Committee (SSTAC)
- MCTC Board Unmet Transit Needs Process
- MCTC Public Participation Plan Committee
- Madera County Social Services Department
- Community Action Partnership of Madera County
- Camarena Health Center
- Grant-funded Consultant Services
- Translation Services

The above community resources will continue to be used on a regular basis to assist in identifying needs of the City's LEP population. They will also serve to widely disseminate bilingual transit service information and announcements and to notify the LEP population of planned workshops and outreach efforts.

Based on the four-factor analysis, the City of Madera will develop its LEP Plan as outlined in the following section.

Identification of LEP Population

The Transit Division has developed several possible ways to assist in identifying LEP populations within the City, including:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have a staff person greet participants as they arrive to City of Madera transit-sponsored events. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.

3. At City of Madera transit meetings and events, develop identification cards that indicate primary language spoken, as appropriate. This will assist the City in identifying language assistance needs for future events and meetings.
4. Survey vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners on their experience concerning any contacts with LEP persons.
5. Network with local human services organizations (such as Social Services and Public Health) to assist in identifying LEP groups and individuals most in need of LEP assistance and to further facilitate dissemination of information about Madera's transit services.

Language Assistance Measures

There are plans for several language assistance options available to LEP persons, including both oral and written language services. There are also various ways in which City of Madera transit staff can respond to LEP persons, whether in person, by telephone, or in writing.

- Provide a bilingual Grants Specialists at community events, public hearings, and Transit Advisory Board (TAB) meetings.
- Placement of statements in notices and publications that interpreter services are available for these meetings.
- Annually survey bus drivers and other front-line staff, like dispatchers, Dial-A-Ride schedulers, and service development planners on their experience concerning any contacts with LEP persons during the previous year.
- Post the City of Madera Transit Services Title VI Policy and LEP plan on the City of Madera website, www.madera.gov/transit/helpful
- Require all transit operator contracts to include the following clause:
"Personnel: CONTRACTOR shall employ and supervise all personnel, including drivers, dispatchers, managers, customer service representative and other personnel needed to operate and maintain the service provided by CONTRACTOR under this Agreement. Dispatchers and customer service representatives shall have some bilingual skills (communicate in Spanish and English; i.e., ability to understand simple directions, addresses and times). Consideration should be given to bilingual drivers who understand simple directions in English/Spanish. Qualified supervisory personnel shall be available during all hours of operation."
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

Outreach Techniques

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as needed. The City currently uses a variety of outreach approaches, as described below.

Public Outreach Activities

The City of Madera web site posts MAX and Dial-A-Ride schedules, notices, and surveys. The City's web site provides material in both English and Spanish. The City also provides easy access to bilingual (English and Spanish) administrative staff and drivers at the City's Downtown Intermodal Center during operating hours to answer questions during their regular shift schedules for those LEP passengers who use the City's bus system.

The City reaches out to the community directly through meetings with agency and community staff and their clients, as needed. Information regarding the City's transit services is disseminated at these meetings, including schedules and appropriate fliers. Schedules also are made available at a variety of locations throughout the community and on the MAX and Dial-A-Ride systems.

Public Meetings

The City conducts quarterly Transit Advisory Board (TAB) meetings that are open to the general public. The seven-member TAB is composed of diverse public citizens of the community and takes to public testimony prior to initiation of each meeting.

The City also collaborates with the Madera County Transportation Commission (MCTC), the Metropolitan Planning Organization (MPO), in its Unmet Transit Needs process. The Unmet Transit Needs hearings are accessible to the general public, offer bilingual translation, and are consistent with MCTC's comprehensive Public Participation Plan and process that ensures meaningful access to LEP throughout the Madera County region. The MCTC public hearing is accessible by MAX fixed-route services or on Dial-A-Ride at no cost to passengers.

City transit staff also participates in the development of the MCTC "Public Participation Plan." A series of meetings are conducted with participants from throughout the community. Recommendations to maximize community involvement are reflected in this plan and adopted by the MCTC Board. The City considers and uses the MCTC Public Participation Plan as a blueprint for City to engage the public.

Participation in Community Activities

The City engages in community activities that promote its transit services. These activities include the annual Downtown Madera Christmas Parade and functions sponsored by the City's Americans with Disabilities Act Committee where a broad cross-section of the community can access available transit information, including schedules, brochures and fliers.

Assurances

The City of Madera transit services will ensure that no person, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. Further, the City will notify the public of protections against discrimination afforded them by Title VI Regulations and will take preventive corrective and disciplinary action necessary to reduce behavior that violate the rights and privileges the regulations are designed to protect.

The City will post information on its web site, Intermodal Facility as well as all transit buses and ensure that it reflects up to date information consistent with the requirements of 49 CFR Section 21.9(d).

Monitoring and Updating the LEP Plan

Madera will update the LEP as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when more data from the 2010 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the City of Madera transit services area. Updates will include the following:

- Documentation of LEP personal contacts.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether City of Madera transit financial resources are sufficient to fund language assistance resources needed.
- Determine whether City of Madera has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning City of Madera transit services' failure to meet the needs of LEP individuals.

Public Participation Plan Supplement

Strategies and Desired Outcomes

To promote inclusive public participation, the City of Madera will leverage resources of the Madera County Transportation Commission Public Participation Plan and use its own resources available to employ the following strategies, as appropriate:

- Provide for early, frequent and continuous engagement by the public.
- Expand traditional outreach methods. Think outside the box: go to street fairs, faith-based institutions, libraries, etc.
- Select accessible and varied meeting locations and times
- Employ different meeting sizes and formats
- Provide childcare and food during meetings, if possible.
- Use social media in addition to other resources as a way to gain public involvement
- Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

It is anticipated that these strategies will be outlined in the City’s Marketing and Outreach Plan slated to be finalized on or before June 2020.

Documented Public Outreach (FY 2017 to present)

The direct public outreach and involvement activities conducted by City of Madera, Transit Division since the approval of the 2016-2019 Plan are summarized in the table below. Efforts include meetings, surveys, focus groups, etc. Information pertinent to each event will be provided upon request. Examples include copies of: announcements, agendas/minutes, posters, attendee list, etc.

Event Date	Section 5307 Grantee Staff	Event	Date Publicized and Communication Method	Outreach Method
05-05-18	Program Manager; Driver	Fruit & Veggies Fest	March – May 2018 Flyers, Social Media, Website; Community Partner Announcements	Survey; community input
10-30-18	Program Manager; Grants Specialists	Intern & Volunteer Fair @ Madera Community College	Flyers, Social Media, Website; Community Partner Announcements	Survey; community input
05-17-18	Program Manager; Grants Intern	On-Board Observation	N/A	Driver input; community input
10-16-18	Program Manager; Grants Specialists	Senior BBQ	Flyers, Social Media, Website	Survey; community input
04-18-18	Program Manager; Grants Administrator;	Unmet Transit Needs Hearing	Public Notice, Flyers, Social Media, Website	Focus Group
07-18-17 10-19-17 01-17-18 04-18-18 07-18-18 10-17-18 01-16-19	Program Manager; Grants Specialists; Grants Administrator	Transit Advisory Board Meeting	Public Notice, Website, Email List	Meeting
8-15-18	Program Manager; Grants Specialists; Grants Administrator	Transit Advisory Board Special Meeting	Public Notice, Website, Email List	Meeting

Availability of Title VI Plans and Procedures

The City of Madera LEP Plan and the Title VI Procedures are included in the City of Madera's website at www.madera.gov/transit/helpful. Any person or agency with internet access will be able to access and download the plan from the City of Madera website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the translated plan which the City of Madera will provide, if feasible. Questions or comments regarding the LEP Plan may be submitted to the City of Madera Grants Department, Transit Division, Title VI Coordinator:

City of Madera
Grants Department - Transit Division
205 W. Fourth Street
Madera, CA 93637

Phone: (559) 661-3692
Fax: (559) 674-2972
Email: jjraheta@cityofmadera.com

Exhibit F: Transit-Related, Non-Elected Committees and Councils (By Race)

CITY OF MADERA

**TITLE VI
MEMBERSHIP OF
TRANSIT-RELATED
NON-ELECTED COMMITTEES AND COUNCILS**

Body	Hispanic	Caucasian	African American	Asian American	Native American	Other
Population	78.6%	72.1%	3.2%	2.0%	1.1%	3.1%
Transit Advisory Board (TAB) 7 members	40%	40%	10%	0%	10%	0%

Updated 3-14-2019

**SYSTEM-WIDE SERVICE STANDARDS
MAX FIXED-ROUTE SYSTEM**

Background

FTA requires all fixed-route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers may establish their own standards.

Definitions

- Vehicle load for each mode: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle’s maximum load point. (For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Transit providers can specify vehicle loads for peak versus off-peak times, and for different modes of transit.)
- Vehicle headways for each mode: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines.
- On-time performance for each mode: A measure of runs completed as schedules.
- Service availability for each mode: A general measure of the distribution of routes within an agency’s service area.

Vehicle Load Standards

Vehicle load thresholds will be used to measure service effectiveness or to determine remediation. The average of all loads during peak AND off-peak operating periods should not exceed 1.0 (0% standees) on the fixed-route system.

Vehicle Load Standard	Vehicle Load Standard	Standees
Peak Period	1.0	0%
Off-Peak Period	1.0	0%

Driver is not required to delay departure or miss/skip a stop when vehicle load standard has been met. Drivers must instruct all passengers as they board that legally they must wear a seat-belt while riding the fixed route; however, if a passenger refuses or wishes to stand, the Driver may let them do so.

Vehicle Headway Standards

Vehicle headway is the time interval between vehicles on a route that allows passengers to gauge how long they will have to wait for the next vehicle. Like vehicle load, vehicle headway varies by mode and time of day. Vehicle headway will be determined by ridership and available resources to operate service.

Scheduling involves the consideration of several factors, including ridership, productivity, transit/pedestrian-friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, and transportation demand management.

Headway standards for fixed routes are as follows:

Route 1	30 minutes
Route 2	65 minutes
Route 3	60 minutes (30 minutes when newly purchased fleet vehicles are deployed)

On-Time Performance Standards

A vehicle is considered on time if it departs a scheduled timepoint no more than one minute early and no more than five minutes late. The City of Madera's on-time performance objective is 90% or greater for fixed route and Dial-A-Ride. The City of Madera continuously monitors on-time performance. System results are published and posted as part of monthly performance reports covering all aspects of operations.

Service Availability Standards

The City of Madera's service availability standards will strive to ensure that 90% of residents in the service area are within one-half mile of bus service. Like vehicle headways, the ability to provide increased service levels will be determined by ridership and available resources to operate service.

**SYSTEM-WIDE SERVICE POLICIES
MAX FIXED-ROUTE SYSTEM**

Background

FTA requires that all providers of fixed-route public transportation develop qualitative policies for the following procedures:

- Vehicle Assignment
- Transit Amenities

Policies

Vehicle Assignment Policy

A vehicle(s) will be assigned to each of the MAX fixed-routes such that the average age of the fleet serving each route does not exceed over three years beyond the FTA useful life standard of the assigned vehicle type.

All vehicles will be equipped with air conditioning.

The capacity of vehicles will be matched to the operating characteristics of the route.

Transit Amenities Policy

Installation of transit amenities along bus routes will be based on the number of passenger boardings at stops along those routes.

Exhibit I: Endorsement of Contracted Transit Provider (MV Public Transportation, Inc.)



Annie Self
General Manager
MV Public Transportation, INC
123 North E Street, Suite 102
Madera, CA 93638
annie.self@mvtransit.com
PH: (559)661-7433 OPT. 3
CELL: (805)819-1043
FAX: (559)558-5957

Lynette Little
Civil Rights Officer – Region IX
US Department of Transportation
Federal Transit Administration, TRO-9
90 Seventh Street, Suite 15-300
San Francisco, CA 94103-6701

Dear Ms. Little,

As the General Manager for MV Public Transportation, INC in Madera, I endorse the City of Madera's Title VI program.

We have the proper postings in the buses, I have reviewed the policy with my staff and provided them with complaint forms should someone choose to file a complaint.

We utilize a log to track any complaints that are received in our office. Any complaints received in our office will immediately be forwarded to the designated city complaint coordinator. A copy of the log is attached for your review.

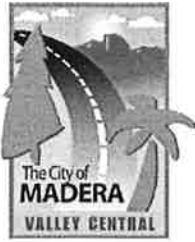
Please feel free to contact me should you have any questions in this matter.

Sincerely,

Annie Self
General Manager
MV Public Transportation, INC

MV Transportation, Inc.

123 North E St. | Suite 102 | Madera, CA 93638

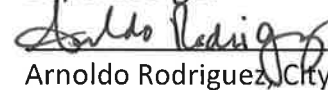


REPORT TO CITY COUNCIL

Approved by:



 Department Director



 Arnoldo Rodriguez, City Manager

Council Meeting of: March 20, 2019

Agenda Number: B-4

SUBJECT: MINUTE ORDER DECLARING CERTAIN PROPERTY TO BE SURPLUS

RECOMMENDATION: Staff recommends that the Council approve a minute order declaring certain property as identified below to be surplus consistent with the City Purchasing Policy.

SUMMARY: Staff will periodically recommend vehicles, equipment and other personal property of the City for disposal, in accordance with Section 10.3 of the City Purchasing Policy. These items are considered to have reached the end of their useful lives. The items below were identified as surplus by various departments and upon Council's approval will be listed for sale through public auction. Any items that cannot be sold will then be recycled or scrapped.

Vehicles & Equipment

Eq#	Dept	Year	Make	Model	Description	VIN/ Serial #	Engine type
14	PARKS	2010	TORO	5900	Tri-Deck Mower	310000327	DIESEL
164	WWTP	1988	CAT	613C	Paddle Scraper	92X1599/SRPR/93X01449	DIESEL
219	RECR	1995	FORD	CLUB WAGON	Passenger Van	1FMEE11N5SHA94769	GAS
227	WATER	1997	CAT	SR4B	Portable Generator	1LS00353	DIESEL
243	STREET	1998	FORD	F150 XL	1/2 Ton Pickup	1FTRF1762WKA75558	GAS
245	STREET	1998	FORD	F150	1/2 Ton Pickup	1FTZF1724WKA75560	GAS
246	STREET	1998	FORD	F150	1/2 Ton Pickup	1FTZF1724WKA75557	GAS
251	STREET	2000	CHEVY	C1500	1/2 Ton Pickup	1GCEC14W3YZ169874	GAS
263	FLEET	2000	CHEVY	C1500	1/2 Ton Pickup	1GCEC14WXYE138385	GAS
266	STREET	2000	CHEVY	C3500	Flatbed	1GBJC34R1YF419977	GAS
285	WMAINT	2001	HONDA	CIVIC	Sedan	1HGEN26481L00357	CNG
302	STORM	2002	CHEVY		1 Ton Utility	1GBJC34U92E189428	GAS
310	PARKS	2003	FORD	F150 XL	1/2 Ton Pickup	1FTRF17263KA52549	GAS
314	PARKS	2003	CHEVY	C2500	3/4 Ton Pickup	1GBGC24U63Z201579	CNG
318	STREET	2003	CHEVY	C3500	1 Ton Utility	1GBJC34G63E196171	GAS
322	PARKS	2003	FORD	F150 XL	1/2 Ton Pickup	2FDPF17M93CA74053	CNG
323	PARKS	2003	FORD	F150 XL	1/2 Ton Pickup	2FDPF17M03CA74054	CNG
324	ENGR	2003	FORD	F150 XL	1/2 Ton Pickup	2FDPF17M23CA74055	CNG
339	RECR	2004	FORD	E-250	Cargo Van	1FDNE24M94HB36629	CNG

Eq#	Dept	Year	Make	Model	Description	VIN/ Serial #	Engine type
344	RECR	2006	JOHN DEERE	1924W	Utility Vehicle	W04X25D006649	GAS
347	PARKS	2006	MI-T-M	4005	Portable pressure washer		GAS
352	WMAINT	2006	CHEVY	C3500	1 Ton Utility	1GBJC34G16E193537	GAS
353	GRAFF	2006	CHEVY	C3500	1 Ton Utility	1GBJC34GX6E193648	GAS
368	FLEET	2006	CHEVY	C1500	1/2 Ton Pickup	1GCEC14V36E209317	GAS
369	ACTRL	2004	FORD	F150	1/2 Ton Pickup	2FDPF17MX4CA74371	CNG
370	FLEET	2004	FORD	F150 XL	1/2 Ton Pickup	2FDPF17M54CA74374	CNG
371	PARKS	2004	FORD	F150	1/2 Ton Pickup	2FDPF17M84CA74420	CNG
372	PARKS	2004	FORD	F150 XL	1/2 Ton Pickup	2FDPF17MX4CA74421	CNG
373	PARKS	2004	FORD	F150 XL	1/2 Ton Pickup	2FDPF17M14CA74422	CNG
374	PARKS	2004	FORD	F150	1/2 Ton Pickup	2FDPF17M94CA74426	CNG
375	STORM	2004	FORD	F150 XL	1/2 Ton Pickup	2FDPF17M04CA74427	CNG
377	RECR	2006	HONDA	CIVIC	Sedan	1HGFA46546L000206	CNG
391	STORM	2007	DEWEZE		Slope Mower	ATM72LC-06A60	DIESEL
421	FIRE	2006	CHEVY	K2500 HD	3/4 Ton Pickup	1GCHK29U16E205238	GAS
582	POLICE	1997	KAWASAKI		PD Motorcycle	JKAKZCP21VB515392	GAS
602	FLEET	2001	DODGE	CARAVAN	Passenger Van	2B4GP44391R233059	GAS
608	POLICE	2003	FORD	TAURUS	Sedan	1FAFP52U63G211434	GAS
620	FLEET	2007	DODGE	CARAVAN	Passenger Van	1D4GP25B17B111335	GAS
621	POLICE	2007	PONTIAC	GRAN PRIX	Sedan	2G2WP552871140295	GAS
631	POLICE	2008	HARLEY D.		PD Motorcycle	1HD1FMM138Y671008	GAS
632	POLICE	2008	HARLEY D.		PD Motorcycle	1HD1FMM118Y671587	GAS
636	POLICE	2008	CHEVY	IMPALA	Sedan	2G1WB58K781349401	GAS
640	POLICE	2009	CHEVY	TAHOE	Utility	1GNEC03049R277601	GAS
641	POLICE	2010	FORD	CROWN VIC	Pursuit	2FABP7BV0AX107399	GAS
643	POLICE	2010	FORD	CROWN VIC	Pursuit	1FABP7BV5AX107401	GAS
650	POLICE	2010	FORD	FUSION	Sedan	3FAHP0HG2AR423721	GAS
651	POLICE	2011	FORD	CROWN VIC	Pursuit	2FABP7BV8BX104641	GAS
654	POLICE	2011	FORD	CROWN VIC	Pursuit	2FABP7BV3BX104644	GAS

Miscellaneous Items/Equipment

Item Count	Description	Mfg.	Serial/ Model Number
1	Wooden desk w/ 2-drawer cabinet	N/A	
1	Wooden bookshelf	N/A	
1	Wooden shelf w/cabinet	N/A	
59	12 inch Vinyl records	N/A	
103	10 inch Vinyl records	N/A	
63	Audio Tapes	N/A	
1	Ektagraphic Slide Projector	KODAK	
2	Boom box	SONY	
1	Air Purifier	BELSON	
1	HEPA Air Cleaner	HONEYWALL	
1	Air Hockey Table	HARVARD	
11	Office Chairs	N/A	
6	Recliner Chairs	N/A	
2	Couches	N/A	
1	Television	SANYO	V9380446355813
2	Wheelchairs	N/A	
13	Walkers	N/A	

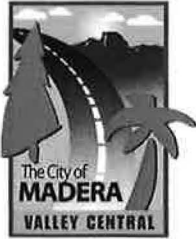
DISCUSSION: The items listed for surplus have reached the end of their useful life and/or no longer serve a purpose to the City. Many of the miscellaneous items listed were gathered from the Adult Day Care Center after its closing and were determined to be in good enough condition to be sold at the next auction. The City's Fleet Manager has expressed an urgency to put the vehicles listed above up for auction, to alleviate space needed to house remaining vehicles that are still in operation. Additional items will need to be declared as surplus at a later date however, because of the urgency to provide space for fleet these items are being brought to Council at this time.

FINANCIAL IMPACT: Proceeds from sale will increase various fund balances.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN: The requested action is not addressed in the vision or action plans; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES: If Council does not approve the request, the items listed will not be listed for sale through public auction and will remain in surplus until such time that Council approves.

ATTACHMENTS: None.



REPORT TO CITY COUNCIL

Approved by:

Handwritten signature of John Scarborough in black ink.

John Scarborough, Interim Public Works Director

Handwritten signature of Arnaldo Rodriguez in black ink.

Arnaldo Rodriguez, City Manager

Council Meeting of: March 20, 2019

Agenda Number: B-5

SUBJECT:

Consideration of a Resolution Appointing Jerry Holiday to the City of Madera Airport Advisory Commission Representing District 1 (Councilmember Cece Gallegos).

RECOMMENDATION:

Staff recommends the City Council (Council) adopt a Resolution appointing Jerry Holiday to the City of Madera Airport Advisory Commission (AAC).

SUMMARY:

Councilmember Cece Gallegos has indicated that she would like to appoint Jerry Holiday to the City of Madera AAC. Each Council Member, inclusive of the Mayor, nominates one member to serve on this Committee. Formal appointment occurs through action by the full Council. If approved, Mr. Holiday will be eligible to attend the AAC meeting set for May 2019.

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.

The term of office for Commissioner Sam Weis has expired, creating an opportunity for a new appointment or reappointment in the seat nominated by the District 1 Councilmember. Representing District 1, Councilmember Gallegos has indicated a desire to nominate and would like to appoint Jerry Holiday to the AAC to serve a term concurrent with her own. Mr. Holiday

would be a new member to the AAC. 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. Mr. Holiday resides in the City and has the necessary experience and knowledge to be a beneficial addition to the Commission (Attachment 2). Mr. Holiday is a pilot and serves as an officer of the Madera County Air Crafters.

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 Mr. Holiday to the AAC, the vacancy would remain open and Councilwoman Gallegos would have to return to a future meeting with an alternative nomination request.

ATTACHMENTS:

1. Resolution
2. AAC Application – Jerry Holiday

RESOLUTION NO. 19 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,
CALIFORNIA, APPOINTING JERRY HOLIDAY TO THE CITY OF
MADERA AIRPORT ADVISORY COMMISSION REPRESENTING
DISTRICT 1 (COUNCIL MEMBER CECE GALLEGOS)**

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 in the City of Madera Airport Advisory Commission; and

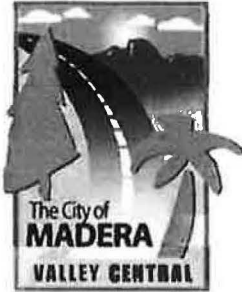
WHEREAS, Jerry Holiday has been duly nominated to fill the vacancy for Council Member Gallegos in District 1; and

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 resolves, finds, determines and orders as follows:

1. The above recitals are true and correct.
2. Jerry Holiday 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 | <input checked="" type="checkbox"/> Airport Advisory Commission |
| <input 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.

<u>Holiday</u> LAST NAME	<u>Jerry</u> FIRST NAME	<u>L.</u> M.I.
_____	<u>Madera, 93637</u> CITY, STATE, ZIP	_____
_____	_____	_____
<u>same</u> MAILING ADDRESS	_____	_____
<u>Holidays auto specialties Inc. Pres.</u> EMPLOYER	_____	_____
_____	_____	_____

LENGTH OF RESIDENCE IN CITY OF MADERA <u>26</u> YEARS <u>9</u> 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:

High school

RECEIVED

By: [Signature]
Date: 2/25/19

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

Madera County air crafters - operations officer.
Gideons International - Pres, V. Pres. Sec. - Local
Treasurer - A world wide bible distributing org.

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 a pilot and very interested in the air port, as mentioned above a member of Madera county air crafters, which does a lot of training at the air port

REFERENCES (Optional):

2-22-19
DATE

Jerry Hebdon
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

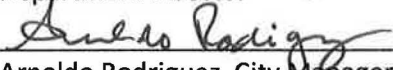


REPORT TO CITY COUNCIL

Approved by:



Department Director



Arnoldo Rodriguez, City Manager

Council Meeting of: March 20, 2019

Agenda Number: C-1

SUBJECT:

Second reading and consideration of adoption of an ordinance rezoning approximately 20 acres of property located south and west of the intersection of Ellis Street and North D Street into the PD-6000 (Planned Development) Zone District.

RECOMMENDATION:

It is recommended that the City Council (Council) adopt the ordinance rezoning the subject property.

SUMMARY:

The Council introduced the rezoning ordinance at its March 6th meeting. The project site is currently outside of the City limits within the county's AR-5 (Agricultural Rural – 5-acre) Zone District. Approval of the rezoning into the City's PD-6000 (Planned Development) Zone District would allow for an application for annexation to be processed by the Local Agency Formation Commission (LAFCO) and, if approved, would result in the subsequent development of a 10-acre, 61-lot single family residential subdivision. Per LAFCO's direction, the rezoning includes a total of 7 parcels encompassing approximately 20 acres.

DISCUSSION:

The project site is currently located outside the northern boundary of the City limits. Current zoning on the project site is the County's AR-5 (Agricultural Rural – 5 acres) Zone District. The applicant proposes to rezone the project area into the PD-6000 (Planned Development) Zone District in advance of an application for annexation into the City. The property must be rezoned before such application can be filed. If the annexation is ultimately approved, the City's PD-6000 zone will replace the County's zoning designation as the effective land use regulation governing the property. The proposed PD-6000 zone is consistent with the underlying LD (Low Density Residential) General Plan land use designation.

FINANCIAL IMPACT:

The applicant paid \$10,116.50 in Planning Department entitlement fees to offset the costs associated with processing this rezoning request, tentative subdivision map, and the supporting environmental determination. Additional fees will be required from the Engineering and Building Departments in

conjunction with final approval of civil improvement plans and building plan check and permitting. With development of homes within the approved subdivision, the developer will pay development impact fees toward supporting City infrastructure and services. Conditions of approval for the subdivision require annexation into a City's landscape maintenance district and the City's Community Facilities District 2005-01, supporting the provision of police, fire, parks, and storm drainage services in the City.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The first of the four core vision statements in the Vision Plan is "A Well-Planned City." The Council, by considering how the neighborhood and infrastructure can be maintained, is actively implementing this key concept of the Vision Plan. Moreover, approval of the project will help provide consistency with Strategy 131, which states, "Create well-planned neighborhoods throughout Madera that promote connectivity and inclusiveness with a mix of densities and commercial components."

ALTERNATIVES:

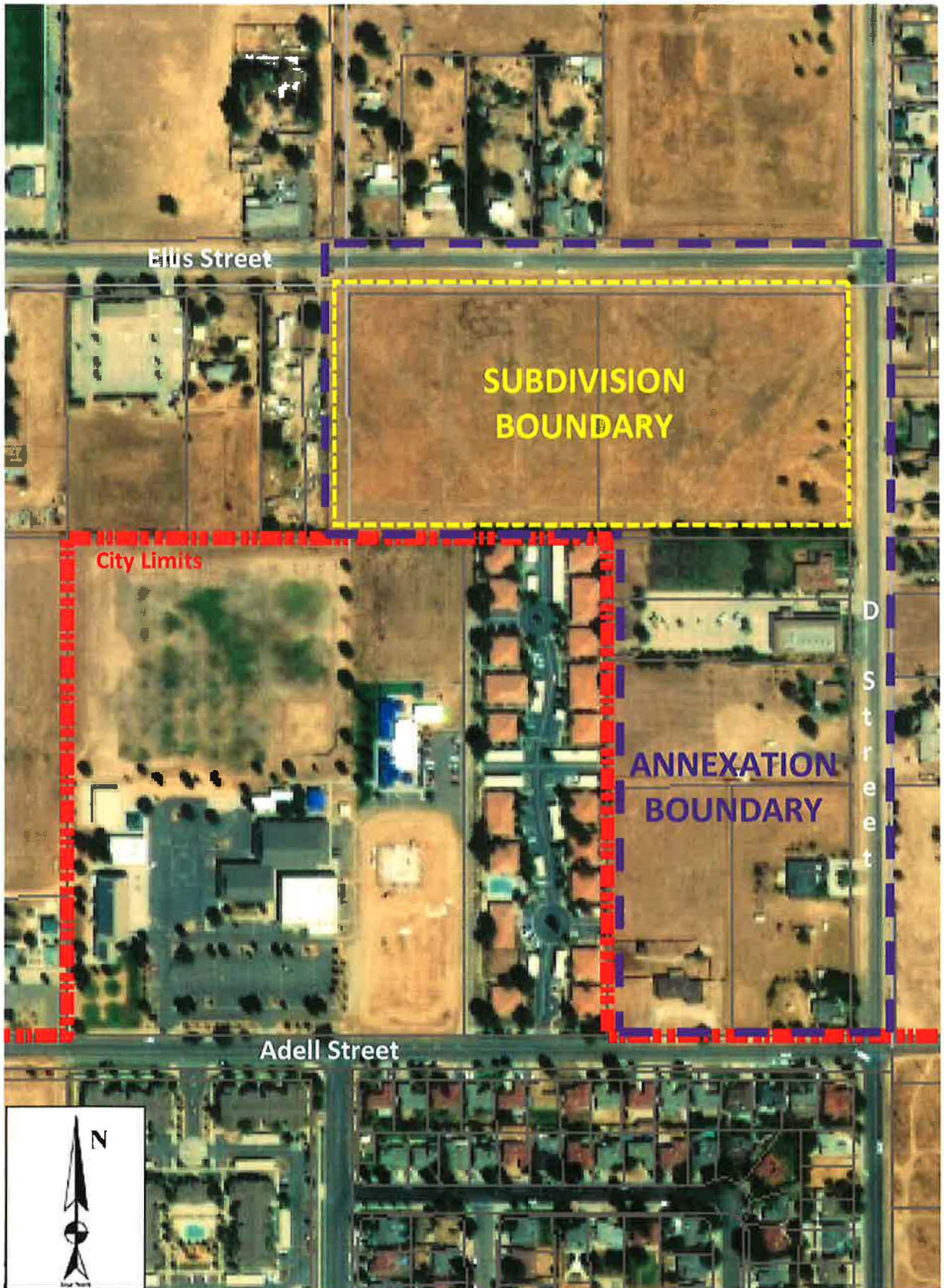
The City Council could consider alternatives other than staff's recommendation of introduction of the prezone ordinance. Those include:

1. Denial of the request for rezoning. Should the requests be denied, the project site would remain within the current county zoning and annexation and subdivision of the subject properties would be suspended.
2. Continuing the item with direction to staff to provide additional information so as to allow the Council time to digest that information in advance of a decision.
3. Provide staff with other alternative directives.

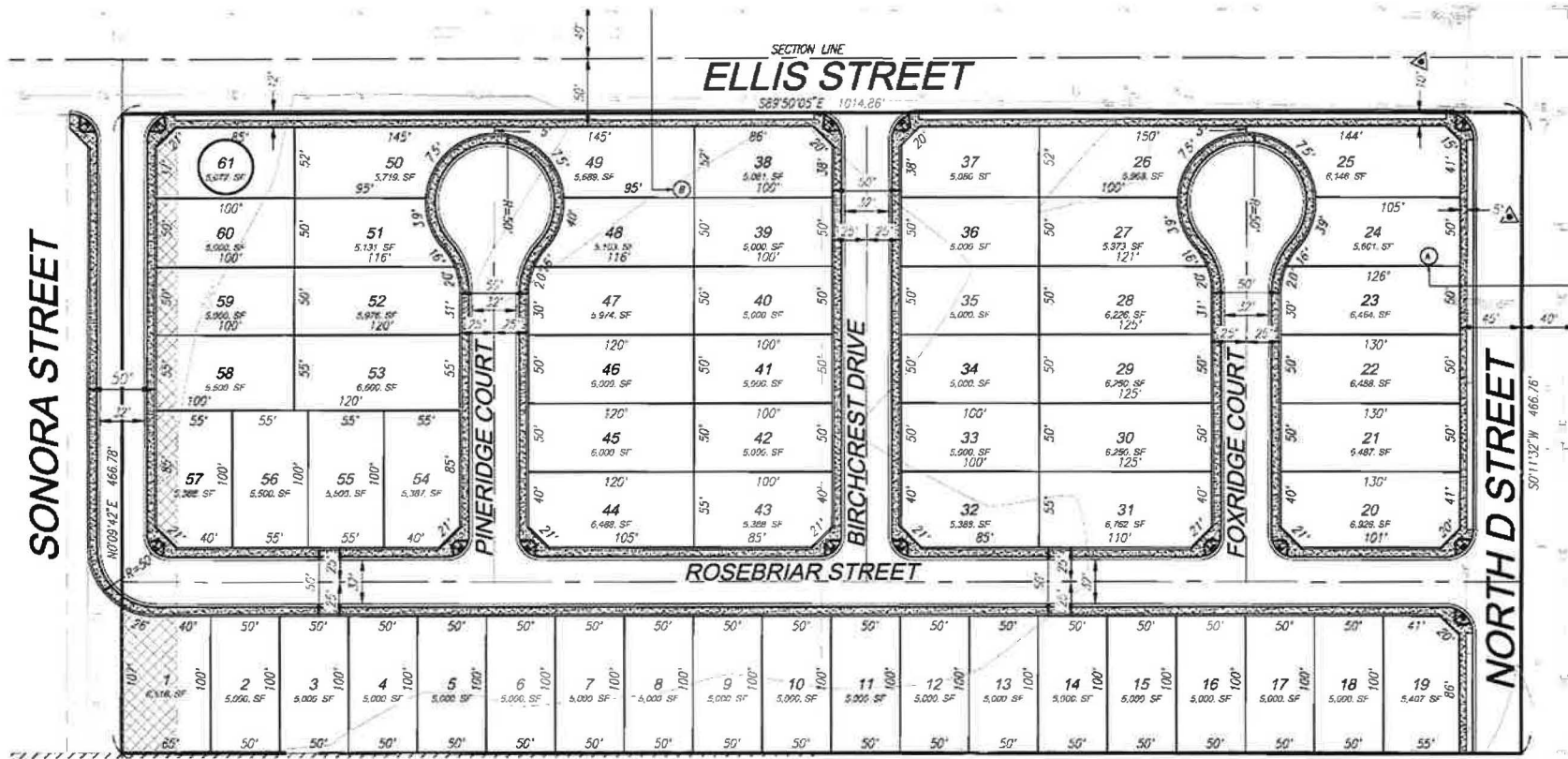
ATTACHMENTS:

1. Aerial Imagery
2. Subdivision Map
3. Ordinance
Exhibit A - Zoning Map

Attachment 1: Aerial Imagery



Attachment 2: Subdivision Map



Attachment 3: Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MADERA AMENDING THE OFFICIAL CITY OF MADERA ZONING MAP TO PREZONE APPROXIMATELY 20 ACRES OF PROPERTY LOCATED SOUTH AND WEST OF THE INTERSECTION OF ELLIS STREET AND NORTH D STREET INTO THE PD-6000 (PLANNED DEVELOPMENT) ZONE DISTRICT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MADERA AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Madera and this Council have held public hearings upon the rezoning of these properties and have determined that the proposed rezoning is consistent with the General Plan as amended and subsequent development will be in conformance with all standards and regulations of the Municipal Code.

SECTION 2. The City of Madera Zoning Map as provided for in Chapter 3 of Title X of the Madera Municipal Code is hereby amended as illustrated in the hereto attached Exhibit "A" which indicates the segment of the City of Madera Zoning Map to be amended. Unless the adoption of this amendment to the Zoning Map is lawfully stayed, thirty-one (31) days after adoption of this amendment, the Planning Manager and City Clerk shall cause these revisions to be made to the City of Madera Zoning Map which shall also indicate the date of adoption of this revision and be signed by the Planning Director and City Clerk.

SECTION 3. Based upon the testimony and information presented at the hearing, the adoption of the proposed rezoning is in the best interest of the City of Madera, and the Council hereby approves the rezoning based on the following findings:

FINDINGS:

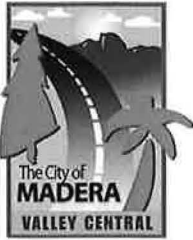
1. THE PROPOSED PREZONE WILL PROVIDE THE REQUIRED CONSISTENCY BETWEEN THE GENERAL PLAN AND ZONING.
2. THE PREZONE IS NOT EXPECTED TO BE DETRIMENTAL TO THE HEALTH, SAFETY, PEACE, COMFORT OR GENERAL WELFARE OF THE NEIGHBORHOOD OR THE CITY.
3. CITY SERVICES AND UTILITIES ARE AVAILABLE OR CAN BE EXTENDED TO SERVE THE AREA.

SECTION 4. This Ordinance shall be effective and of full force and effect at 12:01 a.m. on the thirty-first day after its passage.

* * * * *

EXHIBIT A



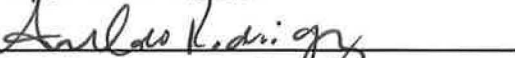


REPORT TO CITY COUNCIL

Approved by:



Department Director



Arnoldo Rodriguez, City Manager

Council Meeting of: March 20, 2019

Agenda Number: C-2

SUBJECT: Consideration of a Resolution Approving an Agreement with Quad Knopf Inc. in the Amount of \$42,780 for Professional Engineering Services for Rule 20B Utility Underground Conversion as relates to AT&T Facilities for the Olive Avenue Widening Project from Gateway Drive to Knox Street

RECOMMENDATION:

Staff recommends that the City Council (Council) adopt a resolution approving an agreement with Quad Knopf, Inc., for professional engineering services as relates to the Rule 20B Utility Underground Conversion of AT&T facilities for the Olive Avenue Widening Project ("Agreement") and authorizing the Mayor to execute the Agreement.

SUMMARY:

The Council, at their November 7, 2018 meeting, formed Rule 20B Utility Undergrounding District No. 19 directing that all existing and proposed overhead utilities be placed underground in conjunction with the Olive Avenue Widening Project from Gateway Drive to Knox Street (the "Project"). Typically, the franchise utilities perform their own design with reimbursement from the City. At this time, AT&T is not able to meet the Project timeframes and has allowed for the City to contract directly with one of AT&T's on-call consultants to design the Rule 20B conversion project.

DISCUSSION:

The Project will consist of widening and reconstructing Olive Avenue between Gateway Drive and Roosevelt Street and pavement overlay, modifications to the medians, and restriping of Olive Avenue between Roosevelt Street and Knox Street consistent with the adopted Plan Line. The Project will include a new Union Pacific Rail Road crossing protection and signal, and installation of traffic signals at the intersections of Olive Avenue at Roosevelt Street and Olive Avenue at

Knox Street. The project also includes street widening improvements to meet Collector Street Standards on Knox Street between Neplus Way and Olive Avenue.

Within the Project, there is a heavy concentration of overhead electrical, telephone, and cable distribution facilities that need to be removed and/or be relocated. Undergrounding the utilities in lieu of relocating poles that are in conflict is consistent with previously constructed projects on arterial streets connecting with collector streets. For Rule 20B Undergrounding projects, the owner (City) pays the difference between completing an underground utility system and the costs to relocate the overhead facilities for the project. Typically, PG&E, AT&T, and Comcast perform a Rule 20B design for undergrounding of their respective facilities required for a project. The utility companies coordinate their efforts to place existing above ground facilities underground within a joint trench, when feasible. Once the estimates are complete, each utility will prepare an aerial to underground conversion agreement establishing the costs for design reimbursement and the difference between completing an underground system and relocating the existing overhead facilities.

Staff began coordinating with all three utility companies in September 2018, providing project plans and hosting field meetings. PG&E is nearing completion of their Rule 20B design. Recently, AT&T staff noted that due to heavy workload and staff reductions, they would not be able to complete their Rule 20B design in a timeframe to accommodate the Project's construction schedule. The City inquired as to alternate means to complete the Rule 20B Undergrounding design, including a direct hire of a consultant to perform the work. Unfortunately, the consultant that the City and the Successor Agency usually hire for utility work only performs PG&E designs. Similarly, based on our research, most other firms only perform the electrical side of the design, and AT&T completes the design for their facilities in-house.

The City's local contact at AT&T indicated that Quad Knopf, Inc., also doing business as "QK," provides consulting design services for AT&T when AT&T cannot perform the work themselves. When City staff reached out to QK for a proposal, it was contingent upon AT&T approving a direct contract between the City and QK. Upon receiving the approval from AT&T, QK submitted a proposal to perform the design and coordination for AT&T's portion of the Olive Avenue Rule 20B Undergrounding project.

The proposed not to exceed fee is \$42,780. This is a cost that City would have had to reimburse AT&T had they completed the design. The scope also includes coordination with PG&E and Comcast for joint trenching opportunities. For a detailed scope of work, please reference the proposal as incorporated into the attached proposed Agreement. Given QK's expertise in Rule 20B projects, the proposed contract includes \$4,000 in addition to the specific AT&T design work to assist the City as may be needed in providing cost estimates for the entire Rule 20B project, bidding, and construction support.

Typically, Comcast submits their design and agreement after the completion of the PG&E and AT&T portion. There are no issues with Comcast meeting the project schedule at this time.

FINANCIAL IMPACT:

The costs associated with this agreement will be paid for out of the Utility Undergrounding portion of the Olive Avenue Widening Project Budget included in the 2018/19 Fiscal Year Capital Projects Budget. The ultimate reimbursement to AT&T will now exclude design costs other than coordination and oversight associated with review of the QK design and preparation of the construction costs for AT&T portion of the underground conversion work.

There will be no impact to the City's General Fund for the design and construction costs for the Utility Underground District.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Action 126 – The project supports the strategy for providing clean attractive streets that are safe and aesthetically pleasing. The requested action is for the improvement of infrastructure and is not in conflict with any of the actions or goals contained in the plan.

ALTERNATIVES:

The alternative to the recommended action is not approving an agreement with Quad Knopf, Inc. for design services for the AT&T portion of the Olive Avenue Rule 20B project. AT&T would perform the necessary design on their schedule, which would cause significant delays to the Olive Avenue Widening Project.

ATTACHMENTS:

1. Council Resolution
2. Map - Utility Underground District 19 – Olive Avenue
3. Proposed Agreement

RESOLUTION NO. 19-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,
APPROVING AN AGREEMENT WITH QUAD KNOPF, INC. IN THE
AMOUNT OF \$42,780 FOR PROFESSIONAL ENGINEERING
SERVICES FOR RULE 20B UTILITY UNDERGROUND CONVERSION
AS RELATES TO AT&T FACILITIES AND AUTHORIZING THE MAYOR
TO EXECUTE THE AGREEMENT**

WHEREAS, a project to widen and improve Olive Avenue to arterial street standards from Gateway Drive to Knox Street, hereinafter called "Project", has been included in the Capital Improvement Program and the 2018/19 Fiscal Year Capital Projects Budget; and

WHEREAS, on November 7, 2018, the City Council of the City of Madera adopted Resolution No. 18-223 establishing Rule 20B Underground Utility District No. 19 for the Project; and

WHEREAS, costs associated with the utility undergrounding are included in the Project budget; and

WHEREAS, engineering services by a professional firm are required for the design and coordination for the underground conversion of AT&T facilities of the Project; and

WHEREAS, Quad Knopf, Inc. submitted an acceptable proposal to perform said services, and an agreement has been prepared that is in the best interests of the City And Quad Knopf.

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

1. The above recitals are true and correct.
2. The Agreement with Quad Knopf, Inc., for Professional Engineering Services in an amount not to exceed \$42,780, plus \$4,000 for Extra Services as approved by the City Engineer for the Rule 20B Utility Underground Conversion as relates to AT&T Facilities, a copy of which is on file with the City Clerk and referred to for particulars, is hereby approved.
3. The Mayor is authorized to execute the Agreement.
4. This resolution is effective immediately upon adoption.

* * * * *

CITY OF MADERA UNDERGROUND UTILITY DISTRICT # 19



LEGEND:

- LOT LINES
- - - DISTRICT BOUNDARY

**AGREEMENT WITH QUAD KNOPF INC. FOR PROFESSIONAL
ENGINEERING SERVICES FOR RULE 20B UTILITY UNDERGROUND
CONVERSION AS RELATED TO AT&T FACILITIES**

This Agreement made and entered into this 20th day of March 2019, between the City of Madera, a municipal corporation of the State of California, hereinafter called "CITY", and Quad Knopf Inc., doing business as QK, located in Visalia, CA, hereinafter called "CONSULTANT".

WITNESSETH

WHEREAS, CITY formed Utility Underground District No. 19 in designated real property located within and adjacent to the Olive Avenue Widening Project between Gateway Drive and Knox Street in advance of a Rule 20B overhead utility conversion project; and

WHEREAS, CITY needs the services of a professional engineering firm to provide professional engineering services for the Project; and

WHEREAS, CONSULTANT is qualified and certified to provide the required professional engineering services and is knowledgeable of the principals and practices of the industry associated with the design and construction of water main facilities; and

WHEREAS, CITY desires to hire CONSULTANT for such professional engineering design services.

NOW THEREFORE:

The parties hereto mutually agree as follows:

1. SERVICES OF CONSULTANT:

CITY hereby hires CONSULTANT to provide professional engineering services as set forth herein in connection with the Project. Said work to be performed pursuant to this agreement is more particularly described in the Scope of Work.

2. SCOPE OF WORK:

CONSULTANT shall provide the professional engineering services as set forth in EXHIBIT A, "Proposal", attached hereto and incorporated herein by reference.

CONSULTANT accepts full responsibility for the scope of services provided by sub-consultants necessary for delivery of the project. CONSULTANT shall comply with applicable City of Madera design standards and requirements as directed by the CITY and applicable State and Federal requirements.

3. PROGRESS MEETINGS:

CONSULTANT shall communicate and meet with CITY staff at project progress meetings at intervals mutually agreed to between CITY and CONSULTANT to verify, refine and complete the project requirements and review the progress of the project. Such meetings shall be as set forth in the Proposal, EXHIBIT A.

4. CITY'S OBLIGATIONS

The CITY shall provide the CONSULTANT with the following:

- a. Provide a Project Manager to work with CONSULTANT;
- b. Review all submittals timely;
- c. Pay all fees for permits;

5. COMPENSATION

The basic fee for the work tasks itemized in EXHIBIT A, "Proposal" is \$42,780.

CITY and CONSULTANT agree on the rates shown in EXHIBIT B, "Hourly Rate Schedule", and agree that they will remain in effect until the date of expiration of agreement indicated in Section 11. It is understood and agreed by both parties that all expenses incidental to CONSULTANT'S performance of services, including travel expenses, are included in the basic fee shown in EXHIBIT A.

6. PAYMENT:

Payments for all undisputed portions of each invoice as provided for hereunder shall be made within 30 days of receipt and approval of CONSULTANT'S monthly invoices for

the work performed specified herein. CONSULTANT'S invoice shall specify the billed hours and hourly rates for each employee classification. The sub-consultants work shall be included on CONSULTANT 'S invoice with a copy of the sub-consultant's invoice attached. A report on summary of costs to date for each component of the work shall accompany the invoice. This summary shall also estimate the percentage of the work completed for each component and the balance remaining in each component.

7. EXTRA SERVICES:

CITY agrees to pay CONSULTANT for extra services not contemplated hereunder as set forth in the Proposal or for such services as may be specifically requested by CITY through the City Engineer in writing and agreed to by CONSULTANT for an agreed-to fixed fee or hourly rate of compensation or for necessary expenses over that listed in the Budget, provided, however, the City Engineer's authority is limited to expenditures not to exceed the amount of four thousand dollars (\$4,000).

8. AUDITS AND INSPECTIONS ACCESS:

CONSULTANT shall, upon reasonable notice and at any time during regular business hours, and as often as CITY may deem necessary, make available to the CITY or its authorized representative for examination, all of its books, records and data with respect to matters covered by this Agreement. CONSULTANT shall permit CITY to audit and inspect all invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to matters covered by this Agreement.

9. LIABILITY INSURANCE:

Without limiting CONSULTANT'S indemnification of CITY, and prior to commencement of Work, CONSULTANT shall obtain, provide, and continuously maintain at its own expense during the term of the Agreement, and shall require any and all Subcontractors and Subconsultants of every Tier to obtain and maintain, policies of insurance of the type and amounts described below and in form satisfactory to the CITY.

Minimum Scope and Limits of Insurance

CONSULTANT shall maintain limits no less than:

- **\$1,000,000 General Liability** (including operations, products and completed operations) per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. Coverage shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability coverage form CG 00 01. General liability policies shall be endorsed using ISO form CG 20 10 that the CITY and its officers, officials, employees and agents shall be additional insureds under such policies.
- **\$1,000,000 Automobile Liability** combined single limit per accident for bodily injury or property damage at least as broad as ISO Form CA 00 01 for all activities of Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles. Automobile Liability policies shall be endorsed to provide that the CITY and its officers, officials, employees and agents shall be additional insureds under such policies.
- **Worker's Compensation** as required by the State of California and **\$1,000,000 Employer's Liability** per accident for bodily injury or disease. CONSULTANT shall submit to the CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the CITY, its officers, agents, employees, and volunteers.
- **\$1,000,000 Professional Liability (Errors & Omissions)** per claim and in the aggregate. CONSULTANT shall maintain professional liability insurance that insures against professional errors and omission that may be made in performing the Services to be rendered in connection with this Agreement. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement, and CONSULTANT agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Agreement. The cost of such insurance shall be included in CONSULTANT'S proposal.

Maintenance of Coverage

CONSULTANT shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, its agents, representatives, employees, subcontractors or subconsultants as specified in this Agreement.

Proof of Insurance

CONSULTANT shall provide to the CITY certificates of insurance and endorsements, as required, as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the CITY prior to commencement of performance. Current evidence of insurance shall be kept on file with the CITY at all times during the term of this Agreement. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Acceptable Insurers

All insurance policies shall be issued by an insurance company currently authorized by the Insurance commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and a Financial Size Category Class VII (or larger), in accordance with the latest edition of Best's Key Rating Guide.

Waiver of Subrogation

All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against the CITY, its elected or appointed officers, agents, officials, employees, and volunteers, or shall specifically allow CONSULTANT, or others providing insurance evidence in compliance with these specifications, to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against the

CITY and shall require similar written express waivers and insurance clauses from each of its subconsultants or subcontractors.

Enforcement of Contract Provisions (non-estoppel)

CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform Consultant of non-compliance with any requirement imposes no additional obligations on the CITY, nor does it waive any rights hereunder.

Specifications not Limiting

Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If CONSULTANT maintains higher limits than the minimums required above, the CITY shall be entitled to coverage at the higher limits maintained by CONSULTANT.

Notice of Cancellation

CONSULTANT agrees to oblige its insurance agent or broker and insurers to provide to the CITY with thirty (30) calendar days notice of cancellation (except for nonpayment for which ten (10) calendar days notice is required) or nonrenewal of coverage for each required coverage.

Self-insured Retentions

Any self-insured retentions must be declared to and approved by the CITY. The CITY reserves the right to require that self-insured retentions be eliminated, lowered or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the CITY'S Risk Manager.

Timely Notice of Claims

CONSULTANT shall give the CITY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT'S performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional Insurance

CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgement may be necessary for its proper protection and prosecution of the Work.

10. OWNERSHIP OF DOCUMENTS:

All original papers, documents, reports, drawings and other work product of CONSULTANT are instruments of service. All reports and legal documents shall include the professional's registration number and be stamped, signed and dated. All instruments of service shall, upon payment in full to CONSULTANT, become the property of the CITY whether the project for which they are prepared is executed or not. CONSULTANT shall be permitted to retain copies, including reproducible copies, of the instruments of service for information and reference. The instruments of service shall not be used by the CONSULTANT on other projects, except by agreement in writing by the CITY. In the event the CITY reuses such instruments of service, CONSULTANT shall be released and held harmless by the CITY from any and all liability, including legal costs and attorneys' fees, with respect to the reuse of such instruments of service.

Reuse of documents for any purpose other than as intended under this Agreement shall be at CITY'S sole risk. CITY shall indemnify CONSULTANT for any damages incurred as a result of such reuse, including use of incomplete documents.

11. TIME OF COMPLETION:

A. Based on an agreed upon Notice to Proceed date, CONSULTANT shall complete the work in accordance with the Proposal.

B. CONSULTANT shall not be held responsible for delays caused by CITY review or by reasons beyond CONSULTANT'S control. Also, CONSULTANT shall not stop his work, including work unrelated to any extra services request, unless it can be shown that the project work cannot proceed while a claim or request for extra services is being evaluated.

C. Time is of the essence in the completion of the services covered by this Agreement. Failure of CONSULTANT to comply with the above time schedule by more than fourteen (14) calendar days, unless the delay is not attributable to CONSULTANT or is attributable to CITY, is sufficient cause to terminate this Agreement, at the option of CITY, in accordance with Section 12.

D. CONSULTANT shall complete all services required under this Agreement and this Agreement shall expire on December 31st, 2020, unless extended by mutual agreement.

12. TERMINATION OF AGREEMENT:

A. This agreement may be terminated at any time by either party upon fifteen (15) calendar days written notice. In the event the Agreement is terminated by either party, CONSULTANT shall be compensated for services performed to the date of termination based upon the compensation rates and subject to the maximum amounts payable agreed to together with such additional services performed after termination which are authorized by the CITY representative to wind up the work performed to date of termination.

B. CITY may immediately suspend or terminate this Agreement in whole or in part by written notice where, in the determination of CITY, there is:

1. An illegal use of funds by CONSULTANT;

2. A failure by CONSULTANT to comply with any material term of this Agreement;

3. A substantially incorrect or incomplete report submitted by CONSULTANT to CITY.

In no event shall any payment by CITY or acceptance by CONSULTANT constitute a waiver by such party of any breach of this Agreement or any default which may then exist on the part of either party. Neither shall such payment impair or prejudice any remedy available to either party with respect to such breach or default. CITY shall have the right to demand of CONSULTANT the repayment to CITY of any funds disbursed to CONSULTANT under this Agreement which, as determined by the appropriate court or arbitrator, were not expended in accordance with the terms of this Agreement.

13. APPROVAL:

CITY will give reasonably prompt consideration to all matters submitted by CONSULTANT for approval to the end that there will be no significant delays in CONSULTANT'S program of work. An approval, authorization or request to CONSULTANT given by CITY will only be binding upon CITY under the terms of this Agreement if in writing and signed on behalf of CITY by a CITY representative or designee.

14. HOLD HARMLESS:

Indemnity for Professional Liability: When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, and hold harmless Agency including the cost to defend Agency and any and all of its officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent the Consultant (and its Subconsultants) are responsible for such damages, liabilities and costs on a comparative basis of fault between the Consultant (and its Subconsultants) and the Agency in the performance of professional

services under this agreement. Consultant shall not be obligated to defend or indemnify Agency for the Agency's own negligence or for the negligence of others.

Indemnity for Other Than Professional Liability: Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, protect, and hold harmless Agency including the cost to defend Agency, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or Agency for which Consultant is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Consultant

15. RESPONSIBILITY FOR OTHERS:

CONSULTANT shall be responsible to CITY for its services and the services of its sub consultants. CONSULTANT shall not be responsible for the acts or omissions of other parties engaged by CITY nor for their construction means, methods, techniques, sequences, or procedures, or their health and safety precautions and programs.

16. PROFESSIONAL RESPONSIBILITY:

CONSULTANT shall be obligated to comply with applicable standards of professional care in the performance of the Services. CONSULTANT recognizes that opinions relating to environmental, geologic, and geotechnical conditions are based on limited data and that actual conditions may vary from those encountered at the times and locations where the data are obtained, despite the use of due professional care.

17. PARTIES BOUND BY AGREEMENT:

This Agreement shall be binding upon CITY, CONSULTANT, and their successors in interest, legal representatives, executors, administrators and assigns with respect to all

covenants as set forth herein. CONSULTANT shall not subcontract, assign, or transfer any of the work except as otherwise provided for in this agreement.

18. COMPLETE AGREEMENT OF PARTIES:

This Agreement, including attachments incorporated herein by reference, represents the entire Agreement and understanding between the parties. Any modifications of this Agreement shall be in writing and signed by authorized representatives of the parties. One or more waivers of any term, condition or covenant by either party shall not be construed as a waiver of any other term, condition or covenant.

19. ASSIGNMENT WITH APPROVAL:

It is understood that neither party shall assign, sublet, subcontract or transfer its rights or obligation under this Agreement without the prior express, written consent of the other party.

20. INDEPENDENT CONTRACTOR:

In performance of the work, duties and obligations assumed by CONSULTANT under this Agreement, it is mutually understood and agreed that CONSULTANT, including any and all of CONSULTANT'S officers, agents and employees will, at all times, be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of CITY. Furthermore, CITY shall have no right to control or supervise or direct the manner or method by which CONSULTANT shall perform its work and function. However, CITY shall retain the right to administer this Agreement so as to verify that CONSULTANT is performing its obligations in accordance with the terms and conditions hereof. CONSULTANT and CITY shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over the subject matter hereof.

Because of its status as an independent contractor, CONSULTANT shall have absolutely no right to employment rights and benefits available to CITY employees.

CONSULTANT shall be solely liable and responsible for providing to, or on behalf of, its employees all legally required employee to others unrelated to CITY or to this Agreement.

21. GOVERNING LAW:

Any controversy or claim arising out of, or relating to, this Agreement which cannot be amicably settled without court action shall be litigated either in the appropriate State court for Madera County, California, or as appropriate in the U. S. District Court for the Eastern District of California, located in Fresno County. The rights and obligations of the parties and all interpretations and performance of this Agreement shall be governed in all respects by the laws of the State of California.

22. AMENDMENTS:

Any changes to this Agreement requested either by CITY or CONSULTANT may only be effected if mutually agreed upon in writing by duly authorized representatives of the parties hereto. This Agreement shall not be modified or amended or any rights of a party to it waived except by such in writing.

23. COMPLIANCE WITH LAWS AND WAGE RATES:

CONSULTANT shall comply with all Federal, State, and local laws, ordinances, regulations and provisions applicable in the performance of CONSULTANT'S services. CONSULTANT may use professional practices and standards regarding the interpretation of these laws.

Wherever reference is made in this Agreement to standards or codes in accordance with which work is to be performed or tested, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

24. CONSULTANT 'S LEGAL AUTHORITY:

Each individual executing or attesting this Agreement on behalf of CONSULTANT hereby covenants and represents: (i) that he or she is duly authorized to execute or attest

and deliver this Agreement on behalf of such corporation in accordance with a duly adopted resolution of the corporation's board of directors and in accordance with such corporation's articles of incorporation or charter and by-laws; (ii) that this Agreement is binding upon such corporation; and (iii) that CONSULTANT is a duly organized and legally existing corporation in good standing in the State of California.

25. NOTICES:

Any and all notices or other communications required or permitted by this Agreement or by law to be served on or given to either party to this Agreement by the other party shall be in writing, and shall be deemed duly served and given when personally delivered to the party to whom it is directed or any managing employee or that party or, in lieu of personal service, when deposited in the United States mail, first class postage prepaid, addressed as follows:

CITY OF MADERA

Engineering Division

205 W. 4th Street

Madera, CA 93637

CONSULTANT

Quad Knopf Inc., dba QK

PO BOX 3699

Visalia, CA 93278

26. SOLE AGREEMENT:

This instrument constitutes the sole and only agreement between CONSULTANT and CITY respecting the Project and correctly sets the obligations of the CONSULTANT and CITY to each other as of this date. Any agreements or representations respecting the above project, not expressly set forth in this instrument are null and void.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

* * * * *

CITY OF MADERA

CONSULTING FIRM

By: _____
Andrew J. Medellin, Mayor

By: Amber Adams
Amber Adams
Vice President

94-2228472
Taxpayer I.D. Number

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

By: _____
Zelda Leon, Deputy City Clerk

ATTACHMENTS

**EXHIBIT A
PROPOSAL**

**EXHIBIT B
SCHEDULE OF FEES AND CHARGES**



901 East Main Street | Visalia, CA 93292

Exhibit A

February 20, 2019

Ellen Bitter
City of Madera
205 West 4th Street
Madera, CA 93637

Subject: Request for Proposal, Rule 20B AT&T Design, Madera, California

Dear Ms. Bitter:

QK is pleased to submit a proposal to provide Conduit Design Services for the undergrounding of the AT&T's existing overhead communication lines along E. Olive Avenue, between Gateway Drive and Knox Street, to support the City of Madera's Underground District No. 19.

Our Utility Coordination Services are very comprehensive and tailored to meet the specific needs of our clients and their projects. QK maintains excellent contacts and relationships with the local utility providers, and we have assisted clients with projects of a similar nature.

The Utility Coordination Services will be both a written and personal contact process as outlined in the Scope of Services and Fee Estimate attached hereto.

Please review the Scope of Services and Fee Estimate and contact Meredith Inglehart by calling (559) 733-0440 if you have any questions.

Thank you for the opportunity to bid on your project.

Sincerely,


Meredith Inglehart
Senior Associate Project Manager


Amber Adams
Vice President Business and Operations

Enclosures: Scope of Services and Fee Estimate
Charge Rate Schedule

P190083
MI/wbe

ENGINEERING DESIGN &
CONSTRUCTION MGMT.

SURVEY & GIS

URBAN DESIGN &
LANDSCAPE ARCHITECTURE

PLANNING

BIOLOGY &
ENVIRONMENTAL PERMITTING

Scope of Services and Fee Estimate

BACKGROUND

QK (Consultant) is pleased to provide the City of Madera (Client) with Professional Consulting Services related to an AT&T conduit design (Project).

PROJECT UNDERSTANDING

The client has established a Rule 20B Underground District within and adjacent to the Olive Avenue Widening project between Gateway Drive and Knox Street. QK will provide AT&T conduit designs to support the removal of their existing overhead communication lines.

The coordination will include working with PG&E design department in conjunction with their Rule 20B coordinator, as PG&E will be providing joint trench options in locations where AT&T coexists with PG&E's facilities. There will be locations where a joint trench is not feasible; however, QK will coordinate with Comcast to explore all joint trench options are being fully explored on behalf of the City.

Utility Coordination is anticipated with the following companies:

1. Pacific Gas and Electric (PG&E)
2. AT&T
3. Comcast

APPROACH/SCOPE OF SERVICES

QK will provide the client with the following services:

TASK 1.0 AT&T CONDUIT DESIGNS

QK will coordinate with AT&T to provide infrastructure design services only to include conduits, pull boxes, manholes, and other structures that may be related to relocations involving existing buried facilities, or the conversion from overhead to buried facilities. QK will not provide any cable designs or sizing, as this will be completed by AT&T staff.

The multi-step utility coordination will be a written and personal contact process.

We propose the following services to support the project:

- Preparation of conduit, pull box, and vault/manhole designs, per AT&T specifications, based on AT&T's direction, to support the overhead to underground conversion
- Relocation Drawings to be prepared in ACAD Civil 3D, Version 14, unless otherwise directed
- Meetings with AT&T Staff to include field meets, office meetings, and conference calls to gain approval of relocation designs, up to three (3) meetings are included
- Site visits/meetings with utility providers (PG&E/Comcast) as required to support the undergrounding designs, up two (2) meetings are included, City will be advised of all field meets so they may attend, if desired
- Obtain copy of PG&E underground design to aid in the preparation of the AT&T underground design
- Attend up to two (2) client meetings via teleconference or in person

The City of Madera to provide QK with copies of existing CAD files, for design purposes

Deliverables:

1. AT&T approved Rule 20B Design to be used by the placing contractor for the purpose of overhead to underground conversion.

2. Coordinate the receipt of utility contract and invoices, easement documents, and submit to the client for review and execution.
3. Coordinate receipt of PG&E's and Comcasts underground design, on behalf of the City.

OPTIONAL SERVICES:

TASK 2.0 CONSTRUCTION COST ESTIMATES (OPTIONAL TASK)

QK will assist the City in preparing an Engineering Estimate to include work required by the City's trenching agent. Items to include trenching, conduit sizes, utility pull boxes and concrete pads, for PG&E, AT&T and Comcast. The cost estimates will be based upon each utility providers Approved for Construction Drawings.

Each utility company will provide the City with a cost estimate for the work provided by their forces, which will include providing and placement of new cable and associated equipment, splicing, and removal of existing overhead facilities.

TASK 3.0 UTILITY CONSTRUCTION SUPPORT SERVICES (OPTIONAL TASK)

QK will be available to assist the City throughout the construction phase of the project if desired, and act as a liaison between the City's trenching agent and the utility providers.

TASK 4.0 BIDDING ASSISTANCE (OPTIONAL TASK)

QK staff will be available to assist the City with Bidding Assistance if requested. Scope and fee will be provided upon request.

SCHEDULE

QK understands that time is of the essence. The completion of the AT&T Underground Conduit Design will be dependent upon the receipt of the CAD files from the City, required documents and input from the utility providers, review timelines and approvals from AT&T and PG&E.

FEE ESTIMATE

Tasks 1.0 through 3.0 described above will be provided for the time and materials (T&M) amounts listed below. Task 4 can be added as a T&M amount upon request.

COST ESTIMATE

Task	Description	Fee Type	Fee Amount
1.0	AT&T Conduit Designs	T&M	\$31,850
2.0	Construction Cost Estimates (Optional)	T&M	\$3,750
3.0	Utility Construction Support Services (Optional)	T&M	\$6,500
4.0	Bidding Assistance (Optional)	T&M	Available upon request
Estimated Mileage and Reproduction Fees			\$680
Total Estimated Fee			\$42,780

Notes:

1. Expenses for reproduction, mailing, mileage, etc. are billed separately per our attached Charge Rate Schedule.
2. All fees will be invoiced monthly based on the level of effort in terms of hours relative to our Charge Rate Schedule.
3. When a Task is set on a time-and-materials fee basis, it signifies that it is not possible to accurately predict the amount of work effort required typical of on-call type services. QK will work with the client to set expectations where applicable.

Charge Rate Schedule

Exhibit B

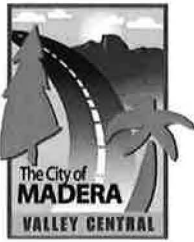


2010 Charge Rate Schedule	
Technical Services	
Project Assistant	\$88 /hour
Project Administrator	\$88 /hour
Assistant CADD Technician/Designer /GIS Technician	\$83 /hour
Associate CADD Technician/Designer /GIS Analyst	\$97 /hour
Senior Associate CADD Technician/Designer/ GIS Analyst	\$112 /hour
Senior CADD Technician/Designer /GIS Analyst	\$127 /hour
Professional Services	
Engineering	
Assistant Engineer	\$110 /hour
Associate Engineer	\$133 /hour
Senior Associate Engineer	\$156 /hour
Senior Engineer	\$180 /hour
Principal Engineer	\$199 /hour
Planning/Environmental/Landscape Architecture	
Assistant Planner/Environmental Scientist	\$77 /hour
Associate Planner/Environmental Scientist	\$97 /hour
Senior Associate Planner/Environmental Scientist	\$121 /hour
Senior Planner/Environmental Scientist/Landscape Architect	\$142 /hour
Principal Planner/Environmental Scientist	\$157 /hour
Senior Principal Planner/Environmental Scientist	\$187 /hour
Construction and Project Management	
Field Construction Observer	\$99 /hour
Associate Field Construction Observer	\$118 /hour
Senior Field Construction Observer	\$138 /hour
Assistant Construction Manager	\$110 /hour
Associate Construction Manager	\$129 /hour
Project Manager	\$133 /hour
Senior Associate Construction/Project Manager	\$148 /hour
Senior Construction/Project Manager	\$165 /hour
Principal Project Manager	\$180 /hour
Surveying	
Assistant Surveyor	\$97 /hour
Associate Surveyor	\$110 /hour
Senior Associate Surveyor	\$133 /hour
Senior Surveyor	\$156 /hour
One-Person Survey Crew	\$121 /hour
Two-Person Survey Crew	\$198 /hour
Three-Person Survey Crew	\$240 /hour

Fees are based on the median hourly pay rate for employees in each classification, plus indirect costs, overhead, and profit.

Expenses:	
Plotting, In-house Printing and Reproduction, Equipment Rentals, Laboratory Analyses	1.15 x Cost
Transportation and per diem	1.15 x Cost
Mileage	\$.63/mile
Off-road vehicles	\$50.00/day
Communication expenses (telephone, parcel post, etc.)	1.15 x Cost
Other Expenses - Including Subconsultants & Purchased Services through Subcontracts	1.15 x Cost

Rates are effective through December 31, 2010. If contract assignment extends beyond that date, a new rate schedule may be added to the contract. Litigation support will be billed at \$300 per hour. Rates based on "Prevailing Wage" (PW) for Construction Surveying will be determined by project and County per California law.



REPORT TO CITY COUNCIL

Approved by:

Wendy Silva
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

Council Meeting of: March 20, 2019

Agenda Number: C-3

SUBJECT:

Consideration of a Resolution Setting the Salary Range for the Job Classifications of City Clerk and City Attorney

RECOMMENDATION:

Staff recommends the City Council (Council) adopt the resolution setting the assigned salary ranges for the job classifications of City Clerk and City Attorney.

SUMMARY:

The positions of City Clerk and City Attorney are recommended to be placed on City of Madera Salary Schedule M at ranges 419 and 568, respectively.

DISCUSSION:

With the departure of the former City Attorney and pending retirement of the City Clerk, the Council has reviewed the assigned salary ranges for these classifications prior to recruiting to fill the positions, and has given direction to modify the salaries from the current amounts. Specifically, the City Clerk classification is recommended for placement on City of Madera Salary Schedule M at range 419, and the City Attorney classification is recommended for placement at range 568. These modifications are summarized in Table 1.

<i>Table 1: Proposed Changes to Bi-Weekly Pay Rates</i>							
Job Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
<i>City Clerk</i>							
Current							\$4,411.22
Proposed	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
<i>City Attorney</i>							
Current							\$7,901.42
Proposed	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84

If adopted, the proposed changes will be effective March 30, 2019, which is the first day of the next whole pay period following the Council meeting at which these changes will be considered.

FINANCIAL IMPACT:

The proposed salary ranges represent a decrease to the assigned salary for each position. The exact dollar difference will depend on which step the new employee starts at and the benefit package offered with the salary.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

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

ALTERNATIVES:

If the Council chooses not to take action, the assigned salary for the positions will remain unchanged.

ATTACHMENTS:

1. City of Madera Salary Schedule with City Clerk and City Attorney job classifications shown at new proposed ranges.
2. Resolution approving new proposed ranges.

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Accountant (Junior)	GBU	282	\$1,340.65	\$1,407.73	\$1,478.24	\$1,552.18	\$1,629.54	\$1,711.31
Accountant I	MM	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Accountant II	MM	362	\$1,998.25	\$2,098.13	\$2,202.92	\$2,313.09	\$2,428.64	\$2,550.08
Accounting Technician I	GBU	240	\$1,087.50	\$1,141.85	\$1,198.65	\$1,258.88	\$1,321.55	\$1,387.66
Accounting Technician II	GBU	260	\$1,201.59	\$1,261.33	\$1,324.49	\$1,390.60	\$1,460.12	\$1,533.08
Accounting Technician III	GBU	280	\$1,327.43	\$1,393.53	\$1,463.55	\$1,536.51	\$1,613.38	\$1,694.18
Administrative Analyst	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Administrative Assistant	GBU	299	\$1,459.15	\$1,532.10	\$1,608.98	\$1,689.28	\$1,773.99	\$1,862.61
Administrative Secretary	GBU	275	\$1,294.62	\$1,359.26	\$1,427.32	\$1,498.81	\$1,573.72	\$1,652.56
Airport Maintenance Worker I	GBU	254	\$1,165.85	\$1,224.12	\$1,285.32	\$1,349.95	\$1,417.04	\$1,488.03
Airport Maintenance Worker II	GBU	274	\$1,288.26	\$1,352.89	\$1,420.46	\$1,491.46	\$1,565.89	\$1,644.23
Airport Maintenance Worker III	GBU	281	\$1,333.80	\$1,400.88	\$1,470.90	\$1,544.34	\$1,621.71	\$1,702.50
Animal Control Officer	GBU	290	\$1,395.49	\$1,465.02	\$1,538.47	\$1,615.34	\$1,696.13	\$1,780.84
Assistant Engineer	MM	377	\$2,153.46	\$2,261.19	\$2,373.80	\$2,492.79	\$2,617.16	\$2,748.38
Assistant Planner	GBU	352	\$1,900.81	\$1,995.80	\$2,095.69	\$2,200.47	\$2,310.64	\$2,426.20
Associate Civil Engineer	MM	397	\$2,379.19	\$2,498.17	\$2,623.03	\$2,754.26	\$2,891.85	\$3,036.30
Associate Planner	MM	368	\$2,058.96	\$2,161.79	\$2,270.00	\$2,383.11	\$2,502.58	\$2,627.44
Building Permit Technician	GBU	288	\$1,381.29	\$1,450.33	\$1,522.80	\$1,599.18	\$1,679.00	\$1,763.22
Business Manager	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Chief Building Official	M	464	\$3,323.23	\$3,489.22	\$3,663.53	\$3,847.15	\$4,039.09	\$4,241.31
City Attorney	EXE	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84
City Clerk	EXE	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
City Engineer	M	499	\$3,956.83	\$4,154.65	\$4,362.75	\$4,580.64	\$4,809.79	\$5,050.21
City Manager	EXE	587	\$6,137.22	\$6,444.23	\$6,766.42	\$7,104.77	\$7,459.76	\$7,832.87
Combination Building Inspector	GBU	348	\$1,863.10	\$1,956.63	\$2,054.07	\$2,156.89	\$2,265.10	\$2,378.21
Communications Manager	M	456	\$3,192.98	\$3,352.61	\$3,520.56	\$3,696.34	\$3,881.43	\$4,075.32
Communications Specialist	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Computer Technician	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
Construction Inspector I	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Construction Inspector II	GBU	342	\$1,808.26	\$1,898.85	\$1,993.84	\$2,093.24	\$2,198.02	\$2,308.19
Deputy City Clerk	GBU	311	\$1,549.24	\$1,626.60	\$1,707.89	\$1,793.57	\$1,883.18	\$1,977.19
Deputy City Engineer	MM	463	\$3,306.58	\$3,472.08	\$3,645.42	\$3,828.05	\$4,019.02	\$4,220.26
Director of Community Development	M	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84
Director of Financial Services	M	525	\$4,504.74	\$4,729.98	\$4,966.48	\$5,214.73	\$5,475.71	\$5,749.43
Director of Human Resources	M	513	\$4,243.27	\$4,455.29	\$4,678.08	\$4,912.13	\$5,157.44	\$5,415.49
Director of Parks & Community Services	M	509	\$4,159.54	\$4,367.15	\$4,585.54	\$4,814.69	\$5,055.60	\$5,308.25

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Electrical and Facilities Operations Manager	MM	421	\$2,681.79	\$2,815.96	\$2,956.48	\$3,104.36	\$3,259.57	\$3,422.63
Electrician II	GBU	361	\$1,987.96	\$2,087.36	\$2,192.15	\$2,301.34	\$2,416.40	\$2,537.35
Electrician III	GBU	381	\$2,196.55	\$2,306.72	\$2,429.13	\$2,542.73	\$2,670.04	\$2,803.71
Engineering Project Manager	MM	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
Engineering Technician I	GBU	302	\$1,481.18	\$1,555.61	\$1,632.97	\$1,714.74	\$1,800.43	\$1,890.52
Engineering Technician II	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
Engineering Technician III	GBU	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Executive Secretary	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Executive Secretary to City Administrator	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Executive Secretary to the Chief of Police	LEMM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Facilities Maintenance Technician	GBU	289	\$1,388.15	\$1,457.68	\$1,530.63	\$1,607.02	\$1,687.32	\$1,772.03
Facility Aide	GBU	201	\$895.07	\$939.63	\$986.64	\$1,036.09	\$1,087.99	\$1,142.34
Field Representative	GBU	260	\$1,201.59	\$1,261.33	\$1,324.49	\$1,390.60	\$1,460.12	\$1,533.08
Financial Services Manager	MM	446	\$3,037.76	\$3,189.56	\$3,349.18	\$3,516.64	\$3,692.42	\$3,877.02
Fleet Operations Manager	MM	404	\$2,463.90	\$2,586.80	\$2,716.07	\$2,852.19	\$2,994.68	\$3,144.51
Grant Administrator	M	476	\$3,527.90	\$3,704.66	\$3,889.75	\$4,084.14	\$4,288.32	\$4,502.79
Grant Analyst	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Grants Specialist	GBU	299	\$1,459.15	\$1,532.10	\$1,608.98	\$1,689.28	\$1,773.99	\$1,862.61
Human Resources Technician	MM	290	\$1,395.49	\$1,465.02	\$1,538.47	\$1,615.34	\$1,696.13	\$1,780.84
Human Resources Technician II	MM	310	\$1,541.41	\$1,618.77	\$1,699.56	\$1,784.76	\$1,873.88	\$1,967.40
Industrial Electrical Technician	GBU	381	\$2,196.55	\$2,306.72	\$2,429.13	\$2,542.73	\$2,670.04	\$2,803.71
Information Services Manager	M	474	\$3,493.14	\$3,667.94	\$3,851.07	\$4,043.50	\$4,245.72	\$4,458.23
Legal Assistant	MM	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Maintenance Technician	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Mechanic I	GBU	286	\$1,367.58	\$1,436.13	\$1,508.11	\$1,583.52	\$1,662.35	\$1,745.59
Mechanic II	GBU	301	\$1,473.83	\$1,547.77	\$1,625.14	\$1,706.42	\$1,791.62	\$1,881.22
Mechanic III	GBU	321	\$1,628.56	\$1,709.84	\$1,795.53	\$1,885.14	\$1,979.64	\$2,078.55
Neighborhood Outreach Assistant	GBU	276	\$1,300.99	\$1,366.11	\$1,434.66	\$1,506.15	\$1,581.56	\$1,660.88
Neighborhood Outreach Coordinator	GBU	306	\$1,511.05	\$1,586.94	\$1,666.27	\$1,749.51	\$1,836.66	\$1,928.72
Neighborhood Preservation Specialist I	GBU	310	\$1,541.41	\$1,618.77	\$1,699.56	\$1,784.76	\$1,873.88	\$1,967.40
Neighborhood Preservation Specialist II	GBU	330	\$1,703.48	\$1,788.68	\$1,877.79	\$1,971.81	\$2,070.22	\$2,174.03
Neighborhood Preservation Specialist III	GBU	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Neighborhood Preservation Supervisor	MM	380	\$2,185.78	\$2,294.97	\$2,409.55	\$2,530.49	\$2,656.82	\$2,789.51
Network Administrator	MM	389	\$2,286.16	\$2,400.25	\$2,520.21	\$2,646.54	\$2,778.74	\$2,917.80
Office Assistant I	GBU	213	\$950.40	\$997.90	\$1,047.84	\$1,100.23	\$1,155.08	\$1,212.85
Office Assistant II	GBU	233	\$1,049.80	\$1,102.68	\$1,157.52	\$1,215.30	\$1,276.51	\$1,340.16

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Paralegal Office Administrator	MM	372	\$2,100.09	\$2,205.37	\$2,315.54	\$2,431.09	\$2,553.02	\$2,680.32
Park Planning Manager	MM	426	\$2,749.36	\$2,886.95	\$3,031.40	\$3,182.70	\$3,341.84	\$3,508.80
Parks Leadworker	GBU	308	\$1,526.23	\$1,602.61	\$1,682.91	\$1,767.13	\$1,855.27	\$1,947.81
Parks Supervisor	MM	335	\$1,746.57	\$1,833.72	\$1,925.29	\$2,021.75	\$2,122.62	\$2,228.87
Parks Worker I	GBU	248	\$1,131.57	\$1,188.37	\$1,247.62	\$1,309.80	\$1,375.42	\$1,443.97
Parks Worker II	GBU	268	\$1,250.07	\$1,312.74	\$1,378.35	\$1,447.39	\$1,519.86	\$1,595.76
Parks Worker III	GBU	288	\$1,381.29	\$1,450.33	\$1,522.80	\$1,599.18	\$1,679.00	\$1,763.22
Payroll Specialist	GBU	316	\$1,588.41	\$1,667.73	\$1,751.46	\$1,838.62	\$1,930.67	\$2,027.14
Planning Manager	M	476	\$3,527.90	\$3,704.66	\$3,889.75	\$4,084.14	\$4,288.32	\$4,502.79
Plans Examiner	GBU	360	\$1,978.17	\$2,077.08	\$2,180.88	\$2,290.08	\$2,404.65	\$2,524.62
Police Auxiliary Services Supervisor	LEMM	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Police Chief	M	554	\$5,205.92	\$5,466.41	\$5,739.63	\$6,026.56	\$6,327.70	\$6,644.01
Police Commander	LEMM	504	\$4,056.72	\$4,259.92	\$4,472.92	\$4,696.20	\$4,931.23	\$5,177.52
Police Corporal	MPOA	383	\$2,218.59	\$2,329.74	\$2,446.27	\$2,568.19	\$2,696.97	\$2,831.62
Police Lieutenant	LEMM	487	\$3,727.19	\$3,913.25	\$4,109.11	\$4,314.76	\$4,530.21	\$4,756.91
Police Office Supervisor	LEMM	350	\$1,882.20	\$1,976.21	\$2,075.12	\$2,178.44	\$2,287.63	\$2,401.71
Police Officer I	MPOA	363	\$2,008.04	\$2,108.42	\$2,213.69	\$2,324.35	\$2,440.89	\$2,562.81
Police Officer II	MPOA	373	\$2,110.86	\$2,216.14	\$2,327.29	\$2,443.33	\$2,565.75	\$2,694.03
Police Officer Trainee	MPOA	333	\$1,728.94	\$1,815.61	\$1,906.19	\$2,001.67	\$2,101.56	\$2,206.84
Police Sergeant	MPOA	426	\$2,749.36	\$2,886.95	\$3,031.40	\$3,182.70	\$3,341.84	\$3,508.80
Procurement Services Manager	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Program Manager-Grants	MM	366	\$2,038.40	\$2,140.24	\$2,247.48	\$2,359.60	\$2,477.61	\$2,601.49
Property & Evidence Officer	MPOA	296	\$1,437.60	\$1,509.58	\$1,584.98	\$1,664.31	\$1,747.55	\$1,834.70
Public Safety Dispatcher	MPOA	294	\$1,423.40	\$1,494.40	\$1,569.32	\$1,647.66	\$1,729.92	\$1,816.59
Public Works Maintenance Lead Worker	GBU	305	\$1,503.70	\$1,578.62	\$1,657.94	\$1,740.69	\$1,827.85	\$1,918.92
Public Works Maintenance Worker I	GBU	254	\$1,165.85	\$1,224.12	\$1,285.32	\$1,349.95	\$1,417.04	\$1,488.03
Public Works Maintenance Worker II	GBU	274	\$1,288.26	\$1,352.89	\$1,420.46	\$1,491.46	\$1,565.89	\$1,644.23
Public Works Maintenance Worker III	GBU	281	\$1,333.80	\$1,400.88	\$1,470.90	\$1,544.34	\$1,621.71	\$1,702.50
Public Works Maintenance Worker IV	GBU	285	\$1,360.73	\$1,428.79	\$1,500.28	\$1,575.19	\$1,654.02	\$1,736.77
Public Works Operations Director	M	508	\$4,138.49	\$4,345.61	\$4,563.01	\$4,791.19	\$5,030.62	\$5,281.81
Purchasing Assistant	GBU	280	\$1,327.43	\$1,393.53	\$1,463.55	\$1,536.51	\$1,613.38	\$1,694.18
RDA Executive Director	EXE							\$6,827.14
Records Clerk	MPOA	270	\$1,262.80	\$1,325.96	\$1,392.06	\$1,462.08	\$1,535.04	\$1,611.92
Recreation/Community Programs Coordinator	GBU	313	\$1,564.91	\$1,643.25	\$1,725.02	\$1,811.69	\$1,902.28	\$1,997.27
Recreation/Community Programs Manager	MM	390	\$2,297.42	\$2,412.49	\$2,532.94	\$2,659.76	\$2,792.45	\$2,932.49
Recreation/Community Programs Supervisor	MM	353	\$1,910.60	\$2,006.08	\$2,105.97	\$2,211.24	\$2,321.90	\$2,437.95

City of Madera Salary Schedule

Job Title	B/U	Range	Bi-Weekly Pay Rate					
			A	B	C	D	E	F
Redevelopment Agency Secretary	MM	342	\$1,808.26	\$1,898.85	\$1,993.84	\$2,093.24	\$2,198.02	\$2,308.19
Redevelopment Manager	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Safety Officer	MM	358	\$1,958.58	\$2,056.51	\$2,159.34	\$2,267.55	\$2,380.66	\$2,499.64
Secretary	GBU	253	\$1,159.97	\$1,218.24	\$1,278.96	\$1,343.10	\$1,410.18	\$1,480.69
Senior Civil Engineer	MM	427	\$2,763.07	\$2,901.15	\$3,046.58	\$3,198.86	\$3,358.48	\$3,526.43
Senior Nutrition Program Monitor	GBU	233	\$1,049.80	\$1,102.68	\$1,157.52	\$1,215.30	\$1,276.51	\$1,340.16
Senior Planner	MM	429	\$2,790.98	\$2,930.53	\$3,076.94	\$3,230.69	\$3,392.27	\$3,561.69
Solid Waste Manager	MM	353	\$1,910.60	\$2,006.08	\$2,105.97	\$2,211.24	\$2,321.90	\$2,437.95
Solid Waste/Recycling Assistant	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Solid Waste/Recycling Coordinator	GBU	313	\$1,564.91	\$1,643.25	\$1,725.02	\$1,811.69	\$1,902.28	\$1,997.27
Streets & Storm Drainage Ops. Manager	MM	385	\$2,241.11	\$2,352.75	\$2,470.75	\$2,594.15	\$2,723.90	\$2,860.02
Streets & Storm Drainage Supervisor	MM	340	\$1,790.64	\$1,879.75	\$1,973.76	\$2,072.67	\$2,176.48	\$2,285.18
Tyler Munis Implementation Project Manager	MM	408	\$2,513.35	\$2,639.19	\$2,770.91	\$2,909.48	\$3,054.90	\$3,207.67
Utility Billing Supervisor	MM	334	\$1,737.75	\$1,824.42	\$1,915.99	\$2,011.47	\$2,112.33	\$2,217.61
Waste Water Treatment Plant Manager	MM	459	\$3,241.46	\$3,403.53	\$3,573.44	\$3,752.16	\$3,939.69	\$4,137.02
Wastewater Collection System Supervisor	MM	346	\$1,844.99	\$1,937.04	\$2,033.99	\$2,135.84	\$2,242.58	\$2,354.71
Water & Sewer Operations Manager	MM	423	\$2,708.72	\$2,843.86	\$2,986.35	\$3,135.69	\$3,292.38	\$3,456.90
Water Meter & Conservation Supervisor	MM	340	\$1,790.64	\$1,879.75	\$1,973.76	\$2,072.67	\$2,176.48	\$2,285.18
Water Quality Specialist I	GBU	283	\$1,347.51	\$1,414.59	\$1,485.59	\$1,560.01	\$1,637.87	\$1,719.64
Water Quality Specialist II	GBU	305	\$1,503.70	\$1,578.62	\$1,657.94	\$1,740.69	\$1,827.85	\$1,918.92
Water Quality Specialist III	GBU	325	\$1,661.37	\$1,744.61	\$1,831.77	\$1,923.33	\$2,019.30	\$2,120.17
Water Quality Specialist In Training	GBU	262	\$1,213.34	\$1,274.06	\$1,337.71	\$1,404.79	\$1,474.81	\$1,548.75
Water System Lead Worker	GBU	335	\$1,746.57	\$1,833.72	\$1,925.29	\$2,021.75	\$2,122.62	\$2,228.87
Water System Supervisor	MM	365	\$2,028.11	\$2,129.47	\$2,236.21	\$2,347.85	\$2,465.37	\$2,588.76
Water System Technician	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
Water System Worker I	GBU	272	\$1,275.53	\$1,339.18	\$1,406.26	\$1,476.28	\$1,550.22	\$1,628.07
Water System Worker II	GBU	311	\$1,549.24	\$1,626.60	\$1,707.89	\$1,793.57	\$1,883.18	\$1,977.19
Water System Worker III	GBU	315	\$1,580.58	\$1,659.41	\$1,742.65	\$1,829.81	\$1,921.37	\$2,017.34
WW Lab Analyst/Environmental Compliance Inspector I	GBU	345	\$1,835.68	\$1,927.25	\$2,023.71	\$2,125.06	\$2,231.32	\$2,342.96
WW Lab Analyst/Environmental Compliance Inspector II	GBU	365	\$2,028.11	\$2,129.47	\$2,236.21	\$2,347.85	\$2,465.37	\$2,588.76
WWTP Lead Operator	GBU	383	\$2,218.59	\$2,329.74	\$2,446.27	\$2,568.19	\$2,696.97	\$2,831.62
WWTP Mechanic	GBU	375	\$2,131.92	\$2,238.66	\$2,350.30	\$2,467.82	\$2,591.21	\$2,720.96
WWTP Operator I	GBU	322	\$1,636.89	\$1,718.66	\$1,804.35	\$1,894.44	\$1,989.43	\$2,088.83
WWTP Operator II	GBU	344	\$1,826.38	\$1,917.94	\$2,013.91	\$2,114.29	\$2,220.06	\$2,331.21
WWTP Operator III	GBU	364	\$2,018.32	\$2,119.19	\$2,224.95	\$2,336.10	\$2,453.13	\$2,575.54
WWTP Operator In Training	GBU	301	\$1,473.83	\$1,547.77	\$1,625.14	\$1,706.42	\$1,791.62	\$1,881.22

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA SETTING THE ASSIGNED SALARY RANGES FOR THE CLASSIFICATIONS OF CITY CLERK AND CITY ATTORNEY

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

SECTION 1. Effective March 30, 2019, the City Clerk and City Attorney classifications are hereby assigned to City of Madera Salary Schedule M as follows:

<i>Job Title</i>	<i>Range</i>	<i>Bi-Weekly Pay Rate</i>					
		Step A	Step B	Step C	Step D	Step E	Step F
City Clerk	419	\$2,654.86	\$2,788.05	\$2,927.10	\$3,073.51	\$3,227.26	\$3,388.84
City Attorney	568	\$5,582.46	\$5,861.55	\$6,154.36	\$6,462.35	\$6,785.52	\$7,124.84

SECTION 2. This resolution is effective immediately upon adoption.

* * * * *

MEMO

[Return to Agenda](#)

DATE: March 20, 2019

TO: Madera City Council

FROM: Bobby Kahn, Executive Director
Madera County Economic Development Commission

Madera City Clerk

RECEIVED

By: Shelvarz
Date: 2/22/19

RE: Madera County Economic Development Commission
2019/20 Annual Basic Service Level Budget

I. RECOMMENDATION

The Madera County Economic Development Commission (MCEDC) recommends the Madera City Council (Council) adopt a minute order approving the 2019/20 Basic Service Level Budget as submitted.

II. BACKGROUND

MCEDC was created by the County of Madera and the cities of Madera and Chowchilla (PARTIES) through a Joint Powers Agreement (JPA). MCEDC is required by the JPA to submit a Basic Service Level Budget to the PARTIES on an annual basis. Once approved the budget is divided between PARTIES proportionally based on population. Through the past several years MCEDC has worked diligently on attraction of new business, expansion and retention efforts with local businesses throughout the County. MCEDC also acts as the lead agency on a county-wide basis for several agencies, organizations and programs such as the Eastern Madera County Chamber Alliance, the Greater Madera County Industrial Association, the Central California Valley Economic Development Corporation, CalRecycle, the Madera County and City of Madera Revolving Loan Fund programs and others. MCEDC is also a leader in promoting Madera County with ongoing press releases, social media, daily blogs and serves as the Madera County representative on the Channel 30 ABC news community advisory committee.

III. SUMMARY

The 2019/20 Basic Service Level Budget has a .09% increase over the 2018/19 budget, due to minor anticipated operational costs. The Joint Powers Agreement states that each jurisdiction shall pay a pro-rated share of the MCEDC Basics Service Level Budget based on population. MCEDC conducts an annual review of the State of California Department of Finance (DOF) most recent population numbers for the County of Madera, City of Madera and the City of Chowchilla. The DOF figures show that the City of Madera population represents 41.68 % of the County. This equates to \$177,531.78 for the 2019/2020 fiscal year. This is an increase of \$2,402.46 over the 2018/2019 Basic Service Level budget.

IV. FISCAL IMPACT

This request will have an impact to the General fund in the amount of \$177,531.78
MCEDC invoices the City on a quarterly basis.

Summary of Staff Time

*Based on population

EXHIBIT A

County of Madera	City of Madera	City of Chowchilla	TOTAL
50.24%	41.68%	8.08%	100%

Business Assistance/Office Manager

					CDBG	
Salary	\$59,251.05	\$25,302.57	\$20,991.46	\$4,069.36	\$50,363.39	\$50,363.39
Retirement	\$4,443.83	\$1,897.70	\$1,574.36	\$305.20	\$3,777.26	\$3,777.26
Employer Taxes	\$4,532.70	\$1,935.64	\$1,605.85	\$311.31	\$3,852.80	\$3,852.80
Workers Comp.	\$600.00	\$256.22	\$212.57	\$41.21	\$510.00	\$510.00
Medical	\$17,887.05	\$7,638.48	\$6,337.02	\$1,228.48	\$15,203.98	\$12,520.92
Dental	\$931.52	\$367.65	\$305.01	\$59.13	\$731.79	\$592.06
Vision	\$116.28	\$49.66	\$41.20	\$7.98	\$98.84	\$81.40
Life/LTD	\$290.00	\$123.84	\$102.74	\$19.92	\$246.50	\$203.00
		\$12,269.19	\$10,178.75	\$1,973.23		

\$74,784.56

Business Development/Mkting Manager

Salary	\$53,634.41	\$26,945.93	\$22,354.82	\$4,333.66	\$53,634.41	
Retirement	\$4,022.58	\$2,020.95	\$1,676.61	\$325.02	\$4,022.58	
Employer Taxes	\$4,103.03	\$2,061.37	\$1,710.14	\$331.52	\$4,103.03	
Workers Comp	\$543.93	\$273.27	\$226.71	\$43.95	\$543.93	
Medical	\$25,217.52	\$12,669.28	\$10,510.65	\$2,037.59	\$25,217.52	
Dental	\$1,432.99	\$719.93	\$597.27	\$115.79	\$1,432.99	
Vision	\$184.32	\$92.60	\$76.83	\$14.89	\$184.32	
Life/LTD	\$270.00	\$135.64	\$112.54	\$21.82	\$270.00	
		\$17,973.04	\$14,910.75	\$2,890.58		

\$89,408.78

Executive Director

					CDBG	
Salary	\$119,056.81	\$59,216.00	\$49,126.65	\$9,523.59	\$117,866.24	\$117,866.24
Retirement	\$17,858.52	\$8,882.40	\$7,369.00	\$1,428.53	\$17,679.93	\$17,679.93
Employer Taxes	\$9,107.85	\$4,530.03	\$3,758.19	\$728.55	\$9,016.77	\$9,016.77
Workers Comp	\$5,415.05	\$2,693.32	\$2,234.42	\$433.16	\$5,360.90	\$5,360.90
Medical	\$9,723.12	\$4,836.05	\$4,012.07	\$777.77	\$9,625.89	\$9,625.89
Dental	\$545.42	\$271.28	\$225.06	\$43.63	\$539.97	\$539.97
Vision	\$81.62	\$40.59	\$33.68	\$6.53	\$80.80	\$80.80
Life/LTD	\$487.00	\$242.22	\$200.95	\$38.96	\$482.13	\$482.13
		\$21,495.89	\$17,833.37	\$3,457.13		
					\$160,652.63	

\$339,736.60 \$214,940.74 \$178,318.67 \$34,568.49 \$324,845.97

EDC Projected Expenses (Exhibit B)	County	City	City	
	of Madera	of Madera	of Chowchilla	TOTAL

Staff Salaries/Other Compensation	111,464.50	92,472.93	17,926.61	221,864.04
Staff Benefits/Taxes	51,738.12	42,922.87	8,320.94	102,981.93
Subtotal	163,202.62	135,395.80	26,247.55	324,845.97

Operating Expenses	% to be applied	50.24%	41.68%	8.08%	100%
Audit	4,000	2,009.60	1,667.20	323.20	4,000
Auto Expense/Travel	3,000	1,507.20	1,250.40	242.40	3,000
Conference/Training	2,500	1,256.00	1,042.00	202.00	2,500
Staff Expense	2,000	1,004.80	833.60	161.60	2,000
Insurance/Surety Bonds	1,000	502.40	416.80	80.80	1,000
Office Supplies	1,000	502.40	416.80	80.80	1,000
Office Rent	26,000	13,062.40	10,836.80	2,100.80	26,000
Organizational Dues	1,500	753.60	625.20	121.20	1,500
Postage	1,000	502.40	416.80	80.80	1,000
Newsletter	2,394	1,202.75	997.82	193.43	2,394
Printing	1,000	502.40	416.80	80.80	1,000
Publications/Directories	500	251.20	208.40	40.40	500
Repairs/Maintenance	3,500	1,758.40	1,458.80	282.80	3,500
Telephone	3,000	1,507.20	1,250.40	242.40	3,000
Utilities	3,500	1,758.40	1,458.80	282.80	3,500
Commission Expense	200	100.48	83.36	16.16	200
Equipment Rental	3,000	1,507.20	1,250.40	242.40	3,000
Marketing	42,000	21,100.80	17,505.60	3,393.60	42,000
	101,094.00	50,789.63	42,135.98	8,168.39	101,094

TOTAL Fiscal Year 19/20	213,992.25	177,531.78	34,415.94	425,939.97
	County of Madera	City of Madera	City of Chowchilla	