REGULAR MEETING OF THE MADERA CITY COUNCIL

205 W. 4th Street, Madera, California 93637

NOTICE AND AGENDA

Wednesday, November 17, 2021 **Council Chambers**
6:00 p.m. **City Hall**

The Council Chambers will be open to the public. This meeting will also be available for public viewing and participation through Zoom. Members of the public may also observe the live streamed meeting on the City's website at www.madera.gov/live. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: 844 4631 9057#. Comments will also be accepted via email at citycouncilpubliccomment@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

The City will observe the Madera County Public Health Department physical distancing recommendations. This may limit seating in the Council Chamber; however, the City will have seating available in the foyer. All persons visiting City facilities shall observe health and safety protocols.

CALL TO ORDER:

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

INVOCATION: Pastor Sammie Neely, Mt. Zion Missionary Baptist Church

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

PUBLIC COMMENT:
The first 15 minutes of the meeting are reserved for members of the public to address the Council on items which are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comments. If the subject is an item on the Agenda, the Mayor has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council is prohibited by law from taking any action on matters

discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council does not respond to public comment at this time.

WRITTEN COMMUNICATIONS: None

PRESENTATIONS:

1. Department of Public Health Update on COVID-19 (Report Madera County Public Health Department)
2. Proclamation Recognizing the Second Missionary Baptist Church 100th Anniversary
3. Proclamation Recognizing Building Trades Apprenticeship Day

INTRODUCTIONS: None

A. WORKSHOP:

A-1 Retails Sales Tax Update (Report by Anthony Forestiere)

B. CONSENT CALENDAR:

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

B-1 Minutes – July 7, 2021

Recommendation: Approve the City Council Minutes of July 7, 2021

B-2 Informational Report on Register of Audited Demands for October 23, 2021 to November 5, 2021

Recommendation: No Action Required (Report by Anthony Forestiere)

B-3 Informational Report on Personnel Activity

Recommendation: No Action Required (Report by Wendy Silva)

B-4 Accepting a Portion of the Improvements Required to be Installed in Connection with Varbella Estates II Subdivision

Recommendation: Adopt a Resolution

1) Accepting a Portion of the Improvements for Varbella Estates II Subdivision; and
2) Authorizing the Filing of the Notice of Acceptance for Said Subdivision Improvements; and
3) Authorizing staff to record the Notice of Acceptance of Subdivision Improvements (Report by Keith Helmuth)

B-5 Modification of Assigned Salary Ranges for Professional Civil Engineers

Recommendation: Adopt a Resolution Modifying the Assigned Salary Ranges for the Classifications of Assistant Engineer, Associate Civil Engineer, Senior Civil Engineer, Deputy City Engineer, and City Engineer (Report by Wendy Silva)

B-6 Side Letter Agreements with the Mid Management Employee Group and Law Enforcement Mid Management

Recommendation: Adopt a Resolution Approving Side Letter Agreements with the Mid Management Employee Group and Law Enforcement Mid Management Group to change Current Pay Reported to the California Public Employees' Retirement System from Longevity Pay to Scheduled Compensation Retroactive to January 1, 2018 (Report by Wendy Silva)

C. PUBLIC HEARINGS: None

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

D-1 Cannabis Business Permits - Consideration of Number of Cannabis Business Permits, Procedure Guidelines and Review Criteria, and Fees

Recommendation: Adopt Resolutions

1) Determining the Number and Type of Cannabis Business Permits that may be Issued in the City; and
2) Establishing Fees for Cannabis Business Permits; and
3) Establishing Procedure Guidelines and Review Criteria to Govern the Application and Selection Process for Various Types of Cannabis Business Permits (Report by Arnoldo Rodriguez)

D-2 Revisions to the Civil Service Commission Composition and Appointment Process

Recommendation: Introduce an Ordinance Amending §2-2.303 of Title II of the Madera Municipal Code Relating to Number of Commissioners and Method for Making Appointments to Civil Service Commission (Report by Wendy Silva)

D-3 Authorized Terms and Conditions for Employment Agreements of Unrepresented Department Head Positions

Recommendation: Adopt a Resolution

1) Approving the Standard Terms and Conditions for Employment Agreements of Unrepresented Department Head Positions; and
2) Authorizing the City Manager to Execute Individual At-will Employment Agreements within the Parameters of the Standard Terms and Conditions; and
3) Authorizing the Director of Financial Services to Designate and Classify Reserves from the General Fund Unassigned Fund Balance into the Assigned Classification for the One-time Lump Sum Payments (Report by Arnoldo Rodriguez)

E. ADMINISTRATIVE REPORTS: None

F. COUNCILMEMBER REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

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

G. CLOSED SESSION:

G-1 Conference with Legal Counsel – Anticipated Litigation: Significant Exposure to Litigation - Pursuant to Government Code §54956.9(d)(2)
Workers' Compensation: Manuel Macias – One (1) claim

G-2 Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section §54956.9(d)(2)
Potential litigation resulting from eviction proceedings by City against Jeffrey Streeter

G-3 Conference with Labor Negotiators - Pursuant to Government Code §54957.6
Agency Designated Representative: Arnoldo Rodriguez, Wendy Silva, and Anthony Forestiere
Employee Group: Madera Police Officers' Association

ADJOURNMENT: – Next regular meeting on December 1, 2021

- 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.
- A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (559) 661-5405 or by email at cityclerkinfo@madera.gov .
- 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, Alicia Gonzales, City Clerk for the City of Madera, declare under penalty of perjury that I posted the above agenda for the Regular Meeting of the Madera City Council for November 17, 2021 near the front entrances of City Hall and on the City's website www.madera.gov at 4:30p.m. on November 12, 2021.

Alicia Gonzales, City Clerk

RETURN TO AGENDA

November 17, 2021

Madera City Council Meeting
Agenda Item A-1

Retail Sales Tax Update (Report by Anthony Forestiere)

There is no written report for this item.

RETURN TO AGENDA

Item:	B-1
Minutes for:	07/07/2021
Adopted:	11/17/2021

Minutes of a Regular Meeting of the Madera City Council

Wednesday, July 7, 2021 **Council Chambers**
6:00 p.m. **City Hall**

This meeting will be conducted pursuant to the provisions of the Governor's Executive Order which suspends certain requirements of the Ralph M. Brown Act. The City Council meeting will be live streamed on the City's website at www.madera.gov/live. Members of the public may participate in the meeting remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: 914 3023 2621# followed by *9 on your phone to speak. Comments will also be accepted via email at citycouncilpubliccomment@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

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

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

INVOCATION: Rabbi Paul Gordon

PLEDGE OF ALLEGIANCE: Nicole Say, Administrative Analyst

APPROVAL OF AGENDA: A late distribution announcement was made by Alicia Gonzales, City Clerk.

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

THE MOTION PASSED WITH THE FOLLOWING VOTE:

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

PUBLIC COMMENT:

The first 15 minutes of the meeting are reserved for members of the public to address the Council on items which are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comments. If the subject is an item on the Agenda, the Mayor has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council does not respond to public comment at this time.

Ms. Marilyn Deleija submitted an emailing requesting Council to consider changing the square footage requirement for vertical integration applicants from 20,000 sq. ft. to 10,000 sq. ft. She stated in California cannabis law requirements include different options. A type A license issued is a small indoor grower's permit. She added, if businesses are aiming for micro licenses and vertical integration, changing the requirements would make sense. Ms. Deleija also asked Council to consider adding more equity licenses.

Mr. George Deleija submitted an email stating he was a born and raised Maderan and a local central valley business owner affiliated with Mainstream Medicinal Club. He asked that Council reconsider the square footage requirement for vertical integration applicants to 10,000 sq. ft. from the proposed 20,000 sq. ft. He added, this gives better opportunities to the local community to realistically obtain these kinds of options and would open the possibilities to compete in the marketplace and secure local property in the range. Mr. Deleija asked Council to also consider an increase of 2 more equity licenses and allowing the split down the middle at 4 standard licenses and 4 equity. He stated that this is much preferred from a local opportunity standpoint. Or the possibility of adding 2 more to the initial proposal bringing it to 4 equity and 6 standard.

Mr. Rico Saldivar submitted an email stating he was a partner of the prospective new cannabis club named Mainstream Medicinal Club. He stated his concern and need to voice his opinion regarding the topics of Equity Licenses and the possibility of a square footage for the micro business license or vertical integration license. He added that small business owners like himself and his partners will be applying for a license and it is a high concern that the limited amount of Equity Licenses isn't much of an equal or fair amount compared to the six that the larger and established corporations will have a chance to obtain. Mr. Saldivar asked Council to consider adding two more Equity Licenses. He requested that Council consider lowering the building minimum square footage to 10,000 rather than the 20,000 square footage for vertical integration, due to the lack of warehouses available that are within that size requirement. Mr. Saldivar stated that most of the buildings are double the size request or more which isn't practical or reasonable. He and his team feel confident that downsizing to 10,000 square feet would allow for realistic options to locate & secure an adequate building to open a full, vertically integrated cannabis corporation. Lastly, he added, Mainstream Medicinal Club in Madera will become a pillar of the community if given this great opportunity.

Mr. Roman Gonzales submitted an email on behalf of his family and father Jess Gonzales. He stated his father is a Vietnam Veteran and local Madera business owner. Mr. Gonzales also stated that for them to compete with the big companies moving into the City of Madera he is requesting that Council consider voting to pass 4 equity licenses and less square footage from the 20,000 minimal to 10,000. Lastly, he stated please consider these requests as we local Madera folk would like for your votes on these two topics, thank you for your time.

Mr. Kirk Atamian submitted an email stating he was born and raised in Madera where he had a small business for 25 years and currently works in commercial real estate. He stated he wants Council to see what he has seen with the dispensary. Mr. Atamian stated, first for most he has seen these large nonlocal companies ask local people to be part of their company, so they qualify as local owners. He added, I think to be considered local ownership the local person should own 51 percent and live in Madera at least 2 years. He stated companies are meeting with local Council members and making a lot of promises of what they can do to help the City. He suggested they put it in writing and if they get approved, they must follow through or lose their licenses. Mr. Atamian stated landlords are charging 2 to 3 times the normal rent just because it's a dispensary. Local people are being priced out and Council should put in a fair market rate clause. He also stated, I feel it should be 4 real local ownerships and 4 others. Lastly, he stated Verizon came to town 20 years ago and on their grand opening they donated $1,500 and not a dime since. Local companies like the bridge store donated every month for over 50 years. Local business is what supports the town. Local owners will keep money in Madera. Thank you for your time Kirk Atamian.

Mr. Akram Kassim submitted an email stating I would like to thank all of you for your continued effort and hard work. Madera is making some amazing strides forward and that is due to what all of you have been putting in. However, there are still some deeply concerning points that need to be addressed regarding the cannabis program. I am concerned about how the cannabis licenses will be awarded and who the licenses will be awarded to. Is this venture strictly for millionaires? Will there be a focus on awarding the majority of the licenses to Madera residents and local business owners, or will we be giving these licenses to the corporations from the Bay Area and SoCal? It seems like Maderans are being squeezed out of the process before it even starts.

Mr. Kassim added, in the cultivation aspect, it is my understanding that there is a 20,000 square foot requirement. Many experienced growers from Madera will not be able to afford rent on such large buildings. Lowering the minimum for building size will add more equity to the licensing process and will still allow larger companies to come in to occupy larger buildings if there is no cap on the number of cultivation licenses. It's a win-win for all parties involved.

He stated, in terms of the retail side of cannabis, there needs to be a heavy discussion on what direction our city is taking. Is there going to be real equity in the licensing process or are we just going to reward millionaires and corporations for simply being millionaires and corporations? Are we going to have cookie cutter dispensaries which will be the same as every other town, or will we let Maderans bring in their uniqueness and spirit into our shops? Are we going to continue Madera's goal of social equity and have some type of focus on people of color, minorities, and women entering the cannabis industry or will we just look at who has the biggest name and biggest bank account?

Mr. Kassim also stated, local startups and startups owned by people of color from Madera should be afforded the opportunity to acquire a license. This will ensure that a larger number of licenses are owned locally, which ensures that revenue and profit will stay in Madera instead of being funneled out to other counties, states, and even other countries.

Lastly, he added, in terms of licensing, Madera has a chance to become the new standard to which other cities and counties can look up to and model their systems after. The cannabis business is notoriously nearly impossible for regular people to get into, and even more so for people of color. There is a lack of equity and equality, and there is a major lack of diversity. People of color and people who come from not so wealthy backgrounds have run into a wall when it comes to the cannabis industry. As our elected officials, you have been chosen to lead Madera into a brighter future and this is a chance to put

opportunity and strength in the hands of Maderans. Thank you for your time and thank you for listening to my concerns.

WRITTEN COMMUNICATIONS: None

PRESENTATIONS: None

INTRODUCTIONS: None

A. WORKSHOP:

A-1 Request for Direction on Possible Changes to the City of Madera Typical Street Cross Sections

Recommendation: Consider the Information Included in this Report and Provide Direction with Regard to the Conceptual Cross Sections (Report by Keith Helmuth)

B. CONSENT CALENDAR:

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

ITEM B-4 WAS PULLED FOR DISCUSSION.

ON MOTION BY COUNCILMEMBER GALLEGOS AND SECONDED BY COUNCILMEMBER RODRIGUEZ, THE CONSENT CALENDAR EXCLUDING ITEM B-4 WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.

THE MOTION PASSED WITH THE FOLLOWING VOTE:

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

B-1 Minutes – 05/12/21

Recommendation: Approve the City Council Minutes of May 12, 2021

B-2 Informational Report on Register of Audited Demands for June 5, 2021 to June 25, 2021

Recommendation: No Action Required (Report by Roger Sanchez)

B-3 State Department of Transportation (Caltrans) Master Agreement No. 06-5157S21 for State Funded Projects for Program Supplement Agreement No. 00000W81 and all Future Program Supplement Agreements (PSA)

Recommendation: Adopt a Resolution Approving the Master Agreement Administering Agency-State-Funded Projects No. 06-5157S21 for State Funded Projects

and all future Program Supplement Agreements (Report by Keith Helmuth)

RES 21-83 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA APPROVING STATE DEPARTMENT OF TRANSPORTATION (CALTRANS) MASTER AGREEMENT ADMINISTERING AGENCY-STATE AGREEMENT FOR STATE-FUNDED PROJECTS NO. 06-5157S21 FOR STATE FUNDED PROJECTS AND AUTHORIZING THE CITY ENGINEER TO EXECUTE PROGRAMSUPPLEMENT AGREEMENT (PSA) NO.000000W81 AND ALL FUTURE PROGRAM SUPLEMENT AGREEMENTS ON BEHALF OF THE CITY OF MADERA (CITY)

B-4 **Acceptance of Parking Lot Improvements at Fire Stations 56 and 57**

Recommendation: Adopt a Minute Order Approving

1) Acceptance of the Construction of 2020-21 Fire Station 56 & 57 Parking Lots Project, City Project No. FD-01 & FD-03
2) The Recording of Notice of Completion
3) The Release of Retention 35 days after Recording of the Notice of Completion (Report by Keith Helmuth)

ON MOTION BY COUNCILMEMBER GALLEGOS AND SECONDED BY COUNCILMEMBER MONTES, ITEM B-4 WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.

THE MOTION PASSED WITH THE FOLLOWING VOTE:

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

B-5 Section 125 Benefit Plan Restatement

Recommendation: Adopt a Resolution

1) Approving the restated City of Madera Section 125 Adoption Agreement for the Cafeteria Plan; and
2) Authorizing the City Manager to sign the Agreement and any related documents (Report by Wendy Silva)

RES 21-84 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING THE SECTION 125 ADOPTION AGREEMENT AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE ALL RELATED DOCUMENTS

C. PUBLIC HEARINGS:

C-1 Public Hearing to Consider Declaration of Nuisances and Abatement Order for Weeds and Debris

Recommendation: Conduct a Public Hearing to Consider any Objections to the Proposed Destruction and Removal of Weeds and Adopt a Resolution Ordering the Abatement of Weed Nuisances in the City (Report by Dino Lawson)

RES 21-85 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEE TO ABATE WEED NUISANCES EXISTING WITHIN THE CITY OF MADERA

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

THE MOTION PASSED WITH THE FOLLOWING VOTE:

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

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

D-1 Landscape and Lighting Assessment District Zones of Benefit: Engineer's Report and Intention to Levy and Collect Annual Assessment for City Wide Landscape and Lighting Assessment District Zones of Benefit for Fiscal Year 2021/2022

Recommendation:

1) Adopt a Minute Order Approving Engineer's Report for City Wide Landscape and Lighting Assessment District Zones of Benefit 1, 2, 3, 4, 6-A, 6-B, 7, 8, 9, 10-A, 10-B, 10-C, 10-D, 10-E, 10-F, 10-G, 10-H,10-I, 12, 13, 14, 15, 15-B, 15-C, 16, 17-A, 17-B, 17-C, 17-D, 18, 20-A, 20-B, 20-C, 21-A, 21-B, 21-C, 21-D, 23, 24, 25-C, 25-D, 26, 26-B, 26-C,26-D, 27, 27-B, 28, 28-B, 29, 29-B, 29-C, 29-D, 29-E, 30, 31-A, 31-B, 32-A, 32-B, 33, 34, 34-B, 34-C, 35, 36-A, 36-B, 36-C, 37, 39, 40, 41, 43-A, 43-C, 43-D, 43-E, 44, 45-A, 46, 50 & 51 for Fiscal Year 2021/22; and

2) Adopt a Resolution of Intention to Levy and Collect Annual Assessments for City Wide Landscape and Lighting Assessment District Zones of Benefit 1, 2, 3, 4, 6-A, 6-B, 7, 8, 9, 10-A, 10-B, 10-C, 10-D, 10-E, 10-F, 10-G, 10-H,10-I, 12, 13, 14, 15, 15-B, 15-C, 16, 17-A, 17-B, 17-C, 17-D, 18, 20-A, 20-B, 20-C, 21-A, 21-B, 21-C, 21-D, 23, 24, 25-C, 25-D, 26, 26-B, 26-C,26-D, 27, 27-B, 28, 28-B, 29, 29-B, 29-C, 29-D, 29-E, 30, 31-A, 31-B, 32-A, 32-B, 33, 34, 34-B, 34-C, 35, 36-A, 36-B, 36-C, 37, 39, 40, 41, 43-A, 43-C, 43-D, 43-E, 44, 45-A, 46, 50 & 51 for Fiscal Year 2021/22 and Setting Date for Public Hearing (Report by Keith Helmuth)

RES 21-86 A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR CITYWIDE LANDSCAPE AND LIGHTING DISTRICT ZONES OF BENEFIT 1, 2, 3, 4, 6-A, 6-B, 7, 8, 9, 10-A, 10-B, 10-C, 10-0, 10-E, 10-F, 10-G, 10-H,10-1, 12, 13, 14, 15, 15-B, 15-C, 16, 17-A, 17-B, 17-C, 17-0, 18, 20-A, 20-B, 20-C, 21-A, 21-B, 21-C, 21-0, 23, 24, 25-C, 25-0, 26, 26-B, 26-C,26-D, 27, 27-B, 28, 28-B, 29, 29-B, 29-C, 29-0, 29-E, 30, 31-A, 31-B, 32-A, 32-B, 33, 34, 34-B, 34-C, 35, 36-A, 36-B, 36-C, 37, 39, 40, 41, 43-A, 43-C, 43-0, 43-E, 44, 45-A, 46, 50 & 51 FOR FISCAL YEAR (FY) 2021/22 AND SETTING DATE FOR PUBLIC HEARING

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

THE MOTION PASSED WITH THE FOLLOWING VOTE:

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

D-2 Public Hearing on the City of Madera Operating Budget and Capital Improvement Program for Fiscal Year 2021/2022

Recommendation: Approve a Resolution Adopting the City of Madera Operating Budget and Capital Improvement Program for Fiscal Year 2021/2022 (Report by Roger Sanchez)

RES 21-87 RESOLUTION OF THE COUNCIL OF THE CITY OF MADERA ADOPTING THE BUDGET OF THE CITY OF MADERA FOR THE FISCAL YEAR JULY 1, 2020 THROUGH JUNE 30, 2021 IN THE AMOUNT OF $101,732,557 AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

ON MOTION BY COUNCILMEMBER GALLEGOS AND SECONDED BY COUNCILMEMBER MONTES, ITEM D-2 WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.

THE MOTION PASSED WITH THE FOLLOWING VOTE:

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

E. ADMINISTRATIVE REPORTS:

E-1 Update on the Madera Police Department Cameras and Three-year Arrest Totals

Recommendation: Informational Report (Report by Dino Lawson)

E-2 City Council to provide direction on how City Council meetings will be conducted going forward

Recommendation: Deliberation and Direction given from Council (Report by Arnoldo Rodriguez)

F. COUNCILMEMBER REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

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

Councilmember Gallegos encouraged colleagues to attend the LISA project hosted by Madera County. It can be very emotional, but I believe everyone should try to see the presentation.

Councilmember Rodriguez requested that Sara Bosse return to a future meeting and share newest data in her next presentation.

Mayor Garcia stated it has been a long time coming and it would be great to ask her to join us at our next meeting to provide us with an update.

Councilmember Montes stated he had nothing to report and stated that a caller was on Zoom for public comment.

Public comment was made by an unidentified member of the public in favor of in-person meetings.

Councilmember Evans thanked Councilwoman Gallegos and Dan Foss for the tour of the airport. She thanked all of staff for their hard work and keeping everyone safe.

Mayor Pro Tem Villegas, nothing to report.

Mayor Garcia, nothing to report.

G. CLOSED SESSION:

G-1 Conference with Legal Counsel – Anticipated Litigation: Significant Exposure to Litigation - Pursuant to Government Code §54956.9(d)(2)

1) Workers Compensation Claim: Hector Garibay

G-2 Conference with Labor Negotiators - Pursuant to Government Code §54957.6
Agency Designated Representatives:
Arnoldo Rodriguez, Wendy Silva, and Che Johnson
Employee Organization:
General Bargaining Unit/Madera Affiliated City Employees Association

City Attorney Hilda Cantu Montoy made the Closed Session Announcement at 8:38 p.m.

Council returned from closed session at 8:50 p.m. with six (6) Councilmembers present as District 5 is currently vacant.

City Attorney Hilda Cantu Montoy stated there was no reportable action.

ADJOURNMENT: The meeting was adjourned at 8:50 p.m. The next regular meeting will be held on July 21, 2021.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN

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

_____ _____

ALICIA GONZALES, City Clerk SANTOS GARCIA, Mayor

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Anthony R. Forestiere
Department Director

Arnoldo Rodriguez
City Manager

Council Meeting of: November 17, 2021

Agenda Number: B-2

SUBJECT:

Informational Report on Register of Audited Demands

RECOMMENDATION:

Review Register of Audited Demands Report for October 23, 2021 to November 5, 2021

SUMMARY:

The Register of Audited Demands for the City covering obligations paid during the period of October 23, 2021 to November 5, 2021 is contained in the attachment and summarized in the following tables.

Table 1: *Warrant Distribution Summary*		
Description	*Check #'s*	*Amount*
General Warrants	31045 – 31183	$3,288,486.81

Table 2: *Wire Transfer Summary*		
Description	*Vendor*	*Amount*
Payroll and Taxes	Union Bank	$576,669.30
SDI	EDD	$2,571.10
CalPERS Payment	CalPERS	$0

DISCUSSION:

Warrant requests are processed weekly based on the adopted Fiscal Year 2021/2022 budget and released for payment every Monday. Each demand has been audited and the Finance Director hereby certifies as to their accuracy and that there were sufficient funds for their payment. Per the request of City Council, we have included the departments from which each of the respective warrants were requested as well as the fund/division description from which they were paid.

FINANCIAL IMPACT:

Demands for payments are made within the constraints of the approved 2021/2022 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

November 17, 2021

CHECK	PAY DATE	DEPARTMENT	PAID FROM ORG	ISSUED TO	DESCRIPTION	AMOUNT
31045	10/25/2021	FINANCE	FINANCE	ACRO SERVICE CORPORATION	TEMP SERVICES - FINANCIAL SERVICES MANAGER	$ 2,390.00
31046	10/25/2021	FACILITIES	FACILITIES MAINT	PIERCE CRANE INC	CRANE WORK	$ 450.00
31047	10/25/2021	PARKS	PARKS	WEST COAST ARBORISTS INC	TREE TRIMMING	$ 7,395.00
31048	10/25/2021	FINANCE	PAYROLL TRUST	CA DEPARTMENT OF CHILD SUPPORT	CHILD SUPPORT DEDUCTIONS	$ 1,040.73
31049	10/25/2021	PD OPS	PD OPS	HARRY D. WILSON INC.	TIRE MOUNT/BRAKES FOR UNIT 6602	$ 464.14
31050	10/25/2021	FINANCE	PAYROLL TRUST	MID-MGMT EMPLOYEE GROUP	OCTOBER 2021 MONTHLY DUES	$ 580.00
31051	10/25/2021	GRANTS	CDBG PUBLIC SVC	LINDA GARNER	1ST QTR 21/22 RENT REIMBURSEMENT	$ 2,884.22
31052	10/25/2021	PARKS ADMIN	SPORTS PROGRAMS	J & D MANUFACTURING	TINY TIKES FOOTBALL JERSEYS	$ 285.78
31052	10/25/2021	PARKS ADMIN	SPORTS PROGRAMS	J & D MANUFACTURING	JERSEYS	$ 4,099.50
31053	10/25/2021	FINANCE	FINANCE	ROMERO, ESTEVAN	TUITION REIMBURSEMENT	$ 840.00
31054	10/25/2021	FACILITIES	FACILITIES MAINT	MCCAIN, INC.	2070E TRAFFIC SIGNAL CONTROLLERS	$ 16,011.26
31055	10/25/2021	ENGINEERING	GENERAL CAPITAL	ENGIE SERVICES U.S. INC.	ENGIE SERVICES CONTRACT PROJECT NO. CN-000497	$ 1,364,101.02
31056	10/25/2021	FINANCE	PAYROLL TRUST	MADERA CO SHERIFF-CIVIL DIVISION	SHERIFF GARNISHMENT ORDER	$ 1,030.58
31057	10/25/2021	ENGINEERING	WATER CAPITAL	GENERAL LOGISTICS SYSTEMS US INC	OVERNIGHT SHIPPING	$ 6.77
31058	10/25/2021	CITY ADMIN	CITY ATTORNEY	COLANTUONO, HIGHSMITH & WHATLEY, PC	SPECIALIZED LEGAL SERVICES FOR PROP 218	$ 80.85
31059	10/25/2021	ENGINEERING	WATER OPS	DAVIDS ENGINEERING, INC.	PROFESSIONAL SERVICES AUG - SEP 2021	$ 300.50
31060	10/25/2021	FINANCE	CITY MANAGER	HINDERLITER, DE LLAMAS AND ASSOCIATES	QTR 1 2021 TRANSACTIONS TAX	$ 600.00
31061	10/25/2021	PW ADMIN	AIRPORT OPS	AVIATION MANAGEMENT CONSULTING GROUP	CAT-11 AIRPORT MGMT SUPPORT FEE OCT 2021	$ 490.00
31062	10/25/2021	PW ADMIN	AIRPORT OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 303.95
31062	10/25/2021	PW ADMIN	ANIMAL CONTROL	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 238.54
31062	10/25/2021	PW ADMIN	BUILDING	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 118.57
31062	10/25/2021	PW ADMIN	CODE ENF	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 158.24
31062	10/25/2021	PW ADMIN	DRAINAGE	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 344.64
31062	10/25/2021	PW ADMIN	ENGINEERING	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 268.32
31062	10/25/2021	PW ADMIN	FACILITIES MAINT	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 321.67
31062	10/25/2021	PW ADMIN	FLEET MAINT	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 61.92
31062	10/25/2021	PW ADMIN	FLEET MOTOR POOL	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 134.84
31062	10/25/2021	PW ADMIN	GRAFFITI ABATE	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 471.49
31062	10/25/2021	PW ADMIN	PARKS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 2,116.74
31062	10/25/2021	PW ADMIN	STREETS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 1,742.73
31062	10/25/2021	PW ADMIN	SEWER OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 1,021.65
31062	10/25/2021	PW ADMIN	STREET CLEANING	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 1,459.86
31062	10/25/2021	PW ADMIN	TRANS - FIXED	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 1,954.33
31062	10/25/2021	PW ADMIN	TRANS - DAR	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 1,778.16
31062	10/25/2021	PW ADMIN	WATER OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 1,544.01
31062	10/25/2021	PW ADMIN	WATER QUALITY	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 456.09

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31062	10/25/2021	PW ADMIN	WWTP	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 129.56
31062	10/25/2021	PW ADMIN	PD OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/15/21-09/30/21	$ 6,111.55
31063	10/25/2021	PW ADMIN	ENGINEERING	SIJ HOLDINGS LLC	RECRUITMENT AD &NOTICES	$ 848.70
31063	10/25/2021	PW ADMIN	PLANNING	SIJ HOLDINGS LLC	RECRUITMENT AD &NOTICES	$ 702.24
31063	10/25/2021	PW ADMIN	WWTP	SIJ HOLDINGS LLC	RECRUITMENT AD - WWTP	$ 905.10
31063	10/25/2021	PW ADMIN	WWTP	SIJ HOLDINGS LLC	RECRUITMENT AD &NOTICES	$ 848.70
31064	10/25/2021	HR	HR/RISK MGT	ALLIANT INSURANCE SERVICES, INC.	CONSULTING SERVICES - HEALTH AND WELFARE BENEFIT	$ 3,750.00
31065	10/25/2021	WATER	SEWER OPS	BENJAMIN AGUILAR	SEWER MAIN REPAIR	$ 9,850.00
31066	10/25/2021	FINANCE	AIRPORT OPS	AT&T	09/21 SERVICE 831-000-6408-576	$ 589.42
31066	10/25/2021	FINANCE	BUILDING	AT&T	09/21 SERVICE 831-000-6408-576	$ 119.94
31066	10/25/2021	FINANCE	CITY ATTORNEY	AT&T	09/21 SERVICE 831-000-6408-576	$ 39.07
31066	10/25/2021	FINANCE	CITY CLERK'S OFFICE	AT&T	09/21 SERVICE 831-000-6408-576	$ 32.90
31066	10/25/2021	FINANCE	CODE ENF	AT&T	09/21 SERVICE 831-000-6408-576	$ 657.28
31066	10/25/2021	FINANCE	COMM & REC	AT&T	09/21 SERVICE 831-000-6408-576	$ 1,836.12
31066	10/25/2021	FINANCE	COMPUTER MAINT	AT&T	09/21 SERVICE 831-000-6408-576	$ 124.05
31066	10/25/2021	FINANCE	ENGINEERING	AT&T	09/21 SERVICE 831-000-6408-576	$ 275.52
31066	10/25/2021	FINANCE	FINANCE	AT&T	09/21 SERVICE 831-000-6408-576	$ 93.90
31066	10/25/2021	FINANCE	FIRE	AT&T	09/21 SERVICE 831-000-6408-576	$ 1,179.53
31066	10/25/2021	FINANCE	GRANT OVERSIGHT	AT&T	09/21 SERVICE 831-000-6408-576	$ 115.14
31066	10/25/2021	FINANCE	HR/RISK MGT	AT&T	09/21 SERVICE 831-000-6408-576	$ 78.13
31066	10/25/2021	FINANCE	PLANNING	AT&T	09/21 SERVICE 831-000-6408-576	$ 100.75
31066	10/25/2021	FINANCE	UB - GARBAGE	AT&T	09/21 SERVICE 831-000-6408-576	$ 228.91
31066	10/25/2021	FINANCE	UB - SEWER	AT&T	09/21 SERVICE 831-000-6408-576	$ 228.92
31066	10/25/2021	FINANCE	UB - WATER	AT&T	09/21 SERVICE 831-000-6408-576	$ 457.83
31066	10/25/2021	FINANCE	CITY MANAGER	AT&T	09/21 SERVICE 831-000-6408-576	$ 39.07
31066	10/25/2021	FINANCE	PD OPS	AT&T	09/21 SERVICE 831-000-6408-576	$ 657.28
31067	10/25/2021	FINANCE	COMM & REC	AT&T	09/21 CALNET 3 SERVICE 9391026396	$ 238.40
31067	10/25/2021	FINANCE	MEAS K - FIRE	AT&T	10/21 CALNET 3 SERVICES 9391068734	$ 46.93
31067	10/25/2021	FINANCE	SR CITIZEN COMM	AT&T	09/21 CALNET 3 SERVICE 9391026398	$ 23.06
31067	10/25/2021	FINANCE	SR CITIZEN COMM	AT&T	09/21 CALNET 3 SERVICE 9391026403	$ 25.93
31067	10/25/2021	FINANCE	PD OPS	AT&T	09/21 CALNET 3 SERVICE 9391059143	$ 1,096.86
31067	10/25/2021	FINANCE	PD OPS	AT&T	09/21 CALNET 3 SERVICE 9391026401	$ 23.06
31067	10/25/2021	PD OPS	PD OPS	AT&T	09/21 CALNET 3 SERVICES 9391031566	$ 166.16
31067	10/25/2021	PD OPS	PD OPS	AT&T	09/21 CALNET 3 SERVICES 9391031578	$ 174.18
31068	10/25/2021	GRANTS	INTERMODAL BLDG	ARAMARK UNIFORM SERVICES	JANITORIAL CLEANING/MATS - TRANSIT	$ 76.44
31069	10/25/2021	HR	CITY MANAGER	BLUE SHIELD OF CALIFORNIA	CITY PAID RETIREE MED BILL NOV 21	$ 207.00
31070	10/25/2021	FACILITIES	FACILITIES MAINT	CA DEPARTMENT OF TRANSPORTATION	SIGNAL DAMAGE SHARE COST 08/12/21	$ 225.40
31070	10/25/2021	FACILITIES	FACILITIES MAINT	CA DEPARTMENT OF TRANSPORTATION	SIGNAL DAMAGE SHARE COST 08/17/21	$ 262.86
31070	10/25/2021	FACILITIES	FACILITIES MAINT	CA DEPARTMENT OF TRANSPORTATION	SIGNAL DAMAGE SHARE COST	$ 307.23
31070	10/25/2021	FACILITIES	FACILITIES MAINT	CA DEPARTMENT OF TRANSPORTATION	SIGNAL DAMAGE SHARE COST 08/19/21	$ 161.01

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31070	10/25/2021	FACILITIES	FACILITIES MAINT	CA DEPARTMENT OF TRANSPORTATION	SIGNAL DAMAGE SHARE COST 6/10/21	$ 106.64
31070	10/25/2021	FACILITIES	FACILITIES MAINT	CA DEPARTMENT OF TRANSPORTATION	SIGNAL DAMAGE SHARE COST 6/27/21	$ 298.78
31071	10/25/2021	ENGINEERING	ENGINEERING	CA SURVEYING AND DRAFTING SUPPLY	GPS ROVER/DATA COLLECTOR	$ 34,926.32
31072	10/25/2021	PURCHASING	AIRPORT OPS	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 26.53
31072	10/25/2021	PURCHASING	BUILDING	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 6.45
31072	10/25/2021	PURCHASING	CITY ATTORNEY	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 0.72
31072	10/25/2021	PURCHASING	CITY CLERK'S OFFICE	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 93.50
31072	10/25/2021	PURCHASING	CODE ENF	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 88.88
31072	10/25/2021	PURCHASING	COMPUTER MAINT	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 11.90
31072	10/25/2021	PURCHASING	ENGINEERING	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 477.28
31072	10/25/2021	PURCHASING	FINANCE	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 230.39
31072	10/25/2021	PURCHASING	GRANT OVERSIGHT	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 30.51
31072	10/25/2021	PURCHASING	HR/RISK MGT	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 112.89
31072	10/25/2021	PURCHASING	PARKS ADMIN	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 429.78
31072	10/25/2021	PURCHASING	PLANNING	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 157.46
31072	10/25/2021	PURCHASING	SEWER OPS	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 37.89
31072	10/25/2021	PURCHASING	SOLID WASTE	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 37.89
31072	10/25/2021	PURCHASING	TRANS - FIXED	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 61.16
31072	10/25/2021	PURCHASING	TRANS - DAR	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 61.16
31072	10/25/2021	PURCHASING	UB - WATER	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 209.81
31072	10/25/2021	PURCHASING	WATER OPS	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 150.50
31072	10/25/2021	PURCHASING	WATER QUALITY	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 122.32
31072	10/25/2021	PURCHASING	WWTP	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 160.18
31072	10/25/2021	PURCHASING	PURCHASING	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMBER 2021	$ 131.63
31072	10/25/2021	PURCHASING	PD OPS	CANON FINANCIAL SERVICES	COPIER LEASE - CHIEF'S OFFICE	$ 169.38
31072	10/25/2021	PURCHASING	PD OPS	CANON FINANCIAL SERVICES	COPIER LEASE SEPTEMER 2021	$ 703.10
31073	10/25/2021	FINANCE	PAYROLL TRUST	COLONIAL LIFE & ACCIDENT INSURANCE CO	EE LIFE INSURANCE	$ 869.34
31074	10/25/2021	PD OPS	PD OPS	COMCAST	10/14/21-11/13/21 SVS 8155500320092096	$ 155.48
31075	10/25/2021	CODE ENF	CODE ENF	CORELOGIC INFORMATION SOLUTIONS INC	REALQUEST SERVICES SEPTEMBER 2021	$ 195.50
31076	10/25/2021	PD OPS	PD OPS	CUMMINS PACIFIC LLC	GENERATOR SERVICE	$ 812.65
31077	10/25/2021	HR	INS/RISK MGT	ADMINISTRATIVE SOLUTIONS	MERP MEDICAL CLAIMS	$ 216.44
31078	10/25/2021	BUILDING	BUILDING	FIRE SAFETY SOLUTIONS, LLC	FIRE PROTECTION SVS 10/01/21-10/15/21	$ 12,940.00
31079	10/25/2021	FLEET	FLEET ACQUISITION	HAAKER EQUIPMENT CO.	2022 VACTOR 2110 SEWER CLEANER	$ 4,823.79
31080	10/25/2021	PARKS ADMIN	AQUATICS PROGRM	CHARLES LUECKER, AUTHORIZED SIGNER	CHLORINE FOR POOL	$ 1,573.17
31081	10/25/2021	FINANCE	PAYROLL TRUST	M A C E A	OCTOBER 2021 MONTHLY DUES	$ 1,850.00
31082	10/25/2021	FINANCE	WATER CONSERV	CITY OF MADERA	TOILET REPLACEMENT REBATE X3 9914145	$ 500.00
31083	10/25/2021	FINANCE	PAYROLL TRUST	M.C.E.A.	OCTOBER 2021 MONTHLY DUES	$ 320.00
31084	10/25/2021	ENGINEERING	SEWER CAPITAL	MADERA COUNTY	WWTP20-01 WWTP RENEWAL PERMIT	$ 243.00
31085	10/25/2021	FINANCE	PAYROLL TRUST	M P O A	OCTOBER 2021 MONTHLY DUES	$ 7,085.44
31086	10/25/2021	FINANCE	GENERAL TRUST	MADERA POLICE DEPARTMENT	ASSET FORFEITURE DISTRIBUTION 20M-02085	$ 12,521.19

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31087	10/25/2021	ENGINEERING	CDBG PUBLIC SVC	MADERA RESCUE MISSION, INC.	CDBG 21/22 SEPTEMBER 2021	$ 1,566.32
31088	10/25/2021	GRANTS	LTF - TRANSIT	MADERA TRIBUNE	MADERA TRANSIT PLAN-COMMUNITY FORUM AD	$ 597.00
31088	10/25/2021	HR	HR/RISK MGT	MADERA TRIBUNE	AD - NPSI AD	$ 79.80
31088	10/25/2021	PLANNING	PLANNING	MADERA TRIBUNE	NOI - COUNTRY CLUB CHEVRON	$ 286.00
31089	10/25/2021	UB - WATER	SOLID WASTE	MID VALLEY DISPOSAL INC.	WASTE DISPOSAL SVS JULY 2021	$ 366,493.54
31089	10/25/2021	UB - WATER	SOLID WASTE	MID VALLEY DISPOSAL INC.	WASTE DISPOSAL SVS AUGUST 2021	$ 366,789.82
31090	10/25/2021	FINANCE	PAYROLL TRUST	N.P.C.-ORCHARD TRUST COMPANY	EE DEFERRED COMP CONTRIBUTIONS	$ 8,359.26
31091	10/25/2021	FINANCE	PAYROLL TRUST	N.P.C.-ORCHARD TRUST COMPANY	EE DEFERRED COMP CONTRIBUTIONS	$ 1,779.28
31092	10/25/2021	BUILDING	CDBG PUB IMP	O'DELL ENGINEERING, INC.	DESIGN SERVICES FOR ADA IMPROVEMENTS	$ 415.00
31093	10/25/2021	FINANCE	AIRPORT OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 1,640.73
31093	10/25/2021	FINANCE	AIRPORT OPS	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 8.65
31093	10/25/2021	FINANCE	AIRPORT OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 8.11
31093	10/25/2021	FINANCE	AQUATICS PROGRM	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 2,044.59
31093	10/25/2021	FINANCE	AQUATICS PROGRM	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 2,017.31
31093	10/25/2021	FINANCE	CENTRAL ADMIN	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 1,622.67
31093	10/25/2021	FINANCE	CENTRAL ADMIN	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 39.65
31093	10/25/2021	FINANCE	CENTRAL ADMIN	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 38.06
31093	10/25/2021	FINANCE	COMM & REC	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 860.11
31093	10/25/2021	FINANCE	COMM & REC	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 2,102.13
31093	10/25/2021	FINANCE	COMM & REC	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 1,318.96
31093	10/25/2021	FINANCE	DRAINAGE	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 2,152.35
31093	10/25/2021	FINANCE	DRAINAGE	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 234.26
31093	10/25/2021	FINANCE	DRAINAGE	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 229.96
31093	10/25/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9787342989-4	$ 100.59
31093	10/25/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 23,942.65
31093	10/25/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 1,170.50
31093	10/25/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 1,146.76
31093	10/25/2021	FINANCE	FIRE	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 2,739.01
31093	10/25/2021	FINANCE	FIRE	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 55.35
31093	10/25/2021	FINANCE	FIRE	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 56.55
31093	10/25/2021	FINANCE	INTERMODAL BLDG	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 860.80
31093	10/25/2021	FINANCE	PARKING DIST OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 113.72
31093	10/25/2021	FINANCE	PARKING DIST OPS	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 143.84
31093	10/25/2021	FINANCE	PARKING DIST OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 136.44
31093	10/25/2021	FINANCE	PARKS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 8675479583-8	$ 42.91
31093	10/25/2021	FINANCE	PARKS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 2,561.13
31093	10/25/2021	FINANCE	PARKS	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 5,748.95
31093	10/25/2021	FINANCE	PARKS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 476.42
31093	10/25/2021	FINANCE	RECREATION	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 2,537.54
31093	10/25/2021	FINANCE	RECREATION	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ (7,249.92)

CHECK	PAY DATE	DEPARTMENT	PAID FROM ORG	ISSUED TO	DESCRIPTION	AMOUNT
31093	10/25/2021	FINANCE	SEWER OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 2,902.33
31093	10/25/2021	FINANCE	SEWER OPS	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 25.42
31093	10/25/2021	FINANCE	SEWER OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 26.29
31093	10/25/2021	FINANCE	SOLID WASTE	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 238.81
31093	10/25/2021	FINANCE	SOLID WASTE	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 7.77
31093	10/25/2021	FINANCE	SOLID WASTE	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 8.57
31093	10/25/2021	FINANCE	SR CITIZEN COMM	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 53.72
31093	10/25/2021	FINANCE	SR CITIZEN COMM	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 8.66
31093	10/25/2021	FINANCE	SR CITIZEN COMM	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 8.10
31093	10/25/2021	FINANCE	WATER OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 158,057.07
31093	10/25/2021	FINANCE	WATER OPS	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 30,878.25
31093	10/25/2021	FINANCE	WATER OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 31,745.87
31093	10/25/2021	FINANCE	WWTP	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 157.14
31093	10/25/2021	FINANCE	ZONE 34B	PACIFIC GAS & ELECTRIC	09/21 SERVICE 0443905948-8	$ 9.85
31093	10/25/2021	FINANCE	ZONE 34B	PACIFIC GAS & ELECTRIC	09/21 SERVICE 7697781091-0	$ 3.61
31093	10/25/2021	FINANCE	ZONE 24	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 10.72
31093	10/25/2021	FINANCE	ZONE 24	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 65.62
31093	10/25/2021	FINANCE	ZONE 24	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 53.96
31093	10/25/2021	FINANCE	ZONE 26	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 10.52
31093	10/25/2021	FINANCE	ZONE 26	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 9.86
31093	10/25/2021	FINANCE	ZONE 31A	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 29.98
31093	10/25/2021	FINANCE	ZONE 31A	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 21.07
31093	10/25/2021	FINANCE	ZONE 31A	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 19.92
31093	10/25/2021	FINANCE	ZONE 20B	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 9.86
31093	10/25/2021	FINANCE	ZONE 27B	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 10.77
31093	10/25/2021	FINANCE	ZONE 2	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 52.75
31093	10/25/2021	FINANCE	ZONE 3	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 40.28
31093	10/25/2021	FINANCE	ZONE 31B	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 29.98
31093	10/25/2021	FINANCE	ZONE 4	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 11.03
31093	10/25/2021	FINANCE	ZONE 6A	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 63.61
31093	10/25/2021	FINANCE	ZONE 29C	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 10.95
31093	10/25/2021	FINANCE	ZONE 8	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 65.40
31093	10/25/2021	FINANCE	ZONE 16	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 22.38
31093	10/25/2021	FINANCE	ZONE 13	PACIFIC GAS & ELECTRIC	09/21 SERVICE 3533032414-2	$ 119.94
31093	10/25/2021	FINANCE	ZONE 43A	PACIFIC GAS & ELECTRIC	09/21 SERVICE 6948316261-1	$ 43.73
31093	10/25/2021	FINANCE	PD OPS	PACIFIC GAS & ELECTRIC	08/21 SERVICE 9920095153-3	$ 4,003.71
31093	10/25/2021	FINANCE	PD OPS	PACIFIC GAS & ELECTRIC	09/21 SERVICE 9920095153-3	$ 3,585.06
31094	10/25/2021	ENGINEERING	MEAS T - RTP	AVISON CONSTRUCTION INC	20/21 3R & ADA STATE PROJECT LLPSB1 5157(120)	$ 77,374.63
31094	10/25/2021	ENGINEERING	SB1-LPP	AVISON CONSTRUCTION INC	20/21 3R & ADA STATE PROJECT LLPSB1 5157(120)	$ 75,262.17
31095	10/25/2021	PLANNING	PLANNING	RINCON CONSULTANTS, INC.	CONSULTING SERVICES	$ 5,782.25

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31096	10/25/2021	FACILITIES	PD OPS	SJVAPCD	GENERATOR AIR FEES	$ 98.00
31097	10/25/2021	PD OPS	PD OPS	STATE OF CALIFORNIA	FINGERPRINTING FEES SEPTEMBER 2021	$ 277.00
31098	10/25/2021	PARKS	COMM & REC	TK ELEVATOR CORPORATION	YC ELEVATOR MAINTENANCE	$ 570.96
31099	10/25/2021	FINANCE	PAYROLL TRUST	VANTAGEPOINT TRANSFER AGENTS-457	EE DEFERRED COMP CONTRIBUTIONS	$ 25,906.25
31100	10/25/2021	FINANCE	AIRPORT OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 65.06
31100	10/25/2021	FINANCE	BUILDING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 153.00
31100	10/25/2021	FINANCE	CITY COUNCIL	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 157.68
31100	10/25/2021	FINANCE	ENGINEERING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 51.00
31100	10/25/2021	FINANCE	FACILITIES MAINT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 51.47
31100	10/25/2021	FINANCE	FIRE	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 152.04
31100	10/25/2021	FINANCE	FLEET MAINT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 5.66
31100	10/25/2021	FINANCE	GRANT OVERSIGHT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 51.00
31100	10/25/2021	FINANCE	HR/RISK MGT	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 38.01
31100	10/25/2021	FINANCE	PARKS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 1.48
31100	10/25/2021	FINANCE	PLANNING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 102.00
31100	10/25/2021	FINANCE	STREETS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 12.83
31100	10/25/2021	FINANCE	SEWER OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 5.03
31100	10/25/2021	FINANCE	STREET CLEANING	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 0.47
31100	10/25/2021	FINANCE	UB - WATER	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 1.08
31100	10/25/2021	FINANCE	WATER OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 142.79
31100	10/25/2021	FINANCE	WATER QUALITY	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 38.01
31100	10/25/2021	FINANCE	WWTP	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 111.49
31100	10/25/2021	FINANCE	CITY MANAGER	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 45.83
31100	10/25/2021	FINANCE	PD OPS	VERIZON WIRELESS	CITY CELL PHONE CHARGES 09/11/21-10/10/21	$ 685.28
31101	10/25/2021	FLEET	FLEET ACQUISITION	WINNER CHEVROLET, INC.	2021 CHEVY TAHOE	$ 42,207.48
31102	10/25/2021	BUILDING	WW DEV IMPACT FEE	BLDING/PLAN REFNDS	REIMB DIFFERENCE WWTP FEES AND COMM FEES	$ 76,683.60
31103	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - ROTARY	$ 50.00
31104	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - LTC PAVILION	$ 50.00
31105	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - ROTARY PAVILION	$ 50.00
31106	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - LTC PAVILION	$ 50.00
31107	10/25/2021	PARKS	GENERAL TRUST	OTP- PARKS REFUNDS	PARK CANCELLATION REFUND	$ 50.00
31107	10/25/2021	PARKS	PARKS	OTP- PARKS REFUNDS	PARK CANCELLATION REFUND	$ 55.00
31108	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - MCNALLY SHELTER	$ 50.00
31109	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - ROTARY PAVILION	$ 50.00
31110	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - ROTARY PAVILION	$ 50.00
31111	10/25/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - LTC PAVILION	$ 50.00
31112	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9924465 610 W YOSEMITE	$ 470.62
31113	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9917528 1400 RIVERVIEW	$ 106.19
31114	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9911405 1570 TANGERINE	$ 149.85
31115	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9923609 3742 ISLA VISTA	$ 164.71

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31116	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9920539 468 CHABLIS	$ 135.01
31117	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9922389 417 SUNDANCE	$ 247.93
31118	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9922068 TERMINATION REFUND 135 RIVER POINTE	$ 33.54
31119	10/25/2021	FINANCE	WATER UTILITY	OTP- UB REFUNDS	REFUND ON CLOSED ACCCOUNT 10000186	$ 30.56
31120	10/25/2021	UB - WATER	WATER UTILITY	OTP- UB REFUNDS	REFUND ON CLOSED ACCTS 10000193 & 10000210	$ 74.44
31121	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9905625 1405 WRENWOOD	$ 41.98
31122	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9912699 501 N O	$ 350.84
31123	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9914922 1472 SENECA CREDIT REFUND	$ 164.38
31124	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9905119 209 SASSAFRAS	$ 451.63
31125	10/25/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9923777 987 SUBURBAN	$ 36.79
31126	11/01/2021	PD OPS	PD OPS	KER'S GAS & LUBE, INC.	SEPTEMBER 2021 PD CAR WASHES	$ 405.00
31127	11/01/2021	FINANCE	FINANCE	ACRO SERVICE CORPORATION	TEMP SERVICES - FINANCIAL SERVICES MANAGER	$ 2,456.72
31127	11/01/2021	PLANNING	PLANNING	ACRO SERVICE CORPORATION	TEMP SERVICES - PLANNING	$ 6,525.00
31128	11/01/2021	PD OPS	PD OPS	HARRY D. WILSON INC.	MOUNT & BALANCE - HONDA 6605	$ 283.36
31129	11/01/2021	PD OPS	PD OPS	DIEBERTS CREATIVE COPY INC	BUSINESS CARDS - VARIOUS	$ 162.38
31130	11/01/2021	HR	HR/RISK MGT	BATTLES, ERIC	PER DIEM - CALPELRA 2021 CONFERENCE	$ 92.50
31131	11/01/2021	GRANTS	TRANS - FIXED	MV TRANSPORTATION, INC.	SEPTEMBER 2021 TRANSIT OPERATOR INVOICES	$ 59,562.57
31131	11/01/2021	GRANTS	TRANS - DAR	MV TRANSPORTATION, INC.	SEPTEMBER 2021 TRANSIT OPERATOR INVOICES	$ 34,434.90
31132	11/01/2021	PD OPS	PD OPS	CRISCOM PUBLIC RELATIONS, INC.	GRANT RESEARCH & WRITING SERVICES NOV 2021	$ 4,000.00
31133	11/01/2021	PD OPS	PD OPS	TRILOGY MEDWASTE WEST LLC	STOP FEE - NO WASTE	$ 50.00
31134	11/01/2021	ENGINEERING	ENGINEERING	GENERAL LOGISTICS SYSTEMS US INC	OVERNIGHT SHIPPING	$ 6.77
31135	11/01/2021	FIRE	FIRE	G & J TRUCK SALES, INC	EMERGENCY REPAIR E-57	$ 3,038.08
31136	11/01/2021	PD OPS	PD OPS	HAWK ANALYTICS INC	INVESTIGATOR CELLHAWK SUBSCRIPTION	$ 2,995.00
31137	11/01/2021	FINANCE	AIRPORT OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 310.90
31137	11/01/2021	FINANCE	ANIMAL CONTROL	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 226.72
31137	11/01/2021	FINANCE	BUILDING	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 140.00
31137	11/01/2021	FINANCE	CODE ENF	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 298.31
31137	11/01/2021	FINANCE	DRAINAGE	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 339.60
31137	11/01/2021	FINANCE	ENGINEERING	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 152.24
31137	11/01/2021	FINANCE	FACILITIES MAINT	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 211.69
31137	11/01/2021	FINANCE	FLEET MAINT	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 44.65
31137	11/01/2021	FINANCE	FLEET MOTOR POOL	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 164.43
31137	11/01/2021	FINANCE	GRAFFITI ABATE	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 513.15
31137	11/01/2021	FINANCE	PARKS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 2,235.69
31137	11/01/2021	FINANCE	STREETS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 1,336.91
31137	11/01/2021	FINANCE	SEWER OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 1,038.38
31137	11/01/2021	FINANCE	STREET CLEANING	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 1,147.66
31137	11/01/2021	FINANCE	TRANS - FIXED	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 2,220.64
31137	11/01/2021	FINANCE	TRANS - DAR	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 2,020.46
31137	11/01/2021	FINANCE	WATER OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 1,396.93

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31137	11/01/2021	FINANCE	WATER QUALITY	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 298.33
31137	11/01/2021	FINANCE	PD OPS	VAN DE POL ENTERPRISES, INC.	FUEL FOR CITY VEHICLES 09/01/21 - 09/15/21	$ 5,905.39
31137	11/01/2021	FIRE	FIRE	VAN DE POL ENTERPRISES, INC.	FUEL CDF 09/16/21-09/30/21	$ 864.04
31137	11/01/2021	FIRE	MEAS K - FIRE	VAN DE POL ENTERPRISES, INC.	FUEL CDF - BULK DIESEL	$ 3,231.88
31137	11/01/2021	WWTP	WWTP	VAN DE POL ENTERPRISES, INC.	FUEL WWTP - BULK GASOLINE	$ 2,003.72
31138	11/01/2021	GRANTS	CDBG PUBLIC SVC	OLIVE CHARITABLE ORGANIZATION	CDBG 20/21 INVOICE 09/03/21	$ 2,093.34
31139	11/01/2021	FINANCE	SEWER OPS	AT&T	10/21 CALNET 3 SERVICE 9391031570	$ 210.49
31139	11/01/2021	FINANCE	PD OPS	AT&T	10/21 CALNET 3 SERVICE 9391020514	$ 166.16
31140	11/01/2021	GRANTS	INTERMODAL BLDG	ARAMARK UNIFORM SERVICES	JANITORIAL CLEANING/MATS - TRANSIT	$ 43.43
31141	11/01/2021	HR	CITY MANAGER	BLUE SHIELD OF CALIFORNIA	CITY PAID RETIREE RX BILL NOV 2021	$ 130.40
31142	11/01/2021	PARKS ADMIN	SPORTS PROGRAMS	BSN SPORTS	T-BALL EQUIPMENTT-BALL EQUIPMENT	$ 648.76
31143	11/01/2021	FINANCE	PD OPS	COMCAST	10/21 SERVICE 8155500320322006	$ 86.13
31144	11/01/2021	PD OPS	PD OPS	COVANTA ENERGY LLC	SPECIAL WASTE DELIVERY	$ 450.12
31145	11/01/2021	PD OPS	TIRE AMNESTY	CROWN SERVICES CO.	SPECIAL EVENT PORTABLE RENTALS	$ 286.98
31146	11/01/2021	PD OPS	PD OPS	ESTEVES, BRIAN	PER DIEM - COMMAND COLLEGE SESSION #4	$ 425.50
31147	11/01/2021	PD OPS	PD OPS	J'S COMMUNICATIONS	ANNUAL SERVICE AGREEMENT	$ 5,025.60
31148	11/01/2021	HR	INS/RISK MGT	LIEBERT CASSIDY WHITMORE	LEGAL FEES	$ 4,198.50
31149	11/01/2021	FINANCE	PD OPS	MADERA COUNTY TREASURER	09/21 COUNTY'S PORTION OF PARKING PENALTIES PAID	$ 560.50
31150	11/01/2021	GRANTS	CDBG ADMIN	MADERA TRIBUNE	AD - CDBG RFP	$ 120.25
31150	11/01/2021	HR	HR/RISK MGT	MADERA TRIBUNE	JOB RECRUITMENT AD - RECORDS CLERK	$ 60.80
31150	11/01/2021	HR	HR/RISK MGT	MADERA TRIBUNE	JOB RECRUITMENT AD - PARKS AIDE	$ 72.20
31150	11/01/2021	HR	HR/RISK MGT	MADERA TRIBUNE	AD - PSD	$ 68.40
31151	11/01/2021	PD OPS	PD OPS	MCCOMBS, MATTHEW	PER DIEM - SLI #468 SESSION 7	$ 258.75
31152	11/01/2021	PD OPS	PD OPS	OCCU-MED, LTD.	EXAM SERVICES	$ 850.00
31153	11/01/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	09/21 SERVICE 5207933925-6	$ 57.54
31153	11/01/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	10/21 SERVICE 6690755760-8	$ 70.51
31153	11/01/2021	FINANCE	FACILITIES MAINT	PACIFIC GAS & ELECTRIC	10/21 SERVICE 1619119913-8	$ 80.55
31154	11/01/2021	FACILITIES	WWTP	SALEM ENGINEERING GROUP	SOIL SAMPLES & TESTING	$ 975.00
31155	11/01/2021	FINANCE	FINANCE	PHOENIX GROUP INFO SYS	SEP 2021 CITATIONS	$ 335.00
31156	11/01/2021	FINANCE	SEWER OPS	PITNEY BOWES, INC.	POSTAGE REFILL	$ 1,197.52
31157	11/01/2021	WWTP	WWTP	POLYDYNE INC.	SLUDGE DEWATERING POLYMER	$ 7,519.05
31158	11/01/2021	HR	SEWER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE MEDICAL BILL OCT & NOV 2021	$ 244.00
31158	11/01/2021	HR	SEWER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE PRESCRIPTION 11/21	$ 1.50
31158	11/01/2021	HR	WATER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE MEDICAL BILL OCT & NOV 2021	$ 244.00
31158	11/01/2021	HR	WATER OPS	REGENCE BLUECROSS BLUESHIELD OF UT	CITY PAID RETIREE PRESCRIPTION 11/21	$ 1.50
31159	11/01/2021	ENGINEERING	WATER CAPITAL	ROLFE CONSTRUCTION INC.	PROGRESS PYMT #1 - 09/21	$ 220,234.64
31160	11/01/2021	WWTP	SEWER CAPITAL	STANTEC CONSULTING SERVICES INC.	PROFESSIONAL ENGINEERING CONSULTING SERVICES	$ 1,596.00
31161	11/01/2021	WWTP	WWTP	SYNAGRO WEST, INC.	BIOSOLIDS DISPOSAL	$ 23,485.02
31162	11/01/2021	PARKS ADMIN	GENERAL TRUST	OTP- PARKS REFUNDS	PARK DEPOSIT REFUND - ROTARY PAVILION	$ 50.00
31163	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9922466 1231 CARMEL	$ 175.23

CHECK	PAY DATE	DEPARTMENT	PAID FROM ORG	ISSUED TO	DESCRIPTION	AMOUNT
31164	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9917268 TERMINATION REFUND 210 RIVER POINTE	$ 286.03
31165	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9925904 2352 GRAPEWOOD	$ 139.01
31166	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9918876 2227 PACIFIC	$ 59.33
31167	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9916518 1680 CAMINO	$ 129.09
31168	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9910089 3008 GLADE	$ 200.90
31169	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9905287 909 E CLARK	$ 1,357.63
31170	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9922736 1972 TRUMAN	$ 156.86
31171	11/01/2021	FINANCE	SOLID WASTE	OTP- UB REFUNDS	REFUND - OVERPAYMENT	$ 144.54
31172	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9923655 1432 ARDILLA	$ 1,195.11
31173	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9918625 1120 GRANT	$ 66.64
31174	11/01/2021	FINANCE	WATER FUND	OTP- UB REFUNDS	DEPOSIT TO BE APPLIED TO UB ACCT	$ 150.33
31175	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 8668111 1012 RIVERVIEW	$ 339.20
31176	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9923249 3328 REN	$ 51.39
31177	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9922150 1114 MERCED	$ 40.36
31178	11/01/2021	FINANCE	WATER UTILITY	OTP- UB REFUNDS	UB TERMINATION REFUND 9920552	$ 397.62
31179	11/01/2021	UB - WATER	SOLID WASTE	OTP- UB REFUNDS	UB TERMINATION REFUND 9918668 2060 W CLEVELAND	$ 322.51
31180	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9907614 863 KIWI	$ 444.30
31181	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB 9915575 472 JOYA CREDIT REFUND	$ 141.68
31182	11/01/2021	UB - WATER	WATER FUND	OTP- UB REFUNDS	UB TERMINATION REFUND 9915151 1368 SEGOVIA	$ 211.25
31183	11/02/2021	FINANCE	SPECIAL EVENTS	PETTY CASH - PARKS DEPT.	CASH FOR REGISTERS AT POMEGRANATE FESTIVAL	$ 300.00
					BANK #1 - UNION BANK GENERAL ACCOUNT TOTAL	**$ 3,288,486.81**

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Wendy Silva, Director of Human Resources

Arnoldo Rodriguez, City Manager

Council Meeting of: November 17, 2021

Agenda Number: B-3

SUBJECT:

Informational Report on Personnel Activity

RECOMMENDATION:

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

SUMMARY:

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

DISCUSSION:

The Civil Service Commission met November 2, 2021, and approved eligibility lists for the following classifications:

- Police Officer Trainee
- Public Safety Dispatcher
- Grant Administrator (Amended)
- Neighborhood Preservation Specialist I
- Records Clerk
- Senior Civil Engineer

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

Table 1: New Hires and Re-hires

Name	*Position*	*Department*	*Status**	*Effective Date*
Anthony Sanchez	Public Works Maintenance Worker II	Public Works – Streets Division	FT	10/25/21

Table 1: New Hires and Re-hires, continued				
Name	*Position*	*Department*	*Status**	*Effective Date*
Antonio Nico	Park Aid	Parks & Community Services	PT	10/25/21
Ricardo Olea	Assistant Planner	Planning	FT	11/1/21
Richard Hunter	Code Enforcement Consultant	Police Department	PT	11/8/21

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

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

Table 2: Promotions, Transfers, or Assignment Changes			
Name	*Old Position*	*New Position*	*Effective Date*
Sarah Sarquiz	Administrative Analyst I – Part Time	Administrative Analyst I – Full Time	10/23/21
Mark Trukki	Police Sergeant	Police Lieutenant (temporary out-of-class assignment)	11/3/21

The following employees separated from employment since our last report.

Table 3: Separations				
Name	*Position*	*Department*	*Status**	*Effective Date*
Mary Church	Administrative Analyst II	Parks & Community Services	FT	10/22/21
Tom Burns	Police Sergeant	Police Department	FT	10/31/21

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

FINANCIAL IMPACT:

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

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

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

ALTERNATIVES:

This report is for informational purposes only.

ATTACHMENTS:

None

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Keith Helmuth, P.E., Department Director

Arnoldo Rodriguez, City Manager

Council Meeting of: November 17, 2021

Agenda Number: B-4

SUBJECT:

Accepting a Portion of the Improvements for the Varbella Estates II Subdivision

RECOMMENDATION:

Adopt a resolution:

A. Accepting a Portion of the Improvements for Varbella Estates II Subdivision.
B. Authorizing the Filing of the Notice of Acceptance for Said Subdivision Improvements.
C. Authorizing staff to record the Notice of Partial Acceptance of Subdivision Improvements.

SUMMARY:

The Varbella Estates II Subdivision is a two-phased residential development located between the streets of Pecan Avenue and Gary Lane and Stadium Avenue and Monterey Street. The City Council (Council) approved the Final Map on October 21, 2020.

The Subdivider, DMP Development Corporation, a California Corporation, and Valley Land Development, a California Limited Liability Company, have completed a portion of the off-site public improvements in accordance with the approved Improvement Agreement and improvement plans. The Subdivider has paid all required fees and submitted a warranty bond for the completed improvements. It is recommended that the City Council accept that portion of the improvements that have been completed for the Varbella Estates II Subdivision.

DISCUSSION:

The Subdivider, DMP Development Corporation, a California Corporation, and Valley Land Development, a California Limited Liability Company, have completed a portion of the public improvements in accordance with the approved Improvement Agreement and improvement plans.

All required public improvements for this subdivision's interior streets have been completed except for the construction of interior sidewalks. In accordance with the Improvement Agreement, installation of sidewalks may be deferred and constructed with residential development subsequent to the acceptance of the subdivision improvements so long as each and every house has an ADA accessible route to a

collector or arterial adjacent to the subdivision prior to occupancy of any house. This is common practice for new residential subdivisions to avoid damaging sidewalk as houses are being constructed. Acceptance of the remaining improvements located on Pecan Avenue, Monterey Street and the stamped median cap on Milano Lane will be accepted at a later date.

It is appropriate for the City to accept the completed improvements as the aforementioned improvements have been installed in accordance with City Specifications and conform to current City Standards. Acceptance of a portion of the public improvements required of the Subdivider is permitted by section 10-2.712.3 of the Municipal Code. The Subdivider has not requested final acceptance of other improvements eligible, primarily along the periphery of the subdivision, for reimbursement as described within the Improvement Agreement. The Subdivider has previously paid all required fees and provided payment and performance bonds sufficient to cover uncompleted work.

FINANCIAL IMPACT:

Acceptance of this subdivision will result in transfer of maintenance and resulting costs from Subdivider to City.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Acceptance of the improvements for Varbella Estates II is not directly addressed in the vision or action plans; however, the requested action could address the following specific task in the action plan:

Action 126: Clean, attractive streets: Expand or develop programs to create clean, safe and aesthetically pleasing streets – Current landscape design standards have been adhered to which aid in the establishment of Well-Planned Neighborhoods and Housing.

ALTERNATIVES:

If Council does not accept the completed improvements, the developer will be required to wait until all exterior improvements are completed to make a request for acceptance of all improvements.

ATTACHMENTS:

1. Resolution
   Exhibit A – Notice of Partial Acceptance
2. Project Location Map

Attachment 1

Resolution

RESOLUTION NO. 21-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, ACCEPTING A PORTION OF THE IMPROVEMENTS REQUIRED TO BE INSTALLED IN CONNECTION WITH VARBELLA ESTATES II SUBDIVISION, AND AUTHORIZING THE FILING OF A NOTICE OF PARTIAL ACCEPTANCE FOR SUCH IMPROVEMENTS

WHEREAS, the Subdivider, DMP Development Corporation, a California Corporation, and Valley Land Development, a California Limited Liability Company, has requested acceptance for a portion of the improvements for the Varbella Estates II Subdivision; and

WHEREAS, the City Engineer has certified to this Council that a portion of the required improvements for Varbella Estates II Subdivision, have been completed; and

WHEREAS, Acceptance of the remaining improvements located on Pecan Avenue, Monterey Street and stamped median cap on Milano Lane will be accepted at a later date.

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

1. The above recitals are true and correct.

2. The Subdivider has completed a portion of improvements for Varbella Estates II Subdivision, within the interior streets of the subdivision, except the stamped median cap on Milano Lane.

3. The City Clerk is hereby authorized and directed to record a Notice of Partial Acceptance as required by Section 10-2.712.2 of the Madera Municipal Code.

* * * * * * * * * * *

Exhibit A

Notice of Partial Acceptance

RECORDING REQUESTED BY:

City of Madera
AFTER RECORDING RETURN TO:
City Clerk
City of Madera
205 W. 4th Street
Madera, CA 93637

Fee Waived Per Section 27383 & 27388.1(a)(2)(D) of the Government Code

NOTICE OF PARTIAL ACCEPTANCE OF SUBDIVISION IMPROVEMENTS

NOTICE IS HEREBY GIVEN that on _____, 2021, the City Council of the City of Madera confirmed the satisfactory completion of a portion of the improvements as shown on the plans for Varbella Estates II Subdivision, described as:

- All required public improvements for this subdivision's interior streets except the stamped median cap on Milano Lane.

Dated: _____

By: _____
Alicia Gonzales
City Clerk

Attachment 2

Project Location Map

CITY OF MADERA ENGINEERING DEPARTMENT 428 E. YOSEMITE MADERA, CA 93638	VARBELLA ESTATES II TRACT 20-S-01	DR BY: RR CH BY: DATE: 11/10/21 SCALE: NTS SHT 1 OF 1

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Wendy Silva

Wendy Silva, Director of Human Resources

Arnoldo Rodriguez

Arnoldo Rodriguez, City Manager

Council Meeting of: November 17, 2021

Agenda Number: B-5

SUBJECT:

Modification of assigned salary ranges for professional civil engineers

RECOMMENDATION:

Adopt a resolution modifying the assigned salary ranges for the classifications of Assistant Engineer, Associate Civil Engineer, Senior Civil Engineer, Deputy City Engineer, and City Engineer

SUMMARY:

The City has experienced, and continues to experience, difficulties in recruiting for professional civil engineers and retaining civil engineers once they gain work experience. The City reviewed employee compensation for the classifications of Assistant Engineer, Associate Civil Engineer, Senior Civil Engineer, Deputy City Engineer, and City Engineer, and found the City to be below market median for all of the studied classifications. Staff is recommending adjustments to base pay for these positions to improve the City's position in the professional civil engineer labor market.

DISCUSSION:

The City employs professional civil engineers in its Engineering Department to work on private development projects, capital improvement projects, and construction management. The classifications in the City's civil engineer class series can be summarized as follows.

Table 1: *Professional Engineer Classification Series*

Classification Title	*Brief Description*
Assistant Engineer	Some college coursework or a degree in Civil Engineering; Engineer-in-Training certificate from the State of California

Table 1: *Professional Engineer Classification Series, continued*	
Classification Title	*Brief Description*
Associate Civil Engineer	Individual has passed Seismic Principles exam and Engineering Surveying exam with the State of California and is a Registered Civil Engineer
Senior Civil Engineer	Registered Civil Engineer with at least 4 years of work experience, including project management; acts as lead for subordinate staff
Deputy City Engineer	Registered Civil Engineer; acts as supervisor for subordinate staff; acts on behalf of City Engineer in his/her absence; manages a division of the Engineering Department
City Engineer	Registered Civil Engineer; takes full responsibility for Engineering Department – professional services and administration of department

Due to ongoing struggles to recruit and retain qualified civil engineers, the City looked at employee compensation for professional engineer classifications at surrounding public entities. For purposes of the study, compensation data was measured by evaluating the following:

- Base Pay
- Minus employee out-of-pocket for retirement
- Plus employer contributions to any supplemental retirement plans)
- Plus pay incentives (education, certificate, etc.)
- Minus employee out-of-pocket for the lowest cost health plan offered

The data collected showed that the City was below market median for all classifications in the professional engineer class series at the City of Madera. Table 2 summarizes the study results, using market median as the basis for comparison. Market median is the middle of the market.

Table 2: *Compensation Survey Results – Deviation from Market Median*			
	Salary Only	*Total Compensation*	*Rank in Market*
Assistant Engineer	-11.21%	-0.55%	6 of 9
Associate Civil Engineer	-15.87%	-9.74%	8 of 9
Senior Civil Engineer	-12.35%	-0.12%	5 of 7
Deputy City Engineer	-10.66%	-0.02%	4 of 6
City Engineer	-0.02%	-1.87%	6 of 9

In proposing modifications to assigned salary ranges, staff first made an adjustment based on market data. This adjustment was made by increasing base salary. A final adjustment was made to ensure compaction is not created or maintained by the market-based adjustments. Table 3 provides a summary of the recommended changes to base pay to improve the City's position in the civil engineer labor market.

Table 3: *Proposed Changes to Base Pay*				
	Current Base Pay	*Proposed Base Pay*	*% Increase to Base Pay*	*% Spread Between Positions*
Assistant Engineer	58,252 – 74,345	62,769 – 80,120	7.77%	-
Associate Civil Engineer	64,358 – 82,133	72,186 – 92,120	12.16%	15%
Senior Civil Engineer	74,742 – 95,391	79,352 – 101,272	6.17%	10%
Deputy City Engineer	89,444 – 114,159	91,245 – 116,451	2.01%	15%
City Engineer	107,600 – 137,327	109,778 – 140,102	2.02%	20%

All positions being considered for adjustment other than the City Engineer are represented by the Mid Management Employee group. The proposed modifications to base pay were provided to Mid Management representatives; they did not have any concerns with the City proceeding with the adjustments. The modified pay ranges are proposed to be effective the pay period beginning November 6, 2021, with pay date November 24, 2021.

The specific ranges on the City's Salary Schedule are provided in the proposed resolution. As the November 17, 2021 agenda has multiple items for Council's consideration that will affect the City's adopted/published salary schedule, staff will bring a consolidated schedule for adoption to the next regularly scheduled meeting capturing all of the changes in a single document should they be adopted.

FINANCIAL IMPACT:

The proposed changes are estimated to cost $108,000 on an annual basis based on current staffing. The Engineering Department is considered a General Fund department, however staff costs are charged to individual projects, which have various funding sources. Any necessary adjustments to the adopted budget to account for this increase will be captured in the mid-year budget adjustments.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Assignment to pay ranges for City employees are not addressed in the vision or action plan; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

Council could direct staff to engage in further negotiations with the bargaining unit and provide revised pay range assignments.

ATTACHMENTS:

1. Resolution modifying the assigned salary ranges for the noted classifications

Resolution No. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA MODIFYING THE ASSIGNED SALARY RANGE FOR CERTAIN CLASSIFICATIONS

WHEREAS, the City of Madera (City) has experienced recruitment and retention challenges in employing professional civil engineers; and

WHEREAS, the City desires to adjust base wages for the classifications of Assistant Engineer, Associate Civil Engineer, Senior Civil Engineer, Deputy City Engineer, and City Engineer to improve its position in the labor market; and

WHEREAS, the City and representatives of Mid Management have come to agreement on appropriate range assignments for the listed positions on City of Madera Salary Schedule M.

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

1. The foregoing recitals are true and correct and are incorporated by reference.

2. Effective November 6, 2021, the following range assignments as shown in Table 1 are made for the listed positions to City of Madera Salary Schedule M.

Table 1. New Salary Range Assignments

Job Title	Range	Bi-Weekly Pay Rate					
		A	B	C	D	E	F
Assistant Engineer	392	2,414.18	2,534.91	2,661.76	2,794.72	2,934.81	3,081.53
Associate Civil Engineer	420	2,776.38	2,914.95	3,060.64	3,213.98	3,374.45	3,543.07
Senior Civil Engineer	439	3,051.98	3,204.81	3,364.77	3,533.39	3,709.65	3,895.09
Deputy City Engineer	467	3,509.45	3,685.20	3,869.10	4,062.69	4,265.95	4,478.89
City Engineer	512	4,222.22	4,433.26	4,654.58	4,887.65	5,131.98	5,388.56

3. This resolution is effective immediately upon adoption.

* *

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Wendy Silva, Director of Human Resources

Arnoldo Rodriguez, City Manager

Council Meeting of: November 17, 2021

Agenda Number: B-6

SUBJECT:

Side Letter Agreements with the Mid Management Employee Group and Law Enforcement Mid Management Group

RECOMMENDATION:

Adopt a Resolution approving Side Letter Agreements with the Mid Management Employee Group and Law Enforcement Mid Management Group to change current pay reported to the California Public Employees' Retirement System from Longevity Pay to Scheduled Compensation retroactive to January 1, 2018

SUMMARY:

Employees represented by the Mid Management Employee Group (MM) and non-sworn members of the Law Enforcement Mid Management Group (LEMM) are eligible for additional pay after reaching the top step of their salary range based on continued service to the City. This pay is currently reported to the California Public Employees' Retirement System (CalPERS) as Longevity Pay. In reviewing compensation for a recent retiree, CalPERS made a determination that the pay being reported as Longevity Pay did not meet the criteria for that category of pay. To resolve the issue, the City and CalPERS have determined that the same pay can be reported as Scheduled Compensation. The proposed Side Letter Agreements with the MM and LEMM bargaining units capture the changes to effectuate the reporting category change. Specifically, the additional pay for continued service will now be published on the City's publicly adopted salary schedule. There is no change to the amount of pay; the change is to the category of pay as reported to CalPERS. CalPERS has agreed to limit the retroactive application of this change to January 1, 2018.

DISCUSSION:

Background

Upon reviewing reported compensation for a recent retiree and calculating the individual's retirement benefit, CalPERS made an administrative decision that income reported by the City

for MM and LEMM employees as Longevity Pay did not meet the legal definition of "compensation earnable" for the category of Longevity Pay. Compensation earnable, in summary, is pay received by the individual while working that is included when calculating pension benefits.

The City's Memorandums of Understanding (MOUs) with MM and LEMM provide that non-sworn employees are eligible to receive Longevity Pay (also called Y-Step) of 2.5% per year after reaching top step and upon the recommendation of their supervisor based on a performance review. The employee is eligible for additional Longevity Pay steps every 5 years thereafter, to a maximum of 4 longevity steps, or 10% after 16 years at top step of their salary range. Longevity Pay has been a benefit of the MM unit MOU as long as any current City staff can recall. Non-sworn members of LEMM have been eligible for Longevity Pay since 2013.

CalPERS staff have indicated that the Longevity Pay should not have been reported as compensation earnable in the Longevity Pay category because (1) it requires a supervisor's recommendation and is not automatic, and (2) it requires an individual to reach top step to be eligible and different employees will reach top step at different points in their career depending on the step they start at and whether they are awarded annual merit increases based on their performance reviews.

When advising the City of its determination, CalPERS staff indicated that unless the City makes a retroactive change to how Longevity Pay is received by City employees, they will:

- Reduce the retirement allowance for any retiree who had Longevity Pay reported as compensation earnable in the Longevity Pay category;
- Require retirees who received a retirement allowance based on Longevity Pay to repay the monies received within the last three years;
- Require the City to repay CalPERS on behalf of retirees any retirement allowance received based on Longevity Pay prior to the last three years;
- Credit the City's unfunded liability for any Employer-paid contributions made for Longevity Pay; and
- Return any Employee-paid contributions made for Longevity Pay, which the City will need to pay to the affected employees.

Of additional concern, recently passed Senate Bill (SB) 278 significantly increases the potential financial impacts to the City in this matter. In short, SB 278 requires the employer to pay back any overpayments directly to CalPERS and to purchase an annuity or provide a lump-sum equivalent to the allowance for the excluded compensation for retirees whose pension is reduced by CalPERS. This means that for any retiree from MM or LEMM, the City would be required to purchase an annuity to replace the income they would no longer be receiving from CalPERS for their pension.

Current Situation

City staff engaged CalPERS staff in discussion of options to find middle ground with CalPERS on this issue, acquiescing that Longevity Pay as the City pays it does not meet CalPERS' definition of

Longevity Pay, but that the pay should still have been reported as compensation, specifically Scheduled Compensation. This option means that the City would list the Longevity Pay steps on the published salary schedule after F-Step for the applicable positions. This option does not change the amount of pay received by employees, but changes the reporting category for CalPERS. CalPERS staff advised that this option appears to be a reasonable resolution to the situation. After further discussion, CalPERS staff has agreed to limit the retroactive period for the modifications to January 1, 2018.

Side Letter Agreements with MM and LEMM have been prepared to make the necessary modifications to the applicable MOUs, including revised salary tables for January 1, 2018 to present. Once adopted, the City's payroll division of the Finance Department will be required to submit corrected pay information for applicable employees retroactive to January 1, 2018.

The Side Letter Agreements include revised salary tables for the specific bargaining units only. As the November 17, 2021 agenda has multiple items for Council's consideration that will affect the City's adopted/published salary schedule, staff will bring a consolidated schedule for adoption to the next regularly scheduled meeting capturing all of the changes in a single document should they be adopted.

FINANCIAL IMPACT:

The proposed change modifies the category of compensation as reported to CalPERS. The criteria for employees to receive the pay type does not change. There will be staff time incurred to submit corrected payroll records.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Pay and benefits for City employees are not addressed in the vision or action plan; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

Council could direct staff to continue discussions with CalPERS.

ATTACHMENTS:

1. Resolution approving Side Letter Agreements changing Longevity Pay to Scheduled Compensation for CalPERS reporting purposes
    a. Attachment A: Side Letter Agreement with Mid Management Employee Group (MM)
        i. Exhibit A: MM Bi-weekly Salary Schedule Effective 1/1/2018
        ii. Exhibit B: MM Bi-weekly Salary Schedule Effective 11/23/2019
        iii. Exhibit C: MM Bi-weekly Salary Schedule Effective 6/29/2021 through 6/30/2025

b. Attachment B: Side Letter Agreement with Law Enforcement Mid Management Group (LEMM)
    i. Exhibit A: LEMM Bi-weekly Salary Schedule Effective 1/1/2018
    ii. Exhibit B: LEMM Bi-weekly Salary Schedule Effective 4/11/2020
    iii. Exhibit C: LEMM Bi-weekly Salary Schedule Effective 6/29/2021 through 6/30/2025

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING SIDE LETTER AGREEMENTS WITH THE MID MANAGEMENT EMPLOYEE GROUP AND LAW ENFORCEMENT MID MANAGEMENT GROUP CHANGING LONGEVITY PAY TO SCHEDULED COMPENSATION FOR CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM REPORTING PURPOSES

WHEREAS, the City of Madera (City) has received an administrative decision by the California Public Employees' Retirement System (CalPERS) that pay currently reported as Longevity Pay for employees represented by the Mid Management Employee Group (MM) and Law Enforcement Mid Management Group (LEMM) does not meet the definition of such pay; and

WHEREAS, the City and CalPERS engaged in discussions to resolve the matter and have come to agreement that pay previously reported as Longevity Pay will be listed on the adopted salary schedule for affected positions represented by MM and LEMM and reported to CalPERS as Scheduled Compensation; and

WHEREAS, the City and CalPERS have further agreed that the change to reporting category will be retroactive to January 1, 2018; and

WHEREAS, the City and representatives of both MM and LEMM have conferred and agreed to retroactive changes to applicable Memorandums of Understanding for the retroactive time period; and

WHEREAS, Side Letter Agreements have been prepared for both MM and LEMM to capture the modifications necessary to change pay previously reported as Longevity Pay to Scheduled Compensation, including revised salary schedules.

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

1. The above recitals are true and correct.

2. The Side Letter Agreement between the City of Madera and the Mid Management Employee Group, a copy of which is attached hereto as Exhibit A, is approved.

3. The Side Letter Agreement between the City of Madera and the Law Enforcement Mid Management Group, a copy of which is attached hereto as Exhibit B, is approved.

4. The City Manager is authorized to execute the Agreements on behalf of the City.

5. This resolution is effective immediately upon adoption.

* *

SIDE LETTER AGREEMENT
BETWEEN THE CITY OF MADERA
AND
THE MID MANAGEMENT EMPLOYEE GROUP

Authorized Representatives of the City of Madera and the Mid Management Employee Group have conferred and do hereby agree to the changes to the noted Memorandums of Understanding (MOUs) between the Parties as set forth in this Side Letter Agreement.

Section 1. Article 5 titled "Salaries and Benefits" of the MOU effective July 1, 2015 to June 30, 2018, is amended by adding the following paragraph after the four paragraphs under Article 5:

> Effective January 1, 2018, the 'Y" step pay as described in the preceding paragraph will no longer apply. Effective January 1, 2018, For Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations. After an employee has been at F-step of their salary range for one year (on their anniversary date), the employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%. The Salary Schedule for Mid Management Employees labeled as Exhibit A to this Side Letter Agreement will apply.

Section 2. Article 6 titled "Salaries and Benefits" of the MOU effective September 5, 2018 to June 30, 2019, is amended by replacing the second paragraph under Article 6 with the following paragraph:

> For Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations. After an employee has been at F-step of their salary range for one year (on their anniversary date), the employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%.
>
> As no change to base salary was provided in this MOU, the Salary Schedule for Mid Management Employees labeled as Exhibit A to this Side Letter Agreement is still the applicable salary schedule.

Section 3. Article 6 titled "Salaries and Benefits" of the MOU effective December 4, 2019 to June 30, 2020, is amended by replacing the first paragraph under Article 6 with the following paragraph:

> For Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations. After an employee has been at F-step of their salary range for one year (on their anniversary date), the employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%. The Salary Schedule for Mid Management Employees labeled as Exhibit B to this Side Letter Agreement will apply.

Section 4. Article 6 titled "Salaries and Benefits" of the MOU effective July 1, 2021 to June 30, 2025 is replaced entirely by the following language:

Article 6 – Salaries and Benefits

The salary schedule attached as Exhibit C to this Side Letter Agreement reflects the salary plan for positions represented by this unit that will be effective upon implementation of the 2% base wage increase on each effective date noted below. For Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations. After an employee has been at F-step of their salary range for one year (on their anniversary date), the employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%.

Effective the first paycheck on or after July 1, 2021, employees represented by this unit and employed with the City will receive a 2% base wage increase.

Effective the first paycheck on or after July 1, 2022, employees represented by this unit and employed with the City will receive a 2% base wage increase.

Effective the first paycheck on or after July 1, 2023, employees represented by this unit and employed with the City will receive a 2% base wage increase.

Effective the first paycheck on or after July 1, 2024, employees represented by this unit and employed with the City will receive a 2% base wage increase.

In addition to the percent-based wage increases noted above, employees represented by this unit and employed with the City at the time of paycheck issuance will receive lump

sum $1,500 payments to be paid on the first regular paycheck of July 2021, July 2022, July 2023, and July 2024, subject to applicable taxes and deductions. The parties agree that this one-time payment does not meet the definition of compensation earnable nor does it qualify as any applicable special compensation for CalPERS reporting purposes. The City will issue this payment as a separate check from normal wages.

Section 5. Exhibits A through C to this Side Letter Agreement represent the revised salary schedules for Mid Management Employees to effectuate the changes contemplated herein.

This Side Letter Agreement is effective upon adoption and shall remain in full force and effect until a successor Memorandum of Understanding between the City of Madera and the Mid Management Employee Group addressing the subject matter of this Side Letter is fully executed by both parties.

Jamie Hickman, Mid Management	Arnoldo Rodriguez, City Manager
Date	Date
John Dalrymple, CEA Representative	
Date	

Exhibit A

Mid Management Employee Group
Bi-Weekly Salary Schedule Effective January 1, 2018

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Accountant I	322	$1,636.89	$1,718.66	$1,804.35	$1,894.44	$1,989.43	$2,088.83	$2,141.05	$2,193.27	$2,245.49	$2,297.71
Accountant II	362	$1,998.25	$2,098.13	$2,202.92	$2,313.09	$2,428.64	$2,550.08	$2,613.83	$2,677.58	$2,741.34	$2,805.09
Administrative Analyst	358	$1,958.58	$2,056.51	$2,159.34	$2,267.55	$2,380.66	$2,499.64	$2,562.13	$2,624.62	$2,687.11	$2,749.60
Assistant Engineer	377	$2,153.46	$2,261.19	$2,373.80	$2,492.79	$2,617.16	$2,748.38	$2,817.09	$2,885.80	$2,954.51	$3,023.22
Associate Civil Engineer	397	$2,379.19	$2,498.17	$2,623.03	$2,754.26	$2,891.85	$3,036.30	$3,112.21	$3,188.12	$3,264.02	$3,339.93
Associate Planner	368	$2,058.96	$2,161.79	$2,270.00	$2,383.11	$2,502.58	$2,627.44	$2,693.13	$2,758.81	$2,824.50	$2,890.18
Business Manager	427	$2,763.07	$2,901.15	$3,046.58	$3,198.86	$3,358.48	$3,526.43	$3,614.59	$3,702.75	$3,790.91	$3,879.07
Communications Specialist	358	$1,958.58	$2,056.51	$2,159.34	$2,267.55	$2,380.66	$2,499.64	$2,562.13	$2,624.62	$2,687.11	$2,749.60
Deputy City Engineer	463	$3,306.58	$3,472.08	$3,645.42	$3,828.05	$4,019.02	$4,220.26	$4,325.77	$4,431.27	$4,536.78	$4,642.29
Electrical and Facilities Operations Manager	421	$2,681.79	$2,815.96	$2,956.48	$3,104.36	$3,259.57	$3,422.63	$3,508.20	$3,593.76	$3,679.33	$3,764.89
Engineering Project Manager	419	$2,654.86	$2,788.05	$2,927.10	$3,073.51	$3,227.26	$3,388.84	$3,473.56	$3,558.28	$3,643.00	$3,727.72
Executive Secretary	330	$1,703.48	$1,788.68	$1,877.79	$1,971.81	$2,070.22	$2,174.03	$2,228.38	$2,282.73	$2,337.08	$2,391.43
Executive Secretary to City Administrator	330	$1,703.48	$1,788.68	$1,877.79	$1,971.81	$2,070.22	$2,174.03	$2,228.38	$2,282.73	$2,337.08	$2,391.43
Financial Services Manager	446	$3,037.76	$3,189.56	$3,349.18	$3,516.64	$3,692.42	$3,877.02	$3,973.95	$4,070.87	$4,167.80	$4,264.72
Fleet Operations Manager	404	$2,463.90	$2,586.80	$2,716.07	$2,852.19	$2,994.68	$3,144.51	$3,223.12	$3,301.74	$3,380.35	$3,458.96
Grant Analyst	358	$1,958.58	$2,056.51	$2,159.34	$2,267.55	$2,380.66	$2,499.64	$2,562.13	$2,624.62	$2,687.11	$2,749.60
Human Resources Technician	290	$1,395.49	$1,465.02	$1,538.47	$1,615.34	$1,696.13	$1,780.84	$1,825.36	$1,869.88	$1,914.40	$1,958.92
Human Resources Technician II	310	$1,541.41	$1,618.77	$1,699.56	$1,784.76	$1,873.88	$1,967.40	$2,016.59	$2,065.77	$2,114.96	$2,164.14
Neighborhood Preservation Supervisor	380	$2,185.78	$2,294.97	$2,409.55	$2,530.49	$2,656.82	$2,789.51	$2,859.25	$2,928.99	$2,998.72	$3,068.46
Network Administrator	389	$2,286.16	$2,400.25	$2,520.21	$2,646.54	$2,778.74	$2,917.80	$2,990.75	$3,063.69	$3,136.64	$3,209.58
Paralegal Office Administrator	372	$2,100.09	$2,205.37	$2,315.54	$2,431.09	$2,553.02	$2,680.32	$2,747.33	$2,814.34	$2,881.34	$2,948.35
Park Planning Manager	426	$2,749.36	$2,886.95	$3,031.40	$3,182.70	$3,341.84	$3,508.80	$3,596.52	$3,684.24	$3,771.96	$3,859.68
Parks Supervisor	335	$1,746.57	$1,833.72	$1,925.29	$2,021.75	$2,122.62	$2,228.87	$2,284.59	$2,340.31	$2,396.04	$2,451.76
Procurement Services Manager	358	$1,958.58	$2,056.51	$2,159.34	$2,267.55	$2,380.66	$2,499.64	$2,562.13	$2,624.62	$2,687.11	$2,749.60
Program Manager-Grants	366	$2,038.40	$2,140.24	$2,247.48	$2,359.60	$2,477.61	$2,601.49	$2,666.53	$2,731.56	$2,796.60	$2,861.64
Recreation/Community Programs Manager	390	$2,297.42	$2,412.49	$2,532.94	$2,659.76	$2,792.45	$2,932.49	$3,005.80	$3,079.11	$3,152.43	$3,225.74
Recreation/Community Programs Supervisor	353	$1,910.60	$2,006.08	$2,105.97	$2,211.24	$2,321.90	$2,437.95	$2,498.90	$2,559.85	$2,620.80	$2,681.75
Redevelopment Agency Secretary	342	$1,808.26	$1,898.85	$1,993.84	$2,093.24	$2,198.02	$2,308.19	$2,365.89	$2,423.60	$2,481.30	$2,539.01
Redevelopment Manager	427	$2,763.07	$2,901.15	$3,046.58	$3,198.86	$3,358.48	$3,526.43	$3,614.59	$3,702.75	$3,790.91	$3,879.07
Safety Officer	358	$1,958.58	$2,056.51	$2,159.34	$2,267.55	$2,380.66	$2,499.64	$2,562.13	$2,624.62	$2,687.11	$2,749.60
Senior Civil Engineer	427	$2,763.07	$2,901.15	$3,046.58	$3,198.86	$3,358.48	$3,526.43	$3,614.59	$3,702.75	$3,790.91	$3,879.07
Senior Planner	429	$2,790.98	$2,930.53	$3,076.94	$3,230.69	$3,392.27	$3,561.69	$3,650.73	$3,739.77	$3,828.82	$3,917.86
Solid Waste Manager	353	$1,910.60	$2,006.08	$2,105.97	$2,211.24	$2,321.90	$2,437.95	$2,498.90	$2,559.85	$2,620.80	$2,681.75
Streets & Storm Drainage Ops. Manager	385	$2,241.11	$2,352.75	$2,470.75	$2,594.15	$2,723.90	$2,860.02	$2,931.52	$3,003.02	$3,074.52	$3,146.02
Streets & Storm Drainage Supervisor	340	$1,790.64	$1,879.75	$1,973.76	$2,072.67	$2,176.48	$2,285.18	$2,342.31	$2,399.44	$2,456.57	$2,513.70
Tyler Munis Implementation Project Manager	408	$2,513.35	$2,639.19	$2,770.91	$2,909.48	$3,054.90	$3,207.67	$3,287.86	$3,368.05	$3,448.25	$3,528.44
Utility Billing Supervisor	334	$1,737.75	$1,824.42	$1,915.99	$2,011.47	$2,112.33	$2,217.61	$2,273.05	$2,328.49	$2,383.93	$2,439.37
Waste Water Treatment Plant Manager	420	$2,668.57	$2,801.76	$2,941.79	$3,089.18	$3,243.42	$3,405.49	$3,490.63	$3,575.76	$3,660.90	$3,746.04
Wastewater Collection System Supervisor	346	$1,844.99	$1,937.04	$2,033.99	$2,135.84	$2,242.58	$2,354.71	$2,413.58	$2,472.45	$2,531.31	$2,590.18
Water & Sewer Operations Manager	423	$2,708.72	$2,843.86	$2,986.35	$3,135.69	$3,292.38	$3,456.90	$3,543.32	$3,629.75	$3,716.17	$3,802.59
Water Meter & Conservation Supervisor	340	$1,790.64	$1,879.75	$1,973.76	$2,072.67	$2,176.48	$2,285.18	$2,342.31	$2,399.44	$2,456.57	$2,513.70
Water System Supervisor	365	$2,028.11	$2,129.47	$2,236.21	$2,347.85	$2,465.37	$2,588.76	$2,653.48	$2,718.20	$2,782.92	$2,847.64

Exhibit B

Mid Management Employee Group
Bi-Weekly Salary Schedule Effective November 23, 2019

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Accountant I	322	$1,669.62	$1,753.03	$1,840.43	$1,932.33	$2,029.22	$2,130.61	$2,183.88	$2,237.14	$2,290.41	$2,343.67
Accountant II	362	$2,038.21	$2,140.10	$2,246.98	$2,359.35	$2,477.22	$2,601.08	$2,666.11	$2,731.13	$2,796.16	$2,861.19
Administrative Analyst I	358	$1,997.76	$2,097.64	$2,202.53	$2,312.90	$2,428.27	$2,549.64	$2,613.38	$2,677.12	$2,740.86	$2,804.60
Administrative Analyst II	386	$2,297.42	$2,412.29	$2,532.66	$2,659.51	$2,792.36	$2,931.71	$3,005.00	$3,078.30	$3,151.59	$3,224.88
Assistant Engineer	377	$2,196.53	$2,306.41	$2,421.28	$2,542.64	$2,669.50	$2,803.35	$2,873.43	$2,943.52	$3,013.60	$3,083.69
Associate Civil Engineer	397	$2,426.77	$2,548.14	$2,675.50	$2,809.34	$2,949.69	$3,097.02	$3,174.45	$3,251.87	$3,329.30	$3,406.72
Associate Planner	368	$2,100.14	$2,205.02	$2,315.40	$2,430.77	$2,552.63	$2,679.99	$2,746.99	$2,813.99	$2,880.99	$2,947.99
Communications Specialist	358	$1,997.76	$2,097.64	$2,202.53	$2,312.90	$2,428.27	$2,549.64	$2,613.38	$2,677.12	$2,740.86	$2,804.60
Deputy City Engineer	463	$3,372.71	$3,541.52	$3,718.32	$3,904.61	$4,099.40	$4,304.67	$4,412.29	$4,519.90	$4,627.52	$4,735.14
Electrical and Facilities Operations Manager	421	$2,735.43	$2,872.27	$3,015.61	$3,166.44	$3,324.77	$3,491.08	$3,578.36	$3,665.63	$3,752.91	$3,840.19
Engineering Project Manager	419	$2,707.96	$2,843.81	$2,985.65	$3,134.98	$3,291.80	$3,456.62	$3,543.04	$3,629.45	$3,715.87	$3,802.28
Executive Secretary	330	$1,737.55	$1,824.45	$1,915.35	$2,011.24	$2,111.63	$2,217.51	$2,272.95	$2,328.39	$2,383.82	$2,439.26
Executive Secretary to City Administrator	330	$1,737.55	$1,824.45	$1,915.35	$2,011.24	$2,111.63	$2,217.51	$2,272.95	$2,328.39	$2,383.82	$2,439.26
Financial Services Manager	446	$3,098.52	$3,253.35	$3,416.16	$3,586.97	$3,766.27	$3,954.56	$4,053.42	$4,152.29	$4,251.15	$4,350.02
Fleet Operations Manager	404	$2,513.18	$2,638.54	$2,770.39	$2,909.23	$3,054.57	$3,207.40	$3,287.59	$3,367.77	$3,447.96	$3,528.14
Grant Analyst	358	$1,997.76	$2,097.64	$2,202.53	$2,312.90	$2,428.27	$2,549.64	$2,613.38	$2,677.12	$2,740.86	$2,804.60
Human Resources Technician	290	$1,423.40	$1,494.32	$1,569.24	$1,647.65	$1,730.06	$1,816.46	$1,861.87	$1,907.28	$1,952.69	$1,998.11
Human Resources Technician II	310	$1,572.23	$1,651.15	$1,733.55	$1,820.46	$1,911.35	$2,006.75	$2,056.92	$2,107.09	$2,157.26	$2,207.43
Legal Assistant	330	$1,737.55	$1,824.45	$1,915.35	$2,011.24	$2,111.63	$2,217.51	$2,272.95	$2,328.39	$2,383.82	$2,439.26
Neighborhood Preservation Supervisor	380	$2,229.50	$2,340.87	$2,457.74	$2,581.10	$2,709.96	$2,845.30	$2,916.43	$2,987.57	$3,058.70	$3,129.83
Network Administrator	389	$2,331.88	$2,448.25	$2,570.61	$2,699.47	$2,834.32	$2,976.16	$3,050.56	$3,124.97	$3,199.37	$3,273.78
Paralegal Office Administrator	372	$2,142.09	$2,249.47	$2,361.85	$2,479.71	$2,604.08	$2,733.93	$2,802.28	$2,870.63	$2,938.97	$3,007.32
Park Planning Manager	426	$2,804.35	$2,944.69	$3,092.03	$3,246.35	$3,408.67	$3,578.98	$3,668.45	$3,757.93	$3,847.40	$3,936.88
Parks Supervisor	335	$1,781.50	$1,870.40	$1,963.79	$2,062.18	$2,165.07	$2,273.45	$2,330.29	$2,387.12	$2,443.96	$2,500.80
Procurement Services Manager	358	$1,997.76	$2,097.64	$2,202.53	$2,312.90	$2,428.27	$2,549.64	$2,613.38	$2,677.12	$2,740.86	$2,804.60
Program Manager-Grants	366	$2,079.16	$2,183.05	$2,292.43	$2,406.80	$2,527.16	$2,653.52	$2,719.86	$2,786.20	$2,852.53	$2,918.87
Recreation/Community Programs Manager	390	$2,343.37	$2,460.74	$2,583.60	$2,712.95	$2,848.30	$2,991.14	$3,065.92	$3,140.70	$3,215.48	$3,290.25
Recreation/Community Programs Supervisor	353	$1,948.81	$2,046.20	$2,148.09	$2,255.47	$2,368.34	$2,486.71	$2,548.88	$2,611.05	$2,673.21	$2,735.38
Redevelopment Agency Secretary	342	$1,844.43	$1,936.82	$2,033.72	$2,135.10	$2,241.98	$2,354.36	$2,413.22	$2,472.08	$2,530.94	$2,589.80
Redevelopment Manager	427	$2,818.33	$2,959.18	$3,107.51	$3,262.84	$3,425.65	$3,596.96	$3,686.88	$3,776.81	$3,866.73	$3,956.66
Safety Officer	358	$1,997.76	$2,097.64	$2,202.53	$2,312.90	$2,428.27	$2,549.64	$2,613.38	$2,677.12	$2,740.86	$2,804.60
Senior Civil Engineer	427	$2,818.33	$2,959.18	$3,107.51	$3,262.84	$3,425.65	$3,596.96	$3,686.88	$3,776.81	$3,866.73	$3,956.66
Senior Planner	429	$2,846.80	$2,989.14	$3,138.48	$3,295.30	$3,460.11	$3,632.92	$3,723.74	$3,814.57	$3,905.39	$3,996.21
Solid Waste Manager	353	$1,948.81	$2,046.20	$2,148.09	$2,255.47	$2,368.34	$2,486.71	$2,548.88	$2,611.05	$2,673.21	$2,735.38
Streets & Storm Drainage Ops. Manager	385	$2,285.93	$2,399.80	$2,520.17	$2,646.03	$2,778.38	$2,917.22	$2,990.15	$3,063.08	$3,136.01	$3,208.94
Streets & Storm Drainage Supervisor	340	$1,826.45	$1,917.35	$2,013.24	$2,114.13	$2,220.01	$2,330.88	$2,389.15	$2,447.42	$2,505.70	$2,563.97
Tyler Munis Implementation Project Manager	408	$2,563.62	$2,691.98	$2,826.33	$2,967.67	$3,116.00	$3,271.83	$3,353.63	$3,435.42	$3,517.22	$3,599.01
Utility Billing Supervisor	334	$1,772.51	$1,860.91	$1,954.31	$2,051.70	$2,154.58	$2,261.96	$2,318.51	$2,375.06	$2,431.61	$2,488.16
Waste Water Treatment Plant Manager	459	$3,306.29	$3,471.60	$3,644.91	$3,827.20	$4,018.49	$4,219.76	$4,325.25	$4,430.75	$4,536.24	$4,641.74
Wastewater Collection System Supervisor	346	$1,881.89	$1,975.78	$2,074.67	$2,178.55	$2,287.43	$2,401.80	$2,461.85	$2,521.89	$2,581.94	$2,641.98
Water & Sewer Operations Manager	423	$2,762.90	$2,900.74	$3,046.08	$3,198.41	$3,358.23	$3,526.04	$3,614.19	$3,702.34	$3,790.49	$3,878.64
Water Meter & Conservation Supervisor	340	$1,826.45	$1,917.35	$2,013.24	$2,114.13	$2,220.01	$2,330.88	$2,389.15	$2,447.42	$2,505.70	$2,563.97
Water System Supervisor	365	$2,068.68	$2,172.06	$2,280.94	$2,394.81	$2,514.68	$2,640.53	$2,706.54	$2,772.56	$2,838.57	$2,904.58

Revised Salary Schedule
Adopted 11-17-21

Exhibit C

Mid Management Employee Group

Bi-Weekly Salary Schedules Effective June 29, 2021 through June 30, 2025

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Effective 6/29/2021											
Accountant I	322	$1,703.02	$1,788.09	$1,877.24	$1,970.98	$2,069.81	$2,173.22	$2,227.55	$2,281.88	$2,336.21	$2,390.54
Accountant II	362	$2,078.97	$2,182.90	$2,291.92	$2,406.54	$2,526.76	$2,653.10	$2,719.43	$2,785.76	$2,852.08	$2,918.41
Administrative Analyst I	358	$2,037.71	$2,139.60	$2,246.58	$2,359.16	$2,476.84	$2,600.63	$2,665.65	$2,730.66	$2,795.68	$2,860.69
Administrative Analyst II	386	$2,343.37	$2,460.54	$2,583.31	$2,712.70	$2,848.21	$2,990.34	$3,065.10	$3,139.86	$3,214.62	$3,289.37
Assistant Engineer	377	$2,240.46	$2,352.54	$2,469.71	$2,593.50	$2,722.89	$2,859.42	$2,930.91	$3,002.39	$3,073.88	$3,145.36
Associate Civil Engineer	397	$2,475.31	$2,599.10	$2,729.01	$2,865.53	$3,008.68	$3,158.96	$3,237.93	$3,316.91	$3,395.88	$3,474.86
Associate Planner	368	$2,142.14	$2,249.12	$2,361.71	$2,479.39	$2,603.69	$2,733.59	$2,801.93	$2,870.27	$2,938.61	$3,006.95
Communications Specialist	358	$2,037.71	$2,139.60	$2,246.58	$2,359.16	$2,476.84	$2,600.63	$2,665.65	$2,730.66	$2,795.68	$2,860.69
Deputy City Engineer	463	$3,440.17	$3,612.35	$3,792.69	$3,982.71	$4,181.38	$4,390.76	$4,500.53	$4,610.30	$4,720.07	$4,829.84
Electrical and Facilities Operations Manager	421	$2,790.14	$2,929.72	$3,075.93	$3,229.77	$3,391.26	$3,560.90	$3,649.92	$3,738.95	$3,827.97	$3,916.99
Engineering Project Manager	419	$2,762.12	$2,900.68	$3,045.36	$3,197.68	$3,357.64	$3,525.75	$3,613.89	$3,702.04	$3,790.18	$3,878.33
Executive Secretary	330	$1,772.30	$1,860.94	$1,953.66	$2,051.47	$2,153.86	$2,261.86	$2,318.41	$2,374.95	$2,431.50	$2,488.05
Executive Secretary to City Administrator	330	$1,772.30	$1,860.94	$1,953.66	$2,051.47	$2,153.86	$2,261.86	$2,318.41	$2,374.95	$2,431.50	$2,488.05
Financial Services Manager	446	$3,160.49	$3,318.41	$3,484.49	$3,658.71	$3,841.60	$4,033.65	$4,134.49	$4,235.33	$4,336.17	$4,437.02
Fleet Operations Manager	404	$2,563.44	$2,691.31	$2,825.80	$2,967.42	$3,115.66	$3,271.55	$3,353.34	$3,435.13	$3,516.92	$3,598.71
Grant Analyst	358	$2,037.71	$2,139.60	$2,246.58	$2,359.16	$2,476.84	$2,600.63	$2,665.65	$2,730.66	$2,795.68	$2,860.69
Human Resources Technician	290	$1,451.87	$1,524.21	$1,600.62	$1,680.60	$1,764.66	$1,852.79	$1,899.11	$1,945.43	$1,991.75	$2,038.07
Human Resources Technician II	310	$1,603.68	$1,684.17	$1,768.22	$1,856.86	$1,949.58	$2,046.88	$2,098.05	$2,149.22	$2,200.40	$2,251.57
Neighborhood Preservation Supervisor	380	$2,274.09	$2,387.69	$2,506.89	$2,632.72	$2,764.16	$2,902.21	$2,974.77	$3,047.32	$3,119.88	$3,192.43
Network Administrator	389	$2,378.52	$2,497.22	$2,622.03	$2,753.46	$2,891.00	$3,035.68	$3,111.57	$3,187.46	$3,263.36	$3,339.25
Park Planning Manager	426	$2,860.44	$3,003.59	$3,153.87	$3,311.28	$3,476.84	$3,650.56	$3,741.82	$3,833.09	$3,924.35	$4,015.62
Parks Supervisor	335	$1,817.13	$1,907.81	$2,003.07	$2,103.43	$2,208.37	$2,318.92	$2,376.89	$2,434.87	$2,492.84	$2,550.81
Procurement Services Manager	358	$2,037.71	$2,139.60	$2,246.58	$2,359.16	$2,476.84	$2,600.63	$2,665.65	$2,730.66	$2,795.68	$2,860.69
Program Manager-Grants	366	$2,120.75	$2,226.71	$2,338.27	$2,454.93	$2,577.71	$2,706.59	$2,774.25	$2,841.92	$2,909.58	$2,977.25
Recreation/Community Programs Manager	390	$2,390.24	$2,509.95	$2,635.27	$2,767.21	$2,905.27	$3,050.96	$3,127.23	$3,203.51	$3,279.78	$3,356.06
Recreation/Community Programs Supervisor	353	$1,987.79	$2,087.13	$2,191.05	$2,300.58	$2,415.71	$2,536.44	$2,599.85	$2,663.26	$2,726.67	$2,790.08
Redevelopment Agency Secretary	342	$1,881.32	$1,975.56	$2,074.39	$2,177.80	$2,286.82	$2,401.44	$2,461.48	$2,521.51	$2,581.55	$2,641.58
Redevelopment Manager	427	$2,874.70	$3,018.36	$3,169.66	$3,328.09	$3,494.17	$3,668.90	$3,760.62	$3,852.35	$3,944.07	$4,035.79
Safety Officer	358	$2,037.71	$2,139.60	$2,246.58	$2,359.16	$2,476.84	$2,600.63	$2,665.65	$2,730.66	$2,795.68	$2,860.69
Senior Civil Engineer	427	$2,874.70	$3,018.36	$3,169.66	$3,328.09	$3,494.17	$3,668.90	$3,760.62	$3,852.35	$3,944.07	$4,035.79
Senior Planner	429	$2,903.74	$3,048.93	$3,201.24	$3,361.21	$3,529.32	$3,705.58	$3,798.22	$3,890.86	$3,983.50	$4,076.14
Solid Waste Manager	353	$1,987.79	$2,087.13	$2,191.05	$2,300.58	$2,415.71	$2,536.44	$2,599.85	$2,663.26	$2,726.67	$2,790.08
Streets & Storm Drainage Ops. Manager	385	$2,331.65	$2,447.80	$2,570.57	$2,698.95	$2,833.95	$2,975.57	$3,049.96	$3,124.35	$3,198.74	$3,273.13
Streets & Storm Drainage Supervisor	340	$1,862.98	$1,955.69	$2,053.50	$2,156.41	$2,264.41	$2,377.50	$2,436.94	$2,496.38	$2,555.81	$2,615.25
Tyler Munis Implementation Project Manager	408	$2,614.89	$2,745.82	$2,882.85	$3,027.02	$3,178.32	$3,337.26	$3,420.69	$3,504.12	$3,587.55	$3,670.99
Utility Billing Supervisor	334	$1,807.96	$1,898.13	$1,993.39	$2,092.73	$2,197.67	$2,307.20	$2,364.88	$2,422.56	$2,480.24	$2,537.92
Waste Water Treatment Plant Manager	459	$3,372.41	$3,541.03	$3,717.80	$3,903.75	$4,098.86	$4,304.16	$4,411.76	$4,519.37	$4,626.97	$4,734.58
Wastewater Collection System Supervisor	346	$1,919.52	$2,015.30	$2,116.16	$2,222.12	$2,333.18	$2,449.84	$2,511.09	$2,572.33	$2,633.58	$2,694.82

Revised Salary Schedule
Adopted 11-17-21

Exhibit C

Mid Management Employee Group

Bi-Weekly Salary Schedules Effective June 29, 2021 through June 30, 2025

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Water & Sewer Operations Manager	423	$2,818.16	$2,958.76	$3,107.00	$3,262.38	$3,425.39	$3,596.56	$3,686.47	$3,776.39	$3,866.30	$3,956.22
Water Meter & Conservation Supervisor	340	$1,862.98	$1,955.69	$2,053.50	$2,156.41	$2,264.41	$2,377.50	$2,436.94	$2,496.38	$2,555.81	$2,615.25
Water System Supervisor	365	$2,110.05	$2,215.50	$2,326.56	$2,442.71	$2,564.97	$2,693.34	$2,760.67	$2,828.01	$2,895.34	$2,962.67
Effective 6/18/2022											
Accountant I	322	$1,737.08	$1,823.85	$1,914.79	$2,010.40	$2,111.20	$2,216.68	$2,272.10	$2,327.51	$2,382.93	$2,438.35
Accountant II	362	$2,120.55	$2,226.56	$2,337.75	$2,454.67	$2,577.30	$2,706.16	$2,773.81	$2,841.47	$2,909.12	$2,976.78
Administrative Analyst I	358	$2,078.47	$2,182.39	$2,291.51	$2,406.34	$2,526.37	$2,652.64	$2,718.96	$2,785.27	$2,851.59	$2,917.90
Administrative Analyst II	386	$2,390.24	$2,509.75	$2,634.98	$2,766.96	$2,905.18	$3,050.15	$3,126.40	$3,202.66	$3,278.91	$3,355.17
Assistant Engineer	377	$2,285.27	$2,399.59	$2,519.10	$2,645.37	$2,777.35	$2,916.61	$2,989.53	$3,062.44	$3,135.36	$3,208.27
Associate Civil Engineer	397	$2,524.82	$2,651.08	$2,783.59	$2,922.84	$3,068.85	$3,222.14	$3,302.69	$3,383.25	$3,463.80	$3,544.35
Associate Planner	368	$2,184.99	$2,294.11	$2,408.94	$2,528.97	$2,655.76	$2,788.26	$2,857.97	$2,927.67	$2,997.38	$3,067.09
Communications Specialist	358	$2,078.47	$2,182.39	$2,291.51	$2,406.34	$2,526.37	$2,652.64	$2,718.96	$2,785.27	$2,851.59	$2,917.90
Deputy City Engineer	463	$3,508.97	$3,684.60	$3,868.54	$4,062.36	$4,265.01	$4,478.57	$4,590.53	$4,702.50	$4,814.46	$4,926.43
Electrical and Facilities Operations Manager	421	$2,845.94	$2,988.31	$3,137.44	$3,294.37	$3,459.09	$3,632.12	$3,722.92	$3,813.73	$3,904.53	$3,995.33
Engineering Project Manager	419	$2,817.36	$2,958.70	$3,106.27	$3,261.63	$3,424.79	$3,596.27	$3,686.18	$3,776.08	$3,865.99	$3,955.90
Executive Secretary	330	$1,807.75	$1,898.16	$1,992.73	$2,092.50	$2,196.94	$2,307.10	$2,364.78	$2,422.46	$2,480.13	$2,537.81
Executive Secretary to City Administrator	330	$1,807.75	$1,898.16	$1,992.73	$2,092.50	$2,196.94	$2,307.10	$2,364.78	$2,422.46	$2,480.13	$2,537.81
Financial Services Manager	446	$3,223.70	$3,384.78	$3,554.18	$3,731.89	$3,918.43	$4,114.32	$4,217.18	$4,320.04	$4,422.89	$4,525.75
Fleet Operations Manager	404	$2,614.71	$2,745.13	$2,882.31	$3,026.77	$3,177.97	$3,336.98	$3,420.40	$3,503.83	$3,587.25	$3,670.68
Grant Analyst	358	$2,078.47	$2,182.39	$2,291.51	$2,406.34	$2,526.37	$2,652.64	$2,718.96	$2,785.27	$2,851.59	$2,917.90
Human Resources Technician	290	$1,480.91	$1,554.69	$1,632.63	$1,714.21	$1,799.95	$1,889.85	$1,937.10	$1,984.34	$2,031.59	$2,078.84
Human Resources Technician II	310	$1,635.75	$1,717.85	$1,803.59	$1,894.00	$1,988.57	$2,087.82	$2,140.02	$2,192.21	$2,244.41	$2,296.60
Neighborhood Preservation Supervisor	380	$2,319.57	$2,435.44	$2,557.03	$2,685.38	$2,819.44	$2,960.25	$3,034.26	$3,108.26	$3,182.27	$3,256.28
Network Administrator	389	$2,426.09	$2,547.16	$2,674.47	$2,808.53	$2,948.82	$3,096.39	$3,173.80	$3,251.21	$3,328.62	$3,406.03
Park Planning Manager	426	$2,917.65	$3,063.66	$3,216.95	$3,377.51	$3,546.38	$3,723.57	$3,816.66	$3,909.75	$4,002.84	$4,095.93
Parks Supervisor	335	$1,853.47	$1,945.96	$2,043.13	$2,145.50	$2,252.54	$2,365.29	$2,424.42	$2,483.55	$2,542.69	$2,601.82
Procurement Services Manager	358	$2,078.47	$2,182.39	$2,291.51	$2,406.34	$2,526.37	$2,652.64	$2,718.96	$2,785.27	$2,851.59	$2,917.90
Program Manager-Grants	366	$2,163.16	$2,271.24	$2,385.04	$2,504.03	$2,629.26	$2,760.72	$2,829.74	$2,898.76	$2,967.77	$3,036.79
Recreation/Community Programs Manager	390	$2,438.04	$2,560.15	$2,687.98	$2,822.56	$2,963.37	$3,111.98	$3,189.78	$3,267.58	$3,345.38	$3,423.18
Recreation/Community Programs Supervisor	353	$2,027.54	$2,128.87	$2,234.87	$2,346.59	$2,464.02	$2,587.17	$2,651.85	$2,716.53	$2,781.21	$2,845.89
Redevelopment Agency Secretary	342	$1,918.94	$2,015.07	$2,115.88	$2,221.36	$2,332.56	$2,449.47	$2,510.71	$2,571.94	$2,633.18	$2,694.42
Redevelopment Manager	427	$2,932.20	$3,078.73	$3,233.05	$3,394.65	$3,564.05	$3,742.28	$3,835.84	$3,929.39	$4,022.95	$4,116.51
Safety Officer	358	$2,078.47	$2,182.39	$2,291.51	$2,406.34	$2,526.37	$2,652.64	$2,718.96	$2,785.27	$2,851.59	$2,917.90
Senior Civil Engineer	427	$2,932.20	$3,078.73	$3,233.05	$3,394.65	$3,564.05	$3,742.28	$3,835.84	$3,929.39	$4,022.95	$4,116.51
Senior Planner	429	$2,961.81	$3,109.90	$3,265.27	$3,428.43	$3,599.90	$3,779.69	$3,874.18	$3,968.67	$4,063.17	$4,157.66
Solid Waste Manager	353	$2,027.54	$2,128.87	$2,234.87	$2,346.59	$2,464.02	$2,587.17	$2,651.85	$2,716.53	$2,781.21	$2,845.89
Streets & Storm Drainage Ops. Manager	385	$2,378.28	$2,496.76	$2,621.98	$2,752.93	$2,890.63	$3,035.08	$3,110.96	$3,186.83	$3,262.71	$3,338.59
Streets & Storm Drainage Supervisor	340	$1,900.24	$1,994.81	$2,094.57	$2,199.54	$2,309.70	$2,425.05	$2,485.68	$2,546.30	$2,606.93	$2,667.56
Tyler Munis Implementation Project Manager	408	$2,667.19	$2,800.73	$2,940.51	$3,087.56	$3,241.89	$3,404.01	$3,489.11	$3,574.21	$3,659.31	$3,744.41

Revised Salary Schedule
Adopted 11-17-21

Exhibit C

Mid Management Employee Group

Bi-Weekly Salary Schedules Effective June 29, 2021 through June 30, 2025

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Utility Billing Supervisor	334	$1,844.12	$1,936.09	$2,033.26	$2,134.58	$2,241.62	$2,353.34	$2,412.17	$2,471.01	$2,529.84	$2,588.67
Waste Water Treatment Plant Manager	459	$3,439.86	$3,611.85	$3,792.16	$3,981.82	$4,180.83	$4,390.24	$4,500.00	$4,609.75	$4,719.51	$4,829.26
Wastewater Collection System Supervisor	346	$1,957.91	$2,055.60	$2,158.49	$2,266.57	$2,379.84	$2,498.84	$2,561.31	$2,623.78	$2,686.25	$2,748.72
Water & Sewer Operations Manager	423	$2,874.52	$3,017.93	$3,169.14	$3,327.62	$3,493.90	$3,668.49	$3,760.20	$3,851.91	$3,943.63	$4,035.34
Water Meter & Conservation Supervisor	340	$1,900.24	$1,994.81	$2,094.57	$2,199.54	$2,309.70	$2,425.05	$2,485.68	$2,546.30	$2,606.93	$2,667.56
Water System Supervisor	365	$2,152.25	$2,259.81	$2,373.09	$2,491.56	$2,616.27	$2,747.21	$2,815.89	$2,884.57	$2,953.25	$3,021.93
Effective 6/17/2023											
Accountant I	322	$1,771.82	$1,860.33	$1,953.08	$2,050.60	$2,153.43	$2,261.02	$2,317.55	$2,374.07	$2,430.60	$2,487.12
Accountant II	362	$2,162.97	$2,271.09	$2,384.51	$2,503.76	$2,628.84	$2,760.29	$2,829.30	$2,898.30	$2,967.31	$3,036.32
Administrative Analyst I	358	$2,120.03	$2,226.04	$2,337.34	$2,454.47	$2,576.90	$2,705.69	$2,773.33	$2,840.97	$2,908.62	$2,976.26
Administrative Analyst II	386	$2,438.04	$2,559.94	$2,687.67	$2,822.30	$2,963.28	$3,111.15	$3,188.93	$3,266.71	$3,344.49	$3,422.27
Assistant Engineer	377	$2,330.98	$2,447.58	$2,569.48	$2,698.27	$2,832.90	$2,974.94	$3,049.31	$3,123.69	$3,198.06	$3,272.43
Associate Civil Engineer	397	$2,575.31	$2,704.10	$2,839.26	$2,981.30	$3,130.23	$3,286.58	$3,368.74	$3,450.91	$3,533.07	$3,615.24
Associate Planner	368	$2,228.69	$2,339.99	$2,457.12	$2,579.55	$2,708.87	$2,844.03	$2,915.13	$2,986.23	$3,057.33	$3,128.43
Communications Specialist	358	$2,120.03	$2,226.04	$2,337.34	$2,454.47	$2,576.90	$2,705.69	$2,773.33	$2,840.97	$2,908.62	$2,976.26
Deputy City Engineer	463	$3,579.15	$3,758.29	$3,945.92	$4,143.61	$4,350.31	$4,568.15	$4,682.35	$4,796.56	$4,910.76	$5,024.97
Electrical and Facilities Operations Manager	421	$2,902.86	$3,048.08	$3,200.19	$3,360.26	$3,528.27	$3,704.76	$3,797.38	$3,890.00	$3,982.62	$4,075.24
Engineering Project Manager	419	$2,873.71	$3,017.87	$3,168.39	$3,326.86	$3,493.29	$3,668.19	$3,759.89	$3,851.60	$3,943.30	$4,035.01
Executive Secretary	330	$1,843.90	$1,936.12	$2,032.58	$2,134.35	$2,240.88	$2,353.24	$2,412.07	$2,470.90	$2,529.73	$2,588.56
Executive Secretary to City Administrator	330	$1,843.90	$1,936.12	$2,032.58	$2,134.35	$2,240.88	$2,353.24	$2,412.07	$2,470.90	$2,529.73	$2,588.56
Financial Services Manager	446	$3,288.17	$3,452.48	$3,625.26	$3,806.52	$3,996.80	$4,196.61	$4,301.53	$4,406.44	$4,511.36	$4,616.27
Fleet Operations Manager	404	$2,667.00	$2,800.04	$2,939.96	$3,087.30	$3,241.53	$3,403.72	$3,488.81	$3,573.91	$3,659.00	$3,744.09
Grant Analyst	358	$2,120.03	$2,226.04	$2,337.34	$2,454.47	$2,576.90	$2,705.69	$2,773.33	$2,840.97	$2,908.62	$2,976.26
Human Resources Technician	290	$1,510.53	$1,585.79	$1,665.29	$1,748.50	$1,835.95	$1,927.64	$1,975.83	$2,024.02	$2,072.21	$2,120.40
Human Resources Technician II	310	$1,668.47	$1,752.21	$1,839.66	$1,931.88	$2,028.34	$2,129.58	$2,182.82	$2,236.06	$2,289.30	$2,342.54
Neighborhood Preservation Supervisor	380	$2,365.96	$2,484.15	$2,608.17	$2,739.09	$2,875.83	$3,019.46	$3,094.95	$3,170.43	$3,245.92	$3,321.41
Network Administrator	389	$2,474.61	$2,598.10	$2,727.96	$2,864.70	$3,007.80	$3,158.32	$3,237.28	$3,316.24	$3,395.19	$3,474.15
Park Planning Manager	426	$2,976.00	$3,124.93	$3,281.28	$3,445.06	$3,617.31	$3,798.04	$3,892.99	$3,987.94	$4,082.89	$4,177.84
Parks Supervisor	335	$1,890.54	$1,984.88	$2,083.99	$2,188.41	$2,297.59	$2,412.60	$2,472.92	$2,533.23	$2,593.55	$2,653.86
Procurement Services Manager	358	$2,120.03	$2,226.04	$2,337.34	$2,454.47	$2,576.90	$2,705.69	$2,773.33	$2,840.97	$2,908.62	$2,976.26
Program Manager-Grants	366	$2,206.43	$2,316.67	$2,432.74	$2,554.11	$2,681.84	$2,815.94	$2,886.34	$2,956.74	$3,027.14	$3,097.53
Recreation/Community Programs Manager	390	$2,486.80	$2,611.35	$2,741.74	$2,879.01	$3,022.64	$3,174.22	$3,253.58	$3,332.93	$3,412.29	$3,491.64
Recreation/Community Programs Supervisor	353	$2,068.09	$2,171.45	$2,279.57	$2,393.52	$2,513.30	$2,638.91	$2,704.88	$2,770.86	$2,836.83	$2,902.80
Redevelopment Agency Secretary	342	$1,957.32	$2,055.37	$2,158.20	$2,265.79	$2,379.21	$2,498.46	$2,560.92	$2,623.38	$2,685.84	$2,748.31
Redevelopment Manager	427	$2,990.84	$3,140.30	$3,297.71	$3,462.55	$3,635.33	$3,817.12	$3,912.55	$4,007.98	$4,103.40	$4,198.83
Safety Officer	358	$2,120.03	$2,226.04	$2,337.34	$2,454.47	$2,576.90	$2,705.69	$2,773.33	$2,840.97	$2,908.62	$2,976.26
Senior Civil Engineer	427	$2,990.84	$3,140.30	$3,297.71	$3,462.55	$3,635.33	$3,817.12	$3,912.55	$4,007.98	$4,103.40	$4,198.83
Senior Planner	429	$3,021.05	$3,172.10	$3,330.58	$3,497.00	$3,671.90	$3,855.28	$3,951.66	$4,048.04	$4,144.43	$4,240.81
Solid Waste Manager	353	$2,068.09	$2,171.45	$2,279.57	$2,393.52	$2,513.30	$2,638.91	$2,704.88	$2,770.86	$2,836.83	$2,902.80

Revised Salary Schedule
Adopted 11-17-21

Exhibit C

Mid Management Employee Group

Bi-Weekly Salary Schedules Effective June 29, 2021 through June 30, 2025

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Streets & Storm Drainage Ops. Manager	385	$2,425.85	$2,546.69	$2,674.42	$2,807.99	$2,948.44	$3,095.78	$3,173.17	$3,250.57	$3,327.96	$3,405.36
Streets & Storm Drainage Supervisor	340	$1,938.24	$2,034.70	$2,136.46	$2,243.53	$2,355.89	$2,473.55	$2,535.39	$2,597.23	$2,659.07	$2,720.91
Tyler Munis Implementation Project Manager	408	$2,720.53	$2,856.75	$2,999.32	$3,149.31	$3,306.72	$3,472.09	$3,558.89	$3,645.69	$3,732.50	$3,819.30
Utility Billing Supervisor	334	$1,881.00	$1,974.81	$2,073.92	$2,177.28	$2,286.46	$2,400.41	$2,460.42	$2,520.43	$2,580.44	$2,640.45
Waste Water Treatment Plant Manager	459	$3,508.66	$3,684.09	$3,868.00	$4,061.46	$4,264.45	$4,478.04	$4,589.99	$4,701.94	$4,813.89	$4,925.84
Wastewater Collection System Supervisor	346	$1,997.07	$2,096.71	$2,201.66	$2,311.90	$2,427.44	$2,548.81	$2,612.53	$2,676.25	$2,739.97	$2,803.69
Water & Sewer Operations Manager	423	$2,932.01	$3,078.29	$3,232.52	$3,394.18	$3,563.78	$3,741.86	$3,835.41	$3,928.95	$4,022.50	$4,116.05
Water Meter & Conservation Supervisor	340	$1,938.24	$2,034.70	$2,136.46	$2,243.53	$2,355.89	$2,473.55	$2,535.39	$2,597.23	$2,659.07	$2,720.91
Water System Supervisor	365	$2,195.30	$2,305.01	$2,420.55	$2,541.39	$2,668.59	$2,802.16	$2,872.21	$2,942.27	$3,012.32	$3,082.38
Effective 6/15/2024											
Accountant I	322	$1,807.26	$1,897.54	$1,992.14	$2,091.62	$2,196.49	$2,306.24	$2,363.90	$2,421.55	$2,479.21	$2,536.86
Accountant II	362	$2,206.23	$2,316.51	$2,432.20	$2,553.84	$2,681.42	$2,815.49	$2,885.88	$2,956.26	$3,026.65	$3,097.04
Administrative Analyst I	358	$2,162.44	$2,270.56	$2,384.09	$2,503.56	$2,628.44	$2,759.81	$2,828.81	$2,897.80	$2,966.80	$3,035.79
Administrative Analyst II	386	$2,486.80	$2,611.14	$2,741.43	$2,878.74	$3,022.54	$3,173.37	$3,252.70	$3,332.04	$3,411.37	$3,490.71
Assistant Engineer	377	$2,377.60	$2,496.53	$2,620.87	$2,752.24	$2,889.55	$3,034.44	$3,110.30	$3,186.16	$3,262.02	$3,337.88
Associate Civil Engineer	397	$2,626.82	$2,758.19	$2,896.04	$3,040.93	$3,192.84	$3,352.32	$3,436.13	$3,519.94	$3,603.74	$3,687.55
Associate Planner	368	$2,273.26	$2,386.79	$2,506.26	$2,631.14	$2,763.05	$2,900.91	$2,973.43	$3,045.96	$3,118.48	$3,191.00
Communications Specialist	358	$2,162.44	$2,270.56	$2,384.09	$2,503.56	$2,628.44	$2,759.81	$2,828.81	$2,897.80	$2,966.80	$3,035.79
Deputy City Engineer	463	$3,650.73	$3,833.46	$4,024.83	$4,226.48	$4,437.32	$4,659.51	$4,776.00	$4,892.49	$5,008.97	$5,125.46
Electrical and Facilities Operations Manager	421	$2,960.91	$3,109.04	$3,264.20	$3,427.46	$3,598.83	$3,778.86	$3,873.33	$3,967.80	$4,062.27	$4,156.75
Engineering Project Manager	419	$2,931.18	$3,078.23	$3,231.76	$3,393.40	$3,563.15	$3,741.55	$3,835.09	$3,928.63	$4,022.17	$4,115.71
Executive Secretary	330	$1,880.78	$1,974.84	$2,073.24	$2,177.03	$2,285.69	$2,400.30	$2,460.31	$2,520.32	$2,580.32	$2,640.33
Executive Secretary to City Administrator	330	$1,880.78	$1,974.84	$2,073.24	$2,177.03	$2,285.69	$2,400.30	$2,460.31	$2,520.32	$2,580.32	$2,640.33
Financial Services Manager	446	$3,353.94	$3,521.53	$3,697.76	$3,882.65	$4,076.73	$4,280.54	$4,387.55	$4,494.57	$4,601.58	$4,708.59
Fleet Operations Manager	404	$2,720.34	$2,856.04	$2,998.76	$3,149.05	$3,306.36	$3,471.79	$3,558.58	$3,645.38	$3,732.17	$3,818.97
Grant Analyst	358	$2,162.44	$2,270.56	$2,384.09	$2,503.56	$2,628.44	$2,759.81	$2,828.81	$2,897.80	$2,966.80	$3,035.79
Human Resources Technician	290	$1,540.74	$1,617.50	$1,698.59	$1,783.47	$1,872.67	$1,966.19	$2,015.34	$2,064.50	$2,113.65	$2,162.81
Human Resources Technician II	310	$1,701.84	$1,787.25	$1,876.45	$1,970.52	$2,068.91	$2,172.17	$2,226.47	$2,280.78	$2,335.08	$2,389.39
Neighborhood Preservation Supervisor	380	$2,413.28	$2,533.83	$2,660.34	$2,793.87	$2,933.34	$3,079.85	$3,156.85	$3,233.84	$3,310.84	$3,387.84
Network Administrator	389	$2,524.10	$2,650.06	$2,782.51	$2,921.99	$3,067.96	$3,221.49	$3,302.03	$3,382.56	$3,463.10	$3,543.64
Park Planning Manager	426	$3,035.52	$3,187.43	$3,346.91	$3,513.96	$3,689.66	$3,874.00	$3,970.85	$4,067.70	$4,164.55	$4,261.40
Parks Supervisor	335	$1,928.35	$2,024.58	$2,125.67	$2,232.17	$2,343.54	$2,460.85	$2,522.37	$2,583.89	$2,645.41	$2,706.94
Procurement Services Manager	358	$2,162.44	$2,270.56	$2,384.09	$2,503.56	$2,628.44	$2,759.81	$2,828.81	$2,897.80	$2,966.80	$3,035.79
Program Manager-Grants	366	$2,250.56	$2,363.00	$2,481.39	$2,605.19	$2,735.48	$2,872.26	$2,944.07	$3,015.87	$3,087.68	$3,159.49
Recreation/Community Programs Manager	390	$2,536.54	$2,663.58	$2,796.57	$2,936.59	$3,083.09	$3,237.71	$3,318.65	$3,399.60	$3,480.54	$3,561.48
Recreation/Community Programs Supervisor	353	$2,109.46	$2,214.88	$2,325.16	$2,441.39	$2,563.57	$2,691.69	$2,758.98	$2,826.27	$2,893.57	$2,960.86
Redevelopment Agency Secretary	342	$1,996.47	$2,096.48	$2,201.36	$2,311.10	$2,426.79	$2,548.43	$2,612.14	$2,675.85	$2,739.56	$2,803.27
Redevelopment Manager	427	$3,050.66	$3,203.11	$3,363.67	$3,531.80	$3,708.04	$3,893.47	$3,990.81	$4,088.14	$4,185.48	$4,282.82
Safety Officer	358	$2,162.44	$2,270.56	$2,384.09	$2,503.56	$2,628.44	$2,759.81	$2,828.81	$2,897.80	$2,966.80	$3,035.79

Revised Salary Schedule
Adopted 11-17-21

Exhibit C

Mid Management Employee Group

Bi-Weekly Salary Schedules Effective June 29, 2021 through June 30, 2025

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Senior Civil Engineer	427	$3,050.66	$3,203.11	$3,363.67	$3,531.80	$3,708.04	$3,893.47	$3,990.81	$4,088.14	$4,185.48	$4,282.82
Senior Planner	429	$3,081.47	$3,235.54	$3,397.19	$3,566.94	$3,745.34	$3,932.39	$4,030.70	$4,129.01	$4,227.32	$4,325.63
Solid Waste Manager	353	$2,109.46	$2,214.88	$2,325.16	$2,441.39	$2,563.57	$2,691.69	$2,758.98	$2,826.27	$2,893.57	$2,960.86
Streets & Storm Drainage Ops. Manager	385	$2,474.37	$2,597.63	$2,727.91	$2,864.15	$3,007.41	$3,157.70	$3,236.64	$3,315.59	$3,394.53	$3,473.47
Streets & Storm Drainage Supervisor	340	$1,977.01	$2,075.40	$2,179.19	$2,288.40	$2,403.01	$2,523.02	$2,586.10	$2,649.17	$2,712.25	$2,775.32
Tyler Munis Implementation Project Manager	408	$2,774.95	$2,913.88	$3,059.31	$3,212.30	$3,372.86	$3,541.53	$3,630.07	$3,718.61	$3,807.14	$3,895.68
Utility Billing Supervisor	334	$1,918.62	$2,014.31	$2,115.40	$2,220.82	$2,332.19	$2,448.42	$2,509.63	$2,570.84	$2,632.05	$2,693.26
Waste Water Treatment Plant Manager	459	$3,578.83	$3,757.77	$3,945.36	$4,142.69	$4,349.74	$4,567.60	$4,681.79	$4,795.98	$4,910.17	$5,024.36
Wastewater Collection System Supervisor	346	$2,037.01	$2,138.65	$2,245.69	$2,358.14	$2,475.99	$2,599.79	$2,664.78	$2,729.78	$2,794.77	$2,859.77
Water & Sewer Operations Manager	423	$2,990.65	$3,139.86	$3,297.17	$3,462.06	$3,635.05	$3,816.70	$3,912.12	$4,007.54	$4,102.95	$4,198.37
Water Meter & Conservation Supervisor	340	$1,977.01	$2,075.40	$2,179.19	$2,288.40	$2,403.01	$2,523.02	$2,586.10	$2,649.17	$2,712.25	$2,775.32
Water System Supervisor	365	$2,239.20	$2,351.11	$2,468.96	$2,592.22	$2,721.97	$2,858.20	$2,929.66	$3,001.11	$3,072.57	$3,144.02

SIDE LETTER AGREEMENT
BETWEEN THE CITY OF MADERA AND
THE LAW ENFORCEMENT MID MANAGEMENT GROUP

Authorized Representatives of the City of Madera and the Law Enforcement Mid Management Group have conferred and do hereby agree to the changes to the noted Memorandums of Understanding (MOUs) between the Parties as set forth in this Side Letter Agreement.

Section 1. Article 5 titled "Salaries and Benefits" of the MOU effective July 1, 2015 to June 30, 2018, is amended by adding the following paragraph after paragraph four under Article 5:

> Effective January 1, 2018, the 'Y" step pay for non-sworn employees as described in the preceding paragraph will no longer apply. For non-sworn employees, effective January 1, 2018, for Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations. After a non-sworn employee has been at F-step of their salary range for one year (on their anniversary date), the non-sworn employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded to non-sworn employees upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%. The Salary Schedule for Law Enforcement Mid Management Employees labeled as Exhibit A to this Side Letter Agreement will apply.

Section 2. Article 5 titled "Salaries and Benefits" of the MOU effective September 5, 2018 to June 30, 2019, is amended by replacing the third paragraph under Article 5 with the following paragraph:

> For Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations. After a non-sworn employee has been at F-step of their salary range for one year (on their anniversary date), the non-sworn employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded to non-sworn employees upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%.
>
> As no change to base salary was provided in this MOU, the Salary Schedule for Law Enforcement Mid Management Employees labeled as Exhibit A to this Side Letter Agreement is still the applicable salary schedule.

Section 3. Article 5 titled "Salaries and Benefits" of the MOU effective April 1, 2020 to June 30, 2021, is amended by replacing the second paragraph under Article 5 with the following paragraph:

For Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations After a non-sworn employee has been at F-step of their salary range for one year (on their anniversary date), the non-sworn employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded to non-sworn employees upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%. The Salary Schedule for Law Enforcement Mid Management Employees labeled as Exhibit B to this Side Letter Agreement will apply.

Section 4. Article 5 titled "Salaries and Benefits" of the MOU effective July 1, 2021 to June 30, 2025 is amended by replacing the seventh paragraph under Article 5 with the following paragraph:

For Steps A through F, employees are eligible to be considered for a merit increase each year on their merit anniversary date as defined by the City's Personnel Rules and Regulations. After a non-sworn employee has been at F-step of their salary range for one year (on their anniversary date), the non-sworn employee is eligible for a 2.5% step increase (F + 2.5%), upon recommendation of the supervisor. Additional 2.5% step increases will be awarded to non-sworn employees upon recommendation of the supervisor in 5-year increments thereafter, not to exceed F + 10%. The Salary Schedule for Law Enforcement Mid Management Employees labeled as Exhibit C to this Side Letter Agreement will apply.

Section 5. Exhibits A through C to this Side Letter Agreement represent the revised salary schedules for Law Enforcement Mid Management Employees to effectuate the changes contemplated herein.

This Side Letter Agreement is effective upon adoption and shall remain in full force and effect until a successor Memorandum of Understanding between the City of Madera and the Law Enforcement Mid Management Group addressing the subject matter of this Side Letter is fully executed by both parties.

Brian Esteves, President

Arnoldo Rodriguez, City Manager

11/10/2021
Date

Date

Exhibit A

Law Enforcement Mid Management Group
Bi-Weekly Salary Schedule Effective January 1, 2018

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Executive Secretary to the Chief of Police	330	$1,703.48	$1,788.68	$1,877.79	$1,971.81	$2,070.22	$2,174.03	$2,228.38	$2,282.73	$2,337.08	$2,391.43
Police Auxiliary Services Supervisor	350	$1,882.20	$1,976.21	$2,075.12	$2,178.44	$2,287.63	$2,401.71	$2,461.75	$2,521.80	$2,581.84	$2,641.88
Police Commander	504	$4,056.72	$4,259.92	$4,472.92	$4,696.20	$4,931.23	$5,177.52				
Police Lieutenant	487	$3,727.19	$3,913.25	$4,109.11	$4,314.76	$4,530.21	$4,756.91				
Police Office Supervisor	350	$1,882.20	$1,976.21	$2,075.12	$2,178.44	$2,287.63	$2,401.71	$2,461.75	$2,521.80	$2,581.84	$2,641.88

Exhibit B

Mid Management Employee Group
Bi-Weekly Salary Schedule Effective April 11, 2020

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Executive Secretary to the Chief of Police	330	$1,703.48	$1,788.68	$1,877.79	$1,971.81	$2,070.22	$2,174.03	$2,228.38	$2,282.73	$2,337.08	$2,391.43
Police Auxiliary Services Supervisor	350	$1,919.84	$2,015.74	$2,116.62	$2,222.00	$2,333.38	$2,449.75	$2,510.99	$2,572.24	$2,633.48	$2,694.73
Police Commander	504	$4,137.85	$4,345.12	$4,562.38	$4,790.12	$5,029.85	$5,281.07				
Police Lieutenant	487	$3,801.73	$3,991.52	$4,191.29	$4,401.06	$4,620.81	$4,852.05				
Police Office Supervisor	350	$1,919.84	$2,015.74	$2,116.62	$2,222.00	$2,333.38	$2,449.75	$2,510.99	$2,572.24	$2,633.48	$2,694.73

Exhibit C

Law Enforcement Mid Management Group

Bi-Weekly Salary Schedules Effective June 29, 2021 through June 30, 2025

Job Title	Range	Bi-Weekly Pay Rate									
		A	B	C	D	E	F	F + 2.5%	F + 5%	F + 7.5%	F + 10%
Effective 6/29/2021											
Executive Secretary to the Chief of Police	330	$1,772.30	$1,860.94	$1,953.66	$2,051.47	$2,153.86	$2,261.86	$2,318.41	$2,374.95	$2,431.50	$2,488.05
Police Auxiliary Services Supervisor	350	$1,958.24	$2,056.05	$2,158.96	$2,266.44	$2,380.05	$2,498.74	$2,561.21	$2,623.68	$2,686.15	$2,748.61
Police Commander	504	$4,220.61	$4,432.02	$4,653.62	$4,885.92	$5,130.45	$5,386.69				
Police Lieutenant	487	$3,877.76	$4,071.35	$4,275.12	$4,489.08	$4,713.23	$4,949.09				
Police Office Supervisor	350	$1,958.24	$2,056.05	$2,158.96	$2,266.44	$2,380.05	$2,498.74	$2,561.21	$2,623.68	$2,686.15	$2,748.61
Effective 6/18/2022											
Executive Secretary to the Chief of Police	330	$1,807.75	$1,898.16	$1,992.73	$2,092.50	$2,196.94	$2,307.10	$2,364.78	$2,422.46	$2,480.13	$2,537.81
Police Auxiliary Services Supervisor	350	$1,997.41	$2,097.17	$2,202.13	$2,311.77	$2,427.65	$2,548.72	$2,612.44	$2,676.16	$2,739.87	$2,803.59
Police Commander	504	$4,305.02	$4,520.66	$4,746.70	$4,983.64	$5,233.06	$5,494.42				
Police Lieutenant	487	$3,955.32	$4,152.77	$4,360.62	$4,578.86	$4,807.49	$5,048.07				
Police Office Supervisor	350	$1,997.41	$2,097.17	$2,202.13	$2,311.77	$2,427.65	$2,548.72	$2,612.44	$2,676.16	$2,739.87	$2,803.59
Effective 6/17/2023											
Executive Secretary to the Chief of Police	330	$1,843.90	$1,936.12	$2,032.58	$2,134.35	$2,240.88	$2,353.24	$2,412.07	$2,470.90	$2,529.73	$2,588.56
Police Auxiliary Services Supervisor	350	$2,037.35	$2,139.12	$2,246.18	$2,358.01	$2,476.20	$2,599.69	$2,664.68	$2,729.67	$2,794.67	$2,859.66
Police Commander	504	$4,391.12	$4,611.08	$4,841.63	$5,083.31	$5,337.72	$5,604.31				
Police Lieutenant	487	$4,034.43	$4,235.83	$4,447.83	$4,670.44	$4,903.64	$5,149.03				
Police Office Supervisor	350	$2,037.35	$2,139.12	$2,246.18	$2,358.01	$2,476.20	$2,599.69	$2,664.68	$2,729.67	$2,794.67	$2,859.66
Effective 6/15/2024											
Executive Secretary to the Chief of Police	330	$1,880.78	$1,974.84	$2,073.24	$2,177.03	$2,285.69	$2,400.30	$2,460.31	$2,520.32	$2,580.32	$2,640.33
Police Auxiliary Services Supervisor	350	$2,078.10	$2,181.90	$2,291.10	$2,405.17	$2,525.73	$2,651.69	$2,717.98	$2,784.27	$2,850.57	$2,916.86
Police Commander	504	$4,478.94	$4,703.30	$4,938.46	$5,184.98	$5,444.47	$5,716.40				
Police Lieutenant	487	$4,115.12	$4,320.55	$4,536.79	$4,763.85	$5,001.71	$5,252.02				
Police Office Supervisor	350	$2,078.10	$2,181.90	$2,291.10	$2,405.17	$2,525.73	$2,651.69	$2,717.98	$2,784.27	$2,850.57	$2,916.86

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Arnoldo Rodriguez, City Manager

Council Meeting of: November 17, 2021

Agenda Number: D-1

SUBJECT:

Cannabis Business Permits - Consideration of number of cannabis business permits, procedure guidelines and review criteria, and fees

RECOMMENDATION:

Adopt Resolutions:

1. Determining the Number and Type of Cannabis Business Permits that May Be Issued in the City
2. Establishing Fees for Cannabis Business Permits
3. Establishing Procedure Guidelines and Review Criteria to Govern the Application and Selection Process for Various Types of Cannabis Business Permits

SUMMARY:

This item was initially discussed by Council on August 4 and September 1; however, formal action was not taken. While the Municipal Code outlines how licenses would be allocated, it also requires the Council adopt, by resolution, the procedures to govern the application process, the procedures by which decisions shall be made regarding the issuance of any commercial cannabis business permit, and application renewals for a commercial cannabis business permit. This item is in regards to the application process.

BACKGROUND:

Initial workshops on the cannabis regulatory ordinance and related procedures have been presented to Council on January 6, 2021, January 20, 2021, and April 21, 2021. The workshops discussed the essential components of the ordinance, procedural guidelines, selection criteria, and approval of cannabis business permits. Staff provided rationale for the recommended approach and sought feedback and direction from Council majority on policy considerations

before finalizing the drafting of the ordinance, as well as land use ordinance designating zone districts where cannabis businesses may be permitted.

Following the workshops, staff presented and Council adopted ordinances that provide access to cannabis as authorized AUMA ("Proposition 64") approved by the California Voters in 2016 while imposing sensible regulations on the use of land to protect the City's residents, neighborhoods, and businesses from disproportionately negative impacts. The cannabis regulatory ordinance intended to regulate the commercial cultivation, processing, manufacturing, testing, sale, delivery, and distribution of cannabis and cannabis products responsibly to protect the health, safety, and welfare of the City residents and enforce rules and regulations consistent with state law. Subsequent to the workshops, staff presented text changes to the Madera Municipal Code (MMC) to the Planning Commission on May 24, 2021, followed by presentations to the City Council. On June 16, 2021, the Council adopted amendments to the following MMC sections:

- Title X: Planning and Zoning of the Municipal Code
- Title VI, Chapters 1 and 5 (Businesses, Professions, and Trades)
- Title IV, Chapter 15 (Public Welfare)

More recently, on November 3, Council approved two amendments to the MMC. These were specific to the:

1. Location and Design of Cannabis Businesses relative to Lions Town & Country park
2. Approval Authority of Vertically Integrated, Cultivation, Distribution, Manufacturing, and/or Test Labs Permits

PROCEDURE GUIDELINES AND REVIEW CRITERIA

The MMC amendments codified the process for obtaining a cannabis permit. This includes the initial application procedure, permittee selection process, renewal, revocation, and transfer of a commercial cannabis permit. The MMC also requires the Council adopt, by resolution, the procedures to govern the application process, the procedures by which decisions shall be made regarding the issuance of any commercial cannabis business permit, and application renewals for a commercial cannabis business permit.

In short, staff is recommending that cannabis businesses permits be separated into three distinct categories. Said categories include:

1. Standard Applications or Microbusiness
2. Social Equity Applications
3. Vertically Integrated, Cultivation, Distribution, Manufacturing, Test Labs Applications

The MMC details the minimum application requirements for any applicant. Additionally, applicants for any type of permit will be required to submit a formal application. The following table provides a side-by-side comparison highlighting some of the proposed nuances of each. Note that the table is not intended to be exhaustive, rather it is intended to provide an overview.

Table 1: *Overview of permit types*			
	Standard Applications or Microbusiness	*Social Equity*	*Vertically Integrated, Cultivation, Distribution, Manufacturing, Test Labs* [(1)]
Competitive process	Yes	Yes	No
Maximum number of permits	6	2	Unlimited
Informational kick-off meeting to discuss process with applicants	Yes	Yes	Yes
Owner criminal background check required	Yes	Yes	Yes
Zoning Verification: letter required prior to Phase 1	Yes	Yes	Yes
Phase 1: Completeness Review			
Preliminary evaluation of application	Yes	Yes	Yes
Phase II: Scoring of Application	*Points reflect the maximum number per category*		
Business Plan	400 points	400 points	400 points
Labor, Equity, Diversity & Inclusion Plan	400 points	400 points	400 points
Safety Plan	300 points	300 points	300 points
Security Plan	300 point	300 point	300 point
Qualification of Owners	400 points	400 points	400 points
Neighborhood Compatibility	400 points	400 points	400 points
Community Benefits Plan	500 points	500 points	500 points
Proposed Location	300 points	N/A	300 points
Maximum # of points per application	3,000	2,700	3,000
Minimum # of points needed to advance to Phase III	90% or 2,700 points	90% or 2,430 points	80% or 2,400 points
Phase III: Community Meeting			
Meeting to solicit feedback required	Yes	Yes	Yes
Phase IV: Action			
Minimum number of applications that will advance to Phase IV	10	10	N/A
City Council Interview	Yes	Yes	N/A
Decision Making Body	City Council	City Council	City Staff [(2)]
Social Equity Applications			
Required to comply with Exhibit B	No	Yes	No

(1) Should an applicant hold a minimum of 3 non-retail cannabis permit which includes manufacturing, distribution, and at least one cultivation license which shall cultivate at least 20,000 square feet of canopy in the City, a Vertical Integrated business may also be eligible to operate a retail or non-storefront retail business upon evidence of actual operation of at least three non-retail cannabis permits in the City. Said retail permit shall not count towards the 6 retail permits under Standard or Microbusiness applications.

(2) As approved by Council on November 3, 2021. May be appealed by applicant for Council consideration.

Since the workshops, staff updated the guidelines inclusive of Council action.

PROCESSING FEES

Expenses associated with the operation and administration of the cannabis regulatory program are built into commercial cannabis permit fees. The fees are based on a reasonable estimate of costs, including staff time, necessary to provide these services. The attached resolution establishes the fees at outlined in Table 2.

Table 2: *Cannabis Fee Schedule*	
Permit Type	*Fee Amount*
Business Application	$9,991
Zoning Verification	$187.50
Background Check (to HdL)	$300
Live Scan (fingerprints)	$73
Total	***$10,551.50***

To determine the appropriate application fees, staff conducted an analysis determining the extent of the fiscal impact (see Attachment 2: Cost Recovery Analysis). To determine individual application fees, the cost recovery analysis assumes the City will receive at least 20 applications for cannabis permits. Based on the size of the City and number of permits available, 20 applications appear reasonable.

FINANCIAL IMPACT:

Costs associated with cannabis related work includes the following:

- Contract with HdL totaling $30,000. It is noted that on September 1, 2021 Council approved an amendment to the City's agreement with HdL where they will assist staff review applications and prepare reports for City consideration at a flat rate of $5,900 per each.
- Cost to place the ballot measure on the November 3, 2020 election was approximately $100,000.
- Various staff time and City Attorney fees.

Note that HdL contract cost may be recovered by fees from potential applicants should the City permit cannabis activities in the City.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

While not specifically addressed, the requested action is consistent with the Vision Madera 2025 Plan; Effective Government: Strategy 115. – Ensure sufficient economic resources to provide adequate City services and prepare for future growth.

ALTERNATIVES:

The Council may choose to not adopt one or any of the proposed resolutions. Council could also select a later opening date for the application period. If the Council chooses to not approve the resolutions, the City would be unable to accept applications for a commercial cannabis business permit.

ATTACHMENTS:

1. Resolution: Determining the number and type of Cannabis Business Permits that may be issued in the City
2. Resolution: Establishing fees for Cannabis Business Permits (including Cost Recovery Analysis)
3. Resolution: Establishing Procedure Guidelines and Review Criteria to govern the application and selection process for various types of Cannabis Business Permits
    a. Commercial Cannabis Business Permit – Standard Applications or Microbusiness
    b. Commercial Cannabis Business Permit – Social Equity Applications
    c. Commercial Cannabis Business Permit – Vertically Integrated, Cultivation, Distribution, Manufacturing, and Test Labs Applications

Attachment 1:

Resolution: Determining the number and type of Cannabis Business Permits that may be issued in the City

RESOLUTION NO. 21-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA DETERMINING THE NUMBER AND TYPE OF CANNABIS BUSINESS PERMITS THAT MAY BE ISSUED IN THE CITY OF MADERA

WHEREAS, on June 16, 2021, the City Council of the City of Madera adopted Ordinance No. 977 C.S. adding Chapter 5 to Title VI (Cannabis Businesses) to the Madera Municipal Code to permit commercial cannabis businesses within the City and establish a regulatory program requiring all commercial cannabis uses to obtain a commercial cannabis business permit issued by the City prior to commencing operation; and

WHEREAS, Madera Municipal Code Section 6-5.10 provides that the number of each type of cannabis business that shall be permitted to operate in the City shall be established by resolution by the City Council; and

WHEREAS, Madera Municipal Code Section 6-5.10 further provides he City Council at its sole discretion may determine that the number and/or types of Cannabis Business Permits should remain the same or be modified.

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

Section 1. The foregoing recitals are true and correct and incorporated by reference.

Section 2. The City Council hereby determines the number and types of cannabis business permits that may be issued in the City of Madera as follows:

A. **Standard Retail or Microbusiness**: A total of six Cannabis Business Permits (in any combination thereof) may be granted in the City of Madera for these types of businesses.

B. **Social Equity**: A total of two Cannabis Business Permits may be granted in the City of Madera for these types of businesses.

C. **Vertically Integrated, Cultivation, Distribution, Manufacturing, Testing Labs:** At this time, there is no limit on the number Cannabis Business Permits that may be granted in the City of Madera for these types of businesses.

Section 3. As authorized by Title VI, Chapter 5, the City Council reserves its authority to modify the number of Cannabis Business by resolution.

Section 4. This Resolution shall be effective upon adoption.

***

Attachment 2:

Resolution: Establishing fees for Cannabis Business Permits (including Cost Recovery Analysis)

RESOLUTION NO. 21-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA ESTABLISHING FEES FOR COMMERCIAL CANNABIS BUSINESS PERMITS

WHEREAS, on June 16, 2021, the City Council of the City of Madera adopted Ordinance No. 977 C.S. adding Chapter 5 to Title VI (Cannabis Businesses) to the Madera Municipal Code to permit commercial cannabis businesses within the City and establish a regulatory program requiring all commercial cannabis uses to obtain a commercial cannabis business permit issued by the City prior to commencing operation; and

WHEREAS, the Ordinance provides for various fees and charges to be paid by applicants for cannabis business permits and for operation of cannabis businesses; and

WHEREAS, Madera Municipal Code Section 6-5.37 provides that fees and charges for cannabis business operations shall be established by City Council resolution.

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

Section 1. The foregoing recitals are true and correct and incorporated by reference.

Section 2. The City Council establishes the following fees and charges as authorized by Madera Municipal Code Section 6-5.37:

A. Fees for Standard Retail or Microbusiness Applications are as follows: Refer to Exhibit A

B. Fees for Commercial Cannabis Business Permit for Social Equity Applications are as follows: Refer to Exhibit A

C. Fees for Commercial Cannabis Business Permit for Vertically Integrated, Cultivation, Distribution, Manufacturing, Testing Labs Applications are as follows: Refer to Exhibit A

Section 3. The foregoing fees shall be deemed a part of the City's Master Fee Schedule.

Section 4. This Resolution shall be effective upon adoption.

HdL Companies

Madera Application Cost Recovery Fee Analysis

DRAFT - SUBJECT TO CHANGE

ASSUMPTIONS

Est. # Applications	*20*
Loaded rates:	
City Manager	*$121.78*
Chief of Police	*$130.88*
City Attorney (Contract)	*$235.00*
Administrative Analyst I	*$47.38*
Planning Manager	*$68.82*
Associate Planner	*$39.74*

APPLICATION FEE

PROCESS	DESCRIPTION	NAME	DEPT	RATE	HOURS	UNIT	PER REGISTRANT	TOTAL
City of Madera Staff								
General Administration	Community outreach, policy development, and general management/oversight of program. Preparation of reports and presentations.	City Manager	CM	$ 121.78	100	One-Time	$ 608.90	$ 12,178.00
	Development of minimum security standards, and enforcement policies for licensed cannabis businesses. Attendance at staff and City Council Meetings.	Chief of Police	PD	$ 130.88	40	One-Time	$ 261.76	$ 5,235.20
	Prepared CEQA Reports, notices and attend meetings.	Planning Manager	PLD	$ 68.82	50	One-Time	$ 172.05	$ 3,441.00
	Assited wth preparing CEQA Reports, notices and attend meetings	Assistant Planner	PLD	$ 39.74	20	One-Time	$ 39.74	$ 794.80
	Preparation of reports, notice of meetings and responding to inquiries.	Administrative Analyst I	CM	$ 47.38	20	One-Time	$ 47.38	$ 947.60
Subject Matter Expertise	Legal support for development, adoption and implementation of cannabis regulatory program.	City Attorney (Contract)	CA	$ 235.00	115	One-Time	$ 1,351.25	$ 27,025.00
Consultant Services								
Application Review	Provide subject matter expertise in design and implementation of cannabis regulatory program. Includes support and presentation at community meetings, assistance with development of regulatory ordinance, preparation of a fiscal analysis and fee study, and monitoring changes to State laws and regulations, and other support.	HdL Consultant (Contract #1)	N/A	$ 29,200.00	N/A	One-Time	$ 1,460.00	$ 29,200.00
Planning Assistance	Full review of cannabis business license applications, including initial screening for completeness, full quality assurance review, and scoring for the City's selection process. Attend Public Meetings and City Council Final decision.	HdL Consultant (Contract Amendment)	N/A	$ 5,900.00	N/A	Application	$ 5,900.00	$ 118,000.00
Planning Assistance	Contract planner will provide technical assistance related to any Planning issue which may be requested of them during the application process.	Planner (Contract)	N/A	$ 75.00	40	One-Time	$ 150.00	$ 3,000.00

Initial Application Fee $ 9,991.08

Total $ 199,821.60

Attachment 3:

Resolution: Establishing Procedure Guidelines and Review Criteria to govern the application and selection process for various types of Cannabis Business Permits

RESOLUTION NO. 21-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA ESTABLISHING PROCEDURE GUIDELINES AND REVIEW CRITERIA TO GOVERN THE APPLICATION AND SELECTION PROCESS FOR VARIOUS TYPES OF COMMERCIAL CANNABIS BUSINESS PERMITS

WHEREAS, on June 16, 2021, the City Council of the City of Madera adopted Ordinance No. 977 C.S. adding Chapter 5 to Title VI (Cannabis Businesses) to the Madera Municipal Code to permit commercial cannabis businesses within the City and establish a regulatory program requiring all commercial cannabis uses to obtain a commercial cannabis business permit issued by the City prior to commencing operation; and

WHEREAS, Madera Municipal Code Section 6-5.13 provides that the City Council shall adopt an application procedure guidelines and review criteria to govern the application and selection process for Cannabis Business Permits.

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

Section 1. The foregoing recitals are true and correct and incorporated by reference.

Section 2. The City Council approves the following:

A. Application Procedure Guidelines and Review Criteria for Commercial Cannabis Business Permit for Standard Retail or Microbusiness Applications, attached as Exhibit "A" and incorporated herein by reference.

B. Application Procedure Guidelines and Review Criteria for Commercial Cannabis Business Permit for Social Equity Applications, attached as Exhibit "B" and incorporated herein by reference.

C. Application Procedure Guidelines and Review Criteria for Commercial Cannabis Business Permit for Vertically Integrated, Cultivation, Distribution, Manufacturing, Testing Labs Applications, attached as Exhibit "C" and incorporated herein by reference.

Section 3. The City Manager, or their designee, is authorized to make non-substantive corrections, clarifications, and revisions to the Application Procedure and Guidelines and Review Criteria as they deem necessary to facilitate the orderly and efficient implementation of any commercial cannabis permit application and selection process initiated or conducted by the City.

Section 4. This Resolution shall be effective upon adoption.

* * * * * * * * * * * * *

Attachment 3a:

Resolution: Establishing Procedure Guidelines and Review Criteria to govern the application and selection process for various types of Cannabis Business Permits

Commercial Cannabis Business Permit – Standard Applications or Microbusiness

City of Madera

Community Development Department
205 W. 4th Street
Madera, CA 93637
Phone: 559.661.5400
Email: Cannabis@Madera.gov

APPLICATION PROCEDURE GUIDELINES AND REVIEW CRITERIA FOR A COMMERCIAL CANNABIS BUSINESS PERMIT (STANDARD RETAIL OR MICROBUSINESS APPLICATIONS)

Application Period
OPENS – TBD
CLOSES – TBD

These Procedure Guidelines apply solely to Standard Retail or Microbusiness Applications. Standard Retail or Microbusiness Applications.

NUMBER OF PERMITS

During this application period the City will be allowing up to six (6) cannabis business permits under this process.

STANDARD RETAIL OR MICROBUSINESS

- "Retailer" or "Storefront Retailer" shall have the same meaning as that contained in Section 26070(a)(1) of the California Business and Professions Code.
- "Microbusiness" shall have the same meaning as that contained in Section 26070(a)(3) of the Business and Professions Code.

ORIENTATION "KICK OFF" MEETING

The City will hold a virtual Orientation "Kick Off" Meeting on TBD at 1:00 pm. Pre-registration for the Orientation Meeting is required however, attendance at the Orientation Meeting is not required to apply for a Cannabis Business Permit. The registration link is available on the City's website at https://www.madera.gov/Cannabis-Information.

CONTACT

If you have any questions or would like an update on the status of your application, please contact the Community Development Department at 559.661.5400 or by email at Cannabis@madera.gov.

APPLICABLE REGULATIONS

Information regarding the Commercial Cannabis Business (CCB) Application process can be found on the City's website at https://www.madera.gov. and includes the following:

- Application Procedures Guidelines and Review Criteria
- City of Madera Municipal Code (MMC) Title VI, Chapter 5
- City of Madera Municipal Code (MMC) Title X, Chapter 3 (Zoning Regulations)
- Property Owner Consent/Landlord Affidavit
- Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement
- Background Check Portal Link
- Commercial Cannabis Business (CCB) Permit Application
- Business Ownership Acknowledgement Form

To be considered for issuance of a Cannabis Business Permit, final applications must be submitted to the Community Development Department located at the address listed on these procedures by the deadline. There will be no exceptions. These Procedure Guidelines and Review Criteria (hereafter referred to as "Procedures." constitute the application process and are adopted pursuant to the Madera Municipal Code (MMC) Section 6-5.13 and Title X, Chapter 3 (Zoning Regulations).

Applicants should monitor the City's web page for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of this information.

AMENDMENTS TO THE APPLICATION

Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures, or posted on the City's website as a clarification update, or as authorized in writing by the City Manager or his/her designee.

During Phase I, City staff and the Consultant will conduct a preliminary evaluation of the applications for completeness and will reject any application that is missing a major component (for example, a Security Plan), notifying the applicant by email that they have been disqualified.

For those Applications which are missing essential information the primary contact will be notified by email if their application is found to be missing minor requirements (for example, signatures/dates on forms, proof of payment receipts, scanned pages in one of the scoring criteria documents, or incorrect formatting or organization of files). If this is the case, the Applicant may be granted five days from the date of the email to submit the required supplemental information. Should you receive an email from the City we ask that you confirm receipt of it immediately. If the City does not get confirmation from your primary contact within two days, it may, but is not required to, make an attempt to notify the primary contact by phone in case the email went into the recipient's spam folder unnoticed. However, please note should this be the case you will not be provided additional time to complete the curing process so make sure you monitor your incoming or spam email carefully. Furthermore, you may not submit any additional information other than what was requested to cure the minor requirements. Finally, an applicant will be notified if their application is incomplete or if there is any other reason for which they will not be moving forward in the application process.

LIMITATIONS ON MULTIPLE APPLICATIONS

Applicants possessing an ownership interest of ten percent (10%), or more, in a retail, microbusiness, or vertically integrated cannabis permit application shall be limited to submitting only one application which includes retail during this initial process regardless. In order to ensure compliance with the ownership interest concerns every owner on the application which meets the criteria listed in Section 6-5.06 (T) will be required to complete the Business Ownership Acknowledgement form which is provided on the City's website. However, there will be no limitations on any other permit type which are permitted in the City, (i.e., cultivation, manufacturing, distribution, and testing labs). In addition, the City will only accept a maximum of two any combination of retail, microbusiness, or vertically integrated application Zoning Verification Letters (ZVL) per property (APN). Furthermore, without exception only one retail, microbusiness or vertically integrated Applicant will be issued a retail permit per location by the City Council in Phase IV and so each Applicant should keep that in mind when selecting a location for their business in which there is more than one Applicant.

CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications, with or without cause or reason. The City may modify, postpone, or cancel the request for a CCB permit without liability, obligation, or commitment to any person, party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any Applicant submitting an application in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process and if it is not fully responsive to this request for a CCB application.

APPLICATION PROCESS

This application process is adopted pursuant to MMC Section 6-5.13. Review the information regarding the application process and which documents you will need. Before submitting your application, review your application in its entirety to ensure that it is complete and accurate. Review the information regarding the Cannabis Business Permit application process for a CCB on the City webpage provided on page one.

APPLICATION SUBMITTAL REQUIREMENTS

Applications must respond to all requirements outlined in the "Application Procedures & Guidelines for a Cannabis Business Permit." Applicants must submit all required application materials together in one complete comprehensive application package. This can be done in person, by U.S. Mail, or by common carrier delivery service (e.g., FED EX, UPS, etc.) as long is it a complete application. The application process must be secured in an envelope or box addressed as follows:

Community Development Director
Attn: Cannabis Application Process
City of Madera
205 W. Fourth Street
Madera, CA 93637

The application package must include all the following documents with original signatures for each document.

1. Cannabis Business Permit Application;
2. Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Application fee and Background Check fee(s); and
5. Business Owner Acknowledgment Form
6. Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease
7. Property Owner Consent/Landlord Affidavit
8. Proof of Insurance or letter of insurability from the Insurance Company

SUBMITTAL DEADLINE

Applications must be received by the Community Development Department by 4:00 pm on TBD Late applications will not be accepted. Furthermore, an application RISKS BEING REJECTED for the following reasons:

1. It is not responsive to this Cannabis Business Permit application and the Procedure Guidelines for a Cannabis Business Permit.
2. The issuance of the Cannabis Business Permit for the proposed location does not comply with State law, MMC Title VI, Chapter 5 and/or Title X, Chapter 3 (Zoning Code Regulations).

FLASH DRIVE CONTENT

In addition, all Applicants must submit a USB flash drive containing one complete copy of the application package per the requirements as outlined in the below format. The application package and application fees must be received by the Community Development Department at the same time.

Responses to the Evaluation Criteria (Sections A-H found in Appendix A of the Application Procedures & Guidelines) shall be limited to 200 pages. Responses pertaining to Backgrounds, Proof of Capitalization, Zoning Verification Letter, and Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease, Property Owner Consent/Landlord Affidavit, Business Owner Acknowledgement Form shall not be included in the 200-page limitation. Those responses should be saved in PDF files that are separate from the Evaluation Criteria (see below).

All materials must be submitted on a USB flash drive in a PDF format in the following files. Please submit the files in the correct format and organized correctly or your application may be rejected.

PDF File #1	Cannabis Business Permit Application (pages 1-3), Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement (pages F1-F3), Agreement on Limitations of City Liability, and Certification, Assurances, Warranties, and Indemnification to City (pages F4-F6); Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease, Property Owner

	Consent/Landlord Affidavit and Business Owner Acknowledgement Form. All copied documents shall display required signatures to be deemed complete.
PDF File #2	Evaluation Criteria (Responses to Sections A-H of Appendix A limited to 200 pages)
PDF File #3	Background Check documentation (All required documents for each owner). Upon submission of the online background application, Applicants will receive an email confirmation. This confirmation needs to be printed, scanned, and included within PDF File #3.
PDF File #4	Proof of Capitalization (Appropriate bank statements, loan documents, promissory notes, financial and commitment letters)
PDF File #5	Zoning Verification Letter (ZVL) which shows the correct location, unit, space, or suite number in the building being used. Proof of Insurance or a letter showing proof of insurability by a qualified insurance company which shows the location being insured in City of Madera, the type of activity being insured, and the name of the business being insured. Copies from another business location in another city owned by the Applicant will not be accepted.

CRIMINAL BACKGROUND CHECK

Each Owner as defined in Section 6-5.06 (T) must undergo a criminal history background check to demonstrate they do not provide "good cause" for denial per MMC Sections 6-5.08 and 6-5.38K. Owners who do not meet the criminal history eligibility requirements of Section 6-5.38K will be disqualified. The background form can be found online at:

https://hdlcompanies.formstack.com/forms/bc_maderacity.

In addition, each successful applicant will be asked to submit to a Live Scan as part of the background check as determined by the Chief of Police. Prior to being issued a permit the Applicant's primary contact will be notified by email with the instructions on how to schedule the Live Scan appointment.

The initial background check fee for each owner shall be $300.00. This process will be required to meet the minimum threshold qualifications pursuant to MMC Section 6-5.38K. The results of the background check along with the City-issued Zoning Verification Letter must be included with the CCB Application (Phase I).

ZONING VERIFICATION LETTER (ZVL)

Prior to submitting a CCB application (Phase I), an Applicant must obtain a Zoning Verification Letter from the Community Development Department. To secure this letter, an Applicant must make a written request to the Community Development Department which should specify the intended use of the building (i.e., Cultivation, Manufacturing, Distribution, Retail, Microbusiness or Vertically Integrated), and the proposed building location. Please advise the City if you currently occupy the premises or if there is a tenant currently occupying the premises and what type of business activity is being conducted.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the

meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land on which the cannabis business is established.

FEES

All applicants will be required to submit a fee of $TBD. This amount will be charged against time spent by City staff and the Consultant in reviewing applications and administrating the application process. Applicants are advised that they may be required to pay additional amounts as required for the sole purpose of the City's completion of the application review process. However, there will also be a separate fee for the Zoning Verification Letter (ZVL) of $TBD per site and the Background Check Fee of $300. For the successful Applicants there will also be a Live Scan Fee of $TBD prior to obtaining the Cannabis Business Permit or at a time determined by the Police Chief.

Payment must be made by a certified check, cashier's check or money order made payable to the City of Madera. Please note the City will not accept cash or credit cards and application fees are non-refundable once the City has begun reviewing the application.

APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS

PHASE I: DETERMINATION OF ELIGIBILITY

Applications will be reviewed for completeness and compliance to meet the minimum submittal requirements. The determination of eligibility will be based on the criteria outlined in these procedures and as described in Appendix A. However, the criteria will be evaluated and scored with the process adopted in these procedures in accordance with MMC Chapter 6-5.13 and may be amended as provided in MMC Section 6-5.49 A & C in writing for clarification to application submittal questions which will be posted in the FAQ section of the Cannabis Information webpage and shall go into full effect immediately upon being posted on the website.

PHASE II: APPLICATION EVALUATION AND REVIEW (3,000 points)

During Phase II, the City and/or consultant will review and score each application using a merit-based system. At a minimum the top ten (10) applicants who score a minimum of 90% or higher (2,700 points) in Phase II may be eligible to advance to Phase III. However, the City may at its sole discretion select more than ten (10) applicants based on the quantity and the overall quality of applications the City receives. Notice of the results of Phase II will be provided in writing via email to the primary contact listed on the application.

See APPENDIX A for a description of the evaluation criteria:

- Section A. Business Plan (400 points)
- Section B. Labor, Equity, Diversity, and Inclusion Plan (400 points)
- Section C. Safety Plan (300 points)
- Section D. Security Plan (300 points)
- Section E - Qualifications of Owners (400 Points)
- Section F - Neighborhood Compatibility (400 Points)
- Section G - Community Benefits and Investments Plan (500 Points)
- Section H - Proposed Location (300 Points)

PHASE III: PUBLIC MEETING

Upon the completion of Phase II, the City Manager or his/her designee will tabulate the scores of all applicants from Phase II to create a final ranking which will be used to form the basis for determining who will be invited to participate in the Public Meeting and subsequently presented to the City Council for final consideration. Should there be a tie in any scoring, the City Manager shall force rank each of the applicants who participated in Phase II, in order to establish an eligibility list and therefore the decision on who moves on will not be solely determined by the scores alone.

The Public Meeting will be set to allow concerns of residents, businesses, and community organizations alike to be brought before the City. The City staff will conduct the Public Meeting pursuant to MMC Section 6-5.14 prior to presenting a report of its final rankings to the City Council in Phase IV. Those applicants selected to participate in the Public Meeting will be invited to attend and will be given an opportunity to address any concerns from the public presentation.

PHASE IV: CITY COUNCIL INTERVIEWS AND FINAL DECISION

Upon the completion of Phase III, the City Manager will present to the City Council the top Applicants from the Phase II process together with a summary report of the Public Meeting to the City Council. The City Council will interview those top Applicants and make a final determination as to which applicant(s) will be awarded a CCB permit. Each Applicant should be prepared to conduct a brief presentation in order to be interviewed by the City Council. Further details as to date, time, place, and length of presentation will be provided prior to the City Council interviews.

After the City Council has made a determination as to who if any Applicants will be awarded a CCB permit and as a condition of issuance of the regulatory permit, the operator of each cannabis facility shall enter into a Community Benefit Agreement with the City setting forth the terms and conditions under which the cannabis facility will operate that are in addition to the requirements of Chapter 6-5.37.C, including, but not limited to community benefits such as public outreach and education, community service, payment of fees and other charges as mutually agreed, and such other terms and conditions that will protect and promote the public health, safety and welfare.

In addition, any community benefits that a commercial cannabis business agrees to provide shall be incorporated into the terms and conditions under which the commercial cannabis business will operate with the City of Madera's approval, if and when a Community Benefit Agreement is executed. Upon successfully negotiations in this phase of the process the Applicant will then be authorized to proceed to apply for any required land use permits and a business license and related approvals.

Any Applicant wishing to appeal Phase I through Phase III of the Application Process may appeal to the City Manager or appointed hearing officer depending on the type of appeal requested within ten (10) days of the Applicant receiving a notice that they will not move forward in the application process or be issued a permit. Such appeals shall comply with the requirements of MMC Sections 6-5.20 through 6-5.26. Any decision made by the City Council to award or not to award a cannabis permit shall be final and shall not be subject to appeal.

NOTE: Being awarded a CCB permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Community Development Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a CCB permit guarantee that the plans submitted via the CCB application process meet the standards or requirements in MMC Title X, Chapter 3 and any other permit requirements from other City departments or agencies.

APPENDIX A: EVALUATION CRITERIA

The City is a public agency subject to the California Public Records Act ("CPRA"). In the event a request for information under the CPRA seeks disclosure of application materials marked by Applicant as "Confidential Information," the City will make reasonable efforts to provide notice to Applicant prior to such disclosure to allow Applicant to seek a protective order, injunctive relief, or other appropriate remedy. If Applicant contends any designated application materials are exempt from the CPRA and wishes to prevent disclosure, it is required, at its own cost, liability, and expense to obtain a protective order, injunctive relief or other appropriate remedy from a court having jurisdiction over the matter at least two (2) days before City's deadline to respond to the CPRA request. If Applicant fails to obtain such a remedy before the deadline for the City's response to the CPRA request, the City will disclose the requested information and shall not be liable or responsible for such disclosure.

SECTION A: BUSINESS PLAN (400 points)

1. Finances* – A budget for construction, operations, maintenance, compensation of employees, equipment, property lease, security equipment and staff, City fees, state fees, utility costs, product purchases and other anticipated contingency costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
    A. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets which can be verified by the City.
    B. A pro forma for at least three years of operations.
    C. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.

2. Daily Operations - The Business Plan should describe the day-to-day operations which meet industry best practices for the type of cannabis business you are applying.

2.1 Describe the day-to-day operations if you are applying for a RETAIL permit. This should include at a minimum the following criteria:
    A. Describe customer check-in procedures.
    B. Identify location and procedures for receiving deliveries during business hours.
    C. Identify the name of the Point-of-sale system to be used and the number of Point-of-Sale locations.
    D. Estimate the number of customers to be served per hour/day.
    E. Describe the proposed product line to be sold and estimate the percentage of sales of flower and manufactured products.
    F. If proposed, describe delivery service procedures, number of vehicles and product security during transportation.
    G. How the Cannabis Business will conform to local and state laws. See MMC Sections 6-5.40 and Title X as they pertain to retail establishments in the City of Madera.
    H. How cannabis and cannabis products will be tracked and monitored to prevent diversion. Describe the Point-of-Sale system to be used and how it will interact with the state's mandated track and trace system.

2.2 Describe the day-to-day operations if you are applying for a DISTRIBUTION permit. This should include at a minimum the following criteria:

A. Identify the number of delivery drivers, hours of delivery and vehicles to be used.
B. Describe the transportation security procedures.
C. Describe how inventory will be received, processed, stored, and secured in the permitted premises.
D. Describe the quality control procedures designed to ensure all cannabis is properly packaged, labeled, and tested.
E. How the Cannabis Business will conform to local and state laws. See MMC 6-5.43 and Title X as they pertain to Distribution.

2.3 Describe the day-to-day operations if you are applying for a MANUFACTURING permit. This should include at a minimum the following criteria:

A. Identify all cannabis products manufactured within the permitted premises.
B. Describe quality control procedures.
C. Describe inventory control procedures.
D. Describe the extraction process, equipment and room in which extractions will be conducted.
E. Provide detail as to whether the extraction equipment has been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist.
F. Describe the sanitation procedures.
G. How the Cannabis Business will conform to local and state laws. See MMC 6-5.45 and Title X, as they pertain to Manufacturing.

2.4 Describe the day-to-day operations if you are applying for a TESTING permit. This should include at a minimum the following criteria:

A. Describe the sampling standard operating procedures.
B. Describe procedures for transporting cannabis field samples.
C. Describe the chain of custody for field samples.
D. Describe the quality control procedures.
E. Describe the Laboratory Supervisor/Manager responsibilities and qualifications.
F. Identify location and procedures for storing cannabis products.
G. Describe how the cannabis business will conform to local and State laws. See MMC 6-5.44 and Title X as they pertain to testing labs in the City of Madera.
H. Describe how the cannabis and cannabis products will be tracked and monitored to prevent diversion.
I. Describe the Point-of-Sale system to be used and how it will interact with the State's mandated track and trace system.

2.5 Describe the day-to-day operations if you are applying for a CULTIVATION permit. This should include at a minimum the following criteria:

A. Identify all cannabis products processed within the permitted premises.
B. Describe quality control procedures.
C. Describe inventory control procedures.
D. Describe the cultivation, drying, curing, grading, trimming, rolling, storing, packaging, and labeling of nonmanufactured processes which will be utilized for these activities.
E. Describe the sanitation procedures in such a way as to ensure the health, safety, and welfare of the public, the employees working at the cultivation facility, visitors

to the area, neighboring properties, and to ensure the security of the cannabis cultivation and processing; and to safeguard against diversion of cannabis.

F. How the Cannabis Business will conform to local and State laws. See MMC 6-5.46 and Title X, as they pertain to cultivation and other regulated activities pertaining to this license.

G. Describe the plan for addressing public odor nuisances that may derive from the cultivation facility.

2.6 Describe the day-to-day operations if you are applying for a MICROBUSINESS permit. This should include at a minimum the following criteria:

A. A microbusiness license engaged in retail shall describe all the requirements in subsection 2.1 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in MMC Section 6-5.40 and Title X.

B. A microbusiness license engaged in distribution shall describe all the requirements in subsection 2.2 of Appendix A Section A in accordance with CCR §5500 and applicable requirements in MMC Section 6-5.43 and Title X.

C. A microbusiness license engaged in manufacturing shall describe all the requirements in subsection 2.3 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in MMC Section 6-5.45 and Title X.

D. A microbusiness license engaged in cultivation shall describe all the requirements in subsection 2.5 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in Section 6-5.46 and Title X.

2.7 Describe the day-to-day operations if you are applying for a VERTICALLY INTEGRATED permit. This should include at a minimum the following criteria:

A. "Vertical Integration" means a Cannabis Business that will hold a minimum of three (3) non-retail cannabis permit which includes manufacturing, distribution, and at least one cultivation license which shall cultivate at least 20,000 square feet of canopy in the City. A Vertical Integrated business may also be eligible to operate a retail or non-storefront retail business upon evidence of actual operation of at least three non-retail cannabis permit in the City.

B. "Canopy" means the designated area(s) at a licensed premise, except nurseries and processors, that will contain mature plants at any point in time, as follows:

   i. Canopy shall be calculated in square feet and measured using clearly identifiable boundaries of all area(s) that will contain mature plants at any point in time, including all of the space(s) within the boundaries.

   ii. Canopy may be noncontiguous but each unique area included in the total canopy calculation shall be separated by an identifiable boundary that includes, but is not limited to, interior walls, shelves, greenhouse walls, hoop house walls, garden benches, hedgerows, fencing, garden beds, or garden plots; and

   iii. If mature plants are being cultivated using a shelving system, the surface area of each level shall be included in the total canopy calculation

C. Must demonstrate that the business is owned by one business entity and complies with the definition of 6-5.06 (DD).

D. A vertically integrated license engaged in retail shall describe all the requirements in subsection 2.1 of Appendix A, Section A in accordance with MMC Section 6-5.40, Title X, and applicable state laws related to this permitted activity.

E. A vertically integrated license engaged in distribution shall describe all the requirements in subsection 2.2 of Appendix A, Section A in accordance with

MMC Section 6-5.43, Title X, and all applicable state laws related to this permitted activity.

F. A vertically integrated license engaged in manufacturing shall describe all the requirements in subsection 2.3 of Appendix A, Section A in accordance with MMC Section 6-5.45, Title X, and all applicable state laws related to this permitted activity.
G. Premises for a Vertically Integrated permit may consist of a single parcel or multiple parcels which are adjacent, abutting, or contiguous. Parcels may not be separated by a street, alley, highway, or right-of-way, either public or private, except for Retail which may be located on separate property.

SECTION B: LABOR, EQUITY, DIVERSITY & INCLUSION PLAN (400 points)

1. The application should describe to what extent the cannabis business will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees in accordance with Section 6-5.13 (G).

2. Identify number of employees at initial opening and the maximum number of employees when the business is at full capacity.

3. Describe any diversity and inclusion programs that will be developed as part of the business model which embraces a rich and diverse work force with a diverse set of perspectives, work and life experiences, as well as religious and cultural differences that provide equal opportunities for employee development.

4. Identify all positions and their responsibilities.

5. Describe compensation to and opportunities for continuing education and training for employees.

6. Describe whether the cannabis business is committed to offering employees a Living Wage.

7. Briefly describe benefits provided to employees such as health care, vacation, and medical leave, to the degree they are offered as part of employment.

8. Describe to the extent to which the cannabis business will be a locally owned enterprise and the owner(s) reside within the County of Madera. In order to qualify for this criteria, an owner must have lived in the County of Madera for at least one year prior to June 1, 2021.

SECTION C: SAFETY PLAN (300 points)

1. The detailed Safety Plan shall be prepared by a California professional fire prevention and suppression consultant.

2. This plan will describe all fire prevention and suppression measures, fire extinguisher locations, evacuation routes and alarm systems the facility will have in place.

3. Describe all accident and incident reporting procedures.

4. Describe the waste management locations and procedures.

SECTION D: SECURITY PLAN (300 points)

1. The security plan shall be prepared by a professional security consultant. This can be done with in-house staff or a consultant, but it must clearly demonstrate that it meets the professional standards requested to receive the appropriate points for each criterion in this section.
    A. The plan should demonstrate how the cannabis business wishes to develop the floor plan and address other security issues on the property.

2. Premises Diagram: In addition to the site plans submitted for the Proposed Location (in Section H of Appendix A), a separate Premises Diagram must be included in this Security Plan section (Section D) of the application. The diagram must meet the requirements of the Bureau of Cannabis Control CCR Title 16, Division 42, §5006 Premises Diagram.
    A. The diagram shall show the boundaries of the property and the proposed location to be licensed, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and shall include a brief statement or description of the principal activity to be conducted therein.
    B. The diagram shall show and identify commercial cannabis activities that will take place in each area of the premises and identify all limited-access areas.
    C. The diagram shall show where all cameras are located and assign a number to each camera for identification purposes.
    D. The diagram should be accurate, dimensioned and to-scale (minimum scale of 1/4”).
    E. If the proposed location consists of only a portion of a property, the diagram must be labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.

3. Description of operational security, including but not limited to general security for access/visitor control, inventory control and cash handling procedures.

4. Description of perimeter security, on-site security guards, lighting, and parking.

5. Identify transportation techniques and security procedures.

6. Description of employee training and general security policies.

SECTION E: QUALIFICATION OF OWNERS (400 points)

1. Experience – Demonstrate the business owner’s experience in owning, managing, and operating a cannabis business. For purposes of this section, owner shall mean the State definition of owner in the State Business and Professions Code Section 26001 and all persons, companies, and entities that will be directing, controlling, and/or managing

the day-to-day operations of the business. Evidence that prior experience was from legally permitted activities.

2. Cannabis Industry Knowledge – Demonstrate overall knowledge of the cannabis industry (as demonstrated throughout the screening application), including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Madera.

3. Ownership Team – Describe the involvement of the ownership team in day-to-day operation of the business. Owner is defined based upon the State definition of owner, see Business and Professions Code Section 26001.

SECTION F: NEIGHBORHOOD COMPATIBILITY PLAN (400 points)

1. Describe how the business will proactively address and respond to complaints related to noise, light, odor, and vehicle and pedestrian traffic.

2. Describe how the business will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community.

3. Describe odor mitigation practices:
    A. Identify potential sources of odor.
    B. Describe odor control devices and techniques employed to ensure that odors from cannabis are not detectable beyond the licensed premises.
    C. Describe all proposed staff training and system maintenance plans.

4. Describe the waste management plan. The plan shall include waste disposal locations, security measures, methods of rendering all waste unusable and unrecognizable, and the vendor in charge of disposal.

5. The application should include the following information about the proposed location:
    A. Physical address and a detailed description of the proposed location, including the overall property, building, and interior floor plan.
    B. Description of all known nearby State and local sensitive use areas. The cannabis business must have the appropriate zoning and meet all the locational requirements as described in MMC sections 6-5.33 and Title X.
    C. List any nearby well-traveled paths to schools and describe how the cannabis business will proactively protect the youth on these paths from exposure to the cannabis business.
    D. Describe how the business will proactively take steps about community concerns to protect the youth generally from the impacts of the cannabis business.
    E. Proof of ownership, lease agreement, or a Letter of Intent to Lease.
    F. Vicinity map.
    G. Photographs of existing site and buildings.
    H. Evidence that the location has access to public transportation for employees or customers.

SECTION G: COMMUNITY BENEFITS AND INVESTMENTS PLAN (500 points)

The cannabis business should describe the benefits the business will provide to the local community, for example by directly aiding, participating in, or funding the work of local non-profits, community-based organizations, civic organizations, or social services organizations. Benefits may be in the form of volunteer services, monetary donations, financial support of City-sponsored activities or organizations, in-kind donations to the City or other charitable organizations and/or any other economic incentives to the City which will help achieve the strategic policy goals of the City Council in permitting cannabis businesses in the City of Madera.

SECTION H: PROPOSED LOCATION (300 points)

In addition to the location related details required in the Security Plan section of this application, the application shall include a thorough narrative description of the proposed location, including but not limited to the overall site, existing and/or proposed building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way, and neighboring businesses on the parcel. Description of floor plans and interior design are not a requirement of this section. In addition to the narrative description of the proposed locations, Applicants shall also include the following items.

1. The CBP applicant must have the appropriate zoning and meet all the locational requirements as described in MMC Section 6-5.33 and Title X.

2. The application shall include photographs of the front (street facing) side of the building. In the event the proposed location is undeveloped land, photographs shall depict the property from all vantage points of the property.

3. The application must include a (Site) diagram depicting all details described in the narrative description of the proposed location. The diagram required for this section need not include a description of any building interior, floor plan or security detail.

Attachment 3b:

Resolution: Establishing Procedure Guidelines and Review Criteria to govern the application and selection process for various types of Cannabis Business Permits

Commercial Cannabis Business Permit – Social Equity Applications

Exhibit B

City of Madera

Community Development Department
205 W. 4th Street
Madera, CA 93637
Phone: 559.661.5400
Email: Cannabis@Madera.gov

APPLICATION PROCEDURE GUIDELINES AND REVIEW CRITERIA FOR A COMMERCIAL CANNABIS BUSINESS PERMIT (SOCIAL EQUITY APPLICATIONS)

Application Period
OPENS – TBD
CLOSES – TBD

These Procedure Guidelines apply solely to Social Equity Applications.

NUMBER OF PERMITS

During this application period the City will be allowing up to two (2) Social Equity retail permits.

SOCIAL EQUITY

A "equity applicant" shall be defined per Appendix B of these guidelines.

ORIENTATION "KICK OFF" MEETING

The City will hold a virtual Orientation "Kick Off" Meeting on TBD at 1:00 pm. Pre-registration for the Orientation Meeting is required however, attendance at the Orientation Meeting is not required to apply for a Cannabis Business Permit. The registration link is available on the City's website at https://www.madera.gov/Cannabis-Information.

CONTACT

If you have any questions or would like an update on the status of your application, please contact the Community Development Department at 559.661.5400 or by email at Cannabis@madera.gov.

APPLICABLE REGULATIONS

Information regarding the Commercial Cannabis Business (CCB) Application process can be found on the City's website at https://www.madera.gov. and includes the following:

- Application Procedures Guidelines and Review Criteria
- City of Madera Municipal Code (MMC) Title VI, Chapter 5
- City of Madera Municipal Code (MMC) Title X, Chapter 3 (Zoning Regulations)
- Property Owner /Landlord Affidavit
- Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement
- Background Check Portal Link
- Commercial Cannabis Business (CCB) Permit Application
- Business Ownership Acknowledgement Form

To be considered for issuance of a Cannabis Business Permit, final applications must be submitted to the Community Development Department located at the address listed on these procedures by the deadline. There will be no exceptions. These Procedure Guidelines and Review Criteria (hereafter referred to as "Procedures." constitute the application process and are adopted pursuant to the Madera Municipal Code (MMC) Section 6-5.13 and Title X, Chapter 3 (Zoning Regulations).

Applicants should monitor the City's web page for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of this information.

SOCIAL EQUITY APPLICANT ELIGIBILITY

Pursuant to the City Council's Social Equity Policy for Cannabis Businesses, applicants who are applying as Social Equity applicant must first be evaluated to verify their eligibility in accordance with the City's eligibility criteria, (see Appendix B) before any substantive review of their application can occur. Social Equity applicants must identify themselves as such at the outset by checking the appropriate box on the Commercial Cannabis Business Application. Should it be determined that the Applicant be deemed not eligible for a Social Equity Application will then be given the option to submit their application as a Standard or Vertically Integrated Applicant or withdraw from the process when notified by the City staff.

AMENDMENTS TO THE SOCIAL EQUITY APPLICATION

Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures, or posted on the City's website as a clarification update, or as authorized in writing by the City Manager or his/her designee.

During Phase IB, City staff and the Consultant will conduct a preliminary evaluation of the applications for completeness and will reject any application that is missing a major component (for example, a Security Plan), notifying the applicant by email that they have been disqualified.

For those Applications which are missing essential information the primary contact will be notified by email if their application is found to be missing minor requirements (for example, signatures/dates on forms, proof of payment receipts, scanned pages in one of the scoring criteria documents, or incorrect formatting or organization of files). If this is the case, the

Applicant may be granted five days from the date of the email to submit the required supplemental information. Should you receive an email from the City we ask that you confirm receipt of it immediately. If the City does not get confirmation from your primary contact within two days, it may, but is not required to, make an attempt to notify the primary contact by phone in case the email went into the recipient's spam folder unnoticed. However, please note should this be the case you will not be provided additional time to complete the curing process so make sure you monitor your incoming or spam email carefully. Furthermore, you may not submit any additional information other than what was requested to cure the minor requirements. Finally, an applicant will be notified if their application is incomplete or if there is any other reason for which they will not be moving forward in the application process.

LIMITATIONS ON MULTIPLE APPLICATIONS

Applicants possessing an ownership interest of ten percent (10%), or more, in a retail, microbusiness, or vertically integrated cannabis permit application shall be limited to submitting only one application which includes retail during this initial process regardless. In order to ensure compliance with the ownership interest concerns every owner on the application which meets the criteria listed in Section 6-5.06 (T) will be required to complete the Business Ownership Acknowledgement form which is provided on the City's website. However, there will be no limitations on any other permit type which are permitted in the City, (i.e., cultivation, manufacturing, distribution, and testing labs). In addition, the City will only accept a maximum of two of any combination of retail, microbusiness, or vertically integrated application Zoning Verification Letters (ZVL) per property (APN). Furthermore, without exception only one retail, microbusiness or vertically integrated Applicant will be issued a retail permit per location by the City Council in Phase IV and so each Applicant should keep that in mind when selecting a location for their business in which there is more than one Applicant.

CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications, with or without cause or reason. The City may modify, postpone, or cancel the request for a CCB permit without liability, obligation, or commitment to any person, party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any Applicant submitting an application in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process and if it is not fully responsive to this request for a CCB application.

APPLICATION PROCESS

This application process is adopted pursuant to MMC Section 6-5.13. Review the information regarding the application process and which documents you will need. Before submitting your application, review your application in its entirety to ensure that it is complete and accurate. Review the information regarding the Cannabis Business Permit application process for a CCB on the City webpage provided on page one.

APPLICATION SUBMITTAL REQUIREMENTS

Applications must respond to all requirements outlined in the "Application Procedures & Guidelines for a Cannabis Business Permit." Applicants must submit all required application

materials together in one complete comprehensive application package. This can be done in person, by U.S. Mail, or by common carrier delivery service (e.g. FED EX, UPS, etc.) as long is it a complete application. The application process must be secured in an envelope or box addressed as follows:

Community Development Director
Attn: Cannabis Application Process
City of Madera
205 W. Fourth Street
Madera, CA 93637

The application package must include all the following documents with original signatures for each document as outlined below.

SUBMITTAL DEADLINE

Social Equity Applications have two (2) deadlines. As follows:

1. Phase 1A: TBD
2. Phase 1B:TBD

The following table outlines submittal requirements per Phase:

Phase 1A	Cannabis Business Permit Application (pages 1-3) (Equity Only) to be used for eligibility review.
Phase 1B	Phase 1B-Items: 1. Cannabis Business Permit Application; (This item is required for Phase 1A and 1B) 2. Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement; 3. Agreement on Limitations of City's Liability and Indemnification to City; 4. Application fee and Background Check fee(s); and 5. Business Owner Acknowledgment Form 6. Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease 7. Property Owner Consent/Landlord Affidavit 8. Proof of Insurance or a letter of insurability from the Insurance Company

Furthermore, an application RISKS BEING REJECTED for the following reasons:

1. It is not responsive to this Cannabis Business Permit application and the Procedure Guidelines for a Cannabis Business Permit.

2. The issuance of the Cannabis Business Permit for the proposed location does not comply with State law, MMC Title 6, Chapter 5 and/or Title X, Chapter 3 (Zoning Code Regulations).

FLASH DRIVE CONTENT

In addition, all Applicants must submit a USB flash drive containing one complete copy of the application package per the requirements as outlined in the below format. The application package and application fees must be received by the Community Development Department at the same time.

Responses to the Evaluation Criteria (Sections A-G found in Appendix A of the Application Procedures & Guidelines) shall be limited to 200 pages. Responses pertaining to Backgrounds, Proof of Capitalization, Zoning Verification Letter, and Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease, Property Owner Consent/Landlord Affidavit, Business Owner Acknowledgement Form shall not be included in the 200-page limitation. Those responses should be saved in PDF files that are separate from the Evaluation Criteria (see below).

All materials must be submitted on a USB flash drive in a PDF format in the following files. You must submit the files in the correct format and organized correctly or your application may be rejected.

PDF File #1	Cannabis Business Permit Application (pages 1-3), Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement (pages F1-F3), Agreement on Limitations of City Liability, and Certification, Assurances, Warranties, and Indemnification to City (pages F4-F6); and Business Owner Acknowledgement Form, Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease, Property Owner Consent/Landlord Affidavit. All copied documents shall display required signatures to be deemed complete.
PDF File #2	Evaluation Criteria (Responses to Sections A-G of Appendix A limited to 200 pages)
PDF File #3	Background Check documentation (All required documents for each owner). Upon submission of the online background application, Applicants will receive an email confirmation. This confirmation needs to be printed, scanned, and included within PDF File #3.
PDF File #4	Proof of Capitalization (Appropriate bank statements, loan documents, promissory notes, financial and commitment letters)
PDF File #5	Zoning Verification Letter (ZVL) which shows the correct location, unit, space, or suite number in the building being used. Proof of Insurance or a letter showing proof of insurability by a qualified insurance company which shows the location being insured in City of Madera, the type of activity being insured, and the name of the business being insured. Copies from another business location in another city owned by the Applicant will not be accepted.

CRIMINAL BACKGROUND CHECK

Each Owner as defined in Section 6-5.06 (T) must undergo a criminal history background check to demonstrate they do not provide “good cause” for denial per MMC Sections 6-5.08 and 6-

5.38K. The background check will be used to help verify the Social Equity eligibility requirements and ensure that the applicants meet the criteria. Owners who do not meet the criminal history eligibility requirements of Section 6-5.38K will be disqualified. The background form can be found online at:

https://hdlcompanies.formstack.com/forms/bc_maderacity.

In addition, each successful applicant will be asked to submit to a Live Scan as part of the background check as determined by the Chief of Police. Prior to being issued a permit the Applicant's primary contact will be notified by email with the instructions on how to schedule the Live Scan appointment.

The initial background check fee for each owner shall be $300.00. This process will be required to meet the minimum threshold qualifications pursuant to MMC Section 6-5.38K. The results of the background check along with the City-issued Zoning Verification Letter must be included with the CCB Application (Phase I).

ZONING VERIFICATION LETTER (ZVL)

Prior to submitting a CCB application (Phase I), an Applicant must obtain a Zoning Verification Letter from the Community Development Department. To secure this letter, an Applicant must make a written request to the Community Development Department which should specify the intended use of the building (i.e., Cultivation, Manufacturing, Distribution, Retail, Microbusiness or Vertically Integrated), and the proposed building location. Please advise the City if you currently occupy the premises or if there is a tenant currently occupying the premises and what type of business activity is being conducted.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land on which the cannabis business is established.

FEES

All applicants will be required to submit a fee of $TBD. This amount will be charged against time spent by City staff and the Consultant in reviewing applications and administrating the application process. Applicants are advised that they may be required to pay additional amounts as required for the sole purpose of the City's completion of the application review process. However, there will also be a separate fee for the Zoning Verification Letter (ZVL) of $TBD per site and the Background Check Fee of $300. For the successful Applicants there will also be a Live Scan Fee of $TBD prior to obtaining the Cannabis Business Permit or at a time determined by the Police Chief.

Payment must be made by a certified check, cashier's check or money order made payable to the City of Madera. Please note the City will not accept cash or credit cards and application fees are non-refundable once the City has begun reviewing the application.

APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS

PHASE IA: SOCIAL EQUITY REGISTRATION AND ELIGIBILTY

Upon receiving a completed (CCB) application, City staff will review the materials to determine eligibility under the City's Council Social Equity established criteria in accordance with Appendix B of these procedures. Applicants will be notified as soon as possible if they do not qualify under the Social Equity criteria and will be given the option to apply under the Standard or Vertical Integrated application process respectfully or withdraw from the process.

PHASE 1B: DETERMINATION OF ELIGIBILITY

Applications will be reviewed for completeness and compliance to meet the minimum submittal requirements. The determination of eligibility will be based on the criteria outlined in these procedures and as described in Appendix A. However, the criteria will be evaluated and scored with the process adopted in these procedures in accordance with MMC Chapter 6-5.13 and may be amended as provided in MMC Section 6-5.49 A & C in writing for clarification to application submittal questions which will be posted in the FAQ section of the Cannabis Information webpage and shall go into full effect immediately upon being posted on the website.

PHASE II: APPLICATION EVALUATION AND REVIEW (2,700 points)

During Phase II, the City and/or consultant will review and score each application using a merit-based system. At a minimum the top ten (10) applicants who score a minimum of 90% or higher (2,430 points) in Phase II may be eligible to advance to Phase III. However, the City may at its sole discretion select more than ten (10) applicants based on the quantity and the overall quality of applications the City receives. Notice of the results of Phase II will be provided in writing via email to the primary contact listed on the application.

See APPENDIX A for a description of the evaluation criteria:

- Section A. Business Plan (400 points)
- Section B. Labor, Equity, Diversity, and Inclusion Plan (400 points)
- Section C. Safety Plan (300 points)
- Section D. Security Plan (300 points)
- Section E. Qualifications of Owners (400 Points)
- Section F. Neighborhood Compatibility (400 Points)
- Section G. Community Benefits and Investments Plan (500 Points)

PHASE III: PUBLIC MEETING

Upon the completion of Phase II, the City Manager or his/her designee will tabulate the scores of all applicants from Phase II to create a final ranking which will be used to form the basis for determining who will be invited to participate in the Public Meeting and subsequently presented to the City Council for final consideration. Should there be a tie in any scoring, the City Manager shall force rank each of the applicants who participated in Phase II, in order to

establish an eligibility list and therefore the decision on who moves on will not be solely determined by the scores alone.

The Public Meeting will be set to allow concerns of residents, businesses, and community organizations alike to be brought before the City. The City staff will conduct the Public Meeting pursuant to MMC Section 6-5.14 prior to presenting a report of its final rankings to the City Council in Phase IV. Those applicants selected to participate in the Public Meeting will be invited to attend and will be given an opportunity to address any concerns from the public presentation.

In addition, since the location will not be a scored criteria for the Social Equity process Applicants which are eligible to participate in Phase III shall be given the opportunity to request a new location for their business application from any property which has qualified under the Standard, Social Equity or Vertically Integrated process and will not be used by any Applicant still in the running for Phase III, or which was subsequently not awarded a permit by the City Council in Phase IV. However, if Applicant switches properties, it must be done prior to participating in Phase III and Phase IV in order to allow for proper vetting at the Public Meeting and by the City Council during the final selection.

PHASE IV: CITY COUNCIL INTERVIEWS AND FINAL DECISION

Upon the completion of Phase III, the City Manager will present to the City Council the top Applicants from the Phase II process together with a summary report of the Public Meeting to the City Council. The City Council will interview those top Applicants to make a final determination as to which applicant(s) will be awarded a CCB permit. Each Applicant should be prepared to conduct a brief presentation in order to be interviewed by the City Council. Further details as to date, time, place, and length of presentation will be provided prior to the City Council interviews.

After the City Council has made a determination as to who if any Applicants will be awarded a CCB permit and as a condition of issuance of the regulatory permit, the operator of each cannabis facility shall enter into a Community Benefit Agreement with the City setting forth the terms and conditions under which the cannabis facility will operate that are in addition to the requirements of Chapter 6-5.37.C, including, but not limited to community benefits such as public outreach and education, community service, payment of fees and other charges as mutually agreed, and such other terms and conditions that will protect and promote the public health, safety and welfare.

In addition, any community benefits that a commercial cannabis business agrees to provide shall be incorporated into the terms and conditions under which the commercial cannabis business will operate with the City of Madera's approval, if and when a Community Benefit Agreement is executed. Upon successfully negotiations in this phase of the process the Applicant will then be authorized to proceed to apply for any required land use permits (site plan) and a business license and related approvals.

Any Applicant wishing to appeal Phase I and Phase II of the Application Process may appeal to the City Manager or appointed hearing officer depending on the type of appeal requested within ten (10) days of the Applicant receiving a notice that they will not move forward in the application process or be issued a permit. Such appeals shall comply with the requirements of

MMC Sections 6-5.20 through 6-5.26. Any decision made by the City Council to award or not to award a cannabis business permit shall be final and shall not be subject to appeal.

NOTE: Being awarded a CCB permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Community Development Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a CCB permit guarantee that the plans submitted via the CCB application process meet the standards or requirements in MMC Title X, Chapter 3 and any other permit requirements from other City departments or agencies.

APPENDIX B

I. EQUITY PERMIT PROGRAM

The Madera City Council has expressed interest in creating a Social Equity Permitting process that addresses disparities in the cannabis industry by prioritizing the victims of the war on drugs and minimizing barriers of entry into the industry. The first step in creating such a process is the establishment of the Equity Permit Application Eligibility.

A. An "equity applicant" shall be defined as an applicant whose ownership or owner meets the following criteria:
   a. Is currently a resident of the County of Madera and has been for at least five years;
   b. Was arrested after November 5, 1996, and convicted of a cannabis crime in Madera County, California.
   c. Has an annual household income at or less than the Madera County Area Median as specified annually by the US Census Bureau. The Madera County Area Median Income for 2021 is $70,700 for a household size of four (4) persons. The following table identifies the adjustments to the Area Median Income limits based on different household sizes:

Household Size	Income Limit
One person	$ 49,500
Two people	$ 56,550
Three people	$ 63,650
Four people	$ 70,700
Five people	$ 76,350
Six people	$ 82,000
Seven people	$ 87,650
Eight or more	$ 93,300

B. Equity Applicant Verification Process
   a. An applicant's eligibility shall be determined at Phase 1A of the Social Equity application process. If the applicant fails to qualify as an Equity Applicant, the applicant may apply for a Standard or Vertically Integrated business and be subject to those application procedure requirements respectively.
   b. Each owner of the Social Equity application will be required to complete the Criminal Background Check on the background portal and pay the appropriate fees. The background check will be used to help verify the eligibility requirements and ensure that the

applicant(s) meets the qualifications.

c. Proof of Income
    i. A copy of owner's federal tax returns for the past two years and at least one of the following two documents:
        1. Two months of pay stubs, current Profit and Loss Statement or Balance Sheet
        2. Proof of current eligibility for General Assistance, Food Stamps, Medical/CALWORKs or Supplemental Security Income or Social Security Disability (SSI/SSDI).
d. Proof of Residency
    i. Provide at least two of the following documents, evidencing five years of residency:
        1. California Driver's record or Identification Card record
        2. Property tax billing and payment records
        3. Verified copies of state or federal income tax returns where a Madera County address is listed as the primary address
        4. School records
        5. Medical records
        6. Banking records
        7. Madera County Housing Authority records
    ii. Documents demonstrating residency in 2021 can be used for proof of current residency only; they will not be considered proof of a year of residency.
e. Proof of Conviction
    i. Proof of conviction shall be demonstrated through the following documents:
        1. Court records
        2. Probation documents
        3. Department of Corrections or Federal Bureau of Prisons documentation that clearly indicates the arrest occurred in Madera County.

C. Definition of Owner: For purposes of Section A and B of the Social Equity Program a "Owner" shall be defined as an individual or entity who was identified as owning 51% or more of the Social Equity Application applying for a Commercial Cannabis Business Permit (CCB). The individual or entity must own at least 51% of the business entity submitting the cannabis application. If 51% or more of the ownership of the CCB is held by an entity, that entity must be the same entity requesting the CCB application.

Attachment 3c:

Resolution: Establishing Procedure Guidelines and Review Criteria to govern the application and selection process for various types of Cannabis Business Permits

Commercial Cannabis Business Permit – Vertically Integrated, Cultivation, Distribution, Manufacturing, and Test Labs Applications

Exhibit C

City of Madera

Community Development Department
205 W. 4th Street
Madera, CA 93637
Phone: 559.661.5400
Email: Cannabis@Madera.gov

APPLICATION PROCEDURE GUIDELINES AND REVIEW CRITERIA FOR A COMMERCIAL CANNABIS BUSINESS PERMIT (VERTICALLY INTEGRATED, CULTIVATION, DISTRIBUTION, MANUFACTURING, TESTING LABS APPLICATIONS)

Application Period
OPENS – TBD

These Procedure Guidelines apply solely to Vertically Integrated Cultivation, Distribution, Manufacturing, and Testing Labs.

NUMBER OF PERMITS

During this application period the City will allow an unlimited number of permits.

VERTICAL INTEGRATION

"Vertical Integration" means a Cannabis Business that will hold a minimum of three (3) non-retail cannabis permits which includes manufacturing, distribution, and at least one cultivation license which shall cultivate at least 20,000 square feet of canopy in the City. A Vertical Integrated business may also be eligible to operate a retail or non-storefront retail business upon evidence of actual operation of at least three non-retail cannabis permits in the City.

The Cultivation, Manufacturer, and Distribution shall be located on the same property. A Retail business may be located on the same property where the other three license types exist, or it may be located off-site, on a separate property. The Retail business must comply with the underlying requirements of said zone district. A Retail business under this definition will not count as one of the six Retail permits.

ORIENTATION "KICK OFF" MEETING

The City will hold a virtual Orientation "Kick Off" Meeting on TBD at 1:00 pm. Pre-registration for the Orientation Meeting is required however, attendance at the Orientation Meeting is not required to apply for a Cannabis Business Permit. The registration link is available on the City's website at https://www.madera.gov/Cannabis-Information.

CONTACT

If you have any questions or would like an update on the status of your application, please contact the Community Development Department at 559.661.5400 or by email at Cannabis@madera.gov.

APPLICABLE REGULATIONS

Information regarding the Commercial Cannabis Business (CCB) Application process can be found on the City's website at https://www.madera.gov. and includes the following:

- Application Procedures Guidelines and Review Criteria
- City of Madera Municipal Code (MMC) Title VI, Chapter 5
- City of Madera Municipal Code (MMC) Title X, Chapter 3 (Zoning Regulations)
- Property Owner Consent/Landlord Affidavit
- Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement
- Background Check Portal Link
- Commercial Cannabis Business (CCB) Permit Application
- Business Ownership Acknowledgement Form

To be considered for issuance of a Cannabis Business Permit, final applications must be submitted to the Community Development Department located at the address listed on these procedures by the deadline. There will be no exceptions. These Procedure Guidelines and Review Criteria (hereafter referred to as "Procedures." constitute the application process and are adopted pursuant to the Madera Municipal Code (MMC) Section 6-5.13 and Title X, Chapter 3 (Zoning Regulations).

Applicants should monitor the City's web page for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of this information.

AMENDMENTS TO THE APPLICATION

During Phase I, City staff and the Consultant will conduct a preliminary evaluation of the applications for completeness. Any amendments to the application will be in accordance with the instructions in Phase II of the application process.

LIMITATIONS ON MULTIPLE APPLICATIONS

Applicants possessing an ownership interest of ten percent (10%), or more, in a retail, microbusiness, or vertically integrated cannabis permit application shall be limited to submitting only one application which includes retail during this initial process. In order to ensure compliance with the ownership interest concerns every owner on the application which meets the criteria listed in Section 6-5.06 (T) will be required to complete the Business Ownership Acknowledgement form which is provided on the City's website. However, there will be no limitations on any other permit types which are permitted in the City, (i.e., cultivation, manufacturing, distribution, and testing labs). In addition, the City will only accept a maximum of two of any combination of retail, microbusiness, or vertically integrated application Zoning Verification Letters (ZVL) per property (APN). Furthermore, without exception only one retail, microbusiness or vertically integrated Applicant will be issued a retail permit per location by the City Council in Phase IV and so each Applicant should keep that in mind when selecting a location for their business in which there is more than one Applicant.

CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications, with or without cause or reason. The City may modify, postpone, or cancel the request for a CCB permit without liability, obligation, or commitment to any person, party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any Applicant submitting an application in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process and if it is not fully responsive to this request for a CCB application.

APPLICATION PROCESS

This application process is adopted pursuant to MMC Section 6-5.13. Review the information regarding the application process and which documents you will need. Before submitting your application, review your application in its entirety to ensure that it is complete and accurate. Review the information regarding the Cannabis Business Permit application process for a CCB on the City webpage provided on page one.

APPLICATION SUBMITTAL REQUIREMENTS

Applications must respond to all requirements outlined in the "Application Procedures & Guidelines for a Cannabis Business Permit." Applicants must submit all required application materials together in one complete comprehensive application package. This can be done in person, by U.S. Mail, or by common carrier delivery service (e.g. FED EX, UPS, etc.) as long is it a complete application. The application process must be secured in an envelope or box addressed as follows:

Community Development Director
Attn: Cannabis Application Process
City of Madera
205 W. Fourth Street
Madera, CA 93637

The application package must include all the following documents with original signatures for each document.

1. Cannabis Business Permit Application;
2. Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Application fee and Background Check fee(s); and
5. Business Owner Acknowledgment Form
6. Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease
7. Property Owner Consent/Landlord Affidavit
8. Proof of Insurance or letter of insurability from the Insurance Company

SUBMITTAL DEADLINE

The application period to apply for Vertically Integrated, cultivation, distribution, manufacturing, and testing labs applications will remain open until the City posts on its website that the process will cease 30 days from when the notice is posted.

Applications submitted within the initial 30 days will be processed prior to those submitted after the initial 30-day review period.

Furthermore, an application RISKS BEING REJECTED for the following reasons:

1. It is not responsive to this Cannabis Business Permit application and the Procedure Guidelines for a Cannabis Business Permit.
2. The issuance of the Cannabis Business Permit for the proposed location does not comply with State law, MMC Title VI, Chapter 5 and/or Title X, Chapter 3 (Zoning Code Regulations).

FLASH DRIVE CONTENT

In addition, all Applicants must submit a USB flash drive containing one complete copy of the application package per the requirements as outlined in the below format. The application package and application fees must be received by the Community Development Department at the same time.

Responses to the Evaluation Criteria (Sections A-H found in Appendix A of the Application Procedures & Guidelines) shall be limited to 200 pages. Responses pertaining to Backgrounds, Proof of Capitalization, Zoning Verification Letter, Proof of Ownership or Lease Agreement/Letter of Intent to Lease, Property Owner Consent/Landlord Affidavit, Business Owner Acknowledgement Form; and Proof of Insurance or letter of insurability from the Insurance Company shall not be included in the 200-page limitation. Those responses should be saved in PDF files that are separate from the Evaluation Criteria (see below).

All materials must be submitted on a USB flash drive in a PDF format in the following files. You must submit the files in the correct format and organized correctly or your application may be rejected.

PDF File #1	Cannabis Business Permit Application (pages 1-3), Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement (pages F1-F3), Agreement on Limitations of City Liability, and Certification, Assurances, Warranties, and Indemnification to City (pages F4-F6); Business Owners Acknowledgement; Form Proof of Property Ownership or Lease Agreement/Letter of Intent to Lease, and Property Owner Consent/Landlord Affidavit. All copied documents shall display required signatures to be deemed complete.
PDF File #2	Evaluation Criteria (Responses to Sections A-H of Appendix A limited to 200 pages)
PDF File #3	Background Check documentation (All required documents for each owner). Upon submission of the online background application, Applicants will receive

	an email confirmation. This confirmation needs to be printed, scanned, and included within PDF File #3.
PDF File #4	Proof of Capitalization (Appropriate bank statements, loan documents, promissory notes, financial and commitment letters)
PDF File #5	Zoning Verification Letter (ZVL) which shows the correct location, unit, space, or suite number in the building being used. Proof of Insurance or a letter showing proof of insurability by a qualified insurance company which shows the location being insured in City of Madera, the type of activity being insured, and the name of the business being insured. Copies from another business location in another city owned by the Applicant will not be accepted.

CRIMINAL BACKGROUND CHECK

Each Owner as defined in Section 6-5.06 (T) must undergo a criminal history background check to demonstrate they do not provide "good cause" for denial per MMC Sections 6-5.08 and 6-5.38K. Owners who do not meet the criminal history eligibility requirements of Section 6-5.38K will be disqualified. The background form can be found online at:

https://hdlcompanies.formstack.com/forms/bc_maderacity.

In addition, each successful applicant will be asked to submit to a Live Scan as part of the background check as determined by the Chief of Police. Prior to being issued a permit the Applicant's primary contact will be notified by email with the instructions on how to schedule the Live Scan appointment.

The initial background check fee for each owner shall be $300.00. This process will be required to meet the minimum threshold qualifications pursuant to MMC Section 6-5.38K. The results of the background check along with the City-issued Zoning Verification Letter must be included with the CCB Application (Phase I).

ZONING VERIFICATION LETTER (ZVL)

Prior to submitting a CCB application (Phase I), an Applicant must obtain a Zoning Verification Letter from the Community Development Department. To secure this letter, an Applicant must make a written request to the Community Development Department which should specify the intended use of the building (i.e., Cultivation, Manufacturing, Distribution, Retail, Microbusiness or Vertically Integrated), and the proposed building location. Please advise the City if you currently occupy the premises or if there is a tenant currently occupying the premises and what type of business activity is being conducted.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land on which the cannabis business is established.

FEES

All applicants will be required to submit a fee of $TBD. This amount will be charged against time spent by City staff and the Consultant in reviewing applications and administrating the application process. Applicants are advised that they may be required to pay additional amounts as required for the sole purpose of the City's completion of the application review process. However, there will also be a separate fee for the Zoning Verification Letter (ZVL) of $TBD per site and the Background Check Fee of $300. For the successful Applicants there will also be a Live Scan Fee of $TBD prior to obtaining the Cannabis Business Permit or at a time determined by the Police Chief.

Payment must be made by a certified check, cashier's check or money order made payable to the City of Madera. Please note the City will not accept cash or credit cards and application fees are non-refundable once the City has begun reviewing the application.

APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS

PHASE I: DETERMINATION OF ELIGIBILITY

Applications will be reviewed for completeness and compliance to meet the minimum submittal requirements. The determination of eligibility will be based on the criteria outlined in these procedures and as described in Appendix A. However, the criteria will be evaluated and scored with the process adopted in these procedures in accordance with MMC Chapter 6-5.13 and may be amended as provided in MMC Section 6-5.49 A & C in writing for clarification to application submittal questions which will be posted in the FAQ section of the Cannabis Information webpage and shall go into full effect immediately upon being posted on the website.

PHASE II: APPLICATION EVALUATION AND REVIEW (3,000 points)

Application will be evaluated and scored on a pass/fail process based on the review criteria listed below. See Appendix A for a detailed description of the evaluation criteria:

- Section A. Business Plan (400 points)
- Section B. Labor, Equity, Diversity, and Inclusion Plan (400 points)
- Section C. Safety Plan (300 points)
- Section D. Security Plan (300 points)
- Section E - Qualifications of Owners (400 Points)
- Section F - Neighborhood Compatibility (400 Points)
- Section G - Community Benefits and Investments Plan (500 Points)
- Section H - Proposed Location (300 Points)

Those applications which score a minimum of 80% (2,400) in Phase II will move on to Phase III of the application process. However, should it be determined to be deficient and not meeting the minimum score of 80% the Applicant will be notified of what areas of the application needs to be cured. In order to receive a passing score, the Applicant will need to resubmit those sections of the required criteria deemed to be deficient and these materials need to be submitted all at the same time.

Should the Applicant fail to meet the requirements the second time they will be disqualified. In situations that this occurs the Applicant may reapply but will be subject to a new application fee.

Any Applicant which fails to successfully pass the application process the second time will be given up to (60) days to reapply and will only be given one more chance to pass.

PHASE III: PUBLIC MEETING

For those Applicants which pass Phase II they will be invited to participate in the Public Meeting and subsequently presented to the City Manager for final consideration. The Public Meeting will be set to allow concerns of residents, businesses, and community organizations alike to be brought before the City. The City staff will conduct the Public Meeting pursuant to MMC Section 6-5.14 prior to presenting a report of its final review and recommendations to the City Manager. Those applicants selected to participate in the Public Meeting will be invited to attend and will be given an opportunity to address any concerns from the public presentation at the Public Meeting and/or in writing to the City Manager after the Public Meeting.

PHASE IV: CITY MANAGER'S FINAL DECISION AND ISSUANCE OF PERMITS

Upon the completion of Phase III, the City Manager will review the staff's report and recommendations from the Public Meeting and any other writing submitted within five (5) days of the Public Meeting. The City Manager will then make a final decision to approve or deny a permit regarding each application. After the City Manager has made a determination as to who if any Applicants will be awarded a CCB permit and as a condition of issuance of the regulatory permit, the operator of each cannabis facility shall enter into a Community Benefit Agreement with the City setting forth the terms and conditions under which the cannabis facility will operate that are in addition to the requirements of Chapter 6-5.37.C, including, but not limited to community benefits such as public outreach and education, community service, payment of fees and other charges as mutually agreed, and such other terms and conditions that will protect and promote the public health, safety and welfare.

In addition, any community benefits that a commercial cannabis business agrees to provide in a Community Benefit Agreement shall be incorporated into the terms and conditions under which the commercial cannabis business will operate with the City of Madera's approval. Upon completion of this Phase, the Applicant will be authorized to proceed to apply for related planning permit approvals and a business license.

Any Applicant wishing to appeal Phase I through Phase III of the Application Process may appeal to the City Manager or appointed hearing officer depending on the type of appeal requested within ten (10) days of the Applicant receiving a notice that they will not move forward in the application process or be issued a permit. Any decision made by the City Manager in Phase IV to award or not to award a cannabis permit may be appealed to the City Council by the Applicant. Such appeals shall comply with requirements established by City Council resolution.

NOTE: Being awarded a CCB permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Community Development Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a CCB permit guarantee that the plans submitted via the CCB application process meet the standards or requirements in MMC Title X, Chapter 3 and any other permit requirements from other City departments or agencies.

APPENDIX A: EVALUATION CRITERIA

The City is a public agency subject to the California Public Records Act ("CPRA"). In the event a request for information under the CPRA seeks disclosure of application materials marked by Applicant as "Confidential Information," the City will make reasonable efforts to provide notice to Applicant prior to such disclosure to allow Applicant to seek a protective order, injunctive relief, or other appropriate remedy. If Applicant contends any designated application materials are exempt from the CPRA and wishes to prevent disclosure, it is required, at its own cost, liability, and expense to obtain a protective order, injunctive relief or other appropriate remedy from a court having jurisdiction over the matter at least two (2) days before City's deadline to respond to the CPRA request. If Applicant fails to obtain such a remedy before the deadline for the City's response to the CPRA request, the City will disclose the requested information and shall not be liable or responsible for such disclosure.

SECTION A: BUSINESS PLAN (400 points)

1. Finances* – A budget for construction, operations, maintenance, compensation of employees, equipment, property lease, security equipment and staff, City fees, state fees, utility costs, product purchases and other anticipated contingency costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
    A. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets which can be verified by the City.
    B. A pro forma for at least three years of operations.
    C. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.

2. Daily Operations - The Business Plan should describe the day-to-day operations which meet industry best practices for the type of cannabis business you are applying.

2.1 Describe the day-to-day operations if you are applying for a RETAIL permit. This should include at a minimum the following criteria:
    A. Describe customer check-in procedures.
    B. Identify location and procedures for receiving deliveries during business hours.
    C. Identify the name of the Point-of-sale system to be used and the number of Point-of-Sale locations.
    D. Estimate the number of customers to be served per hour/day.
    E. Describe the proposed product line to be sold and estimate the percentage of sales of flower and manufactured products.
    F. If proposed, describe delivery service procedures, number of vehicles and product security during transportation.
    G. How the Cannabis Business will conform to local and state laws. See MMC Sections 6-5.40 and Title X as they pertain to retail establishments in the City of Madera.
    H. How cannabis and cannabis products will be tracked and monitored to prevent diversion. Describe the Point-of-Sale system to be used and how it will interact with the state's mandated track and trace system.

2.2 Describe the day-to-day operations if you are applying for a DISTRIBUTION permit. This should include at a minimum the following criteria:

A. Identify the number of delivery drivers, hours of delivery and vehicles to be used.
B. Describe the transportation security procedures.
C. Describe how inventory will be received, processed, stored, and secured in the permitted premises.
D. Describe the quality control procedures designed to ensure all cannabis is properly packaged, labeled, and tested.
E. How the Cannabis Business will conform to local and state laws. See MMC 6-5.43 and Title X as they pertain to Distribution.

2.3 Describe the day-to-day operations if you are applying for a MANUFACTURING permit. This should include at a minimum the following criteria:

A. Identify all cannabis products manufactured within the permitted premises.
B. Describe quality control procedures.
C. Describe inventory control procedures.
D. Describe the extraction process, equipment and room in which extractions will be conducted.
E. Provide detail as to whether the extraction equipment has been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist.
F. Describe the sanitation procedures.
G. How the Cannabis Business will conform to local and state laws. See MMC 6-5.45 and Title X, as they pertain to Manufacturing.

2.4 Describe the day-to-day operations if you are applying for a TESTING permit. This should include at a minimum the following criteria:

A. Describe the sampling standard operating procedures.
B. Describe procedures for transporting cannabis field samples.
C. Describe the chain of custody for field samples.
D. Describe the quality control procedures.
E. Describe the Laboratory Supervisor/Manager responsibilities and qualifications.
F. Identify location and procedures for storing cannabis products.
G. Describe how the cannabis business will conform to local and State laws. See MMC 6-5.44 and Title X as they pertain to testing labs in the City of Madera.
H. Describe how the cannabis and cannabis products will be tracked and monitored to prevent diversion.
I. Describe the Point-of-Sale system to be used and how it will interact with the State's mandated track and trace system.

2.5 Describe the day-to-day operations if you are applying for a CULTIVATION permit. This should include at a minimum the following criteria:

A. Identify all cannabis products processed within the permitted premises.
B. Describe quality control procedures.
C. Describe inventory control procedures.
D. Describe the cultivation, drying, curing, grading, trimming, rolling, storing, packaging, and labeling of nonmanufactured processes which will be utilized for these activities.
E. Describe the sanitation procedures in such a way as to ensure the health, safety, and welfare of the public, the employees working at the cultivation facility, visitors

to the area, neighboring properties, and to ensure the security of the cannabis cultivation and processing; and to safeguard against diversion of cannabis.

F. How the Cannabis Business will conform to local and State laws. See MMC 6-5.46 and Title X, as they pertain to cultivation and other regulated activities pertaining to this license.

G. Describe the plan for addressing public odor nuisances that may derive from the cultivation facility.

2.6 Describe the day-to-day operations if you are applying for a MICROBUSINESS permit. This should include at a minimum the following criteria:

A. A microbusiness license engaged in retail shall describe all the requirements in subsection 2.1 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in MMC Section 6-5.40 and Title X.

B. A microbusiness license engaged in distribution shall describe all the requirements in subsection 2.2 of Appendix A Section A in accordance with CCR §5500 and applicable requirements in MMC Section 6-5.43 and Title X.

C. A microbusiness license engaged in manufacturing shall describe all the requirements in subsection 2.3 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in MMC Section 6-5.45 and Title X.

D. A microbusiness license engaged in cultivation shall describe all the requirements in subsection 2.5 of Appendix A, Section A in accordance with CCR §5500 and applicable requirements in Section 6-5.46 and Title X.

2.7 Describe the day-to-day operations if you are applying for a VERTICALLY INTEGRATED permit. This should include at a minimum the following criteria:

A. “Vertical Integration” means a Cannabis Business that will hold a minimum of three (3) non-retail cannabis permit which includes manufacturing, distribution, and at least one cultivation license which shall cultivate at least 20,000 square feet of canopy in the City. A Vertical Integrated business may also be eligible to operate a retail or non-storefront retail business upon evidence of actual operation of at least three non-retail cannabis permit in the City.

B. “Canopy” means the designated area(s) at a licensed premise, except nurseries and processors, that will contain mature plants at any point in time, as follows:

   i. Canopy shall be calculated in square feet and measured using clearly identifiable boundaries of all area(s) that will contain mature plants at any point in time, including all of the space(s) within the boundaries.

   ii. Canopy may be noncontiguous but each unique area included in the total canopy calculation shall be separated by an identifiable boundary that includes, but is not limited to, interior walls, shelves, greenhouse walls, hoop house walls, garden benches, hedgerows, fencing, garden beds, or garden plots; and

   iii. If mature plants are being cultivated using a shelving system, the surface area of each level shall be included in the total canopy calculation

C. Must demonstrate that the business is owned by one business entity and complies with the definition of 6-5.06 (DD).

D. A vertically integrated license engaged in retail shall describe all the requirements in subsection 2.1 of Appendix A, Section A in accordance with MMC Section 6-5.40, Title X, and applicable state laws related to this permitted activity.

E. A vertically integrated license engaged in distribution shall describe all the requirements in subsection 2.2 of Appendix A, Section A in accordance with

MMC Section 6-5.43, Title X, and all applicable state laws related to this permitted activity.

F. A vertically integrated license engaged in manufacturing shall describe all the requirements in subsection 2.3 of Appendix A, Section A in accordance with MMC Section 6-5.45, Title X, and all applicable state laws related to this permitted activity.
G. Premises for a Vertically Integrated permit may consist of a single parcel or multiple parcels which are adjacent, abutting, or contiguous. Parcels may not be separated by a street, alley, highway, or right-of-way, either public or private, except for Retail which may be located on separate property.

SECTION B: LABOR, EQUITY, DIVERSITY & INCLUSION PLAN (400 points)

1. The application should describe to what extent the cannabis business will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees in accordance with Section 6-5.13 (G).

2. Identify number of employees at initial opening and the maximum number of employees when the business is at full capacity.

3. Describe any diversity and inclusion programs that will be developed as part of the business model which embraces a rich and diverse work force with a diverse set of perspectives, work and life experiences, as well as religious and cultural differences that provide equal opportunities for employee development.

4. Identify all positions and their responsibilities.

5. Describe compensation to and opportunities for continuing education and training for employees.

6. Describe whether the cannabis business is committed to offering employees a Living Wage.

7. Briefly describe benefits provided to employees such as health care, vacation, and medical leave, to the degree they are offered as part of employment.

8. Describe to the extent to which the cannabis business will be a locally owned enterprise and the owner(s) reside within the County of Madera. In order to qualify for this criteria, an owner must have lived in the County of Madera for at least one year prior to June 1, 2021.

SECTION C: SAFETY PLAN (300 points)

1. The detailed Safety Plan shall be prepared by a California professional fire prevention and suppression consultant.

2. This plan will describe all fire prevention and suppression measures, fire extinguisher locations, evacuation routes and alarm systems the facility will have in place.

3. Describe all accident and incident reporting procedures.

4. Describe the waste management locations and procedures.

SECTION D: SECURITY PLAN (300 points)

1. The security plan shall be prepared by a professional security consultant. This can be done with in-house staff or a consultant, but it must clearly demonstrate that it meets the professional standards requested to receive the appropriate points for each criterion in this section.
    A. The plan should demonstrate how the cannabis business wishes to develop the floor plan and address other security issues on the property.

2. Premises Diagram: In addition to the site plans submitted for the Proposed Location (in Section H of Appendix A), a separate Premises Diagram must be included in this Security Plan section (Section D) of the application. The diagram must meet the requirements of the Bureau of Cannabis Control CCR Title 16, Division 42, §5006 Premises Diagram.
    A. The diagram shall show the boundaries of the property and the proposed location to be licensed, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and shall include a brief statement or description of the principal activity to be conducted therein.
    B. The diagram shall show and identify commercial cannabis activities that will take place in each area of the premises and identify all limited-access areas.
    C. The diagram shall show where all cameras are located and assign a number to each camera for identification purposes.
    D. The diagram should be accurate, dimensioned and to-scale (minimum scale of 1/4”).
    E. If the proposed location consists of only a portion of a property, the diagram must be labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.

3. Description of operational security, including but not limited to general security for access/visitor control, inventory control and cash handling procedures.

4. Description of perimeter security, on-site security guards, lighting, and parking.

5. Identify transportation techniques and security procedures.

6. Description of employee training and general security policies.

SECTION E: QUALIFICATION OF OWNERS (400 points)

1. Experience – Demonstrate the business owner’s experience in owning, managing, and operating a cannabis business. For purposes of this section, owner shall mean the State definition of owner in the State Business and Professions Code Section 26001 and all persons, companies, and entities that will be directing, controlling, and/or managing

the day-to-day operations of the business. Evidence that prior experience was from legally permitted activities.

2. Cannabis Industry Knowledge – Demonstrate overall knowledge of the cannabis industry (as demonstrated throughout the screening application), including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Madera.

3. Ownership Team – Describe the involvement of the ownership team in day-to-day operation of the business. Owner is defined based upon the State definition of owner, see Business and Professions Code Section 26001.

SECTION F: NEIGHBORHOOD COMPATIBILITY PLAN (400 points)

1. Describe how the business will proactively address and respond to complaints related to noise, light, odor, and vehicle and pedestrian traffic.

2. Describe how the business will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community.

3. Describe odor mitigation practices:
    A. Identify potential sources of odor.
    B. Describe odor control devices and techniques employed to ensure that odors from cannabis are not detectable beyond the licensed premises.
    C. Describe all proposed staff training and system maintenance plans.

4. Describe the waste management plan. The plan shall include waste disposal locations, security measures, methods of rendering all waste unusable and unrecognizable, and the vendor in charge of disposal.

5. The application should include the following information about the proposed location:
    A. Physical address and a detailed description of the proposed location, including the overall property, building, and interior floor plan.
    B. Description of all known nearby State and local sensitive use areas. The cannabis business must have the appropriate zoning and meet all the locational requirements as described in MMC sections 6-5.33 and Title X.
    C. List any nearby well-traveled paths to schools and describe how the cannabis business will proactively protect the youth on these paths from exposure to the cannabis business.
    D. Describe how the business will proactively take steps about community concerns to protect the youth generally from the impacts of the cannabis business.
    E. Proof of ownership, lease agreement, or a Letter of Intent to Lease.
    F. Vicinity map.
    G. Photographs of existing site and buildings.
    H. Evidence that the location has access to public transportation for employees or customers.

SECTION G: COMMUNITY BENEFITS AND INVESTMENTS PLAN (500 points)

The cannabis business should describe the benefits the business will provide to the local community, for example by directly aiding, participating in, or funding the work of local non-profits, community-based organizations, civic organizations, or social services organizations. Benefits may be in the form of volunteer services, monetary donations, financial support of City-sponsored activities or organizations, in-kind donations to the City or other charitable organizations and/or any other economic incentives to the City which will help achieve the strategic policy goals of the City Council in permitting cannabis businesses in the City of Madera.

SECTION H: PROPOSED LOCATION (300 points)

In addition to the location related details required in the Security Plan section of this application, the application shall include a thorough narrative description of the proposed location, including but not limited to the overall site, existing and/or proposed building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way, and neighboring businesses on the parcel. Description of floor plans and interior design are not a requirement of this section. In addition to the narrative description of the proposed locations, Applicants shall also include the following items.

1. The CBP applicant must have the appropriate zoning and meet all the locational requirements as described in MMC Section 6-5.33 and Title X.

2. The application shall include photographs of the front (street facing) side of the building. In the event the proposed location is undeveloped land, photographs shall depict the property from all vantage points of the property.

3. The application must include a (Site) diagram depicting all details described in the narrative description of the proposed location. The diagram required for this section need not include a description of any building interior, floor plan or security detail.

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Wendy Silva, Director of Human Resources

Arnoldo Rodriguez, City Manager

Council Meeting of: November 17, 2021

Agenda Number: D-2

SUBJECT:

Revisions to the Civil Service Commission composition and appointment process

RECOMMENDATION:

Introduce an ordinance amending §2-2.303 of Title II of the Madera Municipal Code relating to number of Commissioners and method for making appointments to Civil Service Commission

SUMMARY:

The City of Madera Municipal Code provides that the Civil Service Commission (Commission) is comprised of five (5) members appointed at-large by the City Council (Council) as a whole. Staff advised Council at the October 20, 2021 meeting that the Municipal Code is inconsistent with the California Government Code. The Government Code provides that when a general law City has an elected Mayor, appointments to boards, commissions, and committees are to be made by the elected Mayor, subject to the approval of the full City Council. The City's Municipal Code must be updated to resolve this inconsistency. Additionally, at its October 20, 2021 meeting, Council provided direction to staff to modify the Commission membership from five (5) Commissioners to seven (7) Commissioners, with individual members of the Council providing nominations for consideration by the Mayor. The proposed ordinance contemplated herein captures the updates to the Commission appointment process to correctly reflect the requirements of the Government Code as well as Council's direction relative to the membership count.

DISCUSSION:

The Commission is established in Chapter 2 of the City's Municipal Code. The Commission reviews recruitments and certifies the list of eligible candidates for full time employment with the City. The Commission also is the hearing body for appeals related to employment practices, including employee discipline, application of the City's Personnel Rules, and hiring practices. Pursuant to Municipal Code Section 2-2.303, the Commission is a five (5) member body appointed by the City Council as a whole by resolution. Per the Municipal Code, the resolution of appointment must be

approved by at least four (4) members of the Council. This is consistent with state law that all resolutions require a vote of a majority of the entire membership. In this case with seven members on the Council, four (4) votes are necessary.

As Council was advised on October 20th, the City's Code is inconsistent with the California Government Code, specifically §40605, which provides as follows:

> In general law cities where the office of mayor is an elective office pursuant to Article 5 (commencing with Section 34900) of Chapter 7 of Part 1 of Division 2 of Title 4, the mayor, with the approval of the city council, shall make all appointments to boards, commissions, and committees unless otherwise specifically provided by statute.

A memorandum from the City Attorney providing more details on this matter is provided as Attachment 1 to this report. In her memo she quotes from an Attorney General Opinion summing up this matter as follows: "We believe. . . that the Legislature intended to create a system of checks and balances by placing the appointment authority in the hands of the elected mayor, while giving the city council the right to reject mayoral appointments." Her memo includes exceptions in that a statute or a joint powers agreement that addresses the appointments for particular entities would prevail over the Government Code.

At its October 20, 2021 meeting, Council provided staff direction to modify the membership count of the Commission from five (5) Commissioners to seven (7) Commissioners, with individual members of the City Council providing the elected Mayor with nominations to be considered.

Based on this direction and the requirements of the Government Code, staff has drafted an ordinance update for Council's consideration. The draft ordinance is provided as Attachment 2 to this report.

FINANCIAL IMPACT:

There is no anticipated financial impact.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

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

ALTERNATIVES:

Council may direct staff to draft further revisions to the Commissioner appointment process.

ATTACHMENTS:

1. Memorandum from City Attorney regarding Mayor and City Council Roles in Appointments to Boards, Commissions, and Committees
2. Proposed Ordinance amending §2-2.303 of Title II of the Madera Municipal Code relating to Civil Service Commission appointments

MONTOY LAW
CORPORATION

HILDA CANTÚ MONTOY

MEMORANDUM FROM CITY ATTORNEY

October 20, 2021

TO: Mayor and Council

CC: Arnoldo Rodriguez, City Manager
Alicia Gonzales, City Clerk

RE: Mayor and City Council Roles in Appointments to Boards, Commissions, and Committees

This memorandum is offered to provide some guidance to the Mayor and Council as to their respective roles regarding appointments to boards, commissions, and committees.

State Law Governs Appointments in General Law Cities

Government Code section 40605 provides as follows:

> In general law cities where the office of mayor is an elective office pursuant to Article 5 (commencing with Section 34900) of Chapter 7 of Part 1 of Division 2 of Title 4, the mayor, with the approval of the city council, shall make all appointments to boards, commissions, and committees unless otherwise specifically provided by statute.

Questions have arisen in other jurisdictions as to the respective authority of the Mayor and the City Council in making appointments. While there is no case law interpreting Government Code section 40605, Attorney General Opinions have been issued that interpret it.

In 1998, the California Attorney General issued 81 Ops. Cal. Atty. Gen. 75 (hereafter 1998 AG Opinion). There, the Attorney General reached three conclusions:

1. The AG concluded that the mayoral appointment authority extends to "all appointments to boards, commissions, and committees . . . ." (§ 40605; italics added.) There is no express limitation that would confine the power of appointment to bodies that are entirely within city government.
2. An argument was made that the City's ordinance was a statute, and therefore, the City ordinance regarding appointments to boards and commissions prevailed over Section 40605. The Attorney General concluded that a city ordinance is not a statute as that term is used in section 40605. Therefore, a city does not have legal authority to adopt an alternative selection process by ordinance or resolution that is inconsistent with state law.
3. The AG concluded that Section 40605 is applicable to subcommittees of a city council.

The Attorney General noted that a city council's authority under Section 40605 may not be construed "to direct the mayor to appoint a particular person to a board, commission, or committee." It further reasoned: "Where section 40605 applies, it is the mayor's prerogative to

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make the appointment and the city council's responsibility to approve or reject the appointment." (emphasis added)

Statutory Selection Prevails Over Government Code Section 40605

The general rule under Government Code section 40605 is not applicable where the State legislature has adopted statutes governing the process (per the language at end of the section which states "unless otherwise specifically provided by statute"). As explained by the Attorney General in the 1998 AG Opinion:

> It is to be observed that some regional boards, commissions, and committees do not have their members selected by mayoral appointments, as specified in various state statutes. (See, e.g., Health & Saf. Code, § 40420 [South Coast Air Quality Management District]; Pub. Resources Code, § 29735 [Delta Protection Commission]; Pub. Utilities Code, § 30201 [Southern California Rapid Transit

Language in Joint Powers Agreements Prevails Over Government Code Section 40605

The general rule under section 40605 is not applicable where controlled by a joint powers agreement. As explained by the Attorney General in the 1998 AG Opinion:

> Somewhat unique is a joint powers agency established under the Joint Exercise of Powers Act (§§ 6500-6599.) The composition of an agency's governing body is controlled by the terms of the agreement. (§ 6508; see 78 Ops.Cal.Atty.Gen. 60, 65 (1995); 57 Ops.Cal.Atty.Gen. 295, 301 (1974).) Assuming the agreement does not specify how the selection is to be made, section 40605 requires the mayor to make the appointment subject to the approval of the city council.

Based on this, the general rule under Government Code section 40605 does not apply if the joint powers agreement regulates the selection process. If it does not regulate the process, only then does the general rule under Government Code section 40605 apply.

Summary

The following from the 1998 AG Opinion sums up the general rule regarding the Mayor and Council's respective roles under Government Code section 40605: "We believe, instead, that the Legislature intended to create a system of checks and balances by placing the appointment authority in the hands of the elected mayor, while giving the city council the right to reject mayoral appointments. If a statute or a joint powers agreement addresses the appointments for particular entities, the statutory or agreement language for appointments would need to be followed.

Respectfully submitted,

Hilda Cantú Montoy

ORDINANCE NO. 21-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA AMENDING SECTION 2-2.303 OF TITLE II, CHAPTER 2 OF THE MADERA MUNICIPAL CODE RELATING TO NUMBER OF COMMISSIONERS AND METHOD FOR MAKING APPOINTMENTS TO THE CIVIL SERVICE COMMISSION

THE CITY COUNCIL OF THE CITY OF MADERA DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2-2.303 of the Madera Municipal Code is amended to read as follows:

§2-2.303 CIVIL SERVICE COMMISSION.

(A) There is created a Civil Service Commission (Commission) to consist of seven members to be appointed as provided in this section.

(B) Appointment.

(1) The Mayor is authorized to make appointments to the Commission subject to approval by the City Council.

(2) The Mayor will ask each Council Member to submit a nominee for appointment to the Commission. Each Council Member will have an opportunity to make a nomination.

(3) The Mayor will submit appointees to the City Council for consideration.

(4) The City Council is authorized to approve or reject any appointment made by the Mayor.

(5) Council approval of any appointment shall be made by resolution adopted by four votes of the City Council.

(6) Upon the City Council's determination not to approve a Mayor's appointee, the Mayor shall proceed to seek another nominee, make another appointment, and submit the appointee to the City Council for consideration and approval as set forth in this section.

(C) Term.

Each Commission Member shall serve a term of four years as set forth in § 2-3.101(B) of the Municipal Code.

(D) Vacancies.

Vacancies on the Commission shall be filled in the manner set forth in Subsection (B) above for the unexpired term as provided in this chapter. Each member shall serve until his or her successor is appointed and qualified.

(E) Chairperson.

Annually, the Commission shall, by majority vote, designate one of its members as the chair of the Commission in a manner consistent with the Civil Service Commission Rules of Procedure.

(F) Qualifications.

Members of the Civil Service Commission shall be residents of the city. No person shall be appointed to the Commission who holds any employment with the city. Nor shall any member be employed by or under the direct supervision of any current member of the City Council.

SECTION 2. **SEVERANCE**. If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 3. **CEQA**. The City Council finds this ordinance is not a project under the California Environmental Quality Act because it can be seen with certainty that it will not have a significant effect or physical change to the environment. See Title 14, California Code of Regulations, Section 15061 (b) (3).

SECTION 4. **PUBLICATION**. This ordinance shall be published in accordance with the provisions of Government Code Section 36933.

****

RETURN TO AGENDA

REPORT TO CITY COUNCIL

Approved by:

Arnoldo Rodriguez, City Manager

Council Meeting of: November 17, 2021

Agenda Number: D-3

SUBJECT:

Authorized Terms and Conditions for Employment Agreements of Unrepresented Department Head Positions

RECOMMENDATION:

Adopt a Resolution:

1. Approving the standard terms and conditions for employment agreements of unrepresented department head positions;
2. Authorizing the City Manager to execute individual at-will employment agreements within the parameters of the standard terms and conditions; and
3. Authorizing the Director of Financial Services to designate and classify reserves from the general fund unassigned fund balance into the assigned classification for the one-time lump sum payments.

Pursuant to Government Code § 54953 (c) (3), prior to taking action on this item, the Council must publicly announce a summary of the action being considered.

Announcement - *If approved, the proposed standard terms and conditions will modify the existing agreements with unrepresented department heads as follows:*

- *Employees will receive a 2% cost of living adjustment (COLA) effective the first pay check on or after November 17, 2021, with additional 2% COLAs effective July 2022, 2023, and 2024;*
- *Employees will receive a lump sum payment of $1,500 on the next regular pay date, with additional $1,500 lump sum payments effective July 2022, 2023, and 2024; and*
- *Employees will receive the same Holiday Closure benefit as the Mid Management Employee Group*

SUMMARY:

Department head employees serve at the will of the City Manager and have individual at-will employment agreements that outline their respective terms and conditions of employment. The proposed action would authorize the City Manager to offer employment agreements to individuals within a standard set of terms and conditions. The standard terms and conditions shown in Exhibit 1 to the proposed resolution are consistent with action taken by the City Council in 2019 to redefine the department head fringe benefit package. The proposed action authorizes the City Manager to offer COLAs, lump sum payments, and a Holiday Closure consistent with salary and benefit adjustments implemented for the City's recognized bargaining units earlier this year.

DISCUSSION:

The following positions within the City's classification plan are considered at-will and serve at the will and pleasure of the City Manager.

- Police Chief
- Director of Parks & Community Services
- City Engineer
- Director of Human Resources
- Information Services Manager
- Chief Building Official
- Planning Manager
- Director of Financial Services
- Public Works Operations Director
- Director of Community Development

Individuals employed in the above listed positions have individual employment agreements. The agreements have a standard set of terms and conditions, most recently adjusted in 2019. The proposed action would adopt by resolution Authorized Terms and Conditions for Employment Agreements, providing the City Manager with authority to enter into employment agreements with individuals in the listed positions that include the standard fringe benefit package defined in 2019, with the following additions to the package:

- Employees will receive a 2% cost of living adjustment (COLA) effective the first pay check on or after November 17, 2021, with additional 2% COLAs effective July 2022, 2023, and 2024;
- Employees will receive a lump sum payment of $1,500 on the next regular pay date, with additional $1,500 lump sum payments effective July 2022, 2023, and 2024; and
- Employees will receive the same Holiday Closure benefit as the Mid Management Employee Group, receiving the workdays between Christmas Day and New Year's Day as time off with pay each year the benefit is offered.

The COLAs, lump sum payments, and Holiday Closure as proposed are consistent with salary and benefit adjustments implemented for the City's recognized bargaining units earlier this year.

FINANCIAL IMPACT:

Salaries

The Fiscal Year (FY) 2021-22 costs of the COLA and lump sum payments are noted below in Table 1, based on current employees and assuming implementation of the COLAs in November 2021. The cost in subsequent years will depend on the employee count at that time, classification level, and years of service.

Table 1. FY 2021-22 Cost for COLA and Lump Sum Payment	
Compensation Element	*Year-1 Costs*
2% COLA	$6,391
$1,500 Lump Sum	$9,000
Total FY 2021-22 Salary Cost	**$15,391**

Holiday Closure

The actual number of workdays an employee receives pay during the Holiday Closure will depend on the employee's normal work schedule and how the holidays fall within the week in any given year. Using an assumption of four (4) workdays, the value of the Holiday Closure is estimated to be approximately $14,912 for FY 2021-22 based on current employees.

Source of Funds

The recurring salary costs incurred by the annual COLAs will be accounted for in the City's operating budget, and any necessary adjustments will be made in the Mid-Year Budget adjustments. The City will designate and classify reserves from the general fund unassigned fund balance into the assigned classification for the one-time lump sum payments.

ALTERNATIVES:

Council may direct the City Manager to further review the standard terms and conditions for unrepresented department head positions.

ATTACHMENTS:

1. Resolution approving standard terms and conditions for employment agreements of unrepresented department head positions
    a. Exhibit 1: Unrepresented Department Head Positions Authorized Terms and Conditions for Employment Agreements

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING STANDARD TERMS AND CONDITIONS FOR EMPLOYMENT AGREEMENTS OF UNREPRESENTED DEPARTMENT HEAD POSITIONS

WHEREAS, the City of Madera wishes to establish reasonable rules, regulations and compensation for its staff within the financial limits of the organization; and

WHEREAS, pursuant to the Madera Municipal Code, the following unrepresented management positions serve at the will of the City Manager:

- Police Chief
- Director of Parks & Community Services
- City Engineer
- Director of Human Resources
- Information Services Manager
- Chief Building Official
- Planning Manager
- Director of Financial Services
- Public Works Operations Director
- Director of Community Development

WHEREAS, the City desires to establish written parameters for the terms and conditions of employment for individuals serving the City in these positions to support transparency and consistency.

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

1. The above recitals are true and correct.
2. The City Manager is authorized to execute individual at-will employment agreements within the parameters as set forth in the Authorized Terms and Conditions for Employment Agreements with Unrepresented Department Heads as set forth in Exhibit 1 to this resolution which is incorporated by reference and approved.
3. The Director of Financial Services is directed to designate and classify reserves from the general fund unassigned fund balance into the assigned classification for the lump sum payments of $1,500 to each employee.
4. This resolution is effective immediately upon adoption.

* *

Unrepresented Department Head Positions

Authorized Terms and Conditions for Employment Agreements

I. Unrepresented Department Head Positions

- Police Chief
- Director of Parks & Community Services
- City Engineer
- Director of Human Resources
- Information Services Manager
- Chief Building Official
- Planning Manager
- Director of Financial Services
- Public Works Operations Director
- Director of Community Development

II. Employment Agreement Term

- Up to 4 years

III. Annual Salary

- Salary range assignments for each position are published on the City of Madera Salary Schedule publicly adopted by the City Council.
- The City Manager is authorized to set salaries for Department Heads consistent with the Salary Schedule.
- The City Manager is authorized to provide merit step increases for satisfactory job performance within the salary steps defined on the published Salary Schedule.
- The City Manager is authorized to provide Cost of Living Adjustment (COLA) increases to Department Heads as follows:
  - Effective the first paycheck on or after November 17, 2021, positions listed in Section I will receive a 2% base wage increase.
  - Effective the first paycheck on or after July 1, 2022, positions listed in Section I will receive a 2% base wage increase.
  - Effective the first paycheck on or after July 1, 2023, positions listed in Section I will receive a 2% base wage increase.
  - Effective the first paycheck on or after July 1, 2024, positions listed in Section I will receive a 2% base wage increase.
- In addition to the percent-based wage increases noted above, the City Manager is authorized to provide each employee employed by the City in positions listed in Section I with a lump sum $1,500 payment to be paid on the first regular paycheck on or after November 17, 2021; July 1, 2022; July 1, 2023; and July 1, 2024; subject to applicable taxes and deductions.

Unrepresented Department Head Positions

Authorized Terms and Conditions for Employment Agreements

IV. Severance

- Employment Agreements may include 1 ½ months salary & health benefits severance in one (1) lump sum payment for separation without cause

V. Paid Leave – Employment Agreements may include benefits as follows:

- Vacation – accrues based on years of service consistent with Mid Management accrual schedule; maximum accrued balance will be 360 hours. Employee also receives an 8-hour credit to vacation each year on the employee's hire anniversary date.
  - Vacation Cash-out: Employee may cash-out unused vacation once per year if vacation balance is at least 160 hours.
    - 0-5 years of total City service – 40 hours
    - 6+ years of total City service – 80 hours
- Sick leave – accrues each pay cycle consistent with Mid Management accrual schedule; no cap on accrual. After 5 years of City service, employee may cash-out unused sick leave with positive separation or retirement based on the following schedule:

Years of Service	Sick Leave Cash-Out
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

- Family Sick Leave - Up to 72 hours of sick leave may be used each year for family.
- Administrative Leave – 40 hours credited each July 1. Not available for carryover or cash-out. A pro-rated amount will be credited for the remainder of the fiscal year based on hire date if employee is hired mid-fiscal year.
- Holidays – Observed paid holidays will be consistent with Mid Management paid holidays.
- Floating Holiday – Employees with 5-9 years of total City service are credited with 20 hours of Floating Holiday each July 1; employees with 10+ years of total City service are credited with 40 hours of Floating Holiday each July 1.
- Holiday Closure - Employee will receive the same Holiday Closure benefit as that received by the City of Madera Mid Management Employee Group.

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VI. Retirement

- CalPERS formula is defined by date of hire and position
  - Employee pays Employee Contribution to CalPERS
  - Employee pays an additional 2.375% of base pay for Miscellaneous employees and 3% of base pay for Safety employees towards Employer Contribution through either a salary reduction or post-tax payroll deduction.
  - Employee pays for 1959 Survivor Benefit.

VII. Health Insurance

- Employee will receive the same plan offerings and employer contribution as that received by the City of Madera Mid Management Employee Group.

VIII. Longevity Pay

- Longevity pay was frozen as of June 30, 2019. Employees in the positions listed in Section I who had achieved longevity pay as of that date continue to receive the benefit but cannot achieve additional longevity pay with additional years of service. This benefit is not available to employees hired or promoted into the positions listed in Section I after June 30, 2019.

IX. Retiree Medical

- Individuals who retire from City service are eligible to purchase medical, dental, and vision insurance for the retiree and eligible dependents at the retiree's expense until such time as the individual is eligible for Medicare
- For individuals who were employed in the positions listed in Section I as of April 3, 2019, and had at least fifteen (15) years of City service at that time, the City will contribute up to a cap of $600 per month for retiree medical insurance until the individual is eligible for Medicare and up to a cap of $300 per month for a Medicare supplement plan after the individual is eligible for Medicare. This benefit is not available to employees hired or promoted into the positions listed in Section I after April 3, 2019.

X. Other Benefits

- Employee may elect to receive a City-issued smart phone or use his/her personal phone and receive a $75/month stipend. If stipend is elected, personal phone number must be publicly available.
- The Police Chief will receive the same Uniform Allowance as sworn members of the Law Enforcement Mid Management Group.
- Bereavement Leave: In addition to paid leave available, Employee will receive 3 days of leave per fiscal year in the event of the death of a grandparent, parent, spouse, registered domestic partner, or child.

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- City paid life/AD&D insurance: $50,000 employee/$5,000 dependent; employee can purchase additional voluntary life insurance for self, spouse and/or dependents through the City's provider through payroll deduction.
- City paid Long Term Disability insurance