# REGULAR MEETING OF THE MADERA CITY COUNCIL

205 W. 4th Street, Madera, California 93637

**NOTICE AND AGENDA**

**Wednesday, June 15, 2022** **Council Chambers**
**6:00 p.m.** **City Hall**

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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: 824 4914 8626#. Comments will also be accepted via email at citycouncilpubliccomment@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

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**CALL TO ORDER:**

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

**INVOCATION:** Pastor Fred Thurman, New Life Assembly

**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. Certificate of Recognition - Thomas Jefferson Middle School 8th Grade Baseball 2022 CVAL Champions
2. Certificate of Recognition - Thomas Jefferson Middle School 7th Grade Softball 2022 CVAL Champions
3. Proclamation Recognizing Juneteenth Day
4. Proclamation Recognizing June as Pride Month
5. Neighborhood Farmers Market at Madera Community Hospital
6. Comcast – Improving Broadband

**INTRODUCTIONS:** None

**A. WORKSHOP:** None

**B. CONSENT CALENDAR:**

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

**B-1 Minutes – 11/03/21**

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

**B-2 Informational Report on Register of Audited Demands for May 21, 2022 to June 3, 2022**

**Recommendation:** No Action Required (Report by Kingsley Okereke)

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

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

**B-4 Olive Avenue Widening and Reconstruction Gateway Drive to Knox Street, Phase 2 Utility Undergrounding Project**

**Recommendation:** Adopt a Resolution Increasing the Allowable Project Contingencies from 10 to 25 percent for the Olive Avenue Widening and Reconstruction - Gateway Drive to Knox Street Phase 2, Utility Undergrounding City Project No. R-000010 (Report by Keith Helmuth)

**B-5 Applications for Transportation Development Act (TDA) – Local Transportation Funds (LTF) and State Transit Assistance (STA) Funds for Fiscal Year (FY) 2022/23**

**Recommendation:** Adopt a Resolution Approving the Applications for TDA – LTF and STA Funds for FY 2022/23 and Authorizing the City Engineer to execute and submit the Applications to the Madera County Transportation Commission (MCTC) (Report by Keith Helmuth)

**B-6 Project List for Fiscal Year (FY) 2022/23 Funded by Senate Bill (SB 1) Road Maintenance and Rehabilitation Account (RMRA) – Local Streets and Roads Funding Program**

**Recommendation:** Adopt a Resolution Approving the City Project List for FY 2022/23 Funded by the SB 1 RMRA Account of the Local Streets and Roads Funding Program (Report by Keith Helmuth)

**B-7 Adoption of the 2022-2025 City of Madera Title VI Program Update Regarding Policies and Procedures to Assure Nondiscrimination in Public Transit Services**

**Recommendation:** Adopt a Resolution Adopting the 2022-2025 City of Madera Title VI Program Update (Report by Kingsley Okereke)

**B-8 Revisions to Airport Advisory Commission (AAC) Rules of Procedure**

**Recommendation:** Adopt a Resolution Approving Revised Airport Advisory Commission (AAC) Rules of Procedure (Report by Daniel Foss)

**B-9 Adoption of an Ordinance Relating to the Police Department's Use of Military Equipment Per Assembly Bill 481 (AB 481)**

**Recommendation:** Waive Full Reading and Adopt an Ordinance Adding Chapter 16 to Title III of the Madera Municipal Code (MMC) relating to the use of Military Equipment (Report by Dino Lawson)

**B-10 Approval of a New Schedule "A" Agreement with the California Department of Forestry and Fire Protection (CAL FIRE) from July 1, 2022, to June 30, 2023, for Fire Service Operations that was not included in the report to Council at the June 1, 2022 Council meeting**

**Recommendation:** Adopt a Resolution Approving a New Schedule "A" Agreement with the California Department of Forestry and Fire Protection (CAL FIRE) for fire service operation from July 1, 2022, to June 30, 2023 (Report by Matthew Watson)

**B-11 Remote City Council Meetings Under Brown Act Requirements (Assembly Bill 361)**

**Recommendation:** Council to decide to adopt a Resolution Reauthorizing Remote Teleconference Public Meetings by the City Council and All Boards, Commissions, and Standing Committees of the City in Accordance with Assembly Bill 361 for a Period of 30 Days (Report by Arnoldo Rodriguez)

**B-12 Initiating Proceedings for Annexation of Pecan Square Subdivision (Tract No. 20-S-02) into City of Madera Landscape Maintenance District Zone of Benefit 8**

**Recommendation:** Adopt a Resolution Initiating Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for the Annexation of Property into City of Madera Landscape Maintenance District Zone of Benefit 8, to Review the Improvements and Assessments for Fiscal year 2023/24, and Setting a Public Hearing (Report by Keith Helmuth)

## C. PUBLIC HEARINGS:

**C-1 Public Hearing on the Community Development Block Grant (CDBG) 2022-2023 Action Plan Funding Allocation**

**Recommendation:** Conduct the Public Hearing to Approve Tentative Allocations for the use of CDBG 2022-2023 Action Plan Funds in the Amount of $982,010 (Report by Kingsley Okereke)

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

**D-1 Amendment No. 3 to Professional Services Agreement with Provost & Pritchard Consulting Group**

**Recommendation:** Adopt a Resolution Approving Amendment No. 3 to Agreement for Professional Planning Services with Provost & Pritchard Consulting Group, Designating Source of Funds for Amendment No. 3, and Approving Amendment to the General Fund Budget for a Budget Line-Item Increase of $100,000 (Report by Gary Conte)

**D-2 Continuing Resolution In Lieu of timely FY 2022-2023 Budget Adoption and Authorization of 60 days Extension to Prepare and Present the Fiscal Year 2022-23 Budget**

**Recommendation:** Adopt a Resolution to Continue Expenditures and Revenues in Accordance with the Fiscal Year 2021-22 City Budget in Lieu of Fiscal Year 2022-23 Budget Adoption (Continuing Resolution), and Authorization of 60 days extension to Prepare and Present the Fiscal Year 2022-23 Budget (Report by Kingsley Okereke)

## E. ADMINISTRATIVE REPORTS:

**E-1 Mid-Valley Disposal Contract Update**

**Recommendation:** Informational Report (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.*

## G. CLOSED SESSION:

**G-1 Liability Claim Pursuant to Section §54956.95 - Agency Claimed Against**: City of Madera

**Claimants**:

1. Randy Williams
2. Thomas Burns
3. Madera Police Officers' Association

**G-2 Conference with Legal Counsel – Existing Litigation (Pursuant to Government Code Section 54956.9(d)(1))**

**Name of Case:** Golden State Environmental Justice Alliance v. City of Madera (real party in interested Origo Cold Madera, LLC), Madera County Superior Court Case No. MCV087157

**ADJOURNMENT**

**UPCOMING MEETING DATES:**

- Wednesday, July 6, 2022
- Wednesday, July 20, 2022

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

- 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.

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I, Alicia Gonzales, City Clerk for the City of Madera, declare under penalty of perjury that I posted the above agenda for the Regular Meeting of the Madera City Council for June 15, 2022, near the front entrances of City Hall and on the City's website www.madera.gov at 7:15 p.m. on June 9, 2022.

Alicia Gonzales, City Clerk

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| Item: | B-1 |
| Minutes for: | 11/03/2021 |
| Adopted: | 06/15/2022 |

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

**November 3, 2021** **Council Chambers**
**6:00 p.m.** **City Hall**

The Council Chambers was open to the public. This meeting was also available for public viewing and participation through Zoom. Members of the public were also able to observe the live streamed meeting on the City's website at www.madera.gov/live. Members of the public were able to comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: #872 9862 0717 Comments were also accepted via email at citycouncilpubliccomment@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

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

**CALL TO ORDER:** The meeting was called to order at 6:00 p.m.
Microphones were not immediately turned on.

**ROLL CALL:**

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

**Absent:** Vacant, District 5

Others present were City Manager Arnoldo Rodriguez, City Clerk Alicia Gonzales, City Attorney Hilda Cantu Montoy, Chief Building Official Steve Woodworth, City Engineer Keith Helmuth, Fire Division Chief Matt Watson, Director of Human Resources Wendy Silva, Information Services Manager Mark Souders, Planning Manager Gary Conte, Police Chief Dino Lawson, Interim Public Works Director Dan Foss, Interim Director of Financial Services Anthony Forestiere, Grants Program Manager Joseph Hebert, Senior Planner John Thomason, Senior Civil Engineer Victor Aldama, Deputy City Engineer Ellen Bitter, and Communication Specialist Joseph Carrello.

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

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Villegas

**APPROVAL OF AGENDA:**

**ON MOTION BY COUNCILMEMBER MONTES AND SECONDED BY COUNCILMEMBER GALLEGOS, THE AGENDA WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: NONE. 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.*

Ramon Lopez stated he has noticed that many times people speak out to complain. He was not there to complain. He thanked Council for their service and stated he believes Madera is moving forward.

No further Public Comment was presented. Public Comment was closed.

**WRITTEN COMMUNICATIONS:** None

**PRESENTATIONS:**

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

2. Certificate Recognizing Sergeant Thomas Burns for Over 27 Years of Service to the City of Madera Police Department

**INTRODUCTIONS:** None

**A. WORKSHOP:** None

**B. CONSENT CALENDAR:**

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

**ON MOTION BY COUNCILMEMBER GALLEGOS AND SECONDED BY MAYOR PRO TEM VILLEGAS, THE CONSENT CALENDAR WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: NONE. 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 Informational Report on Register of Audited Demands for Oct. 9, 2021 to Oct. 22, 2021**
**Recommendation:** No Action Required (Report by Anthony Forestiere)

**B-2 Ratification of COVID-19 Prevention Program (CPP) Amendments**

**Recommendation**: Adopt a Minute Order Ratifying Issuance of Amended COVID-19 Emergency Policy No. 3: COVID-19 Prevention Program by the City Manager in his Role as Director of Emergency Services (Report by Wendy Silva)

**B-3 Amendments to Injury and Illness Prevention Program (IIPP)**

**Recommendation**: Adopt a Minute Order Amending Administrative Policy 45: Injury and Illness Prevention Program to add language in Section 8-1, Communication Resources (Report by Wendy Silva)

**B-4 Waiving of fees for the Downtown Madera Christmas Parade**

**Recommendation:** Adopt a Resolution Waiving the Fees to Cover the Costs of Police, Public Works, and Parks Services Relating to the Downtown Christmas Parade in the amount of $2,935 (Report by Dino Lawson)

**RES 21-153** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA WAIVING THE FEES TO COVER COSTS OF POLICE, PUBLIC WORKS, AND PARK FEES RELATING TO THE DOWNTOWN MADERA CHRISTMAS PARADE FOR MADERA DOWNTOWN ASSOCIATION AND MADERA EVENING LIONS CLUB IN THE AMOUNT OF $2,935.00

**B-5 Agreement for Tree Management and Maintenance Services**

**Recommendation:** Adopt a Resolution Awarding RFP No. 202122-03 to West Coast Arborists, Inc. for City-wide Tree Management and Maintenance Services, Estimated at $150,000 per year, and Approving a Contractor Services Agreement (Report by Arnoldo Rodriguez)

**RES 21-154** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA AWARDING RFP NO. 202122-03 TO WEST COAST ARBORISTS, INC. AND APPROVING A CONTRACTOR SERVICES AGREEMENT

**B-6 Request for Connection to the City's Water System**

**Recommendation:** Adopt a Resolution Approving an Agreement for Outside of City Water Service for Property Located at 28127 Mono Street (Report by Keith Helmuth)

**RES 21-155** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, APPROVING THE AGREEMENT WITH MALETIN INC. FOR OUTSIDE OF CITY WATER SERVICE FOR 28127 MONO STREET, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY AND DIRECTING STAFF TO RECORD THE AGREEMENT

**B-7 Request for Connection to the City's Sewer System**

**Recommendation:** Adopt a Resolution Approving an Agreement for Outside of City Sewer Service for Property Located at 27722 Avenue 16 (Report by Keith Helmuth)

**RES 21-156** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, APPROVING THE AGREEMENT WITH REGINALDO MEDINA AND AURORA MEDINA FOR OUTSIDE OF CITY SEWER SERVICE FOR 27722 AVENUE 16, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY AND DIRECTING STAFF TO RECORD THE AGREEMENT

**B-8 Engineering and Construction Management Services for the Avenue 13 Interceptor Sewer Rehabilitation**

**Recommendation:** Adopt a Resolution Approving an Agreement with MKN and Associates for $419,446.20 for Professional Engineering and Construction Management Services and Authorizing Optional Services up to $98,952.49 for the Avenue 13 Interceptor Sewer Rehabilitation, City Project No. SS-00014 (Report by Keith Helmuth)

**RES 21-157** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA APPROVING AN AGREEMENT WITH MKN & ASSOCIATES IN THE AMOUNT OF $419,446.20 FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES AND AUTHORIZING OPTIONAL SERVICES UP TO $98,952.49 FOR THE AVENUE 13 SEWER INTERCEPTOR REHABILITATION, CITY PROJECT NO. SS-00014

Item D-1 was heard prior to C-1 as it was not 7:00 p.m. yet.

## C. PUBLIC HEARINGS:

### C-1 7:00 PM - Public Hearing #2 to Receive Input from the Community Regarding the Redrawing of Council District Boundaries

**Recommendation:** Conduct a Public Hearing to Receive from a Report from Staff and the City's Redistricting Consultant on the Redistricting Process and to Solicit Public Comments and Input on Council District Boundaries (Report by Alicia Gonzales)

A concerned citizen called via zoom and stated that Mayor Garcia showed up with a consultant and a PowerPoint presentation yesterday where he twisted the Fair Map Act to fit his political agenda. She stated his presentation made it about race and that they need to completely redraw the map to benefit the Hispanic community. She urged everyone to read the bill. It has nothing to do with race. It is about population and existing communities. She asked that Council consider a censor for the Mayor for trying to start a race war in Madera.

Ramon Lopez stated he would like to see redistricting done again in five (5) years while taking into account Planning Department staff input as they are aware of new housing development and new population in those areas. Mr. Lopez also stated that he was surprised to hear Mayor Garcia say that the County was doing a good job with redistricting as when he attended one of the hearings, it was ugly.

Written Public Comment was received from Kathy Grate asking what is being done to make constituents in District 5 aware, seeing as there is a lack of Council representation there.

No further Public Comment was presented. Public Comment was closed.

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

### D-1 Purchase of Rosenbauer Type-1 Custom Fire Engine and Related Budget Amendment

**Recommendation:** Adopt a Resolution Approving a Purchase Agreement for a Rosenbauer Type-1 Fire Engine from Rosenbauer South Dakota, LLC under Sourcewell Cooperative Purchase Contract #022848-RSB; Authorizing Execution by City Manager; and Approving Amendment to the 2021/22 Adopted Budget Appropriating $751,549.74 for the Purchase in the Measure K Fire Budget for the Purchase of Equipment (Report by Matt Watson)

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

**RES 21-158** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING A PURCHASE AGREEMENT FOR A ROSENBAUER TYPE-1 FIRE ENGINE FROM ROSENBAUER SOUTH DAKOTA, LLC A SOURCEWELL COOPERATIVE PURCHASE CONTRACT #022848- RSB; AUTHORIZING

EXECUTION BY CITY MANAGER; AND AMENDING THE 2021/22 ADOPTED BUDGET APPROPRIATING $751,549.74 FOR THE PURCHASE IN THE MEASUREK FIRE BUDGET FOR THE PURCHASE OF EQUIPMENT

**D-2 Second Reading and Adoption of an Ordinance Amending the City's Municipal Code Relating to the Approval Authority of Vertically Integrated, Cultivation, Distribution, Manufacturing, and/or Test Labs**

**Recommendation:** Conduct a Public Hearing and Waive Full Reading and Adopt an Ordinance Amending Subsections (G) and (H) of Section 6-5.14 of Title VI, Chapter 5 of the Municipal Code Relating to Approval of Certain Cannabis Business Permits (Report by Arnoldo Rodriguez)

**ON MOTION BY COUNCILMEMBER MONTES AND SECONDED BY COUNCILMEMBER EVANS, ITEM D-2 WAS APPROVED BY A 5/1 VOTE. NOES: MAYOR GARCIA. ABSENT: NONE. DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

**ORD 979 C.S.** AN ORDINANCE OF THE CITY COUNCIL OF MADERA, CALIFORNIA AMENDING SUBSECTIONS (G) AND (H) OF SECTION 6-5.14 OF TITLE VI, CHAPTER 5 OF THE MADERA MUNICIPAL CODE RELATING TO APPROVAL OF CANNABIS BUSINESS PERMITS

**D-3 Adoption of a Negative Declaration and Second Reading and Adoption of Ordinance Amending the City's Municipal Code Relating to Cannabis**

**Recommendation:**

1) Adopt the Negative Declaration that determined that the proposed project will not have significant adverse effects on the environment; and

2) Waive Full Reading and Adopt an Ordinance of the City of Madera, California Amending Section 6-5.33 (D) Of Title VI, Chapter 5 of the Madera Municipal Code Relating to Location and Design of Cannabis Businesses [Relative to Lions Town & Country Community Park] (Report by Arnoldo Rodriguez)

Ramon Lopez stated that at Planning Commission there was a big concern that it is easier to start a cannabis business than it is to start a tobacco business. He stated he did not want them close to the schools or parks.

**ON MOTION BY COUNCILMEMBER MONTES AND SECONDED BY MAYOR PRO TEM VILLEGAS, ITEM D-3 (1) AND (2) WAS APPROVED BY A 4/2 VOTE. NOES: COUNCILMEMBER RODRIGUEZ AND MAYOR PRO TEM VILLEGAS. ABSENT: NONE. DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

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

**YES: 4 – COUNCILMEMBER GALLEGOS**
**COUNCILMEMBER MONTES**
**COUNCILMEMBER EVANS**

**MAYOR GARCIA**

**NO: 2 - COUNCILMEMBER RODRIGUEZ**
**MAYOR PRO TEM VILLEGAS**

**ORD 980 C.S.** AN ORDINANCE OF THE CITY OF MADERA, CALIFORNIA AMENDING SECTION 6-5.33 (D) OF TITLE VI, CHAPTER 5 OF THE MADERA MUNICIPAL CODE RELATING TO LOCATION AND DESIGN OF CANNABIS BUSINESSES

**D-4 Prezone of Links Ranch Tentative Subdivision Map 2021-02 (TSM 2021-02) and Precise Plan 2021-04 (PPL2021-04) and Adoption of Mitigated Negative Declaration/Mitigation Monitoring and Reporting Program (ENV 2021-31) (Second Reading)**

**Recommendation:**

1) Adopt a Resolution Adopting a Mitigated Negative Declaration and Mitigation and Monitoring Reporting Program for Tentative Subdivision Map No. 2021-02, Annexation Application No. 2021-01, and Precise Plan Application No. 2021; and

2) Waive Full Reading and Adopt an Ordinance Amending the Official City Zoning Map to Prezone an Approximately 40 Acre Property (APN: 033-18-003 (Portion), located on the South Side of Cleveland Avenue Between Avenue 16 and Road 23, from Agricultural Rural Exclusive (ARE, Madera County) to the Planned Development (P-D 4500) Zone District of the City of Madera, Pending Annexation (Report by Gary Conte)

No Public Comment was presented. Public Comment was closed.

**ON MOTION BY COUNCILMEMBER GALLEGOS AND SECONDED BY COUNCILMEMBER MONTES, ITEM D-4 (1) AND (2) WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: NONE. DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

**RES 21-159** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA ADOPTING THE MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM FOR ANNEXATION 2021-01, TENTATIVE SUBDIVISION MAP 2021-02 AND PRECISE PLAN 2021-04 IDENTIFIED AS LINKS RANCH SUBDIVISION LOCATED ON THE SOUTH SIDE OF WEST CLEVELAND AVENUE BETWEEN AVENUE 16 AND ROAD 23

**ORD 981 C.S.** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MADERA AMENDING THE OFFICIAL CITY OF MADERA ZONING MAP TO PREZONE AN APPROXIMATELY 40 ACRE PROPERTY (APN: 033-18-003 (portion)), LOCATED ON THE SOUTH SIDE OF CLEVELAND AVENUE BETWEEN AVENUE 16 AND ROAD 23, FROM AGRICULTURAL RURAL EXCLUSIVE (ARE, MADERA COUNTY) TO THE PLANNED DEVELOPMENT (P-D 4500) ZONE DISTRICT OF THE CITY OF MADERA, PENDING ANNEXATION

**D-5 Public Hearing and Consideration of a Resolution Approving 2020/2021 Community Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) and Financial Summary**

**Recommendation:** Public Hearing, Invite Public Input and Adopt a Resolution Approving 2020/2021 Community Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) and Financial Summary (Report by Anthony Forestiere)

No Public Comment was presented. Public Comment was closed.

**ON MOTION BY COUNCILMEMBER MONTES AND SECONDED BY MAYOR PRO TEM VILLEGAS, ITEM D-4 WAS APPROVED BY A 6/0 VOTE. NOES: NONE. ABSENT: NONE. DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

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

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

**RES 21-160** A RESOLUTION APPROVING THE 2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT AND FINANCIAL SUMMARY REPORT

## E. ADMINISTRATIVE REPORTS:

**E-1 Direction on Remote City Council Meetings Under New Brown Act Requirements (AB 361)**

**Recommendation:**

1) Council to decide to continue Public Meetings by the City Council and All Boards, Commissions, and Standing Committees of the City with the remote meeting requirements set forth by the Brown Act

2) Council to decide to adopt a Resolution Authorizing Remote Teleconference Public Meetings by the City Council and All Boards, Commissions, and Standing Committees of the City in Accordance with Assembly Bill 361 for a Period of 30 Days (Report by Arnoldo Rodriguez)

**ON MOTION BY COUNCILMEMBER RODRIGUEZ AND SECONDED BY COUNCILMEMBER MONTES, ITEM E-1 (1) TO ALLOW CITY MANAGER AT HIS DISCRETION TO CALL FOR A SPECIAL MEETING TO BRING THIS ITEM BACK FOR DISCUSSION IF A PUBLIC HEALTH CRISIS SHOULD ARISE WAS APPROVED BY A 5/1 VOTE. NOES: MAYOR GARCIA. ABSENT: NONE. DISTRICT 5 IS CURRENTLY VACANT. ABSTAIN: NONE.**

There was no motion for Item E-1 (2).

**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.*

Councilwoman Gallegos gave a shout out to the community members, businesses, volunteers, and staff for their execution of 22 events over the last week.

Councilmember Rodriguez thanked the individuals in attendance at last night's meeting and congratulated those who ran in Tuesday's election for Council District 5.

Councilmember Montes echoed the comments made by Councilwoman Gallegos concerning all the Halloween events around the City and he thanked both candidates for running for office for the betterment of the community.

Councilwoman Evans echoed the comments made by Councilmember Montes regarding the recent election. She thanked Police Chief Dino Lawson, Interim Public Works Director Dan Foss, City Engineer Keith Helmuth and City Manager Arnoldo Rodriguez for the improvements that are currently in progress on Adell Street. Councilmember Evans mentioned she will be at James Monroe Elementary on Wednesday to have lunch with seven students.

Mayor Pro Tem Villegas mentioned all the wonderful Halloween events that took place across the City.

Mayor Garcia stated he attended a Dia de los Muertos event held at Courthouse Park and thanked those who organized the event. He stated he joined the Police Department at their Haunted Command Post and thanked the Police Department for making it possible.

**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: Tom Burns – One (1) claim

**G-2 Conference with Labor Negotiators - Pursuant to Government Code §54957.6**
**Agency Designated Representative:** Arnoldo Rodriguez
**Employee Group:** Mid Management Employee Group
**Unrepresented Employees:** Police Chief, City Engineer, Director of Human Resources, Information Services Manager, Chief Building Official, and Planning Manager

City Attorney made the closed session announcement at 7:47 p.m.

Council returned from closed session at 8:44 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 8:45 p.m. Next regular meeting on November 17, 2021.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN**

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

ALICIA GONZALES, City Clerk

SANTOS GARCIA, Mayor

MINUTES PREPARED BY
ZELDA LEON, Deputy City Clerk

# REPORT TO CITY COUNCIL

**Approved by:**

Department Director

City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-2

**SUBJECT:**

Informational Report on Register of Audited Demands

**RECOMMENDATION:**

Review Register of Audited Demands Report for May 21, 2022 to June 3, 2022

**SUMMARY:**

The Register of Audited Demands for the City covering obligations paid during the period of May 21, 2022 to June 3, 2022 is summarized in the following tables. Attachment A contains Warrants while Table 2 is a summary of the wire transfers.

| ***Table 1:*** *Warrant Distribution Summary* | | |
|---|---|---|
| *Description* | *Check #'s* | *Amount* |
| *General Warrants* | 32922 – 33043 | $1,510,146.32 |

| ***Table 2:*** *Wire Transfer Summary* | | |
|---|---|---|
| *Description* | *Vendor* | *Amount* |
| *Payroll and Taxes* | Union Bank | $584,885.80 |
| *SDI* | EDD | $2,491.00 |
| *CalPERS Payment* | CalPERS | $121,956.66 |

**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**

**June 15, 2022**

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|---|
| 32922 | 05/24/2022 | PLANNING | PLANNING | ACRO SERVICE CORPORATION | TEMP SERVICES - PLANNING | $ 8,918.40 |
| 32922 | 05/24/2022 | PLANNING | PLANNING | ACRO SERVICE CORPORATION | CONSULTING SERVICES - PLANNING | $ 3,675.00 |
| 32923 | 05/24/2022 | FINANCE | UB - GARBAGE | CUMMINS-ALLISON CORP | CASH COUNTING MACHINE | $ 675.94 |
| 32923 | 05/24/2022 | FINANCE | UB - SEWER | CUMMINS-ALLISON CORP | CASH COUNTING MACHINE | $ 675.93 |
| 32923 | 05/24/2022 | FINANCE | UB - WATER | CUMMINS-ALLISON CORP | CASH COUNTING MACHINE | $ 1,351.90 |
| 32924 | 05/24/2022 | PW ADMIN | AIRPORT OPS | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 276.16 |
| 32924 | 05/24/2022 | PW ADMIN | CENTRAL ADMIN | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 3,527.70 |
| 32924 | 05/24/2022 | PW ADMIN | COMM & REC | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 7,541.59 |
| 32924 | 05/24/2022 | PW ADMIN | ENGINEERING | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 2,365.42 |
| 32924 | 05/24/2022 | PW ADMIN | FINANCE | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 217.25 |
| 32924 | 05/24/2022 | PW ADMIN | INTERMODAL BLDG | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 513.12 |
| 32924 | 05/24/2022 | PW ADMIN | SEWER OPS | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 672.81 |
| 32924 | 05/24/2022 | PW ADMIN | SOLID WASTE | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 672.82 |
| 32924 | 05/24/2022 | PW ADMIN | UB - GARBAGE | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 217.26 |
| 32924 | 05/24/2022 | PW ADMIN | UB - SEWER | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 217.26 |
| 32924 | 05/24/2022 | PW ADMIN | UB - WATER | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 434.49 |
| 32924 | 05/24/2022 | PW ADMIN | WATER QUALITY | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 206.73 |
| 32924 | 05/24/2022 | PW ADMIN | WWTP | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 805.05 |
| 32924 | 05/24/2022 | PW ADMIN | TRANSIT CENTER | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 1,627.13 |
| 32924 | 05/24/2022 | PW ADMIN | PD OPS | SERVICEMASTER BY J&C BROWN | 05/22 JANITORIAL SERVICES | $ 4,265.58 |
| 32925 | 05/24/2022 | FINANCE | PAYROLL TRUST | COURT ORDERED DEBT COLLECTIONS | COURT ORDERED DEBT COLLECTION | $ 26.98 |
| 32926 | 05/24/2022 | FINANCE | PAYROLL TRUST | CA DEPARTMENT OF CHILD SUPPORT | CHILD SUPPORT DEDUCTIONS | $ 1,161.65 |
| 32927 | 05/24/2022 | GRANTS | TRANS - FIXED | MV TRANSPORTATION, INC. | 04/22 TRANSIT OPERATOR | $ 72,958.39 |
| 32927 | 05/24/2022 | GRANTS | TRANS - DAR | MV TRANSPORTATION, INC. | 04/22 TRANSIT OPERATOR | $ 43,980.63 |
| 32928 | 05/24/2022 | FLEET | FLEET MAINT | CALIFORNIA AIR RESOURCES BOARD | CARB/PERP REGISTRATION RENEWAL | $ 735.00 |
| 32929 | 05/24/2022 | PD OPS | PD OPS | DIAS, CAMERON | PER DIEM - FIELD TRAINING OFFICER SCHOOL | $ 425.50 |
| 32930 | 05/24/2022 | PW ADMIN | FACILITIES MAINT | MEDINA, MATIAZ | PER DIEM - LEVEL III TRAFFIC SIGNAL TRAINING | $ 93.00 |
| 32931 | 05/24/2022 | ENGINEERING | WATER CAPITAL | DAVIDS ENGINEERING, INC. | GSA ANNUAL REPORT | $ 1,835.62 |
| 32932 | 05/24/2022 | ENGINEERING | RSTP - FED EX | MID CAL PIPELINE & UTILITIES, INC. | R-10 PHASE 2 - OLIVE AVENUE WIDENING | $ 230,037.15 |
| 32933 | 05/24/2022 | PW ADMIN | AIRPORT OPS | AVIATION MANAGEMENT CONSULTING GROUP | CAT-11 AIRPORT MGMT SUPPORT FEE 12/21 | $ 490.00 |
| 32933 | 05/24/2022 | PW ADMIN | AIRPORT OPS | AVIATION MANAGEMENT CONSULTING GROUP | CAT-11 AIRPORT MGMT SUPPORT FEE 01/22 | $ 490.00 |
| 32933 | 05/24/2022 | PW ADMIN | AIRPORT OPS | AVIATION MANAGEMENT CONSULTING GROUP | CAT-11 AIRPORT MGMT SUPPORT FEE 02/22 | $ 490.00 |
| 32934 | 05/24/2022 | FINANCE | AIRPORT OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 77.43 |
| 32934 | 05/24/2022 | FINANCE | ANIMAL CONTROL | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 354.51 |

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|---|
| 32934 | 05/24/2022 | FINANCE | BUILDING | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 87.21 |
| 32934 | 05/24/2022 | FINANCE | CODE ENF | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 218.72 |
| 32934 | 05/24/2022 | FINANCE | DRAINAGE | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 129.77 |
| 32934 | 05/24/2022 | FINANCE | ENGINEERING | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 121.15 |
| 32934 | 05/24/2022 | FINANCE | FACILITIES MAINT | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 619.12 |
| 32934 | 05/24/2022 | FINANCE | FLEET MOTOR POOL | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 93.59 |
| 32934 | 05/24/2022 | FINANCE | GRAFFITI ABATE | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 606.20 |
| 32934 | 05/24/2022 | FINANCE | LMD SERVICES | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 41.01 |
| 32934 | 05/24/2022 | FINANCE | PARKS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 2,850.00 |
| 32934 | 05/24/2022 | FINANCE | STREETS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 2,695.26 |
| 32934 | 05/24/2022 | FINANCE | SEWER OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 1,597.41 |
| 32934 | 05/24/2022 | FINANCE | STREET CLEANING | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 2,376.02 |
| 32934 | 05/24/2022 | FINANCE | TRANS - FIXED | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 1,929.61 |
| 32934 | 05/24/2022 | FINANCE | TRANS - DAR | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 1,755.67 |
| 32934 | 05/24/2022 | FINANCE | WATER OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 2,547.14 |
| 32934 | 05/24/2022 | FINANCE | WATER QUALITY | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 367.48 |
| 32934 | 05/24/2022 | FINANCE | PD OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 04/16/22-04/30/22 | $ 7,339.38 |
| 32934 | 05/24/2022 | FIRE | FIRE | VAN DE POL ENTERPRISES, INC. | FUEL CDF - BULK DIESEL | $ 3,933.68 |
| 32934 | 05/24/2022 | FIRE | FIRE | VAN DE POL ENTERPRISES, INC. | FUEL CDF 04/16/22-04/30/22 | $ 742.69 |
| 32935 | 05/24/2022 | PW ADMIN | AIRPORT OPS | LINDE GAS & EQUIPMENT INC | CYLINDER DEMURRAGE | $ 60.62 |
| 32935 | 05/24/2022 | PW ADMIN | DRAINAGE | LINDE GAS & EQUIPMENT INC | CYLINDER DEMURRAGE | $ 181.86 |
| 32935 | 05/24/2022 | PW ADMIN | FLEET MAINT | LINDE GAS & EQUIPMENT INC | CYLINDER DEMURRAGE | $ 90.93 |
| 32935 | 05/24/2022 | PW ADMIN | SEWER OPS | LINDE GAS & EQUIPMENT INC | CYLINDER DEMURRAGE | $ 90.93 |
| 32935 | 05/24/2022 | PW ADMIN | WATER OPS | LINDE GAS & EQUIPMENT INC | CYLINDER DEMURRAGE | $ 181.86 |
| 32935 | 05/24/2022 | PW ADMIN | WWTP | LINDE GAS & EQUIPMENT INC | CYLINDER DEMURRAGE | $ 90.93 |
| 32936 | 05/24/2022 | FINANCE | WWTP BOND ADMIN | HAWKINGS DELAFIELD & WOOD LLP | 2019 LRB FIRE - ARBITRAGE REPORT 2-2022 | $ 1,750.00 |
| 32937 | 05/24/2022 | WATER | WATER QUALITY | DELLAVALLE LABORATORY,INC. | WEEKLY SAMPLING | $ 1,710.00 |
| 32937 | 05/24/2022 | WATER | WATER QUALITY | DELLAVALLE LABORATORY,INC. | MONTHLY SAMPLING | $ 340.00 |
| 32938 | 05/24/2022 | FINANCE | AQUATICS PROGRM | AT&T | 04/22 CALNET 3 SERVICE 9391026397 | $ 20.69 |
| 32938 | 05/24/2022 | FINANCE | BUILDING | AT&T | 04/22 CALNET 3 SERVICE 9391026407 | $ 22.35 |
| 32938 | 05/24/2022 | FINANCE | BUILDING | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 20.05 |
| 32938 | 05/24/2022 | FINANCE | BUILDING | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 24.85 |
| 32938 | 05/24/2022 | FINANCE | BUILDING | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 64.34 |
| 32938 | 05/24/2022 | FINANCE | CITY ATTORNEY | AT&T | 04/22 CALNET 3 SERVICE 9391026388 | $ 44.69 |
| 32938 | 05/24/2022 | FINANCE | CITY ATTORNEY | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 6.68 |
| 32938 | 05/24/2022 | FINANCE | CITY ATTORNEY | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 7.09 |
| 32938 | 05/24/2022 | FINANCE | CITY ATTORNEY | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 18.35 |

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|---|
| 32938 | 05/24/2022 | FINANCE | CITY CLERK | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 5.01 |
| 32938 | 05/24/2022 | FINANCE | CITY CLERK | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 7.09 |
| 32938 | 05/24/2022 | FINANCE | CITY CLERK | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 18.35 |
| 32938 | 05/24/2022 | FINANCE | CODE ENF | AT&T | 04/22 CALNET 3 SERVICE 9391026413 | $ 44.31 |
| 32938 | 05/24/2022 | FINANCE | COMM & REC | AT&T | 04/22 CALNET 3 SERVICE 9391026391 | $ 273.72 |
| 32938 | 05/24/2022 | FINANCE | COMPUTER MAINT | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 5.01 |
| 32938 | 05/24/2022 | FINANCE | COMPUTER MAINT | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 14.20 |
| 32938 | 05/24/2022 | FINANCE | COMPUTER MAINT | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 36.75 |
| 32938 | 05/24/2022 | FINANCE | ENGINEERING | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 38.43 |
| 32938 | 05/24/2022 | FINANCE | ENGINEERING | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 49.71 |
| 32938 | 05/24/2022 | FINANCE | ENGINEERING | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 128.67 |
| 32938 | 05/24/2022 | FINANCE | FACILITIES MAINT | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 14.74 |
| 32938 | 05/24/2022 | FINANCE | FACILITIES MAINT | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 24.83 |
| 32938 | 05/24/2022 | FINANCE | FINANCE | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 25.06 |
| 32938 | 05/24/2022 | FINANCE | FINANCE | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 39.05 |
| 32938 | 05/24/2022 | FINANCE | FINANCE | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 101.09 |
| 32938 | 05/24/2022 | FINANCE | FIRE | AT&T | 04/22 CALNET 3 SERVICE 9391026402 | $ 22.35 |
| 32938 | 05/24/2022 | FINANCE | FLEET MAINT | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 9.82 |
| 32938 | 05/24/2022 | FINANCE | FLEET MAINT | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 16.58 |
| 32938 | 05/24/2022 | FINANCE | GRANT OVERSIGHT | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 11.70 |
| 32938 | 05/24/2022 | FINANCE | GRANT OVERSIGHT | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 14.20 |
| 32938 | 05/24/2022 | FINANCE | GRANT OVERSIGHT | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 36.75 |
| 32938 | 05/24/2022 | FINANCE | HR/RISK MGT | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 6.68 |
| 32938 | 05/24/2022 | FINANCE | HR/RISK MGT | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 10.63 |
| 32938 | 05/24/2022 | FINANCE | HR/RISK MGT | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 27.52 |
| 32938 | 05/24/2022 | FINANCE | PLANNING | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 11.70 |
| 32938 | 05/24/2022 | FINANCE | PLANNING | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 17.74 |
| 32938 | 05/24/2022 | FINANCE | PLANNING | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 45.93 |
| 32938 | 05/24/2022 | FINANCE | STREETS | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 24.58 |
| 32938 | 05/24/2022 | FINANCE | STREETS | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 41.41 |
| 32938 | 05/24/2022 | FINANCE | SEWER OPS | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 17.19 |
| 32938 | 05/24/2022 | FINANCE | SEWER OPS | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 28.97 |
| 32938 | 05/24/2022 | FINANCE | SOLID WASTE | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 19.69 |
| 32938 | 05/24/2022 | FINANCE | SOLID WASTE | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 33.09 |
| 32938 | 05/24/2022 | FINANCE | SR CITIZEN COMM | AT&T | 04/22 CALNET 3 SERVICE 9391026395 | $ 22.36 |
| 32938 | 05/24/2022 | FINANCE | SR CITIZEN COMM | AT&T | 04/22 CALNET 3 SERVICE 9391026389 | $ 22.36 |
| 32938 | 05/24/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 CALNET 3 SERVICE 9391026392 | $ 47.79 |

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|---|
| 32938 | 05/24/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 CALNET 3 SERVICE 9391026393 | $ 17.24 |
| 32938 | 05/24/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 6.69 |
| 32938 | 05/24/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 4.91 |
| 32938 | 05/24/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 11.53 |
| 32938 | 05/24/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 29.85 |
| 32938 | 05/24/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 8.28 |
| 32938 | 05/24/2022 | FINANCE | UB - SEWER | AT&T | 04/22 CALNET 3 SERVICE 9391026392 | $ 47.79 |
| 32938 | 05/24/2022 | FINANCE | UB - SEWER | AT&T | 04/22 CALNET 3 SERVICE 9391026393 | $ 17.24 |
| 32938 | 05/24/2022 | FINANCE | UB - SEWER | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 6.68 |
| 32938 | 05/24/2022 | FINANCE | UB - SEWER | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 4.91 |
| 32938 | 05/24/2022 | FINANCE | UB - SEWER | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 11.53 |
| 32938 | 05/24/2022 | FINANCE | UB - SEWER | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 29.86 |
| 32938 | 05/24/2022 | FINANCE | UB - SEWER | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 8.28 |
| 32938 | 05/24/2022 | FINANCE | UB - WATER | AT&T | 04/22 CALNET 3 SERVICE 9391026392 | $ 95.58 |
| 32938 | 05/24/2022 | FINANCE | UB - WATER | AT&T | 04/22 CALNET 3 SERVICE 9391026393 | $ 34.49 |
| 32938 | 05/24/2022 | FINANCE | UB - WATER | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 13.37 |
| 32938 | 05/24/2022 | FINANCE | UB - WATER | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 9.84 |
| 32938 | 05/24/2022 | FINANCE | UB - WATER | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 23.12 |
| 32938 | 05/24/2022 | FINANCE | UB - WATER | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 59.84 |
| 32938 | 05/24/2022 | FINANCE | UB - WATER | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 16.58 |
| 32938 | 05/24/2022 | FINANCE | WATER OPS | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 22.10 |
| 32938 | 05/24/2022 | FINANCE | WATER OPS | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 37.24 |
| 32938 | 05/24/2022 | FINANCE | WATER QUALITY | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 9.82 |
| 32938 | 05/24/2022 | FINANCE | WATER QUALITY | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 16.58 |
| 32938 | 05/24/2022 | FINANCE | WWTP | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 14.74 |
| 32938 | 05/24/2022 | FINANCE | WWTP | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 24.83 |
| 32938 | 05/24/2022 | FINANCE | CITY MANAGER | AT&T | 04/22 CALNET 3 SERVICE 9391031559 | $ 10.02 |
| 32938 | 05/24/2022 | FINANCE | CITY MANAGER | AT&T | 04/22 CALNET 3 SERVICE 9391031577 | $ 7.09 |
| 32938 | 05/24/2022 | FINANCE | CITY MANAGER | AT&T | 04/22 CALNET 3 SERVICE 9391026390 | $ 18.35 |
| 32938 | 05/24/2022 | FINANCE | PURCHASING | AT&T | 04/22 CALNET 3 SERVICE 9391031564 | $ 14.74 |
| 32938 | 05/24/2022 | FINANCE | PURCHASING | AT&T | 04/22 CALNET 3 SERVICE 9391026394 | $ 24.83 |
| 32938 | 05/24/2022 | FINANCE | PD OPS | AT&T | 04/22 CALNET 3 SERVICE 9391026411 | $ 172.56 |
| 32938 | 05/24/2022 | FINANCE | PD OPS | AT&T | 04/22 CALNET 3 SERVICE 9391031561 | $ 167.08 |
| 32938 | 05/24/2022 | FINANCE | PD OPS | AT&T | 04/22 CALNET 3 SERVICE 9391031579 | $ 236.15 |
| 32939 | 05/24/2022 | PW ADMIN | FACILITIES MAINT | CA DEPARTMENT OF TRANSPORTATION | SHARED COST - SIGNALS 01/22-03/22 | $ 5,697.53 |
| 32940 | 05/24/2022 | PURCHASING | AIRPORT OPS | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 38.20 |
| 32940 | 05/24/2022 | PURCHASING | CITY CLERK | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 43.34 |

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | AMOUNT |
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| 32940 | 05/24/2022 | PURCHASING | CODE ENF | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 273.41 |
| 32940 | 05/24/2022 | PURCHASING | ENGINEERING | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 82.58 |
| 32940 | 05/24/2022 | PURCHASING | FINANCE | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 418.77 |
| 32940 | 05/24/2022 | PURCHASING | HR/RISK MGT | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 81.54 |
| 32940 | 05/24/2022 | PURCHASING | PARKS ADMIN | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 296.14 |
| 32940 | 05/24/2022 | PURCHASING | PLANNING | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 115.05 |
| 32940 | 05/24/2022 | PURCHASING | SEWER OPS | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 42.53 |
| 32940 | 05/24/2022 | PURCHASING | SOLID WASTE | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 42.53 |
| 32940 | 05/24/2022 | PURCHASING | TRANS - FIXED | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 43.34 |
| 32940 | 05/24/2022 | PURCHASING | TRANS - DAR | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 43.34 |
| 32940 | 05/24/2022 | PURCHASING | WATER OPS | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 42.53 |
| 32940 | 05/24/2022 | PURCHASING | WATER QUALITY | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 33.87 |
| 32940 | 05/24/2022 | PURCHASING | WWTP | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 38.20 |
| 32940 | 05/24/2022 | PURCHASING | PD OPS | CANON FINANCIAL SERVICES | MPD COPIER 04/22 | $ 200.26 |
| 32940 | 05/24/2022 | PURCHASING | PD OPS | CANON FINANCIAL SERVICES | COPIER LEASE 04/22 | $ 266.94 |
| 32941 | 05/24/2022 | FINANCE | PAYROLL TRUST | COLONIAL LIFE & ACCIDENT INSURANCE CO | EE LIFE INSURANCE | $ 831.46 |
| 32942 | 05/24/2022 | HR | HR/RISK MGT | CONCENTRA MEDICAL CENTERS | PRE-EMPLOYMENT PHYSICAL | $ 183.00 |
| 32943 | 05/24/2022 | FLEET | FLEET MAINT | COOK'S COMMUNICATIONS | PD VECHICLE UPFIT #6028 | $ 8,663.25 |
| 32943 | 05/24/2022 | FLEET | FLEET ACQUISITION | COOK'S COMMUNICATIONS | PD VECHICLE UPFIT #6032 | $ 24,182.03 |
| 32943 | 05/24/2022 | FLEET | FLEET ACQUISITION | COOK'S COMMUNICATIONS | PD VECHICLE UPFIT #6033 | $ 24,162.36 |
| 32944 | 05/24/2022 | PW ADMIN | COMPUTER MAINT | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 25.00 |
| 32944 | 05/24/2022 | PW ADMIN | FACILITIES MAINT | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 47.50 |
| 32944 | 05/24/2022 | PW ADMIN | FLEET MAINT | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 47.50 |
| 32944 | 05/24/2022 | PW ADMIN | STREETS | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 50.00 |
| 32944 | 05/24/2022 | PW ADMIN | SEWER OPS | DIAMOND COMMUNICATIONS | 05/22 TELEPHONE ANSWERING SERVICE | $ 115.00 |
| 32944 | 05/24/2022 | PW ADMIN | SEWER OPS | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 56.67 |
| 32944 | 05/24/2022 | PW ADMIN | SOLID WASTE | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 56.66 |
| 32944 | 05/24/2022 | PW ADMIN | TRANS - FIXED | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 20.00 |
| 32944 | 05/24/2022 | PW ADMIN | TRANS - DAR | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 20.00 |
| 32944 | 05/24/2022 | PW ADMIN | WATER OPS | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 56.67 |
| 32944 | 05/24/2022 | PW ADMIN | PURCHASING | DIAMOND COMMUNICATIONS | ALARM MONITORING - PW 06/22-08/22 | $ 25.00 |
| 32945 | 05/24/2022 | ENGINEERING | GAS TAX - STREET | EMMETT'S EXCAVATION, INC. | 20/21 SB1 (RMRA) SEALS & OVERLAYS | $ 69,431.82 |
| 32946 | 05/24/2022 | BUILDING | BUILDING | FIRE SAFETY SOLUTIONS, LLC | FIRE PROTECTION SVS 05/01/22-05/15/22 | $ 18,180.00 |
| 32947 | 05/24/2022 | WATER OPS | WATER OPS | MADERA PUMPS, INC. | AIRPORT SUB - VIDEO | $ 966.25 |
| 32948 | 05/24/2022 | GRANTS | CDBG ADMIN | MADERA TRIBUNE | PUBLIC NOTICE - CDBG | $ 828.00 |
| 32948 | 05/24/2022 | HR | STREETS | MADERA TRIBUNE | RECRUITMENT AD - STREETS | $ 72.20 |
| 32949 | 05/24/2022 | GRANTS | TRANS - FIXED | MADERA UNIFIED SCHOOL DISTRICT | CNG FUEL USAGE TRANIST - 04/22 | $ 775.58 |

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| 32949 | 05/24/2022 | GRANTS | TRANS - DAR | MADERA UNIFIED SCHOOL DISTRICT | CNG FUEL USAGE TRANIST - 04/22 | $ 775.57 |
| 32950 | 05/24/2022 | ENGINEERING | MEAS T - RTP | MOORE-TWINING ASSOCIATES, INC. | CONSTRUCTION TESTING | $ 1,997.22 |
| 32951 | 05/24/2022 | FINANCE | FACILITIES MAINT | PACIFIC GAS & ELECTRIC | 04/22 SERVICE 5225647713-5 | $ 14.78 |
| 32951 | 05/24/2022 | FINANCE | FACILITIES MAINT | PACIFIC GAS & ELECTRIC | 04/22 SERVICE 1598348280-1 | $ 60.24 |
| 32951 | 05/24/2022 | FINANCE | FACILITIES MAINT | PACIFIC GAS & ELECTRIC | 04/22 SERVICE 9787342989-4 | $ 114.26 |
| 32951 | 05/24/2022 | FINANCE | FACILITIES MAINT | PACIFIC GAS & ELECTRIC | 04/22 SERVICE 5207933925-6 | $ 61.62 |
| 32951 | 05/24/2022 | FINANCE | PARKS | PACIFIC GAS & ELECTRIC | 04/22 SERVICE 8675479583-8 | $ 43.91 |
| 32951 | 05/24/2022 | FINANCE | ZONE 34B | PACIFIC GAS & ELECTRIC | 04/22 SERVICE 0443905948-8 | $ 9.58 |
| 32951 | 05/24/2022 | FINANCE | ZONE 43A | PACIFIC GAS & ELECTRIC | 04/22 SERVICE 6948316261-1 | $ 51.12 |
| 32952 | 05/24/2022 | ENGINEERING | WATER CAPITAL | PROVOST & PRITCHARD CONSULTING | PROFESSIONAL ENGINEERING SERVICES | $ 278.90 |
| 32953 | 05/24/2022 | PLANNING | PLANNING | RINCON CONSULTANTS, INC. | CONSULTING SERVICES | $ 702.00 |
| 32954 | 05/24/2022 | FINANCE | PAYROLL TRUST | VANTAGEPOINT TRANSFER AGENTS-457 | EE DEFERRED COMP CONTRIBUTIONS | $ 26,524.12 |
| 32955 | 05/24/2022 | PW ADMIN | WATER CONSERV | OTP- REBATES | TURF REPLACEMENT REBATE | $ 1,134.00 |
| 32956 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9921736 133 LYNN | $ 208.68 |
| 32957 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9926471 3340 CAMINO | $ 84.41 |
| 32958 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9926056 1015 CENTRAL | $ 229.78 |
| 32959 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9922365 1213 PHILIP | $ 94.22 |
| 32960 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9924740 1030 E RIVERSIDE | $ 107.02 |
| 32961 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9908491 424 S C | $ 32.74 |
| 32962 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9917777 1505 WRENWOOD | $ 80.91 |
| 32963 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9923429 1354 STEVEN | $ 104.10 |
| 32964 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9919980 1396 LINDA MESA | $ 179.81 |
| 32965 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 5462001 808 CUTTING | $ 49.81 |
| 32966 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9926308 1094 DIAMOND | $ 185.22 |
| 32967 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9919388 3092 SULTANA | $ 41.96 |
| 32968 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9925585 413 SUNDANCE | $ 144.01 |
| 32970 | 05/24/2022 | FINANCE | WATER FUND | OTP- UB REFUNDS | DEPOSIT FROM MAIS TO MUNIS | $ 160.36 |
| 32971 | 05/24/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9926438 339 E 4TH | $ 290.50 |
| 32972 | 05/31/2022 | PD OPS | PD OPS | KER'S GAS & LUBE, INC. | 04/22 PD CAR WASHES | $ 425.00 |
| 32973 | 05/31/2022 | ENGINEERING | ENGINEERING | ACRO SERVICE CORPORATION | TEMP SERVICES - ENGINEERING | $ 4,320.00 |
| 32973 | 05/31/2022 | PLANNING | PLANNING | ACRO SERVICE CORPORATION | TEMP SERVICES - PLANNING | $ 2,972.80 |
| 32973 | 05/31/2022 | PLANNING | PLANNING | ACRO SERVICE CORPORATION | CONSULTING SERVICES - PLANNING | $ 900.00 |
| 32974 | 05/31/2022 | HR | PD OPS | BIANCHI, BRANDON | REIMBURSEMENT - TUITION | $ 1,023.00 |
| 32975 | 05/31/2022 | PD OPS | PD OPS | HARRY D. WILSON INC. | CHARGER OPTIMATE | $ 101.65 |
| 32975 | 05/31/2022 | PD OPS | PD OPS | HARRY D. WILSON INC. | OIL CHANGE - BMW 1250 | $ 212.68 |
| 32976 | 05/31/2022 | ENGINEERING | RSTP - FED EX | GHD INC. | 4TH/LAKE/CENTRAL INT IMPROVEMENTS | $ 1,446.25 |
| 32977 | 05/31/2022 | PD OPS | SUPP LAW ENF | TIM J LAW | EMPLOYMENT BACKGROUND | $ 6,000.00 |

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| 32978 | 05/31/2022 | PD OPS | SUPP LAW ENF | TRILOGY MEDWASTE WEST LLC | REUSABLE TUB - MEDICAL WASTE | $ 149.73 |
| 32979 | 05/31/2022 | FLEET | MEASURE T -TRANSIT | MADERA GLASS AND BODY, INC. | BUS DECAL WRAP REMOVALS | $ 960.00 |
| 32980 | 05/31/2022 | FINANCE | AIRPORT OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 107.95 |
| 32980 | 05/31/2022 | FINANCE | ANIMAL CONTROL | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 211.82 |
| 32980 | 05/31/2022 | FINANCE | BUILDING | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 190.96 |
| 32980 | 05/31/2022 | FINANCE | CODE ENF | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 354.07 |
| 32980 | 05/31/2022 | FINANCE | DRAINAGE | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 628.37 |
| 32980 | 05/31/2022 | FINANCE | ENGINEERING | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 230.44 |
| 32980 | 05/31/2022 | FINANCE | FACILITIES MAINT | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 320.60 |
| 32980 | 05/31/2022 | FINANCE | FLEET MAINT | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 173.21 |
| 32980 | 05/31/2022 | FINANCE | FLEET MOTOR POOL | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 140.88 |
| 32980 | 05/31/2022 | FINANCE | GRAFFITI ABATE | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 644.39 |
| 32980 | 05/31/2022 | FINANCE | PARKS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 3,526.13 |
| 32980 | 05/31/2022 | FINANCE | STREETS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 1,800.84 |
| 32980 | 05/31/2022 | FINANCE | SEWER OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 1,265.57 |
| 32980 | 05/31/2022 | FINANCE | STREET CLEANING | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 2,063.85 |
| 32980 | 05/31/2022 | FINANCE | TRANS - FIXED | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 2,089.80 |
| 32980 | 05/31/2022 | FINANCE | TRANS - DAR | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 1,901.42 |
| 32980 | 05/31/2022 | FINANCE | WATER OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 2,313.12 |
| 32980 | 05/31/2022 | FINANCE | WATER QUALITY | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 658.97 |
| 32980 | 05/31/2022 | FINANCE | WWTP | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 176.87 |
| 32980 | 05/31/2022 | FINANCE | PD OPS | VAN DE POL ENTERPRISES, INC. | FUEL FOR CITY VEHICLES 05/01/22-05/15/22 | $ 7,556.10 |
| 32980 | 05/31/2022 | FIRE | FIRE | VAN DE POL ENTERPRISES, INC. | FUEL CDF - 05/01/22-05/15/22 | $ 718.81 |
| 32981 | 05/31/2022 | GRANTS | CALTRANS - TRANSIT | WSP USA INC. | MADERA TRANSIT PLAN CONSULTANT | $ 8,198.16 |
| 32982 | 05/31/2022 | BUILDING | BUILDING | SIJ HOLDINGS LLC | RECRUITMENT ADS | $ 862.80 |
| 32982 | 05/31/2022 | BUILDING | PARKS ADMIN | SIJ HOLDINGS LLC | RECRUITMENT ADS | $ 799.35 |
| 32982 | 05/31/2022 | BUILDING | PLANNING | SIJ HOLDINGS LLC | RECRUITMENT ADS | $ 359.10 |
| 32983 | 05/31/2022 | PARKS | DIF/PARKS | FORENSIC ANALYTICAL CONSULTING SERVICES | ENVIRONMENTAL AND ECOLOGICAL SERVICES | $ 228.00 |
| 32983 | 05/31/2022 | PARKS | MEAS K - FIRE | FORENSIC ANALYTICAL CONSULTING SERVICES | ENVIRONMENTAL AND ECOLOGICAL SERVICES | $ 228.00 |
| 32984 | 05/31/2022 | PD OPS | SUPP LAW ENF | CINTAS CORPORATION | MEDICAL SUPPLIES | $ 24.05 |
| 32985 | 05/31/2022 | PD OPS | GENERAL TRUST | CALIFITNESS INC | REPLACEMENT PARTS | $ 230.00 |
| 32986 | 05/31/2022 | FACILITIES | FACILITIES MAINT | MESA ENERGY SYSTEMS, INC | HVAC TRAININGHVAC TRAINING | $ 506.00 |
| 32987 | 05/31/2022 | FLEET | FLEET MAINT | GERARDO YANEZ | REIMBURSEMENT - DOT CLASS B LICENSE | $ 114.00 |
| 32988 | 05/31/2022 | ENGINEERING | ENGINEERING | BETTENCOURT, STEVE | REIMBURSEMENT - ENGINEER'S LICENSE | $ 180.00 |
| 32989 | 05/31/2022 | FINANCE | AIRPORT OPS | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 592.74 |
| 32989 | 05/31/2022 | FINANCE | BUILDING | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 120.62 |
| 32989 | 05/31/2022 | FINANCE | CITY ATTORNEY | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 39.29 |

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| 32989 | 05/31/2022 | FINANCE | CITY CLERK | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 33.08 |
| 32989 | 05/31/2022 | FINANCE | CODE ENF | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 660.97 |
| 32989 | 05/31/2022 | FINANCE | COMM & REC | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 1,846.45 |
| 32989 | 05/31/2022 | FINANCE | COMPUTER MAINT | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 124.75 |
| 32989 | 05/31/2022 | FINANCE | ENGINEERING | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 277.07 |
| 32989 | 05/31/2022 | FINANCE | FINANCE | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 94.42 |
| 32989 | 05/31/2022 | FINANCE | FIRE | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 1,186.17 |
| 32989 | 05/31/2022 | FINANCE | GRANT OVERSIGHT | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 115.79 |
| 32989 | 05/31/2022 | FINANCE | HR/RISK MGT | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 78.57 |
| 32989 | 05/31/2022 | FINANCE | PLANNING | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 101.32 |
| 32989 | 05/31/2022 | FINANCE | UB - GARBAGE | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 230.20 |
| 32989 | 05/31/2022 | FINANCE | UB - SEWER | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 230.20 |
| 32989 | 05/31/2022 | FINANCE | UB - WATER | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 460.41 |
| 32989 | 05/31/2022 | FINANCE | CITY MANAGER | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 39.29 |
| 32989 | 05/31/2022 | FINANCE | PD OPS | AT&T | 04/22 SERVICE 831-000-6408-576 | $ 660.97 |
| 32990 | 05/31/2022 | FINANCE | COMM & REC | AT&T | 04/22 CALNET 3 SERVICE 9391026396 | $ 257.76 |
| 32990 | 05/31/2022 | FINANCE | MEAS K - FIRE | AT&T | 05/22 CALNET 3 SERVICE 9391068734 | $ 45.78 |
| 32990 | 05/31/2022 | FINANCE | SEWER OPS | AT&T | 05/22 CALNET 3 SERVICE 9391031570 | $ 211.65 |
| 32990 | 05/31/2022 | FINANCE | SR CITIZEN COMM | AT&T | 04/22 CALNET 3 SERVICE 9391026398 | $ 22.43 |
| 32990 | 05/31/2022 | FINANCE | SR CITIZEN COMM | AT&T | 04/22 CALNET 3 SERVICE 9391026403 | $ 25.38 |
| 32990 | 05/31/2022 | FINANCE | PD OPS | AT&T | 04/22 CALNET 3 SERVICE 9391059143 | $ 1,085.52 |
| 32990 | 05/31/2022 | FINANCE | PD OPS | AT&T | 04/22 CALNET 3 SERVICE 9391026401 | $ 22.43 |
| 32990 | 05/31/2022 | FINANCE | PD OPS | AT&T | 05/22 CALNET 3 SERVICE 9391020514 | $ 167.08 |
| 32991 | 05/31/2022 | HR | PD OPS | ANAYA, CHRIS | REIMBURSEMENT - TUITION | $ 105.00 |
| 32992 | 05/31/2022 | PD OPS | SUPP LAW ENF | ARAMARK UNIFORM SERVICES | MATS - PD | $ 25.00 |
| 32993 | 05/31/2022 | ENGINEERING | ENGINEERING | R & R INDUSTRIES, INC. | RAINPROOF PANTS | $ 45.33 |
| 32994 | 05/31/2022 | PD OPS | PD OPS | CA DEPARTMENT OF JUSTICE | 04/22 BLOOD ALCOHOL ANALYSIS | $ 595.00 |
| 32995 | 05/31/2022 | ENGINEERING | ENGINEERING | CA SURVEYING AND DRAFTING SUPPLY | CHALK PAINT | $ 183.80 |
| 32996 | 05/31/2022 | FINANCE | COMPUTER MAINT | COMCAST | 05/22 SVS 8155500320322006 | $ 92.88 |
| 32997 | 05/31/2022 | HR | HR/RISK MGT | CONCENTRA MEDICAL CENTERS | PRE-EMPLOYMENT PHYSICAL | $ 214.00 |
| 32998 | 05/31/2022 | PARKS | COMM & REC | DIAMOND COMMUNICATIONS | UPDATED SECURITY CODES - FBSC | $ 30.00 |
| 32999 | 05/31/2022 | PD OPS | SUPP LAW ENF | FRESNO POLICE DEPARTMENT | K9 LEGAL UPDATE - TRUKKI | $ 100.00 |
| 32999 | 05/31/2022 | PD OPS | SUPP LAW ENF | FRESNO POLICE DEPARTMENT | K9 LEGAL UPDATE - SMITH | $ 100.00 |
| 33000 | 05/31/2022 | HR | BUILDING | KAISER FOUNDATION HEALTH PLAN | 05/22 & 06/22 MEDICARE SUPPLEMENT PREMIUM | $ 172.00 |
| 33001 | 05/31/2022 | PD OPS | SUPP LAW ENF | LOU'S GLOVES, INC. | MEDICAL GLOVES | $ 990.00 |
| 33002 | 05/31/2022 | GRANTS | INTERMODAL BLDG | CITY OF MADERA | 04/22 UTILITY SERVICE 3040421 | $ 62.26 |
| 33002 | 05/31/2022 | GRANTS | INTERMODAL BLDG | CITY OF MADERA | 04/22 UTILITY SERVICE 3040431 | $ 73.88 |

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|---|---|---|---|---|---|---|
| 33002 | 05/31/2022 | GRANTS | INTERMODAL BLDG | CITY OF MADERA | 04/22 UTILITY SERVICE 3040441 | $ 47.82 |
| 33002 | 05/31/2022 | GRANTS | INTERMODAL BLDG | CITY OF MADERA | 05/22 UTILITY SERVICE 3040421 | $ 65.36 |
| 33002 | 05/31/2022 | GRANTS | INTERMODAL BLDG | CITY OF MADERA | 05/22 UTILITY SERVICE 3040431 | $ 80.44 |
| 33002 | 05/31/2022 | GRANTS | INTERMODAL BLDG | CITY OF MADERA | 05/22 UTILITY SERVICE 3040441 | $ 162.78 |
| 33003 | 05/31/2022 | CITY CLERK | CITY CLERK | MADERA TRIBUNE | PUBLICATION OF ORDINANCE 991 CS | $ 279.50 |
| 33003 | 05/31/2022 | CITY CLERK | CITY CLERK | MADERA TRIBUNE | PUBLICATION OF ORDINANCE 992 CS | $ 266.50 |
| 33003 | 05/31/2022 | CITY CLERK | CITY CLERK | MADERA TRIBUNE | PUBLICATION OF ORDINANCE 993 CS | $ 253.50 |
| 33003 | 05/31/2022 | ENGINEERING | ENGINEERING | MADERA TRIBUNE | REQUEST FOR BID - RFP | $ 126.75 |
| 33004 | 05/31/2022 | PLANNING | GENERAL TRUST | WILLDAN FINANCIAL SERVICES | CDF 2005-1 ANNEXATION #10 | $ 3,500.00 |
| 33005 | 05/31/2022 | PD OPS | SUPP LAW ENF | OCCU-MED, LTD. | EXAM SERVICES | $ 1,800.00 |
| 33006 | 05/31/2022 | FINANCE | FACILITIES MAINT | PACIFIC GAS & ELECTRIC | 05/22 SERVICE 6690755760-8 | $ 82.89 |
| 33006 | 05/31/2022 | FINANCE | FACILITIES MAINT | PACIFIC GAS & ELECTRIC | 05/22 SERVICE 1619119913-8 | $ 79.41 |
| 33007 | 05/31/2022 | PD OPS | PD OPS | PROFORCE | MISC EQUIPMENT | $ 2,191.95 |
| 33008 | 05/31/2022 | PD OPS | PD OPS | PROFORCE | MISC EQUIPMENT | $ 2,142.84 |
| 33009 | 05/31/2022 | PLANNING | PLANNING | RINCON CONSULTANTS, INC. | CONSULTING SERVICES | $ 1,508.00 |
| 33010 | 05/31/2022 | PD OPS | MEAS K - PD | RON'S TOWING & ROAD SERVICE | TOWING SERVICES | $ 520.00 |
| 33011 | 05/31/2022 | PW ADMIN | FACILITIES MAINT | TESCO CONTROLS, INC. | TRAFFIC SIGNAL INVERTER | $ 1,840.25 |
| 33012 | 05/31/2022 | ENGINEERING | FAU CMAQ | TJKM TRANSPORTATION CONSULTANTS | PROFESSIONAL CONSULTING SERVICES | $ 6,048.01 |
| 33012 | 05/31/2022 | ENGINEERING | LTF - STREETS | TJKM TRANSPORTATION CONSULTANTS | PROFESSIONAL CONSULTING SERVICES | $ 869.45 |
| 33013 | 05/31/2022 | IS | PD OPS | TYLER TECHNOLOGIES INC. | TYLER BRAZOS | $ 3,121.15 |
| 33014 | 05/31/2022 | FINANCE | AIRPORT OPS | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 64.75 |
| 33014 | 05/31/2022 | FINANCE | BUILDING | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 152.85 |
| 33014 | 05/31/2022 | FINANCE | CITY COUNCIL | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 76.02 |
| 33014 | 05/31/2022 | FINANCE | ENGINEERING | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 50.95 |
| 33014 | 05/31/2022 | FINANCE | FACILITIES MAINT | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 51.42 |
| 33014 | 05/31/2022 | FINANCE | FIRE | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 152.04 |
| 33014 | 05/31/2022 | FINANCE | FLEET MAINT | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 0.82 |
| 33014 | 05/31/2022 | FINANCE | HR/RISK MGT | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 38.01 |
| 33014 | 05/31/2022 | FINANCE | PARKS | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 0.95 |
| 33014 | 05/31/2022 | FINANCE | PLANNING | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 101.90 |
| 33014 | 05/31/2022 | FINANCE | STREETS | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 12.54 |
| 33014 | 05/31/2022 | FINANCE | SEWER OPS | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 4.99 |
| 33014 | 05/31/2022 | FINANCE | STREET CLEANING | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 0.47 |
| 33014 | 05/31/2022 | FINANCE | UB - WATER | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 6.51 |
| 33014 | 05/31/2022 | FINANCE | WATER OPS | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 142.74 |
| 33014 | 05/31/2022 | FINANCE | WATER QUALITY | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 38.01 |
| 33014 | 05/31/2022 | FINANCE | WWTP | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 110.91 |

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|---|
| 33014 | 05/31/2022 | FINANCE | MEAS K - PD | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 40.80 |
| 33014 | 05/31/2022 | FINANCE | CITY MANAGER | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 45.80 |
| 33014 | 05/31/2022 | FINANCE | PD OPS | VERIZON WIRELESS | CITY CELL PHONE CHARGES 04/11/22-05/10/22 | $ 534.80 |
| 33015 | 05/31/2022 | PW ADMIN | WATER CONSERV | OTP- REBATES | TURF REPLACEMENT REBATE | $ 2,000.00 |
| 33016 | 05/31/2022 | PW ADMIN | WATER CONSERV | OTP- REBATES | TURF REPLACEMENT REBATE | $ 2,000.00 |
| 33017 | 05/31/2022 | PW ADMIN | WATER CONSERV | OTP- REBATES | TURF REPLACEMENT REBATE | $ 1,292.00 |
| 33018 | 05/31/2022 | PW ADMIN | WATER CONSERV | OTP- REBATES | TURF REPLACEMENT REBATE | $ 2,000.00 |
| 33019 | 05/31/2022 | PW ADMIN | WATER CONSERV | OTP- REBATES | TURF REPLACEMENT REBATE | $ 1,050.00 |
| 33020 | 05/31/2022 | PW ADMIN | WATER CONSERV | OTP- REBATES | TURF REPLACEMENT REBATE | $ 3,000.00 |
| 33021 | 05/31/2022 | BUILDING | BUILDING | BLDING/PLAN REFNDS | REFUND - PAID WRONG INVOICE | $ 284.46 |
| 33022 | 05/31/2022 | FINANCE | GENERAL FUND | BL REFUNDS | REFUND OF OVERPAYMENT | $ 20.00 |
| 33023 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9926099 604 WILLIS | $ 158.70 |
| 33024 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 8848003 200 ROOSEVELT | $ 35.69 |
| 33025 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9905248 1170 COLOMBARD | $ 166.32 |
| 33026 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9926353 1009 E LINCOLN | $ 44.62 |
| 33027 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9916114 504 EL MONTE | $ 73.61 |
| 33028 | 05/31/2022 | FINANCE | WATER UTILITY | OTP- UB REFUNDS | UB TERM REFUND 10000410-551049 | $ 50.94 |
| 33029 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 10000114 3616 PACIFICA | $ 72.33 |
| 33030 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9923902 1129 PHILIP | $ 145.36 |
| 33031 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9925909 1252 ROMA | $ 123.07 |
| 33032 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9906115 2649 KIMBERLY | $ 114.65 |
| 33033 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9924841 927 DAULTON | $ 502.75 |
| 33034 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9922823 1116 SIERRA | $ 190.47 |
| 33035 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9901149 909 PAINTBRUSH | $ 238.86 |
| 33036 | 05/31/2022 | FINANCE | WATER FUND | OTP- UB REFUNDS | DEPOSIT FROM MAIS TO MUNIS | $ 151.78 |
| 33037 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9897577 200 W CENTRAL | $ 127.10 |
| 33038 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB 9908671 248 S DOUBLE TREE CREDIT REFUND | $ 244.58 |
| 33039 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9917297 227 RIVER POINTE | $ 158.61 |
| 33040 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9922689 1512 MERCED | $ 106.52 |
| 33041 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9901807 2641 GLADE | $ 199.99 |
| 33042 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 9920485 2890 FALCON | $ 1,367.95 |
| 33043 | 05/31/2022 | UB - WATER | WATER FUND | OTP- UB REFUNDS | UB TERM REFUND 4966009 1130 E CLEVELAND | $ 38.20 |
| 81 | 05/24/2022 | FINANCE | AIRPORT OPS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,447.49 |
| 81 | 05/24/2022 | FINANCE | AQUATICS PROGRM | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 628.58 |
| 81 | 05/24/2022 | FINANCE | BUILDING | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 4,360.00 |
| 81 | 05/24/2022 | FINANCE | CENTRAL ADMIN | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 828.48 |
| 81 | 05/24/2022 | FINANCE | CITY CLERK | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 645.02 |

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|---|
| 81 | 05/24/2022 | FINANCE | CITY COUNCIL | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,803.50 |
| 81 | 05/24/2022 | FINANCE | CODE ENF | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,007.88 |
| 81 | 05/24/2022 | FINANCE | COMM & REC | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 5,087.02 |
| 81 | 05/24/2022 | FINANCE | COMPUTER MAINT | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 5,203.33 |
| 81 | 05/24/2022 | FINANCE | ENGINEERING | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 2,135.58 |
| 81 | 05/24/2022 | FINANCE | FACILITIES MAINT | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 4,673.54 |
| 81 | 05/24/2022 | FINANCE | FINANCE | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 650.75 |
| 81 | 05/24/2022 | FINANCE | FIRE | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 5,672.32 |
| 81 | 05/24/2022 | FINANCE | FLEET MAINT | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 11,557.21 |
| 81 | 05/24/2022 | FINANCE | GENERAL FUND | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 7,723.44 |
| 81 | 05/24/2022 | FINANCE | GENERAL TRUST | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 5,452.57 |
| 81 | 05/24/2022 | FINANCE | GRANT OVERSIGHT | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 81.24 |
| 81 | 05/24/2022 | FINANCE | HR/RISK MGT | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 311.62 |
| 81 | 05/24/2022 | FINANCE | INS/RISK MGT | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 768.61 |
| 81 | 05/24/2022 | FINANCE | MEAS K - FIRE | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 7,853.04 |
| 81 | 05/24/2022 | FINANCE | PARKS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 20,424.69 |
| 81 | 05/24/2022 | FINANCE | PARKS ADMIN | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 77.91 |
| 81 | 05/24/2022 | FINANCE | PLANNING | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,178.05 |
| 81 | 05/24/2022 | FINANCE | STREETS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 15,261.58 |
| 81 | 05/24/2022 | FINANCE | RECREATION | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 99.45 |
| 81 | 05/24/2022 | FINANCE | SEWER OPS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,635.10 |
| 81 | 05/24/2022 | FINANCE | SPORTS PROGRAMS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 462.39 |
| 81 | 05/24/2022 | FINANCE | SR CITIZEN COMM | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 189.21 |
| 81 | 05/24/2022 | FINANCE | STREET CLEANING | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 2,184.83 |
| 81 | 05/24/2022 | FINANCE | SUPP LAW ENF | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 350.04 |
| 81 | 05/24/2022 | FINANCE | TIRE CLEAN UP | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 3,798.00 |
| 81 | 05/24/2022 | FINANCE | TRANS - FIXED | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 8,142.52 |
| 81 | 05/24/2022 | FINANCE | TRANS - DAR | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,131.05 |
| 81 | 05/24/2022 | FINANCE | UB - GARBAGE | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 135.52 |
| 81 | 05/24/2022 | FINANCE | UB - SEWER | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 135.52 |
| 81 | 05/24/2022 | FINANCE | UB - WATER | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 271.03 |
| 81 | 05/24/2022 | FINANCE | WATER OPS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 13,574.31 |
| 81 | 05/24/2022 | FINANCE | WATER QUALITY | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,240.04 |
| 81 | 05/24/2022 | FINANCE | WWTP | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 12,337.49 |
| 81 | 05/24/2022 | FINANCE | MEAS K - PD | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 2,204.30 |
| 81 | 05/24/2022 | FINANCE | CITY MANAGER | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 625.00 |
| 81 | 05/24/2022 | FINANCE | FLEET ACQUISITION | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ 1,901.83 |

| CHECK | PAY DATE | DEPARTMENT | PAID FROM ORG | ISSUED TO | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|---|---|---|
| 81 | 05/24/2022 | FINANCE | PURCHASING | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ | 46.55 |
| 81 | 05/24/2022 | FINANCE | SPECIAL EVENTS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ | 61.82 |
| 81 | 05/24/2022 | FINANCE | PD OPS | US BANK CORPORATE PAYMENT SYSTEMS | 04/22 CAL-CARD CHARGES | $ | 11,491.32 |
| 82 | 05/27/2022 | HR | CITY CLERK | EMPLOYEE BENEFIT SPECIALISTS, INC. | MAY BENEFIT PREMIUMS | $ | 848.00 |
| 82 | 05/27/2022 | HR | PAYROLL TRUST | EMPLOYEE BENEFIT SPECIALISTS, INC. | MAY BENEFIT PREMIUMS | $ | 337,655.89 |
| 82 | 05/27/2022 | HR | PD OPS | EMPLOYEE BENEFIT SPECIALISTS, INC. | MAY BENEFIT PREMIUMS | $ | 848.00 |
| 83 | 05/27/2022 | FINANCE | GENERAL CAPITAL | BANC OF AMERICA PUBLIC CAPITAL CORP | ENGIE SOLAR PROJECT | $ | 258,219.40 |
| 84 | 06/01/2022 | FINANCE | PAYROLL TRUST | NAVIA BENEFIT SOLUTIONS INC | FSA SECTION 125 DISBURSEMENT 06/01/2022 | $ | 3,755.46 |
| 85 | 06/03/2022 | FINANCE | PAYROLL TRUST | N.P.C.-ORCHARD TRUST COMPANY | EE DEFERRED COMP CONTRIBUTIONS | $ | 8,469.76 |
| 86 | 06/03/2022 | FINANCE | PAYROLL TRUST | N.P.C.-ORCHARD TRUST COMPANY | EE DEFERRED COMP CONTRIBUTIONS | $ | 2,395.94 |
| | | | **BANK #1 - UNION BANK GENERAL ACCOUNT TOTAL** | | | **$** | **1,510,146.32** |

# REPORT TO CITY COUNCIL

**Approved by:**

Wendy Silva, Director of Human Resources

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**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 June 7, 2022, and approved eligibility lists for the following classifications:

- Police Officer Trainee
- Administrative Assistant
- Program Manager – Grants
- Public Works Maintenance Worker II

The Civil Service Commission also approved extension of Eligibility List #21-22, Police Sergeant, for a period of six (6) months at the request of the Police Department in compliance with the City of Madera Personnel Rules and Regulations.

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* |
|---|---|---|---|---|
| Marcella Zumilpa | Program Leader II | Parks & Community Services | PT | 5/11/22 |
| David Contreras | Park Aide | Parks & Community Services | PT | 5/16/22 |
| Destyni Ellis | Program Leader I | Parks & Community Services | PT | 5/16/22 |
| Jerron Romias | Police Officer I | Police Department | FT | 5/21/22 |
| Armando Villagomez Espinoza | Park Aide | Parks & Community Services | PT | 5/24/22 |
| Leah Resendez | Lifeguard | Parks & Community Services | PT | 5/26/22 |
| Markel Parker | Program Leader I | Parks & Community Services | PT | 5/26/22 |
| Tasiana Gonzalez | Program Leader I | Parks & Community Services | PT | 5/26/22 |
| Anthony Sierra | Program Leader I | Parks & Community Services | PT | 5/26/22 |
| Mischa Lutz | Program Leader I | Parks & Community Services | PT | 5/26/22 |
| Cheyenne Hunter | Program Leader I | Parks & Community Services | PT | 5/26/22 |
| Grace Salazar | Program Leader I | Parks & Community Services | PT | 5/31/22 |
| Brooklyn Reeves | Program Leader I | Parks & Community Services | PT | 6/2/22 |
| Aliyah Martinez | Program Leader I | Parks & Community Services | PT | 6/2/22 |
| Khiana Estrada | Program Leader I | Parks & Community Services | PT | 6/2/22 |
| Jaden Martinez | Program Leader I | Parks & Community Services | PT | 6/2/22 |

| **Table 1:** New Hires and Re-hires, continued | | | | |
|---|---|---|---|---|
| *Name* | *Position* | *Department* | *Status** | *Effective Date* |
| Lawrence Watson | Program Leader I | Parks & Community Services | PT | 6/2/22 |
| Christian Lopez | Program Leader I | Parks & Community Services | PT | 6/2/22 |
| Jannalyn Milam | Public Safety Dispatcher | Police Department | FT | 6/4/22 |
| Hannah Flores | Public Safety Dispatcher | Police Department | FT | 6/4/22 |
| Guadalupe Silva | Public Safety Dispatcher | Police Department | FT | 6/4/22 |
| Adam Garcia | Animal Control Officer | Police Department | FT | 6/4/22 |
| Veronica Calderon | Records Clerk | Police Department | FT | 6/4/22 |
| Kristin Lindlief | Police Officer Trainee | Police Department | FT | 6/4/22 |
| Aiden Medina | Program Leader I | Parks & Community Services | PT | 6/7/22 |

*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* |
| Gerardo Velazquez | Parks Worker III (out-of-class assignment) | Parks Worker I | 5/20/22 |
| Gerardo Velazquez | Parks Worker I | Parks Worker II | 5/21/22 |
| Joe Ramon | Parks Worker I | Parks Worker II | 6/4/22 |
| Moses Miranda | Parks Worker I | Parks Worker II | 6/4/22 |

The following employees separated from employment since our last report.

| **Table 3:** Separations | | | | |
|---|---|---|---|---|
| *Name* | *Position* | *Department* | *Status** | *Effective Date* |
| Fredy Ruiz | Public Works Maintenance Worker I | Public Works – Safe & Clean Team | PT | 4/29/22 |

| **Table 3:** Separations, continued | | | | |
|---|---|---|---|---|
| *Name* | *Position* | *Department* | *Status** | *Effective Date* |
| Daniel Ventura | Park Aide | Parks & Community Services | PT | 5/18/22 |
| Louis Donaldson | Code Enforcement Consultant | Police Department | PT | 5/27/22 |

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

**FINANCIAL IMPACT:**

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

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

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

**ALTERNATIVES:**

This report is for informational purposes only.

**ATTACHMENTS:**

None

# REPORT TO CITY COUNCIL

**Approved by:**

Keith Helmuth, Department Director

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-4

**SUBJECT:**

Olive Avenue Widening and Reconstruction - Gateway Drive to Knox Street, Phase 2 Utility Undergrounding Project

**RECOMMENDATION:**

Adopt a Resolution Increasing the Allowable Project Contingencies from 10 percent to 25 percent for the Olive Avenue Widening and Reconstruction - Gateway Drive to Knox Street Phase 2, Utility Undergrounding City Project No. R-000010

**SUMMARY:**

The franchise utility conversion from overhead to underground (Phase 2) of the Olive Avenue widening project has been under construction since the fall of 2020. Contract changes as required by Pacific, Gas, and Electric (PG&E) and AT&T will exceed 10 percent of the original contract with Mid Cal Pipeline and Utilities as approved by Council at the time of award. An additional 15 percent is requested to cover work that has already been completed and projected cost increases for remaining activities. Funds for the increased construction contract costs are included in the City's Fiscal Year (FY) 2021/22 Capital Project Budget.

**DISCUSSION:**

Council awarded the Olive Avenue Widening and Reconstruction Gateway Drive to Knox Street, Phase 2 Utility Underground Project to Mid Cal Pipeline and Utilities on May 6, 2020. The work is split into two bid schedules:

- Schedule A - all work outside of the Union Pacific Railroad (UPRR) right of way
- Schedule B – all work associated with the jack and bore of a steel casing under UPRR and placement of PG&E conduits within the casing

Construction began in September, 2020 for work associated with Schedule A, primarily trenching and installation of conduits and substructure for AT&T, PG&E, and Comcast. Early on both AT&T

and PG&E found that existing conduits and facilities presumed to be present around the area of Roosevelt were different than depicted on the drawings. PG&E issued revised drawings after the project was bid adding some additional conduit and vaults at the east end of the project. Furthermore, AT&T conduit that was planned to go behind the curb adjacent to Sierra Vista School was required to be placed in the street at a much higher trenching and restoration cost. Those changes cost approximately $115,000.

Regarding Schedule B, the installation of steel casing under UPRR, additional costs were incurred due to changes to the casing requirements and subsequent increases in materials costs due to supply chain issues. The steel casing size was increased from 16 inches in diameter to 18 inches in diameter and the length was increased to span the entire UPRR right of way. The size of the bore pits on either side were inadequate for the equipment and had to be enlarged as well. The resulting costs associated with changes to the casing installation were $71,467.

The original contract amount was $890,002. Allowable contract increases are currently capped at 10 percent of the contract amount, or $89,000.20, per the awarding resolution. The project is nearing completion; remaining work is installation of an electrical panel and underground power feed to the UPRR signal cabinet on the south side of Olive Avenue on the east side of the tracks. Outside of the changes noted above, there have also been typical change orders due to unknown conditions and quantity adjustments. Projected contingencies needed for the Project are summarized in Table 1.

**Table 1:** *Contract Contingency Summary*

| Contract Change | Cost |
|---|---|
| Schedule A Additional utility requirements | $115,000 |
| Schedule B Increase steel casing size and length | $71,467 |
| Other Miscellaneous Change Orders | $36,033.50 |
| **Total Not to Exceed Contingencies** | **$222,500.50** |

It is recommended to increase the allowable contingencies from 10 percent to 25 percent, $222,500.50.

**FINANCIAL IMPACT:**

There is no fiscal impact to the City's General Fund. Funding for the additional project contingencies is available in the FY 2021/22 CIP Budget for the Olive Avenue Widening and Reconstruction Project - Gateway Drive to Knox Street, City Project No. R-000010. The source of funds for the Phase 2, Utility Undergrounding Project is Measure T and Regional Surface Transportation (RSTP) Funds.

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

- *Strategy 101.6* - Ensure infrastructure can sustain population growth in the development of the General Plan.

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

**ALTERNATIVES:**

If City Council elects not to approve an increase to the construction contingencies, Staff would need to negotiate with the contractor to remove any portions of the work uncompleted from the contract to keep the costs within the originally approved amount. The utility conversion would not occur and there would be delays to the Phase 3 Olive Widening project.

**ATTACHMENTS:**

1. Resolution

**ATTACHMENT 1**

Resolution

**RESOLUTION NO. 22-_____**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF MADERA, CALIFORNIA AUTHORIZING AN INCREASE IN CONSTRUCTION CONTRACT CONTINGENCIES FOR THE CONTRACT WITH MID CAL PIPELINE AND UTILITIES, INC. FOR THE OLIVE AVENUE WIDENING AND RECONSTRUCTION - GATEWAY DRIVE TO KNOX STREET PHASE 2, UTILITY UNDERGROUNDING CITY PROJECT NO. R-000010**

**WHEREAS**, the City Council adopted Resolution 20-62 awarding a contract to Mid Cal Pipeline & Utilities, Inc. on May 6, 2020 for the Olive Avenue Widening and Reconstruction – Gateway Drive to Knox Street Phase 2, Utility Undergrounding City Project No. R-000010 (Project); and

**WHEREAS,** the awarding resolution authorized up to 10 percent construction contingencies as approved by the City Engineer; and

**WHEREAS,** unavoidable requirements encountered during construction have generated contract changes exceeding 10 percent construction costs; and

**WHEREAS**, funding for increase construction contingencies is available in the Project CIP Budget.

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

1. The above recitals are true and correct.

2. The City Council authorizes Construction Contingencies of up to 25 percent ($222,500.50) as approved by the City Engineer.

3. This resolution is effective immediately upon adoption.

* * * * * * * *

# REPORT TO CITY COUNCIL

**Approved by:**

Keith Helmuth, Department Director

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-5

**SUBJECT:**

Application for Transportation Development Act (TDA) – Local Transportation Funds (LTF) and State Transit Assistance (STA) Funds for Fiscal Year (FY) 2022/23

**RECOMMENDATION:**

Adopt a Resolution Approving the Applications for TDA – LTF and STA Funds for FY 2022/23 and Authorizing the City Engineer to execute and submit the Applications to the Madera County Transportation Commission (MCTC)

**SUMMARY:**

The TDA-LTF and STA applications describe the proposed expenditures for the MCTC approved allocation of TDA funds for FY 2022/23. City staff recommends the proposed expenditures and will include them in the proposed FY 2022/23 City Budget.

The LTF allocation to the City of Madera in the amount of $2,525,820 for FY 2022/23 must be used for transportation related services such as transit services, street construction, program planning, and administration. Projects in the Capital Improvement Plan (CIP) for the City of Madera have been created and approved by Council for the use of these funds. The LTF allocation for FY 2022/23 is $622,431 more than the FY 2021/22 allocation.

The STA proposed allocation of $628,013 for FY 2022/23 must be used for transit related programs only. Therefore, the funds are programmed as outlined in Table 1.

| **Table 1:** *State Transit Assistance funds allocation for Fiscal Year 2022/23* | |
|---|---|
| Madera Metro/Fixed Ride/Operations | $400,000 |
| Dial-A-Ride, Fixed Route Capital | $155,000 |
| Intermodal Building Ops | $100,000 |
| Transit Center Ops | $50,000 |
| **TOTAL** | **$705,000** |

The STA allocation for FY 2022/23 has increased by $163,910.

**DISCUSSION:**

The TDA provides two funding sources:

1. Local Transportation Fund (LTF) derived from a ¼ cent of the general sales tax collected statewide. LTF is used for transportation related services such as transit, street construction, program planning, and administration.

2. State Transit Assistance fund (STA) is derived from the statewide sales tax on diesel fuel. STA is limited to transit related programs only.

The Transportation Development Act (TDA) provides two major sources of funding for public transportation. These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales, and transit performance. Some counties have the option of using LTF for local streets and road projects if they can show there are no unmet transit needs.

The main purpose and priority of the TDA is to provide funding for public transportation. Historically, the City has availed itself of its ability to utilize LTF for the purposes of assisting in other transportation needs, road improvements, and support of transportation related activities within the Engineering Division.

Local agencies are required to submit applications for LTF and STA funds annually for approval by the MCTC Board. These applications describe the intended use of the funds and require Council approval. The LTF application will also be brought back to Council for amendment once the carryover balance from the previous FY is validated with MCTC.

The STA and LTF applications are prepared for funds apportioned to the City of Madera, County of Madera, and City of Chowchilla based on population pursuant to the Transportation Development Act (TDA). Changes to these applications by the local agency can be made through an amended application at any time. The applications are prepared to reflect the proposed expenditures for the coming FY.

As outlined in Public Utilities Code (PUC) Section 99233, the LTF is allocated in a specific priority order. LTF are programmed first for transit services based on the premise that the unmet transit needs process has been prepared and conducted by the MCTC, and operational needs determined by City staff. After allocating the amounts needed for Transit, 2% for Bicycle and pedestrian facilities and projects, and 3% for MCTC Transportation Planning and Programming, the remaining LTF are typically programmed for street construction and maintenance projects that are identified in the City's CIP to include planning, acquisition of real property, construction of facilities, and administration.

The distribution of LTF shown on the application are outlined in Table 2.

| **Table 2:** *Local Transportation Funds* | |
|---|---|
| Transit Services & Capital Outlay | $705,000 |
| Bicycle/Pedestrian Facilities | $50,506 |
| Transportation Planning (MCTC) | $75,758 |
| Transportation Improvement Projects | $1,567,752 |
| **TOTAL** | **$2,399,016** |

As part of previous application expenditure reviews, staff identified a concern relative to the ongoing stability of previously adhered practices in relation to planning for the use of available LTF funding. This concern had been alluded to in several previous staff reports to Council in that expenditures of LTF funding toward transit activities had been increasing at a greater pace than TDA funding (Overall STA or STA and LTF combined has been increasing). This led staff to the conclusion that expenditures that may be covered by LTF for Engineering Division operations or projects may need to be reduced over the next several years. The influx of funding to offset impacts due to the COVID-19 pandemic has provided relief to Transit's draw from LTF this year and possibly into the next couple of years. However, as those resources close out and with any expansion to the transit system, the net affect will likely be a reduction in available funding for Engineering Division operations and streets and roads projects.

**FINANCIAL IMPACT:**

For this cycle and near term, the next several cycles, there are no identified impacts to the General Fund.

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

Managed Growth: Strategy 101.6 – Ensure infrastructure can sustain population growth in the development of the General Plan.

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

**ALTERNATIVES:**

Provide staff direction from Council on how to better utilize available funds.

**ATTACHMENTS:**

1. Resolution
   Exhibit A – Application

**Attachment 1**
Resolution

**RESOLUTION NO. 22-_____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA APPROVING APPLICATIONS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) – LOCAL TRANSPORTATION FUNDS (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUNDS FOR FISCAL YEAR (FY) 2022/23 AND AUTHORIZING THE CITY ENGINEER TO EXECUTE AND SUBMIT THE APPLICATIONS TO MADERA COUNTY TRANSPORTATION COMMISSION (MCTC)**

**WHEREAS**, the TDA - LTF and STA funds are annually allocated by MCTC pursuant to the TDA; and

**WHEREAS,** the City of Madera prepares the applications outlining the intended uses for the LTF and STA funds each year and the applications may be amended as needed; and

**WHEREAS**, the LTF and STA fund applications for FY 2022/23 that describe the intended uses of these funds have been submitted to Council for review and approval.

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

1. The above recitals are true and correct.

2. The FY 2022/23 applications for TDA – LTF and STA funds as allocated to the City of Madera by MCTC are attached hereto as Exhibit A and incorporated herein by reference, as needed for the City of Madera to receive TDA – LTF and STA funds.

3. The applications are hereby approved.

4. The City Engineer is authorized to execute the applications and submit to MCTC.

5. This resolution is effective immediately upon adoption.

* * * * * * * *

**Exhibit A**

Applications

# MADERA COUNTY TRANSPORTATION COMMISSION

## TRANSPORTATION DEVELOPMENT ACT APPLICATION SUMMARY - FORM A

**(All claimants must complete this document)**

| Line | | | | |
|---|---|---|---|---|
| 1 | Project Year (FY) | 2022-23 | | |
| 2 | Claimant | City of Madera | | |
| 3 | Address | 205 W. Fourth Street | | |
| 4 | Contact Person | Nicole Say | Title | Administrative Analyst |
| 5 | Telephone Number | (559) 661-3688 | | |

6 The above named claimant hereby applies for allocations of Transportation Development Act funds for FY 2022-23 for the purposes and in the amount(s) specified below:

| | Purpose | | |
|---|---|---|---|
| | **Local Transportation Fund** | | |
| 7 | Regional Transportation Planning (PUC 99262 & 99402) | $ | 75,758.00 |
| 8 | Pedestrian & Bikeway Facilities (PUC 99234) | $ | 50,506.00 |
| 9 | Article 4 Transit (PUC 99260) | | |
| 10 | Article 4.5 Community Transit (PUC 99275) | | |
| 11 | Article 8a Streets & Roads (PUC 99400a) | $ | 1,567,752.00 |
| 12 | Article 8b Rail (PUC 99400b) | | |
| 13 | Article 8c Transit Contracts (PUC 99400c) | $ | 705,000.00 |
| 14 | TOTAL LTF | **$** | **2,399,016.00** |
| | **State Transit Assistance** | | |
| 15 | Transportation Planning | | |
| 16 | Mass Transportation | | |
| 17 | TOTAL STA | **$** | **628,013.00** |
| 18 | TOTAL TRANSPORTATION DEVELOPMENT ACT APPLICATION *(add lines 14 and 17)* | **$** | **3,027,029.00** |

Claimant acknowledges that payment by the County Auditor of an allocation made by MCTC is subject to such monies being on hand and available for distribution and to the provision that such moneys be used only in accordance with the terms of the allocation instruction issued by MCTC.

| | | |
|---|---|---|
| 19 | By: | Nicole Say |
| 20 | Title: | Administrative Analyst |
| 21 | Date: | 6/7/2022 |

I hereby attest to the reasonableness and accuracy of the financial statements included in Documents D, E, & F. (Sec. 6632)

| | | |
|---|---|---|
| 22 | Signed: | |
| 23 | Name: | Kingsley Okereke |
| 24 | Title: | Director of Financial Services |

*Reference: CCR Section 6630*

**Approved by MCTC:**

Authorized Official Date

**FORM A**

**MADERA COUNTY TRANSPORTATION COMMISSION**

Application for Transportation Development Act Funds - **Form A.1**

**Local Transportation Fund (LTF)**

Fiscal Year 2022/23

Applicant Agency and Project Manager:

**City of Madera - Nicole Say**

This form is to be used when making an application to use LTF funds for Public Transportation Services, Transportation Planning Services, Pedestrian and Bicycle Facility Construction, and Street and Road Projects. All projects submitted must be included in the Regional Transportation Plan. MCTC is required to make a finding that "No unmet public transportation needs exist" in the county before this application can be approved.

**FUNDING REQUEST:**

**Transportation Services, Section 99260 (Article 4):**

| | | |
|---|---|---|
| 1. Name of Service: | | $ |
| 2. Name of Service: | | $ |
| | TOTAL: | $ - |

**Transportation Services, Section 99400 (b,c,d) (Article 8):**

| | | |
|---|---|---|
| 1. Name of Service, Contractor: | Ma. Metro Dial-A-Ride, Fixed Route Ops | $ 400,000.00 |
| 2. Name of Service, Contractor: | Dial-A-Ride, Fixed Route Capital | $ 155,000.00 |
| 3. Name of Service, Contractor: | Intermodal Building Ops | $ 100,000.00 |
| 4. Name of Service, Contractor: | Transit Center Ops | $ 50,000.00 |
| | TOTAL: | $ 705,000.00 |

**Pedestrian and Bicycle Facilities, Section 99234 (Article 3):**

Project Name, if applicable

| | | |
|---|---|---|
| 1. Bike Programs | | $ 50,506.00 |
| 2. | | $ |
| 3. | | $ |
| | TOTAL: | $ 50,506.00 |

**Transportation Planning Services, Section 99402 (Article 8):**

| | | |
|---|---|---|
| *MCTC regional transportation planning* activities on behalf of member agencies | $ | 75,758.00 |
| *Local Agency transportation planning* activities (or Contracted Services) | $ | |
| *Additional planning* project or contracted transportation planning work | $ | |
| TOTAL: | $ | 75,758.00 |

**Street and Road Projects, Section 99402 (Article 8):**

| | | |
|---|---|---|
| Article 8 Funds Requested for Street & Road Projects | $ | 1,567,752.00 |
| **GRAND TOTAL:** | $ | **2,399,016.00** |

**Submitted By:**

Signature of Local Official, Title

Date

**Approved by MCTC:**

Executive Director Date

Note:
TDA funds may be used to cover actual expenses during the fiscal year of the application only. Should carryover funds occur, MCTC should be notified

**MADERA COUNTY TRANSPORTATION COMMISSION**

Application for Transportation Development Act Funds - **Form A.2**

**State Transit Assistance (STA)**

Fiscal Year 2022/23

Applicant Agency and Project Manager:

**City of Madera - David Huff**

This form is to be used when making an application to use STA funds for Transportation Services and Transportation Planning. All projects submitted must be included in the Regional Transportation Plan.

**FUNDING REQUEST:**

**Transportation Services:**

| | | |
|---|---|---|
| 1. Name of Service, Contractor: | Madera Metro, Dial-A-Ride, Intermodal, Madera Transit Center | $ 628,018.00 |
| 2. Name of Service, Contractor: | | $ |
| 3. Name of Service, Contractor: | | $ |
| 4. Name of Service, Contractor: | | $ |
| 5. Name of Service, Contractor: | | $ |
| | TOTAL: | $ 628,018.00 |

**Transportation Planning Services:**

| | |
|---|---|
| MCTC transit planning activites on behalf of member agencies. | $ |
| Local Agency transportation planning activies (or Contract Services) | $ |
| Additional planning project or contracted transportation planing work | $ |
| TOTAL: | $ - |

**SUMMARY of PROPOSED EXPENDITURES**

| | |
|---|---|
| Transportation Services | $ 628,018.00 |
| Transportation Planning Services | $ - |
| **GRAND TOTAL:** | $ 628,018.00 |

**Submitted By:**

Signature of Local Official, Title

**Approved by MCTC:**

Executive Director Date

Note:
TDA funds may be used to cover actual expenses during the fiscal year of the application only. Should carryover funds occur, MCTC should be notified

**PROPOSED OPERATING BUDGET**
**(All transit claimants must complete this document)**

**Transit System** _____

| Line | | | Prior Year (FY) | Project Year (FY) |
|---|---|---|---|---|
| 1 | Budget Year | | 2022 | 2023 |
| 2 | Total Eligible Operating Cost | | $2,108,847.49 | $ 2,500,000.00 |
| 3 | Estimated Fares | | $ - | $ 40,000.00 |
| 4 | Operating Deficit (subtract Line 3 from Line 2) | | $ (2,108,847.49) | $ (2,460,000.00) |
| | **Other Operating Revenues** | | | |
| 5 | Local Taxes | | | |
| 6 | Local Transportation Fund | | $ 600,000.00 | $ 550,000.00 |
| 7 | LTF Balance from Prior Year | | | |
| 8 | State Transit Assistance Fund | | $113,055.89 | $ 628,013.00 |
| 9 | Federal Operating Assistance | | $1,528,761.00 | $ 1,900,000.00 |
| 10 | Measure T | | $127,896.43 | $ 150,000.00 |
| 11 | Other (specify): | | | |
| 12 | Other (specify): | | | |
| 13 | Other (specify): | | | |
| 14 | Net Surplus/(Deficit) (add Lines 5-13 to Line 4) | | $ 260,865.83 | $ 768,013.00 |

Footnotes

*Reference: CCR Section 6632*

**PROPOSED CAPITAL BUDGET**

**(All transit claimants must complete this document)**

| Line | | | Prior Year (FY) | Project Year (FY) |
|---|---|---|---|---|
| 15 | Budget Year | | 2022 | 2023 |
| | **Capital Expenditures** (Itemize by Project) | | | |
| 16 | Vehicles & Equipment | | $ 82,612.90 | |
| 17 | Facilities/Impr./Construction/Infrastructure | | $22,314.07 | |
| 18 | 4 Transit Buses (5307) | | | $ 515,000.00 |
| 19 | 1 Transit Buses (5339) | | | $ 162,000.00 |
| 20 | 3 ADA/Paratransit Vans (5339) | | | $ 180,000.00 |
| 21 | Intermodal Renovation | | | $ 288,000.00 |
| 22 | | | | |
| 23 | | | | |
| 24 | **Total Capital Expenditures** (Add Lines 16-23) | | $ 104,926.97 | $ 1,145,000.00 |
| | **Capital Revenues** | | | |
| 25 | Local Taxes | | | |
| 26 | Local Transportation Fund (LTF) | | | $ 155,000.00 |
| 28 | LTF Balance from Prior Year | | $ 600,000.00 | |
| 29 | State Transit Assistance Fund (STAF) | | | |
| 30 | STAF Balance from Prior Year | | | |
| 31 | Federal Capital Assistance | | $ - | |
| 32 | Other (specify): | Prop 1B PTMISEA | $ 824.07 | $ 864,257.69 |
| 33 | Other (specify): | | | $ 553,500.36 |
| 34 | Other (specify): | | | $ 386,884.00 |
| 35 | Other (specify): | | | |
| 36 | **Total Capital Revenues** (add Lines 25-35) | | $ 600,824.07 | $ 1,959,642.05 |
| 37 | **Net Surplus/(Deficit)** (subtract Line 36 from Line 24) | | $ 495,897.10 | $ 514,642.05 |

**PROJECT DESCRIPTION & REGIONAL TRANSPORTATION PLAN CONFORMITY**
**(All claimants must complete this document)**

Complete sections for ***every article*** under which you are applying for TDA funds.

## ARTICLE 3 BIKE/PED

*Describe how you plan to use LTF Article 3 Bike/Ped funds. Include, as applicable, location, type of bike facility, length of project (if bike lane), construction start date, and expected date of opening.*

Bike/Ped funds will be used for existing bicycle and pedestrian facilities on a yearly basis. A portion of these funds will support the costs for the construction and maintenance of Class I, II and Ill bikeways and pedestrian facilities. Construction dates occurs during the year.

*List the corresponding RTP project and/or page numbers.*

*List the corresponding local bicycle plan project and/or page numbers.*

## ARTICLE 4 TRANSIT

*Describe how you plan to use LTF Article 4 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.*

*List the corresponding RTP project and/or page numbers.*

**ARTICLE 4.5 COMMUNITY TRANSIT SERVICES**

*Describe how you plan to use LTF Article 4.5 CTSA funds. Include, as applicable, type of project, construction start date, expected date of opening.*

*List the corresponding RTP project and/or page numbers.*

**ARTICLE 8(c) TRANSIT**

*Describe how you plan to use LTF Article 8 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.*

LTF Article 8 funds will be used for ongoing transit Demand Response, Fixed Route, Dial-A-Ride(ADA/Paratransit), the Intermodal Transit Center, and the Madera Transit Center operating cost. Funds will also be used as a local match for all Federal grants in the areas of Capital Improvements, Vehicle Procurement, Operation Assistance, and Preventation Maintenance. The City of Madera is finalizing the Madera Transit Plan with a Phase II completion date of April 2023. LTF Article 8 funds will be used to cover the expense of the said project.

*List the corresponding RTP project and/or page numbers.*

**ARTICLE 8(b) RAIL**

*Describe how you plan to use LTF Article 8 Rail funds. Include, as applicable, type of project, construction start date, expected date of opening.*

*List the corresponding RTP project and/or page numbers.*

**ARTICLE 8(a) STREETS AND ROADS**

*Describe how you plan to use LTF Article 8 Streets/Roads funds. Include, as applicable, type of project, construction start date, expected date of opening.*

Streets/Roads funds will be used to support the costs for planning, engineering, environmental clearance, and construction for improvements of eligible streets, concrete curb, gutter and sidewalks, concrete medians, ADA ramps and shoulder paving, Railroad approaches, Traffic Signal improvements, and Bridge rehabilitaion at various locations within the City of Madera. Construction dates vary every year and at times extends to more than a year.

*Reference: CCR Section 6651*

## Operator's STA Qualifying Criteria (99314.6) - Worksheet FY 2021-22

| FISCAL YEAR (Audited Data) | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|---|---|---|---|---|
| A. Operating Cost | $2,032,211 | $2,134,957 | $2,432,137 | $2,393,639 |
| B. Operating Cost Exclusions: (Depreciation already excluded) | | | | |
| Reimbursement agreement (pass-thru) | | | | |
| | | | | |
| | | | | |
| C. Adjusted Operating Cost (A-B) | $2,032,211 | $2,134,957 | $2,432,137 | $2,393,639 |
| D. Revenue Vehicle Hours (RVH) | 26674 | 26674 | 25823 | 19167 |
| E. RVH Exclusions: (add sheets if required) | | | | |
| | | | | |
| | | | | |
| | | | | |
| F. Adjusted RHV (D-E) | 26674 | 26674 | 25823 | 19167 |
| G. Operating Cost per RVH (C/F) | $76.19 | $80.04 | $94.18 | $124.88 |
| I. Operating Cost per RVH | $76.19 (W) | $80.04 (X) | $94.18 (Y) | $124.88 (Z) |
| H. % Change in CPI | | | | 4.52% |
| % Change in CPI 3 prior years (change in annual CPI between first year of first fiscal year and last year of last fiscal year) | 4.48% | | | |

**Efficiency Standard 1:**

Z must be less than or equal to (Y)*(CPI%) [CPI% = average percentage change in the CPI%]

| | | | | |
|---|---|---|---|---|
| Z = | | $124.88 | Difference: | $26.44 |
| Y = | | $98.44 | Percentage: | 26.86% |
| [Y + Y * (CPI)] | = | $98.44 | | |

**Efficiency Standard 2:**

[(X + Y + Z) / 3] must be less than or equal to [(W + X + Y)/3] (3-year CPI%)

| | | | | |
|---|---|---|---|---|
| [(X + Y + Z) / 3] | = | $99.70 | Difference: | $12.49 |
| [(W + X + Y) / 3] | = | $83.47 | Percentage: | 14.32% |
| [(W + X + Y) / 3] + [(W + X + Y) / 3]*CPI | = | $87.21 | | |

**For RTPA Use Only**

Operator qualifies under:

| | | |
|---|---|---|
| Standard 1: | ❒ Yes | ❒ No |
| Standard 2: | ❒ Yes | ❒ No |

# REPORT TO CITY COUNCIL

**Approved by:**

Keith Helmuth, City Engineer

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-6

**SUBJECT:**

Project List for Fiscal Year (FY) 2022/23 Funded by Senate Bill (SB 1) Road Maintenance and Rehabilitation Account (RMRA) – Local Streets and Roads Funding Program

**RECOMMENDATION:**

Staff recommends that the City Council (Council) adopt a resolution approving the City project list for FY 2022/23 funded by the SB 1 RMRA account of the Local Streets and Roads funding program

**SUMMARY:**

On April 28, 2017 the Governor of the State of California signed SB 1, known as the Road Repair and Accountability Act of 2017, to address basic road maintenance, rehabilitation, and critical safety needs on both the State Highway and local streets and road system.

The State Controller (Controller) deposits portions of funding from increases to certain fuel excise and sales taxes and vehicle registration fees into the RMRA Account of which a percentage is apportioned by the Controller to eligible cities and counties.

Streets and Highways Code Section 2034(a)(1) requires that prior to receiving an apportionment of RMRA funds, an eligible municipality shall submit to the California Transportation Commission (CTC) a list of eligible projects proposed to be funded with RMRA funds pursuant to an adopted resolution by the applicable Council or County Board of Supervisors at a regular meeting. The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement.

**DISCUSSION:**

FY 2022/23 marks the 6th year that the City is receiving SB 1 funding. This funding enables the City to continue essential road maintenance and rehabilitation projects, safety improvements and the repair of aging bridges. As highlighted on Table 1, the City anticipates receiving approximately $1,465,321.00 in the upcoming FY; an increase of 12% over the previous year.

| ***Table 1:*** *RMRA Revenue per FY* | | | | | |
|---|---|---|---|---|---|
| *FY 2017/18 actual* | *FY 2018/19 actual* | *FY 2019/20 actual* | *FY 2020/21 actual* | *FY 2021/22 projected* | *FY 2022/23 projected* |
| $387,211 | $1,214,447 | $1,150,369 | $1,212,698 | 1,311,097 | $1,465,321 |

The City uses Pavement Management System (PMS) software to validate that expendiures on road maintenance are made in the most cost-effective manner. The PMS was utilized to develop the project list exclusively for arterial and collector streets. This is because local/residential streets have yet to be added in the PMS. The portion of the list that reflects local/residential streets was generated by the Public Works Department based on the same philosophy to select the most cost-effective projects. Upon generation of the list, projects are inspected by Engineering and Public Works staff to confirm that the optimum technologies are selected to extend the life of streets and to reduce future maintenance costs.

The FY 2022/23 RMRA funds will be split between arterial/ collector streets and local/residential streets and the most appropriate treatment will be selected to extend the life of the pavement to it's maximum potential. Exhibit A, attached to the resolution , identifies the streets and roads that will be submitted to the CTC for consideration. A map of said improvements is provided in Exhibit B. The list of street segments anticipated to be addressed as part of the FY 2022/23 RMRA cycle is also shown below on Table 2.

| ***Table 1:*** *RMRA List of Projects FY 2022/23* |
|---|
| *Project Location* |
| Clark Street (From Tulare to Lake St) |
| Clark Street (From Austin Ave to D St) |
| Ashlan Way (From Rogers St to Lake St) |
| Vineyard Ave (From Sunrise Ave to Cross St) |
| 6th St (From K St to Gateway Dr) |
| 7th St (From L St to J St) |
| 8th St (From K St to Freeway 99) |

| |
|---|
| 9th St (From K St to I St) |
| Alderwood Court (From Schnoor to Alderwood |
| Austin Street (From Lincoln Ave to Cleveland Ave) |
| Bend Street (From Tulare to End of Bend St) |
| Clinton Street (From Lake St to Lilly St) |
| Grapewood Court (From Aspen Ln to End of |
| Harding Street (From Davis St to End of Harding |
| Harding Street (From Owens St to Sharon Ave) |
| K St (From Olive Ave to Yosemite Ave) |
| Lake Street (Sunrise Ave to Clinton St) |
| Lincoln Ave (From Sharon Ave to Sierra St) |
| Maple Street (From Pine St to Grove St) |
| Noble Street (From Gill Ave to Maple Street) |
| Rush Street (From D St to Dellavalle Ave) |
| Tulare Street (From Wessmith to Kennedy St) |
| Wilson Street (From Sharon Ave to Owens St) |
| Wrenwood Way (From Tulare St to Fountain |
| Wessmith Way (From Tulare St to Barcelona |
| Fountain Way (From Wessmith Way to Sherwood |
| Lake Street (From Cleveland Ave to Central Ave) |
| Lake Street (From Central Ave to Yosemite Ave) |

The RMRA guidelines allow for modifications to the list (for example, if there are not enough funds to complete this list) as long as the final expenditure report reflects the actual completed streets. The City, upon expending program funds, is required to submit documentation to the CTC that details the expenditure of RMRA funds. This documentation includes a description and location, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement. The submittal of the project list and reporting process is done through the CalSmart website provided by CTC.

Staff is hereby recommending that Council approve the project list as presented for the City of Madera.

**FINANCIAL IMPACT:**

There is no fiscal impact to the City's General Fund as part of this action. The project, when awarded through a separate action will be funded by revenues generated by the SB1 RMRA and Measure T RTP/3R with no General Fund impact.

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

*Strategy 126* - This project supports this strategy by providing clean, attractive streets that are safe and aesthetically pleasing. The requested action is for improvement of infrastructure and is not in conflict with any of the other actions of goals contained in the plan

**ALTERNATIVES:**

Should the Council elect to not approve the resolution adopting the City of Madera project list for fiscal year 2022/23 funded by the SB 1 Road Maintenance and Rehabilitation account, then the following alternatives can be considered:

1. Provide guidance to staff to modify the project list.
2. Elect not to approve the project list and become ineligible for SB 1 RMRA funds.

**ATTACHMENTS:**

1. Resolution
   Exhibit A – Project List
2. Project Location Map

**ATTACHMENT 1**

Resolution

**RESOLUTION NO. 22 - _____**

**RESOLUTION ADOPTING THE CITY OF MADERA PROJECT LIST FOR FISCAL YEAR (FY) 2022/23 FUNDED BY SENATE BILL (SB 1) ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) – LOCAL STREETS AND ROADS FUNDING PROGRAM**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Madera are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City of Madera must adopt by resolution a list of all projects proposed to receive funding from the RMRA, created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City of Madera, is anticipated to receive an estimated $1,465,321.00 in RMRA funding in FY 2022/2023 from SB 1; and

**WHEREAS**, this is the sixth year in which the City of Madera is receiving SB 1 funding and will enable the City of Madera to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing of aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS,** the City of Madera used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS,** funding from SB 1 will help the City of Madera maintain and rehabilitate various streets/roads throughout the City of Madera this year and hundreds of similar projects into the future; and

**WHEREAS,** the 2020 California Statewide Local Streets and Roads Needs Assessment found that the City of Madera's streets and roads are in an "at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into an improved condition; and

**WHEREAS**, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduce vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, has significant positive co-benefits citywide.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Madera, State of California, as follows:

1. The foregoing recitals are true and correct.

2. The City Council approves the FY 2022/2023 SB 1 Project List planned to be funded with RMRA revenues attached in Exhibit A.

3. This resolution is effective immediately upon adoption.

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

**Exhibit A**

Project List

# EXHIBIT A

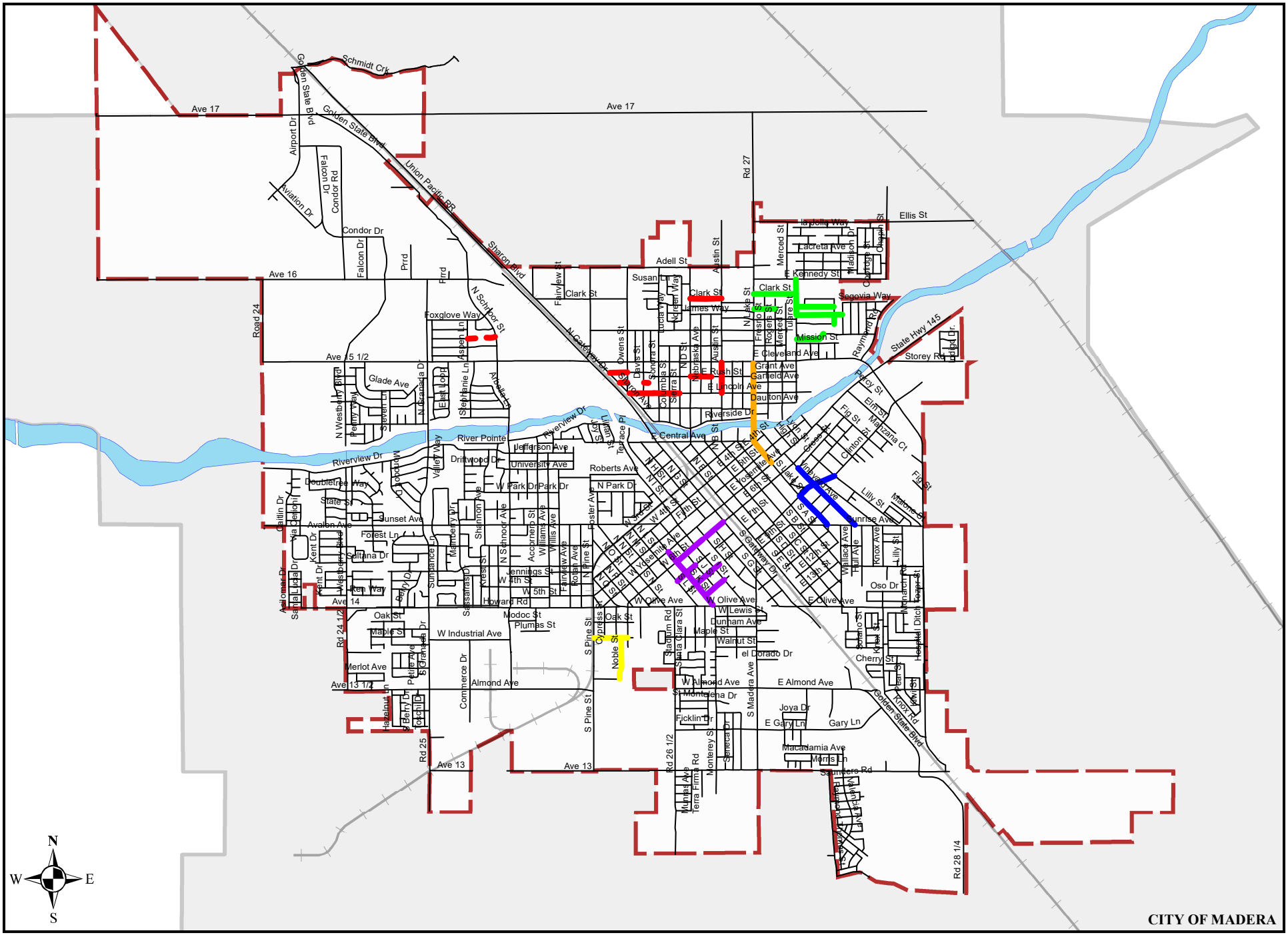
## 2022/23 RMRA List of Projects

| Agency Name | County | Project Title | Project Description | Project Location | Pre-Construction Completion | Construction Completion | Useful Life Minimum (yr) | Useful Life Maximum (yr) |
|---|---|---|---|---|---|---|---|---|
| City of Madera | Madera | RMRA Seals/Overlays 2022-23 | Preliminary engineering and preparation of plans specifications and estimates. Scope of contract work includes varying pavement repair, restoration and rehabilitation strategies, ADA access ramp upgrades as needed, striping and pavement markings, spot curb and gutter replacement for improved drainage | Clark Street (From Tulare to Lake St) | March 2023 | October 2023 | 5 to 20 | 5 to 20 |
| | | | | Clark Street (From Austin Ave to D St) | | | | |
| | | | | Ashlan Way (From Rogers St to Lake St) | | | | |
| | | | | Vineyard Ave (From Sunrise Ave to Cross St) | | | | |
| | | | | 6th St (From K St to Gateway Dr) | | | | |
| | | | | 7th St (From L St to J St) | | | | |
| | | | | 8th St (From K St to Freeway 99) | | | | |
| | | | | 9th St (From K St to I St) | | | | |
| | | | | Alderwood Court (From Schnoor to Alderwood Ct) | | | | |
| | | | | Austin Street (From Lincoln Ave to Cleveland Ave) | | | | |
| | | | | Bend Street (From Tulare to End of Bend St) | | | | |
| | | | | Clinton Street (From Lake St to Lilly St) | | | | |
| | | | | Grapewood Court (From Aspen Ln to End of Grapewood Ct) | | | | |
| | | | | Harding Street (From Davis St to End of Harding St) | | | | |
| | | | | Harding Street (From Owens St to Sharon Ave) | | | | |
| | | | | K St (From Olive Ave to Yosemite Ave) | | | | |
| | | | | Lake Street (Sunrise Ave to Clinton St) | | | | |
| | | | | Lincoln Ave (From Sharon Ave to Sierra St) | | | | |
| | | | | Maple Street (From Pine St to Grove St) | | | | |
| | | | | Noble Street (From Gill Ave to Maple Street) | | | | |
| | | | | Rush Street (From D St to Dellavalle Ave) | | | | |
| | | | | Tulare Street (From Wessmith to Kennedy St) | | | | |
| | | | | Wilson Street (From Sharon Ave to Owens St) | | | | |
| | | | | Wrenwood Way (From Tulare St to Fountain Way) | | | | |
| | | | | Wessmith Way (From Tulare St to Barcelona Way) | | | | |
| | | | | Fountain Way (From Wessmith Way to Sherwood Way) | | | | |
| | | | | Lake Street (From Cleveland Ave to Central Ave) | | | | |
| | | | | Lake Street (From Central Ave to Yosemite Ave) | | | | |

**ATTACHMENT 2**

Project Location Map

# CITY OF MADERA 2022/23 RMRA LIST OF STREETS



# REPORT TO CITY COUNCIL

**Approved by:**

Department Director

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-7

**SUBJECT:**

Adoption of the 2022-2025 City of Madera Title VI Program Update Regarding policies and procedures to assure nondiscrimination in public transit services

**RECOMMENDATION:**

Staff recommends approval of a resolution adopting the 2022-2025 City of Madera Title VI Program Update

**SUMMARY:**

The City of Madera (City) is a recipient of Federal Transit Administration (FTA) and is, therefore required to ensure that its transit services comply with Title VI regulations and must submit an updated Title VI Program every three years. Staff proposes approval of the updated required Title VI Program for implementation by the City that describes policies and procedures that assure nondiscrimination when offering transit services to the public.

**DISCUSSION:**

The City of Madera has prepared its 2022-2025 Title VI Program Update in compliance with U.S. Department of Transportation Title VI regulations, 49 Code of Federal Regulations (CFR) part 21. Title VI is a federal statute and provides that "no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance".

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

**FINANCIAL IMPACT:**

Transit services and personnel time is expended through Local Transportation Funds and other Transit related budgets which are grant funded.

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

The updated Title VI Program supports the Vision Madera 2025 Plan as follows:

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

**ALTERNATIVES:**

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

**ATTACHMENTS:**

1. Resolution with Exhibit A, City of Madera 2022-2025 Title VI Program Update

**RESOLUTION NO. 22-___**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA ADOPTING THE 2022-2025 CITY OF MADERA TITLE VI PROGRAM UPDATE**

**WHEREAS,** the City of Madera operates the Madera Metro Fixed Route and Dial-A-Ride Transit System; and

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

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

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

**NOW THEREFORE,** the City council of the City of Madera hereby finds, orders and resolves as follows:

1. The above recitals are true and correct.
2. The Council hereby adopts the 2022-2025 City of Madera Title VI Program Update attached as Exhibit A to this resolution and incorporated by reference.
3. This resolution is effective immediately upon adoption.

* * *

EXHIBIT A

# CITY OF MADERA 2022 - 2025
# Title VI Program




City of Madera Grants Department– Transit Services
205 West 4th Street
Madera, Ca. 93637

Madera Metro operates fixed route, ADA Paratransit and Dial-a-Ride bus service throughout the city of Madera.

This document has been prepared by City staff and It has been adopted by the City of Madera City Council to comply with Title VI of the Civil Rights Act of 1964, including recent provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients."

MADERA METRO

THE WAY TO GO

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Reference: FTA Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration (FTA) Recipients (October 1, 2012).

## Introduction

The purpose of this Title VI Program is to establish guidelines to effectively monitor and ensure that the City of Madera's transit services, Madera Metro and Dial-A-Ride are in compliance with FTA Title VI requirements.

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

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

## CITY OF MADERA – MADERA METRO TITLE VI POLICY STATEMENT

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

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

**TITLE VI REQUIREMENTS**

# Section 1 | Requirement to Notify Beneficiaries of Protection under Title VI.

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

**TITLE VI NOTICE TO THE PUBLIC**

The City of Madera informs members of the public of their Title VI protection rights by several means, including posting of a Title VI Notice to the Public and providing bilingual complaint procedures, as shown in Exhibits A and B. The City also provides a bilingual complaint form and posts a Title VI bilingual notice for public viewing as shown in Exhibit C, and post a Title VI bilingual notice for public viewing at multiple City owned facilities as shown in Exhibit I.

MADERA METRO
THE WAY TO GO

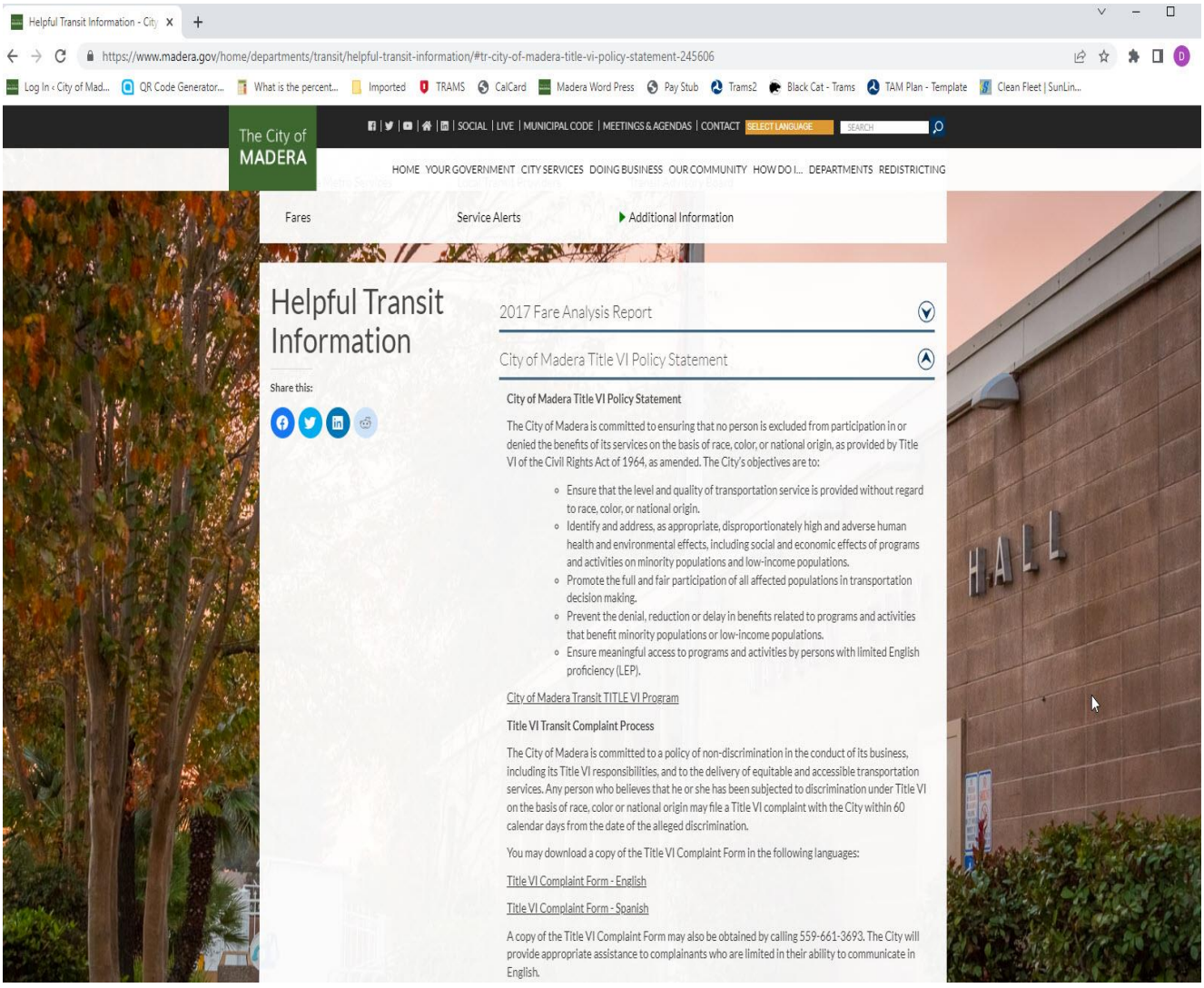
# Section 2 | Requirement to Post Notice of Title VI

The City is required to post a public notice of the protections against discrimination afforded by Title VI.

### CITY OF MADERA LOCATIONS WHERE TITLE VI NOTICE IS POSTED

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

| Location | Address |
|---|---|
| Madera Metro Transit buses | |
| Madera Transit Center | 1951 Independence Drive |
| Madera Intermodal Center | 123 North E Street |
| City of Madera Website | www.madera.gov |



**Title VI Notice to the Public - English**

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

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

**Complaints may be filed with the City in writing and may be addressed to:**
Transit Program Coordinator (Compliance Coordinator) – Grants Department
City of Madera
205 West Fourth Street
Madera, CA 93637

A copy of the Title VI Complaint Form (in English or Spanish) and additional information may be obtained from the City's web site at "www.madera.gov" (under "City Service - Transit – Additional Information – City of Madera Title VI Policy Statement) or by calling 559-661-3693. The City will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

## Title VI Notice to the Public - Spanish

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

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

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

Coordinador del Programa de Tránsito (Coordinadora de cumplimiento)- Departamento de Subvenciones
Ciudad de Madera
205 West Fourth Street
Madera, CA 93637

**Una copia del Título VI Formulario de Queja (en Inglés o Español) y la información adicional se puede obtener desde el sitio web de la Ciudad en "www.madera.gov" (en "Servicio de la ciudad - Tránsito - Información adicional - Declaración de política del Título VI de la ciudad de Madera") o llamando al 559-661-3693. La Ciudad proveerá asistencia apropiada para los denunciantes que sean limitados en su capacidad de comunicarse en inglés.**

# Section 3 | Requirement to Develop Title VI Compliant Procedures and Complaint Form

The City is required to develop procedures for investigating and tracking Title VI complaints filed against the City and to make these procedures for filing a complaint available to the general public.

### City of Madera Title VI Complaint Procedures

Submission of Complaint: If a customer believes he/she has received discriminatory treatment by the City of Madera transit system based on race, color or national origin, the customer will have the right to file a complaint with the Transit Title VI Compliance Coordinator.

The complaint must be filed no later than sixty (60) calendar days of the alleged discriminatory incident and be signed by the complainant(s). Written complaints shall include:

- Date of the alleged discrimination
- Date when the complainant(s) became aware of the alleged act of discrimination.
- Date that conduct was discontinued or the latest instance of conduct.
- Detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.

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

Transit Program Manager (Compliance Coordinator) – Grants
Department City of Madera
205 West Fourth Street
Madera, CA 93637

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

**English:**

https://www.madera.gov/wp-content/uploads/2022/06/Title-VI-Complaint-Form-English-4.pdf

**Spanish (Español):**

https://www.madera.gov/wp-content/uploads/2022/06/TitleVI-Complaint-Form-Spanish-3.pdf

A copy of the Title VI Complaint Form may also be obtained by calling 559-661-3693. The City will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

**Investigation of Complaints**

Upon receipt of the complaint, the Compliance Coordinator will begin an investigation to determine if the City of Madera has jurisdiction. As appropriate, the complaint will be investigated and a determination made. Formal investigation will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses.
Claimant will be notified in writing of the resolution.

The complainant has ten business days from the date of the letter to send requested information to the Compliance Coordinator. If the Coordinator is not contacted by the complainant or does not receive the additional information within ten business days, the City of Madera can administratively close the case.

Upon completion of the review, the Grants Administrator (Compliance Coordinator direct report) shall make a recommendation regarding the merit of the complaint, whether remedial actions are available to provide redress, and whether improvements to the City Title VI process are needed.

A case can be administratively closed if the complainant no longer wishes to pursue their case. Following the investigation, the Title VI Compliance Coordinator will issue one of the two letter to the complainant: (1) a closure letter, or (2) a letter of finding. A closure letter summarizes the allegations and states the there was not a Title VI violation and that the case will be closed. A letter of finding summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

**Appeal Process**

If the complainant is not satisfied with the resolution, he or she may appeal it to:

Human Resources Director
City of Madera – Human Resource
Department 205 West 4th Street
Madera, CA 93638

**Submission of Complaint to the Department of Transportation**

The complainant may also file a complaint directly to:

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

In accordance with Chapter 9, Complaints, of FTA Circular 4702.1B, such a complaint must be filed within 180 calendar days after the date of the alleged discrimination.

**Title VI Complaint Form - English**

City of Madera Transit System
Civil Right Complaint

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please contact the Transit Program Manger at 559.661.3693. Complete and return this form to:

Transit Program Manager – Compliance Coordinator
205 W. 4th Street
Madera, Ca. 93638

1. Complainant's Name: _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone (home): _____ (business): _____

5. Person discriminated against (if someone other than the complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

a. Race/Color o b. National Origin o c. Age o d. Gender o
e. Income o

7. What date did the alleged discrimination take place?

_____

8. In your own words, describe the alleged discrimination. Explain what happened and who you believe was responsible.

_____
_____
_____
_____
_____
_____
_____
_____
_____

9. Have you filed this compliant with any other federal, state, or local agency, or with any federal or state court? Yes o No o

If yes, check each box that applies:

Federal agency o Federal court o State agency o State court o
Local agency o

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Address:_____

City: _____State: _____Zip Code: _____

Telephone Number: _____

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

_____ _____
Complainant's Signature Date

**Title VI Complaint Form - Spanish**

Sistema de Tránsito de la Ciudad de Madera

Denuncia de derechos civiles

El Título VI de la Ley de Derechos Civiles de 1964 exige que: "Ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, será excluida de la participación, se le negarán los beneficios o será objeto de discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal."

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con el Administrador del Programa de Tránsito al 559.661.3693. Complete y envíe este formulario a:

Gerente del Programa de Tránsito - Coordinador de Cumplimiento

205 W. 4th Street

Madera, Ca. 93638

1. Nombre del demandante: _____

2. Dirección: _____

3. City: _____ State: _____ Zip Code: _____

4. Teléfono (domicilio): _____ (empresa): _____

5. Persona discriminada (si alguien distinto del denunciante):

Nombre: _____

Dirección: _____

City: _____ State: _____ Zip Code: _____

6. ¿Cuál de las siguientes opciones describe mejor la razón por la que cree que se produjo la discriminación? ¿Fue por tu culpa:

a. Raza/Color o b. Origen nacional o c. Edad o d. Gender o

e. Ingresos o

7. ¿En qué fecha se produjo la presunta discriminación?

_____

1. En sus propias palabras, describa la supuesta discriminación. Explica lo que pasó y quién crees que fue el responsable.

_____
_____
_____
_____
_____
_____
_____
_____
_____

9. ¿Ha presentado este documento conforme con cualquier otra agencia federal, estatal o local, o con cualquier tribunal federal o estatal? Sí o No o

En caso afirmativo, marque cada casilla que corresponda:

Agencia federal o Tribunal federal o Agencia estatal o Tribunal estatal o

Agencia local o

10. Sírvanse proporcionar información sobre una persona de contacto en el organismo/tribunal en el que se presentó la denuncia.

Nombre: _____

Dirección:_____

City: _____State: _____Zip Code: _____

Número de teléfono: _____

11. Por favor, firme abajo. Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

_____ _____
Complainant's Signature Fechar

# Section 4 | Requirement to Record and Report-Related Title VI Investigations, Complaints, and Lawsuits

The City is required to prepare and maintain a list of investigations, complaints, or lawsuits that pertain to allegations of discrimination based on race, color, and/or national origin in transit-related activities and programs and that pertain to the entity submitting the report, not necessarily the larger agency or department of which the entity is a part.

*The City of Madera has not been involved in any transit-related Title VI investigations, complaints or lawsuits. The City of Madera Title VI Transit Compliance Coordinator will maintain a list of Title VI investigations, complaints, and lawsuits including a comprehensive summary and description of actions taken by the City, as required by the Title VI regulations The list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegations(s); the status of the investigation; lawsuit, or complaint; and actions taken by the City in response, or final findings related to the investigation, lawsuit, or complaint. The list shall be included in the City's Title VI submittal to FTA every three years.*

# Section 5 | Promoting Inclusive Public Participation and Language Assistance Plan

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

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

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

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

## City of Madera – Madera Metro Public Participation Plan

### Public Outreach Activities

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

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

### Public Meetings

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

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

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

### General Awareness Surveys

The City of Madera transit system conducts bilingual (English and Spanish) on-board rider and general awareness surveys. These personal one-on-one surveys allow riders to convey any concerns or comments they may have regarding Madera Metro Transit services.

### Bilingual Outreach

The City of Madera transit system provide Spanish-speaking clients with bilingual information on public transit services. Staff assistance is utilized in outreach programs and offered for programs and public meeting, such as the Transit Advisory Board quarterly meetings.

### Telephone Access

Transit staff is available to answer questions in Spanish during normal operational hours (Monday –

Friday: 7am – 6:30pm; Saturday: 7am – 4pm). Madera Metro transit system is accessible by phone at 559-661-RIDE (7433).

**EMAIL**

Customers may share their questions and concern through email be submitting to:

- transitinfo@madera.gov
- dhuff@madera.gov (Transit Program Manager)

**Participation in Community Activities**

The City engages in community activities that promote its transit services. These activities include transportation public workshops and outreach presentations where a broad cross-section of community can access information on the City transit system.

**Strategies**

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

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

It is anticipated that these strategies will be outlined in the City's Marketing and Outreach Plan slated to be finalized on or before June 2023*.

Due to the Covid-19 Pandemic, the City of Madera Transit system marketing campaign was greatly delayed.

**Summary of Outreach Efforts - Documented Public Outreach (FY 2020 to present)***

The direct public outreach and involvement activities conducted by City of Madera, Transit Division since the approval of the 2019-2022 Plan are summarized in the table below. Efforts include meetings, surveys, focus groups, etc. Information pertinent to each event will be provided upon request. Examples include copies of: announcements, agendas/minutes, posters, attendee list, etc.

| Event Date | Section 5307 Grantee Staff | Event | Date Publicized and Communication Method | Outreach Method |
|---|---|---|---|---|
| 12-27-20 | Program Manager; Grants Specialists | Transit Advisory Board Special Meeting | Public Notice, Website, Email List | Meeting |
| 1-27-21 | Program Manager | Transit Advisory Board Special Meeting | Public Notice, Website, Email List | Meeting |
| 4-27-21 | Program Manager | Transit Advisory Board Special Meeting | Public Notice, Website, Email List | Meeting |
| 7-27-21 | Program Manager | Transit Advisory Board Special Meeting | Public Notice, Website, Email List | Meeting |
| 9-16-21 | Program Manager | Madera Fair | Flyers, Social Media, Website | Public Outreach |
| 10-20-21 | Program Manager, Hired Consultant | Virtual Community Forum | Public Notice, Website, Email List, Social Media | Community Input |
| 10-27-21 | Program Manager | Transit Advisory Board Special Meeting | Public Notice, Website, Email List | Meeting |
| 1-27-22 | Program Manager | Transit Advisory Board Special Meeting | Public Notice, Website, Email List | Meeting |
| 4-27-22 | Program Manager | Transit Advisory Board Special Meeting | Public Notice, Website, Email List | Meeting |

*Multiple outreach efforts were also completed through the City Transit System Facebook Page "Madera Metro" https://www.facebook.com/maderametro

# Section 6 | Requirement to Provide Meaningful Access to Limited English Proficient Persons

The City must have a language assistance plan for providing language assistance to persons with limited English proficiency (LEP) Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are LEP.

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

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

**City of Madera Title VI Limited English Proficiency (LEP) Plan**

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

## Introduction

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

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

## Background

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

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

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

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

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

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

2. The frequency with which LEP persons encounter City of Madera transit services programs, activities, or services.

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

4. Resources available to the City of Madera Grants Department and Transit Division and overall cost to provide LEP assistance.

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

**Meaningful Access: Four-Factor Analysis**

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

   As the City of Madera population is below the 100,000-population threshold for full inclusion in the most recent American Community Survey (ACS), analysis is based on the 2020 US Census. City of Madera transit services staff reviewed the 2020 U.S. Census and determined that, out of a population of City of Madera 66,224 residents, 36,624 (55.3%) of City of Madera residents speak a language other than English. In the City of Madera 17,598 residents (26.5%) have limited English proficiency; that is, they speak English "not well" or "not at all". In the City of Madera, of those persons with limited English proficiency, the majority speak Spanish (10,761 / 16.2% Spanish Speaking Only Residents). The City's most current demographic analysis shows that the number or proportion of LEP served or encountered in the eligible service area is as follows:

**Census Tracts**

| Description | 5.10 | 5.11 | 5.12 | 5.15 | 6.02 | 6.03 | 6.04 |
|---|---|---|---|---|---|---|---|
| **Total Population** | 6,128 | 6,557 | 4,693 | 3705 | 4,067 | 6,293 | 5,139 |
| **Hispanic/ Latino** | 4,779 | 5,311 | 2,815 | 2,593 | 3,782 | 5,349 | 4,470 |
| **Percentage** | 78% | 81% | 60% | 70% | 93% | 85% | 87% |

| Description | 7.02 | 7.01 | 8.01 | 8.02 | 9.01 | 9.02 | 9.03 |
|---|---|---|---|---|---|---|---|
| Total Population | 6,611 | 5,433 | 2,625 | 4,167 | 3,884 | 3,977 | 3,620 |
| Hispanic/ Latino | 4,098 | 3,748 | 2,126 | 3,708 | 2,835 | 2,823 | 3,294 |
| Percentage | 62% | 69% | 81% | 89% | 73% | 71% | 91% |

Lastly, through staff contact, and feedback from the transit operator, it has been noted that not only is Spanish the primary language identified, but varying dialects of Spanish from different countries is also being
experienced.

**Reference**

- https://censusreporter.org/profiles/14000US06039000201-census-tract-201-madera-ca/ - Census Tract Data
- https://data.census.gov/cedsci/table?q=Madera%20city,%20California&tid=ACSST5Y2020.S1601 – LEP Results

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

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

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

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

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

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

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

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

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

**Identification of LEP Population**

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

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.

2. Have a staff person greet participants as they arrive to City of Madera transit-sponsored events. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.

3. Survey vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners on their experience concerning any contacts with LEP persons.

Network with local human services organizations (such as Social Services and Public Health) to assist in identifying LEP groups and individuals most in need of LEP assistance and to further facilitate dissemination of information about Madera's transit.

**Language Assistance Measures**

There are plans for several language assistance options available to LEP persons, including both oral

and written language services. There are also various ways in which City of Madera transit staff can respond to LEP persons, whether in person, by telephone, or in writing.

a. Provide a bilingual City employee at community events, public hearings, and Transit Advisory Board (TAB) meetings.

b. Placement of statements in notices and publications that interpreter services are available for these meetings.

c. Annually survey bus drivers and other front-line staff, like dispatchers, Dial-A-Ride schedulers, and service development planners on their experience concerning any contacts with LEP persons during the previous year.

d. Post the City of Madera Transit Services Title VI Policy and LEP plan on the City of Madera website, https://www.madera.gov/home/departments/transit/

e. Require all transit operator contracts to include the following clause:

"Personnel: CONTRACTOR shall employ and supervise all personnel, including drivers, dispatchers, managers, customer service representative and other personnel needed to operate and maintain the service provided by CONTRACTOR under this Agreement. Dispatchers and customer service representatives shall have some bilingual skills (communicate in Spanish and English, i.e., ability to understand simple directions, addresses and times). Consideration should be given to bilingual

drivers who understand simple directions in English/Spanish. Qualified supervisory personnel shall be available during all hours of operation."

f. When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

**LEP Safe Harbor**

The Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the total population or persons eligible to be served or likely to be affected or encountered) a recipient of FTA funds must provide written translation of vital documents for the non-English users. Further translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost. These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

The City of Madera – Madera Metro complies with the Safe Harbor Threshold provisions, as evidenced by the number of documents translated in Spanish. With respect to Title VI information, the following shall be made available in Spanish:

- Title VI Public Notices
- Title VI Complaint Procedures
- Title VI Complaint Form

In addition, the City of Madera will conduct marketing that incorporates translated materials that reach LEP persons. Vital bilingual or multilingual documents and key event include the following:

- Notices of free language assistance for person with LEP
- Notice of Non-Discrimination and Reasonable Accommodation
- Outreach Materials
- System Maps and Bus Schedules
- Route Changes
- Community Meetings
- Public Hearings
- Service Change Announcements
- Safety and Security Announcements

**LEP Staff Training**

The City of Madera ensures timely and reasonable language assistance to LEP utilizing several approaches. Customer service staff and other key staff are given instruction on (1) how to respond to an LEP caller request and (2) how to respond to written communication from an LEP person.

Instructions are provided to vehicle operators, supervisors and managers, and others who regularly interact with the public on how to respond to an LEP customer.

**Options to Respond to LEP Persons**

There are various ways in which the City of Madera transit staff can respond to LEP persons, whether in person, by telephone, or in writing. They include but are not limited to the following:

2. Provide writing translation of vital documents for eligible LEP language group(s) including, but not limited to:
   - Consent and complaint forms
   - Intake and application forms
   - Written notices of rights
   - Notice of denials, losses, or decreases in benefits or services
   - Notice or person's rights under Title VI

3. Provide a bilingual Community Outreach Coordinator at community events and public hearings. City of Madera has personnel to provide Spanish interpretation.

4. Place statements in notices and publications that interpreter services are available for these meetings.

5. Survey bus drivers and other front-line staff, such as dispathcers, scheduleers, and service development planners on their experience concerning any contacts with LEP persons during the previous year.

6. Post City of Madera Title VI Policy and LEP plan on City of Madera Website, https://www.madera.gov/home/departments/transit/helpful-transit-information/#tr-city-of-madera-title-vi-policy-statement-245606

7. Access language assistance services from a professional translation service or qualified community volunteers when an interpreter is needed to ensure information is clearly presented, including public comments.

8. Provide on-going employee training to promote better understanding of the laws that prohibit discrimination on the basis of national origin and to ensure timely and reasonable language assistance to LEP populations. LEP sensitivity training will be conducted with staff (drivers, dispatch, and management) as part of employee training and orientation and refreshers classes to ensure staff work effectively with LEP populations and provide effective language assistance services.

### Outreach Techniques

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

#### 1. Public Outreach Activities

The City of Madera website posts transit schedules and rider information. The City website provides material I both English and Spanish. The Cit also provides easy to access to bilingual (English and

Spanish) administrative staff and drivers during operating hours to answer questions during their regular shift schedules for those LEP passengers who use the City's transit system.

The City also reaches out to the community directly through meetings with agency and community staff and their clients as needed. Information regarding the City's transit services is disseminated at these meetings, including schedules and appropriate fliers. Schedules also are made available at a variety of locations throughout the community and on all City transit buses. Staff utilizes different meeting sizes and formats, utilizes alternative advertising platforms and community interaction.

#### 2. Public Meetings

The City of Madera conducts and participates in meetings that are open to the general public and can be schedule at convenient times and accessible locations. The City collaborates with the Madera County Transportation Commission (MCTC), the Metropolitan Planning Organization (MPO), in its Unmet Transit Needs process. The Unmet Transit Needs hearings are accessible to the general public and are consistent with MCTC's comprehensive Public Participation Plan and process that ensure meaningful access to LEP throughout the service area. The MCTC public hearing is accessible by public transit services.

The City of Madera transit staff also participants in the development of the MCTC "Public Participation Plan." A series of meetings are conducted with participants from throughout the community. Recommendations to maximize community involvement are reflected in this plan and adopted by the MCTC Board.

### 3. Participation in Community Activities

The City of Madera engages in community activities that promote its transit services. These activities and sites include:

- City of Madera Senior Centers
- Madera Annual District Fair
- Madera's Annual Pomegranate and Fruit Festival
- City of Madera Community Centers
- MCTC Annual Unmet Transit Needs Process
- Participation in updates to the Public Transit Human Services Transportation Coordination Plan for Madera County

**Assurances**

The City of Madera transit services will ensure that no person, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. Further, the City will notify the public

of protections against discrimination afforded them by Title VI Regulations and will take preventive corrective and disciplinary action necessary to reduce behavior that violate the rights and privileges the regulations are designed to protect.

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

**Monitoring and Updating the LEP Plan**

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

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

**Determination of Site or Location of Facilities**

The City of Madera will not determine the location of projects requiring land acquisition and the displacement of persons from their residences and businesses on the basis of race, color, or national origin per Title 49 CFR, Section 21.9(b)(3). In determining the site or location of facilities, the City of Madera will not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subject them to discrimination.

Facilities include, but are not limited to, storage facilities, maintenance facilities, operation center, etc. A Title VI equity analysis will be undertaken before selection of a preferred site and outreach undertake to persons potentially impacted by the siting of facilities. Compliance with regulations, the City is also determined if other facilities with similar impacts I the area will result in any cumulative adverse impacts.

If a location is determined to have a disparate impact on the basis of race, color, or nation origin, the City of Madera may only locate the project in the selected location with substantial justification and where there are no alternative locations that would have a less disparate impact. Upon consideration and analysis of alternatives, the least discriminatory analysis will be implemented.

**Availability of Title VI Plans and Procedures**

The City of Madera LEP Plan and the Title VI Procedures are included in the City of Madera's website at https://www.madera.gov/home/departments/transit/. Any person or agency with internet access will be

able to access and download the plan from the City of Madera website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the translated plan which the City of Madera will provide, if feasible. Questions or comments regarding the LEP Plan may be submitted to the City of Madera Grants Department, Transit Division, Title VI Coordinator:

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

Phone: (559) 661-3693
Fax: (559) 674-2972
Email: dhuff@madera.gov

## Section 7 | Monitoring Representation on Planning and Advisory Bodies

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

## Section 8 | Requirement to Develop System-Wide Standards and

# Policies

FTA requires all fixed-route transit providers to develop quantitative service standards and policies for their fixed-route service. Individual public transportation providers may set standards that best reflect their local environment.

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

# SYSTEM-WIDE SERVICE STANDARDS
# MADERA METRO FIXED-ROUTE SYSTEM

## Background

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

## Definitions

- Vehicle load for each mode: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. (For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Transit providers can specify vehicle loads for peak versus off-peak times, and for different modes of transit.)

- Vehicle headways for each mode: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines.

- On-time performance for each mode: A measure of runs completed as schedules.

- Service availability for each mode: A general measure of the distribution of routes within an agency's service area.

## Vehicle Load Standards

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

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

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

### Vehicle Headway Standards

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

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

Headway standards for fixed routes are as follows:

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

### On-Time Performance Standards

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

### Service Availability Standards

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

# SYSTEM-WIDE SERVICE POLICIES
# MADERA METRO FIXED-ROUTE SYSTEM

## Background

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

- Vehicle Assignment
- Transit Amenities

## Policies

Vehicle Assignment Policy

A vehicle(s) will be assigned to each of the Madera Metro Fixed-Route such that the average age of the fleet serving each route does not exceed over five years beyond the FTA useful life standard of the assigned vehicle type.

All vehicles will be equipped with air conditioning.

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

Transit Amenities Policy

Transit amenities include shelters, benches, and signage. Installation of transit amenities along bus routes will be determined by factors such as ridership, boardings, individual requests, staff recommendations, and proximity to key origins and destinations. Consideration will be given to ensure amenities are being distributed throughout the transit system in an equitable manner; i.e., considering disparate impacts on the basis of race, color, or national origin, and taking corrective actions to remedy existing disparities to the maximum extent possible.

# Section 9 | EXHIBITS

*Exhibit A: Notice to the Public - English*

## CITY OF MADERA
## Madera Metro and Dial-A-Ride
## Title VI Notice & Complaint Process

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

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

Transit Program Coordinator (Compliance Coordinator) – Grants Department
City of Madera
205 West Fourth Street
Madera, CA 93637

A copy of the Title VI Complaint Form (in English or Spanish) and additional information may be obtained from the City's web site at "www.madera.gov" (under "City Service - Transit – Additional Information – City of Madera Title VI Policy Statement) or by calling 559-661-3693. The City will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

*Exhibit B: Notice to the Public – Spanish*

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

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

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

Coordinador del Programa de Tránsito (Coordinadora de cumplimiento)- Departamento de Subvenciones
Ciudad de Madera
205 West Fourth Street
Madera, CA 93637

Una copia del Título VI Formulario de Queja (en Inglés o Español) y la información adicional se puede obtener desde el sitio web de la Ciudad en "www.madera.gov" (en "Servicio de la ciudad - Tránsito - Información adicional - Declaración de política del Título VI de la ciudad de Madera") o llamando al 559-661-3693. La Ciudad proveerá asistencia apropiada para los denunciantes que sean limitados en su capacidad de comunicarse en inglés.

*Exhibit C: Title VI Complaint Forms - English*

City of Madera Transit System
Civil Right Complaint

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please contact the Transit Program Manger at 559.661.3693. Complete and return this form to:

Transit Program Manager – Compliance Coordinator
205 W. 4th Street
Madera, Ca. 93638

1. Complainant's Name: _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone (home): _____ (business): _____

5. Person discriminated against (if someone other than the complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

a. Race/Color o b. National Origin o c. Age o d. Gender o
e. Income o

7. What date did the alleged discrimination take place?

_____

8. In your own words, describe the alleged discrimination. Explain what happened and who you believe was responsible.

_____
_____
_____
_____
_____
_____
_____
_____
_____

9. Have you filed this compliant with any other federal, state, or local agency, or with any federal or state court? Yes o No o

If yes, check each box that applies:

Federal agency o Federal court o State agency o State court o
Local agency o

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Address:_____

City: _____State: _____Zip Code: _____

Telephone Number: _____

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

_____ _____
Complainant's Signature Date

*Exhibit D: Title VI Complaint Forms - Spanish*

Sistema de Tránsito de la Ciudad de Madera

Denuncia de derechos civiles

El Título VI de la Ley de Derechos Civiles de 1964 exige que: "Ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, será excluida de la participación, se le negarán los beneficios o será objeto de discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal."

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con el Administrador del Programa de Tránsito al 559.661.3693. Complete y envíe este formulario a:

Gerente del Programa de Tránsito - Coordinador de Cumplimiento

205 W. 4th Street

Madera, Ca. 93638

1. Nombre del demandante: _____

2. Dirección: _____

3. City: _____ State: _____ Zip Code: _____

4. Teléfono (domicilio): _____ (empresa): _____

5. Persona discriminada (si alguien distinto del denunciante):

Nombre: _____

Dirección: _____

City: _____ State: _____ Zip Code: _____

6. ¿Cuál de las siguientes opciones describe mejor la razón por la que cree que se produjo la discriminación? ¿Fue por tu culpa:

a. Raza/Color o b. Origen nacional o c. Edad o d. Gender o

e. Ingresos o

7. ¿En qué fecha se produjo la presunta discriminación?

_____

8. En sus propias palabras, describa la supuesta discriminación. Explica lo que pasó y quién crees que fue el responsable.

_____
_____
_____
_____
_____
_____
_____
_____
_____

9. ¿Ha presentado este documento conforme con cualquier otra agencia federal, estatal o local, o con cualquier tribunal federal o estatal? Sí o No o

En caso afirmativo, marque cada casilla que corresponda:

Agencia federal o Tribunal federal o Agencia estatal o Tribunal estatal o

Agencia local o

10. Sírvanse proporcionar información sobre una persona de contacto en el organismo/tribunal en el que se presentó la denuncia.

Nombre: _____

Dirección:_____

City: _____State: _____Zip Code: _____

Número de teléfono: _____

11. Por favor, firme abajo. Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

_____ _____

Complainant's Signature Fechar

*Exhibit E: City of Madera – Madera Metro Public Participation Plan*

## Public Outreach Activities

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

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

## Public Meetings

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

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

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

## General Awareness Surveys

The City of Madera transit system conducts bilingual (English and Spanish) on-board rider and general awareness surveys. These personal one-on-one surveys allow riders to convey any concerns or comments they may have regarding Madera Metro Transit services.

## Bilingual Outreach

The City of Madera transit system provide Spanish-speaking clients with bilingual information on public transit services. Staff assistance is utilized in outreach programs and offered for programs and public meeting, such as the Transit Advisory Board quarterly meetings.

### Telephone Access

Transit staff is available to answer questions in Spanish during normal operational hours (Monday – Friday: 7am – 6:30pm; Saturday: 7am – 4pm). Madera Metro transit system is accessible by phone at 559-661-RIDE (7433).

### EMAIL

Customers may share their questions and concern through email be submitting to:

- transitinfo@madera.gov
- dhuff@madera.gov (Transit Program Manager)

### Participation in Community Activities

The City engages in community activities that promote its transit services. These activities include transportation public workshops and outreach presentations where a broad cross-section of community can access information on the City transit system.

### Strategies

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

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

*Exhibit F: City of Madera Title VI Limited English Proficiency (LEP) Plan*

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

## Introduction

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

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

## Background

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

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

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

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

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

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

6. The frequency with which LEP persons encounter City of Madera transit services programs, activities, or services.

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

8. Resources available to the City of Madera Grants Department and Transit Division and overall cost to provide LEP assistance.

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

**Meaningful Access: Four-Factor Analysis**

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

As the City of Madera population is below the 100,000-population threshold for full inclusion in the most recent American Community Survey (ACS), analysis is based on the 2020 US Census. City of Madera transit services staff reviewed the 2020 U.S. Census and determined that, out of a population of City of Madera 65,575 residents, 46,796 (78.3%) of City of Madera residents speak a language other than English. In the City of Madera 16,398 residents (26.7%) have limited English proficiency; that is, they speak English "not well" or "not at all". In the City of Madera, of those persons with limited English proficiency, the majority speak Spanish. The City's most current demographic analysis shows that the number or proportion of LEP served or encountered in the eligible service area is as follows:

Census Tracts

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

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

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

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

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

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

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

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

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

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

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

### Identification of LEP Population

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

4. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.

5. Have a staff person greet participants as they arrive to City of Madera transit-sponsored events. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.

6. Survey vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners on their experience concerning any contacts with LEP persons.

Network with local human services organizations (such as Social Services and Public Health) to assist in identifying LEP groups and individuals most in need of LEP assistance and to further facilitate dissemination of information about Madera's transit.

### Language Assistance Measures

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

g. Provide a bilingual City employee at community events, public hearings, and Transit Advisory Board (TAB) meetings.

h. Placement of statements in notices and publications that interpreter services are available for these meetings.

i. Annually survey bus drivers and other front-line staff, like dispatchers, Dial-A-Ride schedulers, and service development planners on their experience concerning any contacts with LEP persons during the previous year.

j. Post the City of Madera Transit Services Title VI Policy and LEP plan on the City of Madera website, https://www.madera.gov/home/departments/transit/

k. Require all transit operator contracts to include the following clause:

"Personnel: CONTRACTOR shall employ and supervise all personnel, including drivers, dispatchers, managers, customer service representative and other personnel needed to operate and maintain the service provided by CONTRACTOR under this Agreement. Dispatchers and customer service representatives shall have some bilingual skills (communicate in Spanish and English, i.e., ability to understand simple directions, addresses and times). Consideration should be given to bilingual

drivers who understand simple directions in English/Spanish. Qualified supervisory personnel shall be available during all hours of operation."

l. When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

**LEP Safe Harbor**

The Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the total population or persons eligible to be served or likely to be affected or encountered) a recipient of FTA funds must provide written translation of vital documents for the non-English users. Further translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost. These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

The City of Madera – Madera Metro complies with the Safe Harbor Threshold provisions, as evidenced by the number of documents translated in Spanish. With respect to Title VI information, the following shall be made available in Spanish:

- Title VI Public Notices
- Title VI Complaint Procedures
- Title VI Complaint Form

In addition, the City of Madera will conduct marketing that incorporates translated materials that reach LEP persons. Vital bilingual or multilingual documents and key event include the following:

- Notices of free language assistance for person with LEP
- Notice of Non-Discrimination and Reasonable Accommodation
- Outreach Materials
- System Maps and Bus Schedules

- Route Changes
- Community Meetings
- Public Hearings
- Service Change Announcements
- Safety and Security Announcements

**LEP Staff Training**

The City of Madera ensures timely and reasonable language assistance to LEP utilizing several approaches. Customer service staff and other key staff are given instruction on (1) how to respond to an LEP caller request and (2) how to respond to written communication from an LEP person.

Instructions are provided to vehicle operators, supervisors and managers, and others who regularly interact with the public on how to respond to an LEP customer.

**Options to Respond to LEP Persons**

There are various ways in which the City of Madera transit staff can respond to LEP persons, whether in person, by telephone, or in writing. They include but are not limited to the following:

9. Provide writing translation of vital documents for eligible LEP language group(s) including, but not limited to:
   - Consent and complaint forms
   - Intake and application forms
   - Written notices of rights
   - Notice of denials, losses, or decreases in benefits or services
   - Notice or person's rights under Title VI

10. Provide a bilingual Community Outreach Coordinator at community events and public hearings. City of Madera has personnel to provide Spanish interpretation.

11. Place statements in notices and publications that interpreter services are available for these meetings.

12. Survey bus drivers and other front-line staff, such as dispathcers, scheduleers, and service development planners on their experience concerning any contacts with LEP persons during the previous year.

13. Post City of Madera Title VI Policy and LEP plan on City of Madera Website, https://www.madera.gov/home/departments/transit/helpful-transit-information/#tr-city-of-madera-title-vi-policy-statement-245606

14. Access language assistance services from a professional translation service or qualified community volunteers when an interpreter is needed to ensure information is clearly presented, including public comments.

15. Provide on-going employee training to promote better understanding of the laws that prohibit discrimination on the basis of national origin and to ensure timely and reasonable

language assistance to LEP populations. LEP sensitivity training will be conducted with staff (drivers, dispatch, and management) as part of employee training and orientation and refreshers classes to ensure staff work effectively with LEP populations and provide effective language assistance services.

**Outreach Techniques**

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

**9. Public Outreach Activities**

The City of Madera website posts transit schedules and rider information. The City website provides material I both English and Spanish. The Cit also provides easy to access to bilingual (English and

Spanish) administrative staff and drivers during operating hours to answer questions during their regular
shift schedules for those LEP passengers who use the City's transit system.

The City also reaches out to the community directly through meetings with agency and community staff and their clients as needed. Information regarding the City's transit services is disseminated at these meetings, including schedules and appropriate fliers. Schedules also are made available at a variety of locations throughout the community and on all City transit buses. Staff utilizes different meeting sizes and formats, utilizes alternative advertising platforms and community interaction.

**10. Public Meetings**

The City of Madera conducts and participates in meetings that are open to the general public and can be schedule at convenient times and accessible locations. The City collaborates with the Madera County Transportation Commission (MCTC), the Metropolitan Planning Organization (MPO), in its Unmet Transit Needs process. The Unmet Transit Needs hearings are accessible to the general public and are consistent with MCTC's comprehensive Public Participation Plan and process that ensure meaningful access to LEP throughout the service area. The MCTC public hearing is accessible by public transit services.

The City of Madera transit staff also participants in the development of the MCTC "Public Participation Plan." A series of meetings are conducted with participants from throughout the community. Recommendations to maximize community involvement are reflected in this plan and adopted by the MCTC Board.

**11. Participation in Community Activities**

The City of Madera engages in community activities that promote its transit services. These activities and sites include:

- City of Madera Senior Centers
- Madera Annual District Fair
- Madera's Annual Pomegranate and Fruit Festival
- City of Madera Community Centers
- MCTC Annual Unmet Transit Needs Process
- Participation in updates to the Public Transit Human Services Transportation Coordination Plan for Madera County

**Assurances**

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

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

**Monitoring and Updating the LEP Plan**

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

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

**Determination of Site or Location of Facilities**

The City of Madera will not determine the location of projects requiring land acquisition and the displacement of persons from their residences and businesses on the basis of race, color, or national origin per Title 49 CFR, Section 21.9(b)(3). In determining the site or location of facilities, the City of Madera will not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subject them to discrimination.

Facilities include, but are not limited to, storage facilities, maintenance facilities, operation center, etc. A Title VI equity analysis will be undertaken before selection of a preferred site and outreach undertake to persons potentially impacted by the siting of facilities. Compliance with regulations, the City is also determined if other facilities with similar impacts I the area will result in any cumulative adverse impacts.

If a location is determined to have a disparate impact on the basis of race, color, or nation origin, the City of Madera may only locate the project in the selected location with substantial justification and where there are no alternative locations that would have a less disparate impact. Upon consideration and analysis of alternatives, the least discriminatory analysis will be implemented.

**Availability of Title VI Plans and Procedures**

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

*Exhibit G: City of Madera Fixed-Route Service Standards*

# SYSTEM-WIDE SERVICE STANDARDS
# MADERA METRO FIXED-ROUTE SYSTEM

## Background

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

## Definitions

- Vehicle load for each mode: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. (For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Transit providers can specify vehicle loads for peak versus off-peak times, and for different modes of transit.)

- Vehicle headways for each mode: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines.

- On-time performance for each mode: A measure of runs completed as schedules.

- Service availability for each mode: A general measure of the distribution of routes within an agency's service area.

## Vehicle Load Standards

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

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

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

### Vehicle Headway Standards

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

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

Headway standards for fixed routes are as follows:

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

### On-Time Performance Standards

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

### Service Availability Standards

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

# SYSTEM-WIDE SERVICE POLICIES
# MADERA METRO FIXED-ROUTE SYSTEM

## Background

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

- Vehicle Assignment
- Transit Amenities

## Policies

Vehicle Assignment Policy

A vehicle(s) will be assigned to each of the Madera Metro Fixed-Route such that the average age of the fleet serving each route does not exceed over five years beyond the FTA useful life standard of the assigned vehicle type.

All vehicles will be equipped with air conditioning.

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

Transit Amenities Policy

Transit amenities include shelters, benches, and signage. Installation of transit amenities along bus routes will be determined by factors such as ridership, boardings, individual requests, staff recommendations, and proximity to key origins and destinations. Consideration will be given to ensure amenities are being distributed throughout the transit system in an equitable manner; i.e., considering disparate impacts on the basis of race, color, or national origin, and taking corrective actions to remedy existing disparities to the maximum extent possible.

# REPORT TO CITY COUNCIL

**Approved by:**

Dan Foss, Interim Public Works Director

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-8

**SUBJECT:**

Revisions to Airport Advisory Commission (AAC) Rules of Procedure

**RECOMMENDATION:**

Adopt a resolution approving revised Airport Advisory Commission (AAC) Rules of Procedure

**SUMMARY:**

During the October 22, 2021, AAC meeting, Commissioners requested a review of the rules of procedure. One of the main concerns that spurred this review was due to issues amongst the group not being able to consistently establish a quorum during the quarterly AAC meetings.

Moreover, during the January 22, 2022 AAC meeting, the Commissioners and City staff made rules of procedure recommendations regarding the membership selection process, term of office, officers, and meetings that were also in compliance with the Madera Municipal Code for commissions.

**DISCUSSION:**

Upon review of the rules of procedure by the AAC, the following recommendations were made in Table 1:

| *Table 1: Rules of Procedure recommendations* | |
|---|---|
| *Section* | *Recommendation* |
| Section 1. Appointment | ▪ Update per Municipal Code Section 2-3.101; Mayor makes recommendations to fill all seats<br>▪ Council approves appointments |
| Section 2. Term of Office | ▪ Update to reflect amended Municipal Code (The term of each AAC member shall be in accordance with Section 2-3.101 of the Madera Municipal Code) |
| Section 3. Officers | ▪ Change terms to remove gender references.<br>▪ Election of officers to be held the first meeting of each calendar year. |
| Section 4. Meetings | ▪ Change meetings from once per quarter to:<br>▪ Second Tuesday of the first month of the quarter<br>▪ Meeting location at lobby at the Municipal Airport<br>▪ Meeting start time of 10:00 a.m**.** |

Therefore, these recommendations enable the AAC rules of procedure to maintain compliance the Madera Municipal Code. Furthermore, the set meeting times were in agreement with the AAC commissioners with the hopes of maintaining a consistent quorum moving forward.

**FINANCIAL IMPACT:**

There is no financial impact associated with the rules of procedure revisions.

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

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

**ALTERNATIVES:**

If Council chooses not to adopt these rules of procedure revisions, the AAC rules of procedure will be out of compliance with the Madera Municipal Code relating to commissions. Moreover, the AAC could continue to struggle with achieving a consistent quorum if these recommendations are not approved which will also impact the ability of the AAC to be a functioning commission.

**ATTACHMENTS:**

1. Resolution
2. AAC Rules of Procedure
    a. Exhibit A – Ordinance NO. 986 C.S.

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF MADERA, CALIFORNIA APPROVING RULES OF PROCEDURE REVISIONS TO AIRPORT ADVISORY COMMISSION (AAC) RULES OF PROCEDURE**

**WHEREAS**, the AAC has made rules of procedure recommendations regarding membership, term of office, officers, and meetings; and

**WHEREAS**, these changes need to be made in order to stay in compliance with the Madera Municipal Code for commissions; and

**WHEREAS**, these revisions are being implemented to establish meeting dates, institute dates for officer elections, and to remove gender specific language.

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

1. The above recitals are true and correct.
2. The City Council approves the AAC rules of procedure revisions.
3. This resolution is effective immediately upon adoption.

* * * * * * * * * *

CITY OF MADERA
AIRPORT ADVISORY COMMISSION

Rules of Procedure

1. Appointment.

The Airport Advisory Commission (AAC) of the City of Madera shall consist of seven (7) members who shall be appointed in accordance with Section 2-3.101 of the Madera Municipal Code. A copy of that Code section is attached and incorporated by reference as Attachment A.

2. Term of Office:

The term of each AAC member shall be in accordance with Section 2-3.101 of the Madera Municipal Code. See Exhibit A.

3. Officers:

Elections to be held the first regular meeting of the calendar year. By a majority vote of a quorum present, the following officers will be elected to serve a one-year term: Chair and Vice Chair.

4. Meetings:

Meetings of the Commission to be held the second Tuesday of each quarter per calendar year, with the meeting to be held at the Madera Municipal Airport Lobby, 4020 Aviation Drive, Madera, CA 93637, starting at 10:00 a.m. Special meetings may be called at the option of the Chair or upon majority decision of the Commission membership in accordance with requirements of the Brown Act.

5. Attendance Requirements:

A. Attendance is required and failure to attend three consecutive regular as opposed to special meetings shall be considered as automatic resignation; a significant pattern of absences may also be considered grounds for removal from the Commission.

B. Members may be excused by the Chairman for authorized absences.

C. Removal and replacement of Commission members shall be by City Council action.

6. Compensation:

All members of the commission will serve without compensation; however, payment for any actual and necessary expenses incurred in the conduct of



Adopted by City Council on 10/6/75; Revised 3/6/96-Res. No. 96-26; Revised 7/2/97-Res. No. 97-101; Revised 10/15/14-Res. No. 14-189

pertinent business may be authorized by the City Council upon proper application therefor.

7. Duties and Responsibilities:

It is the intention of the City Council that the Commission will serve in an advisory capacity only to the City Council and staff on matters involving the Madera Municipal Airport. These duties shall include the following:

A. Budget – Review annually the airport financial status pertaining both to general operations and capital projects and recommend an annual budget for operational and capital improvement purposes, including methods of financing and lease arrangements.

B. Operations – Compile analytical data and comparative information involving the establishment or modification of airport fees, rates, charges, or fuel prices, ascertain the type of service to be rendered and keep abreast of developments in the aviation industry on all pertinent matters concerning airports, airport law, and aviation generally, and based upon the foregoing, review and recommend formal adoption of airport policies and operation procedures.

C. Master Planning – Review the status of the Airport Masterplan and propose periodic revisions thereto, reflective of capital expansion projects, possible financing methods, and to federal and state regulations; review and recommend on special permits and proposals, as required, that deviate from the airport development plan.

D. Land Use – Review and recommend action regarding land use surrounding the airport, as it effects aviation, both directly and indirectly.

E. Reports – At least once each year report activities to the City Council and make information available to other Commissions and Officials of the City, as required.

F. Other – Perform other related duties as directed by the City Council.



Adopted by City Council on 10/6/75; Revised 3/6/96-Res. No. 96-26; Revised 7/2/97-Res. No. 97-101; Revised 10/15/14-Res. No. 14-189

**Exhibit A**

**ORDINANCE NO. 986 C.S.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA AMENDING SECTION § 2-3.101 OF TITLE II, CHAPTER 3 OF THE MADERA MUNICIPAL CODE RELATING TO APPOINTMENTS AND TERMS TO CITY BOARDS, COMMITTEES, AND COMMISSIONS**

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

**SECTION 1.** Section 2-3.101 of the Madera Municipal Code is amended to read as follows:

**§2-3.101**
Unless otherwise specifically provided by statute or a joint powers agreement, the members of all city boards, committees, and commissions shall be appointed and serve as provided herein notwithstanding any other provision of this code, City resolution, or City minute order.

(A) Appointment.

(1) The Mayor is authorized to make appointments to City boards, committees, and commissions subject to approval by the City Council.

(2) For new boards, committees, and commissions comprised of seven members, the Mayor will seek nominations for appointments from each Council Member and the Mayor may make a direct appointment for the at-large seat for consideration by the Council.

(3) For existing boards, committees, and commissions comprised of seven members and as vacancies occur, the Mayor will seek a nomination to fill the vacancy from the Council Member for the Council District who originally nominated the person. The Mayor may also make one direct appointment for the seventh seat for consideration by the City Council.

(4) For boards, committees, and commissions comprised of less or more than seven members and as vacancies occur, a numerical rotation system based on district numbers will be utilized and the Mayor will seek a nomination to fill such vacancy from a Council Member who has not yet made or waived their opportunity to nominate a person to serve on the particular board, committee, or commission. In other words, if the last nomination was from the Council Member for District 3, the Mayor will seek a nomination from the Council Member for District 4.

(5) The Mayor is not required to appoint persons nominated by Council Members.

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

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

(8) Council approval of any appointment shall be made by resolution adopted by four votes of the City Council. The appointment shall be for the remainder of an unexpired term or for a new term.

(9) 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.

(B) Term.

Each board, committee, or commission member appointed as set forth in Section (A) above shall serve a term of four years unless a different term is otherwise provided by law, or until the Council member who nominated such board, committee or commission member is no longer serving as a Council member, whichever period is less. Each appointed member shall serve until his or her successor is appointed and qualified.

**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.

The foregoing Ordinance No. 986 C.S. was introduced and given its first reading at a regular meeting of the City Council of the City of Madera held on the 16th day of February 2022 and adopted after a second reading at a regular meeting of the City Council held on 2nd day of March 2022 by the following vote:

| | |
|---|---|
| AYES: | Mayor Garcia, Councilmembers Gallegos, Rodriguez, Montes, Evans, Mejia, and Villegas. |
| NOES: | None. |
| ABSTENTIONS: | None. |
| ABSENT: | None. |

APPROVED:

SANTOS GARCIA, Mayor

ATTEST:

ALICIA GONZALES, City Clerk

CITY OF MADERA INCORPORATED March 27, 1907 CALIFORNIA

# REPORT TO CITY COUNCIL

**Approved by:**

Dino Lawson, Chief of Police

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-9

**SUBJECT:**

Adoption of an Ordinance Relating to the Police Department's Use of Military Equipment Per Assembly Bill 481 (AB 481)

**RECOMMENDATION:**

Waive full reading and Adopt an Ordinance Adding Chapter 16 to Title III of the Madera Municipal Code (MMC) relating to the use of military equipment

**SUMMARY:**

The City Council held a public hearing and introduced an ordinance related to the Madera Police Department's use of military equipment at its June 1 meeting. This represents the second reading and adoption.

On September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481, relating to the use of military equipment by law enforcement agencies. The bill requires law enforcement agencies to obtain approval from their respective governing bodies prior to taking actions related to the funding, acquisition, or use of military equipment. The Ordinance would allow the City's Police Department to adopt a Military Equipment Use Policy. Failure to adopt the policy may result in unsafe situations for officers and civilians as certain items characterized as "military equipment" are critical in maintaining the health and safety of the community.

**DISCUSSION:**

The Madera Police Department occasionally utilizes various items deemed as "military equipment" to enhance the safety of our officers and community members. Such items are used to supplement best practices currently implemented by the department and its officers.

Without the utilization of the items mentioned below, it places our officers in unsafe positions during volatile interactions with individuals aiming to harm the community and its members. According to California Government Code, military equipment includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

The Madera Police Department's Military Equipment Policy provides guidelines for the approval, acquisition, and reporting requirements of military equipment. Adoption of the policy would place the City in compliance with the regulations outlined in AB 481.

**FINANCIAL IMPACT:**

Staff does not anticipate any financial impact.

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

Strategy 421: “Ensure the safety and protection of Madera and its community members through adequate first response to emergencies…”

**ALTERNATIVES:**

Council may elect to not approve the Ordinance amending the MMC. Furthermore, Council may request staff return with additional information at a subsequent meeting.

**ATTACHMENTS:**

1. Ordinance Adding Chapter 16 to Title III of the Madera Municipal Code Relating to the Use of Military Equipment
2. Madera Police Department Military Equipment Policy 709
3. Attachment A to Section 709.4 of the Madera Police Department Military Equipment Policy 709

**ORDINANCE NO. 2022-_____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MADERA ADDING CHAPTER 16 TO TITLE III OF THE MADERA CITY CODE RELATING TO ADOPTION OF A MILITARY EQUIPMENT USE POLICY**

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

**SECTION 1.** CHAPTER 16 is added to Title III of the Madera Municipal Code to read as follows:

## CHAPTER 16
## Military Equipment Use Policy


**3-16.01 Title of Ordinance.**
**3-16.02 Findings.**
**3-16.03 Determinations.**


### Section 3.16.01 Title of Ordinance

This chapter shall be titled "Military Equipment Use Policy."

### Section 3.16.02 Findings.

A. On September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481, relating to the use of military equipment by law enforcement agencies.

B. Assembly Bill 481, codified at California Government Code sections 7070 through 7075, requires law enforcement agencies to obtain approval of the applicable governing body, by an ordinance adopting a "military equipment" use policy, at a regular meeting held pursuant to open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment. The term "military equipment" is defined in California Government Code section 7070.

C. Assembly Bill 481 allows the governing body of a city to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it makes specified determinations.

D. The proposed Military Equipment Use Policy is found within Madera Police Department Policy Section 709.

E. The Military Equipment Use Policy as set forth in Madera Police Department Manual Section 709 was published on the Madera Police Department's internet website on _____, 2022. The Madera Police Department Policy Section 709 was presented to City Council on _____, 2022.

F. The Military Equipment Use Policy as set forth in Department Policy Section 709 meets the requirements of California Government Code section 7070, subdivision (d).

**Section 3-16.03. Determinations.**

Based on the findings above, in addition to information provided to the City Council at the public hearing, the City Council determines as follows:

A. The military equipment identified in Madera Police Policy 709 is necessary, because there are no reasonable alternatives that can achieve the same objectives of officer and civilian safety.

B. The Military Equipment Use Policy as set forth in Madera Police Manual 709 will safeguard the public's welfare, safety, civil rights, and civil liberties.

C. The military equipment identified as Madera Police Manual 709 is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

D. The Military Equipment Use Policy as set forth in Madera Police Manual 709 is approved and adopted.

E. A copy of the Madera Police Manual 709 may be obtained from the Madera Police Department or the City Clerk.

**SECTION 2. CEQA.** The City Council finds and determines that this ordinance is not a "project" for the purposes of the California Environmental Quality Act (CEQA), as the ordinance does not have the potential for resulting in either a direct physical change in the environment, or a reasonably indirect physical change in the environment. Instead, the ordinance merely provides a procedural mechanism for enforcing the City's Municipal Code and abating nuisances so as to promote public health, safety, and welfare. As such, the adoption of this ordinance is not subject to CEQA.

**SECTION 3. Effective Date**. This ordinance shall become effective thirty days after its adoption.

**SECTION 4**. **Publication**. The City Clerk is authorized to cause this ordinance or a summary of this ordinance to be published in a newspaper of general circulation in the City of Madera, within fifteen days after its adoption. If a summary of the ordinance is published, the City Clerk shall cause a certified copy of the full text of the proposed ordinance to be posted at City Hall at least five days prior to the meeting at which the ordinance is adopted and again after the meeting at which it is adopted. The ordinance shall become effective thirty days after its adoption.

(Certification on next page)

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Madera held on _____, 2022, and was passed and adopted at a regular meeting of the City Council held on _____, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____
Alicia Gonzales, City Clerk

APPROVED:

_____
Santos Garcia, Mayor

# Military Equipment

## 709.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

### 709.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

**Governing body** – The elected or appointed body that oversees the Madera Police Department.

**Military equipment** – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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## 709.2 POLICY

It is the policy of the Madera Police Department (MPD) that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

## 709.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as liaison to the governing body for matters related to the requirements of this policy.

(b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Madera Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

(g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

## 709.4 MILITARY EQUIPMENT INVENTORY

The list set forth in Attachment A is the list of qualifying equipment for the Department:

## 709.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

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(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

## 709.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any member of this department shall be approved for use and in accordance with this department policy. Military equipment used by other jurisdictions that are providing mutual aid to this department, or operating in conjunction with this department, shall comply with their respective military equipment use policies in rendering mutual aid.

## 709.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

## 709.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

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### 709.9 MAINTENANCE OF MILITARY EQUIPMENT SUPPLY LEVELS

The Department may order up to 25% of the existing inventory of consumable items in this list in a calendar year, without city council approval, to maintain a stock available for Department needs. MPD is authorized to acquire additional stock of items listed here from other law enforcement agencies of CalOES in the event of an emergency when approved by the Chief of Police or designee. Consumable items include:

a. Breaching rounds

b. Distraction devices

c. Chemical agents and smoke canisters

d. 40MM munitions

e. Less-lethal 12-gauge rounds

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**ATTACHMENT A TO POLICY 709 MILITARY EQUIPMENT**
**SECTION 709.4**

SECTION ONE: Qualifying Equipment Owned/Utilized by the Madera Police Department.

1. **Unmanned Aircraft System (UAS):** An unmanned aircraft along with the associated equipment necessary to control it remotely.

    a. Description, quantity, capabilities, and purchase cost of current UAS:

        i. DJI Air S2, cost $1,500 each, quantity 3. Miniature UAS that weighs approximately 595 grams and can record video and obtain digital images with approximately 31 minutes of flight time.

    b. Purpose
    To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to:
        i. Search for missing persons.
        ii. Natural disaster management.
        iii. Crime/Accident scene photography.
        iv. SWAT, tactical or other public safety and life preservation missions.
        v. In response to specific requests from local, state, or federal fire authorities for fire response and/or prevention.

    c. Authorized Use
    Only assigned operators who have completed the required training shall be permitted to operate UASs during approved missions.

    d. Expected Life Span
    All UAS equipment, 3-5 years.

    e. Fiscal Impact
    Combined annual maintenance and battery replacement cost for all UASs is approximately $1,000.

    f. Training
    All Department UAS operators are licensed by the Federal Aviation Administration for UAS operation. In addition, each operator must attend quarterly department training.

    g. Legal and Procedural Rules
    Use is established under FAA Regulation 14 CFR Part 107, and the MPD UAS policy. It is the policy of the MPD to utilize UAS only for official law enforcement purposes, and in a manner that respects the privacy of our community, pursuant to State and Federal

law.

2. **Robots**: Unmanned machine operating on the ground utilized to enhance the safety to the community and officers.

    a. Description, quantity, capabilities, and purchase cost
        i. Avatar III, cost: $90,000 each, quantity: 1. The Avatar III is a rugged, heavy-duty tactical robot that allows personnel to remotely inspect dangerous situations safely and quickly. It has stair climbing ability and an arm capable of lifting 65lbs. The Avatar III also offers microphones, speakers, and cameras for communications, and can deliver small items into unsafe environments.

    b. Purpose
    To be used to remotely gain visual/audio data, deliver hostage negotiator phone, open doors, disrupt packages, and visually clear buildings.

    c. Authorized Use
    Only assigned operators who have completed the required training shall be permitted to operate the robot identified at section 2(a)(i). Use is established by the Investigations Lieutenant and/or Incident Commander.

    d. Expected Life Span
    15 years.

    e. Fiscal Impact
    Annual maintenance and battery replacement cost is approximately $250.

    f. Training
    All robot operators complete annual basic operator training to operate the robot identified at sections 2(a)(i).

    g. Legal and Procedural Rules
    It is the policy of the MPD to utilize a robot only for official law enforcement purposes, and in a manner that respects the privacy of our community, pursuant to State and Federal law.

3. **Mobile Incident Command Vehicle**: A mobile office that provides shelter, access to Police Department computer systems, and incident briefing room for extended events.

    a. Description, quantity, capabilities, and purchase cost
        i. 2009 Wells Cargo- model EW2824W. 28-foot-long, two-axle, bumper pulled Mobile Command Trailer, cost $41,000, quantity 1. The interior of the trailer provides three workstations with computers and mobile radios. The trailer has

a small refrigerator, microwave, and climate control unit.

b. Purpose

To be used based on the specific circumstances of a given critical incident, large event, natural disaster, or community event that is taking place.

c. Authorized Use

The Mobile Command Center (MCC) shall be used by Officers / Volunteers trained in their deployment and in a manner consistent with Department policy and training. Furthermore, only Officers / Volunteers who are properly licensed and have completed a driver's training program will be allowed to drive the MCC.

d. Lifespan

20 years with IT upgrades every 5 – 7 years.

e. Fiscal Impact

Annual maintenance cost is approximately $2,050.

f. Training

The driver/operator shall receive training in the safe handling of the vehicle on a closed training course.

g. Legal and Procedural Rules

It is the policy of the MPD to use the MCC only for official law enforcement purposes, and in accordance with California State law regarding the operation of motor vehicles.

4. **Breaching Equipment:** Tools that are used to breach doors or glass by use of slugs or explosives.

   a. Description, quantity, capabilities, and purchase cost

      i. Remington 870 breaching shotgun, cost: $500, quantity 2. This weapon allows for breachers to utilize shotgun breaching rounds in order to defeat deadbolts, locks, and hinges. The stand-off that is attached to the end of the barrel allows for positive placement of the gun into the correct position and vents gasses to prevent overpressure. This weapon can also defeat windows and sliding glass doors with a flash bang round.

ii. CTS 12-gauge breaching munition, #2570, cost $7 each, quantity 10. The round is fired from a breaching shotgun and is used to disrupt locking mechanisms and hinges, defeat and breach external and internal doors.

iii. Royal Arms Flash Bang Cartridge FBC (Red Cap), cost: $7.50, quantity: 81, This cartridge is used with the breaching shotgun for diversionary, disorientation, breaching, and crowd control. The round is designed to breach solid wood doors, sliders, and car windows.

b. Purpose
To gain entry safely and quickly into a structure.

c. Authorized Use
Breaching with 12-gauge rounds may only occur after authorization by the Incident Commander or SWAT Commander in the field, and during training exercises.

d. Lifespan
Breaching shotgun – 25 years
Breaching rounds – 5 years

e. Fiscal Impact
Annual maintenance is approximately $500.

f. Training
All Officers who use breaching rounds shall be certified by a POST instructor in the use of breaching rounds and equipment.

g. Legal and Procedural Rules
It is the policy of the MPD to utilize breaching equipment only for official law enforcement purposes, and pursuant to State and Federal law.

5. **Chemical Agent and Smoke Canisters:** Canisters that contain chemical agents that are released when deployed.

a. Description, quantity, capabilities, and purchase cost

i. Defense Technology, Flameless Tri-Chamber SAF Smoke Grenade, #1027, cost $43 each, quantity 100. The Tri-chamber flameless smoke grenade will deliver .70 oz of agent during a 20-25 second burn time. It can be used in crowd control as well as tactical deployment situations but was designed with a barricade situation in mind. Its applications in tactical situations are primarily to detect and/or dislodge barricaded subjects. It provides the option of delivering indoors, maximizing the chemicals' effectiveness via heat and vaporization, while minimizing or negating the chance of fire to the structure.

ii. Defense Technology, Riot Control Continuous Discharge Grenade, CS, #1082, cost $27, quantity 6. The Riot Control CS Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload through four gas ports located on top of the canister. It can be used to conceal tactical movement or to route a crowd. The launchable grenade holds 2.7 oz of active agent.
iii. Defense Technology, Flameless Tri-Chamber CS Grenade, #1026, cost $45 each, quantity 3. The Tri-Chamber Flameless CS Grenade allows the contents to burn within an internal can and disperse the agent safely with reduced risk of fire. It is designed primarily for indoor tactical situation to detect and/or dislodge a barricaded subject. The grenade will deliver .70 oz of agent during its 20-25 seconds burn time. The purpose of the Tri-Chamber Flameless Grenade is to minimize the risks to all parties through pain compliance, temporary discomfit, and/or incapacitation of potentially violent or dangerous subjects.
iv. Defense Technology, Instantaneous Blast OC #1040, cost $27, quantity 2. The Instantaneous Blast OC grenade is designed for indoor or outdoor use; this grenade's powder is expelled upon initiation of a small internal detonator that has sufficient force to split the canister at six machined groves on the outside surface. This device is well suited for affecting numerous subjects grouped in an area, using wind to the advantage. It will deliver 1.5 oz of active agent.

b. Purpose

To limit the escalation of conflict and minimize the use of more serious force options. Situations for use of the chemical agents' systems may include, but are not limited to:

i. Self-destructive, dangerous and/or combative individuals.
ii. Riot/crowd control and civil unrest incidents.
iii. Circumstances where a tactical advantage can be obtained.
iv. Potentially vicious animals.
v. Training exercises or approved demonstrations.

c. Authorized Use

Only Officers who have received POST certification in the use chemical agents are authorized to use chemical agents.

d. Training

Officers utilizing chemical agent canisters are certified by POST in the use of less lethal and chemical agents instructors.

e. Lifespan

5 years from manufacturing date.

f. Fiscal Impact

No annual maintenance.

g. Legal and Procedural Rules
It is the policy of the MPD to utilize chemical agents only for official law enforcement purposes, and pursuant to State and Federal law, including those regarding the use of force.

6. **40MM Launchers and Rounds:** 40MM Launchers are utilized by department personnel as a less lethal tool to launch impact rounds and chemical munitions.

a. Description, quantity, capabilities, and purchase cost:

i. Defense Technology, 40MM tactical 4 shot launcher, #1440, quantity 2, cost $2500 each. The 40MM multi launcher is a multi-shot pump action launcher that features an adjustable stock, integrated front grip, and an accessory rail. It features a revolving cylinder that will hold four rounds and will fire standard 40MM less lethal ammunition up to 4.8 inches in cartridge length.

ii. Defense Technology Spede-Heat 40MM long-range, CS, #6182, cost $30 each, quantity 3. The Spede-Heat CS longe-range munitions delivers one chemical canister of CS agent from a 40MM launcher down range up to 150 yards. The pyrotechnic round is designed specifically for outdoor use in crowd control situations.

iii. Defense Technology Spede-Heat 40MM long-range round, SAF Smoke #6183, cost $27 each, quantity 6. The Spede-Heat SAF Smoke munitions deliver one chemical canister of SAF-smoke down range up to 150 yards. The round is designed for outdoor use in crowd control situations with a continuous burn that expels it payload in 20-40 seconds from a single source.

iv. Defense Technology Stinger 40MM .60 caliber rubber ball round, #6097, cost $28 each, quantity 20. The Stinger 40MM .60 caliber round is most widely used as a crowd management tool by law enforcement. The round contains approximately eighteen .60 caliber rubber balls. It utilizes smokeless powder as the propellants. The round is generally deployed in low trajectories or skip fired in the general direction (non-target specific) of the intended targets. It is suitable for administering a means of pain compliance over a distance of 15-40 feet with non-compliant crowds.

b. Purpose
To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use
Situations for use of the less lethal weapon systems may include, but are not limited to:

i. Self-destructive, dangerous, and/or combative individuals.
ii. Riot/crowd control and civil unrest incidents.
iii. Circumstances where a tactical advantage can be obtained.
iv. Potentially vicious animals.
v. Training exercises or approved demonstrations.

d. Training
Officers utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by POST certified less lethal and chemical agents' instructors.

e. Lifespan
40MM Launchers - 15 years.
40MM munitions - 5 years.

f. Fiscal Impact
Annual maintenance is approximately $50 for each launcher.

g. Legal and Procedural Rules
It is the policy of MPD to utilize the 40mm equipment only for official law enforcement purposes, and pursuant to State and Federal law, including those regarding the use of force.

7. **Less Lethal Launcher:** A Less Lethal Launcher is used to deploy the less lethal 12-gauge rounds.

a. Description, quantity, capabilities, and purchase cost

i. Remington 870 Less Lethal Launcher, cost $950 each, quantity: 25. Used to deploy less lethal impact munitions. The stock and pump grip of the launcher are bright orange in color to indicate it's use as less lethal.
ii. 12-gauge Safariland drag stabilized beanbag round, #3027, cost: $5, quantity 234. A less lethal 12-gauge round that launches a ballistic fiber bag filled with 40 grams of lead shot. The effective range of this munition is at least 20 feet up to 75 feet from the target. It does not require a minimum range to "unfold" or "stabilize" and accuracy is relative to the launcher, barrel length, environmental conditions, and the operator.

b. Purpose
To limit the escalation of conflict and attempt to avoid the need for lethal force.

c. Authorized Use

Situations for use of the less lethal weapon systems may include, but are not limited to:

i. Self-destructive, dangerous and/or combative individuals.
ii. Riot/crowd control and civil unrest incidents.
iii. Circumstances where a tactical advantage can be obtained.
iv. Potentially vicious animals.
v. Training exercises or approved demonstrations.

d. Lifespan

Remington 870 Less Lethal Launcher– 25years

Safariland drag stabilized round–No expiration

e. Fiscal Impact

Annual maintenance is approximately $50 for each shotgun.

f. Training

All officers are trained in the use of 12-gauge less lethal launcher as a less lethal option by in-service training.

g. Legal and Procedural Rules

It is the policy of the MPD to utilize the less lethal launcher only for official law enforcement purposes, and pursuant to State and Federal law, including those regarding the use of force.

SECTION TWO: Qualifying equipment known to be owned and/or utilized by law enforcement units with which the Madera Police Department collaborates and/or participates for law enforcement purposes. The Madera Police Department participates in the Madera County Regional SWAT Team. This equipment is owned and operated by Madera County SWAT Team through the Madera County Sheriff's Office, which could result in its deployment and/or use in the City of Madera.

1. **Unmanned Aircraft System (UAS):** An unmanned aircraft along with the associated equipment necessary to control it remotely.

2. **Robots:** Unmanned machine operating on the ground utilized to enhance the safety to the community and officers.

3. **Armored Vehicles:** Commercially produced, wheeled, armored personnel vehicle utilized for law enforcement purposes.

4. **Mobile Incident Command Vehicle:** A mobile office that provides shelter, access to Sheriff's Office computer systems, incident briefing room, and restroom facilities for extended events.

5. **Breaching Equipment:** Tools that are used to breach doors or glass by use of slugs or explosives.

6. **Distraction Devices:** A distraction device produces a loud noise and bright flash and is used to distract and temporarily disorient dangerous suspects during hostage rescue, room entries, or other high-risk arrest situations.

7. **Chemical Agent and Smoke Canisters:** Canisters that contain chemical agents that are released when deployed.

8. **CTS Launching Cup:** Cups that attach to 12 gauge less lethal shotguns which allow officers to launch canisters of chemical agents or smoke.

9. **PepperBall Launcher:** A device that discharges irritant projectiles.

10. **Long Range Acoustic Device (LRAD):** A high intensity directional acoustical array for long-range, crystal-clear hailing, notification, and an unmistakable warning tone. The LRAD is primarily used as a communication device.

11. **40MM and 37MM Launchers and Rounds:** 40MM and 37MM Launchers are utilized by department personnel as a less lethal tool to launch impact rounds and chemical munitions.

12. **Less Lethal Launcher:** A Less Lethal Launcher is used to deploy 12-gauge rounds.

SECTION THREE: This Policy has been adopted by the City Council as Ordinance No. _____

# REPORT TO CITY COUNCIL

**Approved by:**
Matthew A. Watson
Department Director Matthew A Watson
Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022
**Agenda Number:** B-10

**SUBJECT**:

Approval of a New Schedule "A" Agreement with the California Department of Forestry and Fire Protection (CAL FIRE) from July 1, 2022, to June 30, 2023, for Fire Service Operations that was not included in the report to Council at the June 1, 2022 Council meeting

**RECOMMENDATION:**

Adopt a Resolution approving a new Schedule "A" agreement with the California Department of Forestry and Fire Protection (CAL FIRE) for fire service operation from July 1, 2022 to June 30, 2023

**SUMMARY:**

From July 1, 2022, through June 30, 2023, a one-year agreement between the City and CAL FIRE for $6,057,566.00. The Agreement is for personnel at the three existing fire stations. This agreement was initially considered by Council at the June 1, 2022 meeting; however, staff neglected to attach the agreement to the staff report. As a result, this item is being brought before Council; however, no changes are proposed in comparison to what was presented to Council on June 1, 2022.

**DISCUSSION:**

This Agreement was approved on June 1, 2022, by a five to two vote. This Agreement is before the Council a second time because the Resolution was inadvertently left on when documents were combined for the agenda.

Public Resources Code Section 4142 allows CAL FIRE to enter into cooperative agreements with cities and counties to suppress fires within those jurisdictions. The City has contracted with CAL FIRE under such agreements since 1993.

The most recent Agreement was a one-year Schedule "A" fire protection services reimbursement agreement from July 1, 2021, through June 30, 2022. The Fiscal Year 2022/2023 Schedule "A" agreement is for $6,057,566.00, representing an increase of $526,805.00 from the existing Agreement. The current Agreement expires at the end of the current fiscal year. This increase is due to the change in the staff benefits rate.

These increases represent a 20.41 percent of the firefighter's benefit rates. Statutes of 2020 (AB 84) redirected the application of the 2.5 billion General Fund CalPERS supplemental pension payment provided in the Budget Act of 2019 to achieve the most immediate savings to the general fund.

As a result, state employer contributions were supplanted (temporarily lowered) in fiscal years 2019-20, 2020-21, and 2021-22. The benefits of the supplanting pension payments drop off in 2022-23, increasing to the actuarially determined rates across all state plans. It is noted that Stations 56, 57, and 58 will have three firefighters on duty per day at each station. There will be two Battalion Chiefs to support the firefighters. In addition, two of the stations provide reserve engines. The City also benefits from CAL FIRE personnel housed proximate to the City that assists in times of need. The City/County auto aid agreement provides thirteen people a day for a fire within the City limits.

**FINANCIAL IMPACT:**

The Madera City Fire Department's current budget, including Measure K, contains sufficient funding to accommodate the CAL FIRE Schedule "A" fire protection services reimbursement agreement. The contract is approximately $6 million, paid for by the City's General Fund and Measure K.

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

Strategy 421: First Response Emergency Services: Ensure the safety and protection of Madera and its community members through adequate first response to emergencies. Maintain sufficient resources to expand protection as the community grows.

**ATTACHMENTS:**

1. Resolution
2. Fire Protection Reimbursement Agreement
    a. Exhibit A
    b. Exhibit B
    c. Exhibit C
    d. Exhibit D
    e. Exhibit E

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, APPROVING A NEW SCHEDULE "A" AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) FROM JULY 1, 2022, TO JUNE 30, 2023, FOR FIRE SERVICE OPERATIONS, AND AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT ON BEHALF OF THE CITY OF MADERA**

**WHEREAS**, the City of Madera (CITY) contracts with the State of California, Department of Forestry and Fire Protection (CAL FIRE) to provide fire protection services as allowed under Public Resources Code Section 4142; and

**WHEREAS**, CAL FIRE and the CITY have entered into agreements for services since 1993, the latest of which was a one-year Schedule "A" service agreement from July 1, 2021, through June 30, 2022; and

**WHEREAS**, the Schedule "A" agreement must be amended annually to cover each fiscal year's costs while providing for fire service operations; and

**WHEREAS**, the subject agreement would extend the service agreement through June 30, 2023.

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

1. The above recitals are true and correct.

2. The City Council of the City of Madera, California approves the above-noted Schedule "A" agreement with the California Department of Forestry and Fire Protection (CAL FIRE) dated July 1, 2022 (Agreement # 4CA05856 in the amount of $6,057,566.00), a copy of which is on file in the office of the City Clerk and referred to for particulars.

3. The City Council of the City of Madera, California authorizes the Mayor, to sign and execute said Agreement on behalf of the City of Madera.

4. This resolution is effective immediately upon adoption.

* * * * * * *

**COOPERATIVE FIRE PROGRAMS**
**FIRE PROTECTION REIMBURSEMENT AGREEMENT**
LG-1 REV. 3/2022

| AGREEMENT NUMBER | 4CA05856 |
|---|---|
| REGISTRATION NUMBER: | |

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME
California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME
City of Madera

2. The term of this Agreement is: July 1, 2022 through June 30, 2023

3. The maximum amount of this Agreement is: $ 6,057,566.00
Six million, fifty seven thousand, five hundred sixty six dollars and no cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

| | | |
|---|---|---|
| Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A | 4 | pages |
| Exhibit B – Budget Detail and Payment Provisions | 2 | pages |
| Exhibit C – General Terms and Conditions | 7 | pages |
| Exhibit D – Additional Provisions | 9 | pages |
| Exhibit E – Description of Other Services | 1 | pages |

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**LOCAL AGENCY**

LOCAL AGENCY'S NAME
City of Madera

BY *(Authorized Signature)* ✍ | DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING
Santos Garcia-Mayor

ADDRESS
205 W. Fourth Street, Madera, CA 93638

**STATE OF CALIFORNIA**

AGENCY NAME
California Department of Forestry and Fire Protection

BY *(Authorized Signature)* ✍ | DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING
Bret Gouvea, Assistant Deputy Director, Cooperative Fire Protection, Safety, Training, and EMS

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460

***California Department of General Services Use Only***

**EXHIBIT A**
**COOPERATIVE FIRE PROGRAMS**
**FIRE PROTECTION REIMBURSEMENT AGREEMENT**

The project representatives during the term of this agreement will be:

| | | | |
|---|---|---|---|
| CAL FIRE Unit Chief: | MMU | Local Agency: | City of Madera |
| Name: | Mike van Loben Sels | Name: | Arnoldo Rodriguez-Mayor |
| Phone: | 559-675-7799 | Phone: | 559-661-5400 |
| Fax: | 559-673-2085 | Fax: | 559-674-2792 |

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

| | | | |
|---|---|---|---|
| CAL FIRE Unit Chief: | Mike van Loben Sels | Local Agency: | City of Madera |
| Section/Unit: | MMU | Section/Unit: | City Clerk |
| Attention: | Matthew Watson | Attention: | Alicia Gonzales |
| Address: | 200 W. 4th Street<br>Madera,CA 93637 | Address: | 205 W. 4th Street<br>Madera, CA 93637 |
| Phone: | 559-675-7799 | Phone: | 559-661-5400 |
| Fax: | 559-675-2083 | Fax: | 559-661-2792 |

Send an additional copy of all correspondence to:

**CAL FIRE**
**Cooperative Fire Services**
**P.O. Box 944246**
**Sacramento, CA 94244-2460**

## AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

**EXHIBIT A**
**SCOPE OF WORK**

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

## 1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

☒ 1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

☒ 2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

☐ 3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

☒ 4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

☒ 5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

☐ 6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

☐ 7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☐ 8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☐ 9) Extended Fire Protection Service Availability (Amador)

## 2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.

B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.

C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.

D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.

F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.

G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

## 3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

## 4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

## 5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

**EXHIBIT B**
**BUDGET DETAIL AND PAYMENT PROVISIONS**

## 1. PAYMENT FOR SERVICES

A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.

B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.

C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:

1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.

2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.

3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.

4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.

5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.

6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.

7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:

a. The Director predicts a cash flow shortage, or

b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.

D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

## 2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

## 3. BUDGET CONTINGENCY CLAUSE

A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.

B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.

C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.

D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.

E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.

F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

**EXHIBIT C**
**GENERAL TERMS AND CONDITIONS**

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.

2. **AMENDMENT**: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

   If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

   If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.

4. **EXTENSION OF AGREEMENT**:

   A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.

   B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.

5. **AUDIT**: STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).

6. **INDEMNIFICATION**: Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.

7. **DISPUTES**: LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.

8. **TERMINATION FOR CAUSE/CANCELLATION**:

A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.

9. **INDEPENDENT CONTRACTOR**: Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.

10. **NON-DISCRIMINATION CLAUSE:** During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provision*s* of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

    In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.

11. **TIMELINESS**: Time is of the essence in the performance of this agreement.

12. **COMPENSATION**: The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.

13. **GOVERNING LAW**: This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

14. **CHILD SUPPORT COMPLIANCE ACT**: "For any Agreement in excess of $100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:

    A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

    B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION**: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

    The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

    The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

    Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

    A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for $5,000,000 combined single limit per occurrence.

    B. Dispatch services – Any commercial insurance shall provide at least general liability for $1,000,000 combined single limit per occurrence.

    C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.

    D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.

18. **WORKERS COMPENSATION**: (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).

    A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.

C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. **CONFLICT OF INTEREST**: LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

    Current State Employees (Public Contract Code §10410):

    1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

    2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

    Former State Employees (Public Contract Code §10411):

    1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

    2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

    If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

    Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION**: LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. **AMERICANS WITH DISABILITIES ACT**: LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE**: An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

23. **RESOLUTION**: A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

24. **AIR OR WATER POLLUTION VIOLATION**: Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

25. **AFFIRMATIVE ACTION**. STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.

26. **DRUG AND ALCOHOL-FREE WORKPLACE**. As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.

27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES**. STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.

28. **CONFIDENTIAL INFORMATION.** "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

    CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL

AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT**: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

**EXHIBIT D**
**ADDITIONAL PROVISIONS**

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

**Schedules**

The following Schedules are included as part of this agreement (check boxes if they apply):

☒ **A. Fiscal Display, PRC 4142 AND/OR PRC 4144 -** STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.

☐ **B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.

☒ **C. LOCAL AGENCY Provided Local Funded Resources -** A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.

☐ **D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

**E. Certification of Insurance -** Provider Insurance Certification and/or proof of self-insurance.

**EXHIBIT D, SCHEDULE A**

**LOCAL FUNDED – STATE RESOURCES**

**FISCAL DISPLAY**

**PRC 4142**

NAME OF LOCAL AGENCY: City of Madera

CONTRACT NUMBER: **4CA05856**

Index: 4200 PCA: 47920 Fiscal Year: 2022/23 to 2022/23

This is Schedule A of Cooperative Agreement originally dated July 1, 2022, by and between CAL FIRE of the State of California and LOCAL AGENCY.

(See Attached)

| **Fiscal Year 22/23** | |
|---|---|
| PS 1 Total | $5,948,942 |
| OE 1 Total | $108,624 |

| **TOTAL** | **$6,057,566** |
|---|---|

**Fiscal Year:** 2022
**Index:** 4200
**PCA** 47920
**PRC:** 4142
**Comments**

**Unit:** MMU

| | |
|---|---|
| **Sub Total** | **$5,311,081** |
| **Admin** | **$637,861** |
| **Total** | **$5,948,942** |

**Contract Name:** City of Madera
**Contract No.:** 4CA05856
**Page No.:** 19

Overtime Total: $245,428

This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2022 between *City of Madera* and The California Department of Forestry and Fire Protection (CAL FIRE)

| | |
|---|---|
| CAL FIRE Unit Chief | Mike van Loben Sels |
| CAL FIRE Region Chief | David Fulcher |

| Number of Positions | Classification/ad-ons (Pick From List) | RET. | Period | Salary Months | Salary Rate | Total Salary | EDWC Rate | EDWC Periods | Total EDWC | Salary Benefits | FFI UI | EDWC Benefits | Total Salary & EDWC | Total Position Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Battalion Chief (Nonsupervisory) | POF | | 12 | $6,983 | $167,592 | $4,061 | 12 | $97,464 | $158,257 | $0 | $59,755 | $483,068 | $486,568 |
| 1 | Hazmat Pay Differential | POF | | 12 | $150 | $1,800 | | | $0 | $1,700 | | $0 | $3,500 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | Overtime | | | | | | | | $0 | $0 | | $0 | $0 | |
| 7 | Fire Captain, Range A | POF | | 12 | $6,017 | $505,428 | $3,505 | 12 | $294,420 | $477,276 | $0 | $180,509 | $1,457,633 | $1,501,113 |
| 4 | Hazmat Pay Differential | POF | | 12 | $150 | $7,200 | | | $0 | $6,799 | | $0 | $13,999 | |
| 3 | Longevity Pay Differential - 7% | POF | | 12 | $0 | $15,163 | | | $0 | $14,318 | | $0 | $29,481 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | Overtime | | | | | | | | $0 | $0 | | $0 | $0 | |
| 9 | Fire Apparatus Engineer | POF | | 12 | $5,362 | $579,096 | $3,128 | 12 | $337,824 | $546,840 | $0 | $207,120 | $1,670,880 | $1,697,136 |
| 5 | Hazmat Pay Differential | POF | | 12 | $150 | $9,000 | | | $0 | $8,499 | | $0 | $17,499 | |
| 1 | Longevity Pay Differential - 7% | POF | | 12 | $0 | $4,504 | | | $0 | $4,253 | | $0 | $8,757 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | Overtime | | | | | | | | $0 | $0 | | $0 | $0 | |
| 7 | Fire Fighter II | POF | | 12 | $4,834 | $406,056 | $2,824 | 12 | $237,216 | $383,439 | $0 | $145,437 | $1,172,148 | $1,172,148 |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | Overtime | | | | | | | | $0 | $0 | | $0 | $0 | |
| 1.5 | Communications Operator, Range A | SAF | | 12 | $5,633 | $101,394 | $0 | 0 | $0 | $64,750 | $0 | $0 | $166,144 | $171,257 |
| 1.5 | Night-Shift Pay Differential | SAF | | 12 | $173 | $3,120 | | | $0 | $1,992 | | $0 | $5,112 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | Overtime | | | | | | | | $0 | $0 | | $0 | $0 | |
| 0.5 | Office Assistant (General), Range A | MIS | | 12 | $3,488 | $20,928 | $0 | 0 | $0 | $16,504 | $0 | $0 | $37,432 | $37,432 |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | Overtime | | | | | | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | $0 | 0 | $0 | $0 | $0 | $0 | $0 | $245,428 |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| | | | | | $0 | $0 | | | $0 | $0 | | $0 | $0 | |
| 28 | Overtime | POF | | | | $241,920 | | | $0 | $3,508 | | $0 | $245,428 | |

**Fiscal Year:** 2022
**Index:** 4200
**PCA:** 47920
**PRC:** 4142

| | |
|---|---|
| **Uniform Benefits** | **$772** |
| **Sub Total** | **$96,977** |
| **Admin** | **$11,647** |
| **Total** | **$108,624** |

**Contract Name:** City of Madera
**Contract No.:** 4CA05856


**Comments**

This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2022 between City of Madera and The California Department of Forestry and Fire Protection (CAL FIRE)

| | | | | | | 1.45% | |
|---|---|---|---|---|---|---|---|
| **Category (Pick from List)** | **Details** | **Number** | **Months** | **Rate** | **Sub-Total** | **Uniform Benefits** | **Total** |
| **UNIFORM ALLOWANCE FOR BU8** | | 25.00 | 12.00 | $178 | $ 53,250 | $ 772 | $ 54,022 |
| **UNIFORM ALLOWANCE FOR COMM OP** | | 1.50 | 12.00 | $104 | $ 1,875 | | $ 1,875 |
| **GENERAL EXPENSE** | | 1.00 | 1.00 | $10000 | $ 10,000 | | $ 10,000 |
| **COMMUNICATIONS** | | 1.00 | 12.00 | $500 | $ 6,000 | | $ 6,000 |
| **UTILITIES** | | 1.00 | 12.00 | $90 | $ 1,080 | | $ 1,080 |
| **TRAINING** | | 1.00 | 12.00 | $1000 | $ 12,000 | | $ 12,000 |
| **TRAVEL** | | 1.00 | 1.00 | $6000 | $ 6,000 | | $ 6,000 |
| **OTHER ITEMS OF EXPENSE** | Safety Gear | 1.00 | 1.00 | $6000 | $ 6,000 | | $ 6,000 |

# EXHIBIT D, SCHEDULE C

## LOCAL FUNDED LOCAL RESOURCES ASSIGNED TO THE CAL FIRE UNIT

NAME OF LOCAL AGENCY:City of Madera

This is Schedule C of Cooperative Agreement originally dated July 1, 2022, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: **2022**/23 **to 2022**/23

(See Attached)

# EXHIBIT D, SCHEDULE C

## LOCAL FUNDED LOCAL RESOURCES ASSIGNED TO THE CAL FIRE UNIT

NAME OF LOCAL AGENCY: **City of Madera**

This is Schedule C of Cooperative Agreement originally dated July 1, 2022 by and between CAL FIRE of the State of California and City of Madera.

FISCAL YEAR: **2022-2023**

## Fire Stations:

Madera City Station 56
Madera City Station 57
Madera City Station 58

## Equipment:

2-Pick up Trucks
- 2017 Ford F-250 (B10)
- 2006 Chevy 1500 (Utility7)

5-Fire Engines
- 2016 Spartan (E-56)
- 2008 Spartan (E-57)
- 2002 Spartan (E-258)
- 2009 Ferrara (E-656)
- 1990 Grumman (E-257)

1-Ladder Truck
- 2017 Rosenbauer 105’ Aerial

1 - Portable Air Unit

## EXHIBIT D, SCHEDULE E

This is Schedule E of Cooperative Agreement originally dated July 1, 2022, by and between the CAL FIRE of the State of California and LOCAL AGENCY

NAME OF LOCAL AGENCY:City of Madera

The CAL FIRE, State of California and its officers, agents, employees, and servants are included as additional insured for the purposes of this contract. The State shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed in LG1, Page 2.

FISCAL YEAR: **2022**/23 **to 2022**/23

### SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR TORT LIABILITY

This is to certify that LOCAL AGENCY has elected to be self-insured under the self-insurance provision provided in Exhibit C, Section 17.

By: _____ _____
Signature Printed Name

_____ _____
Title Date

### SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR WORKER'S COMPENSATION BENEFITS

This is to certify that LOCAL AGENCY has elected to be self-insured for Workers' Compensation benefits which comply with Labor Code Section 3700 as provided in Exhibit C, Section 18.

By: _____ _____
Signature Printed Name

_____ _____
Title Date

### SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR LOCAL AGENCY-OWNED VEHICLES

This is to certify that LOCAL AGENCY has elected to be self-insured for local agency-owned vehicles under the self-insurance provision provided in Exhibit D, Schedule D.

By: _____ _____
Signature Printed Name

_____ _____
Title Date

**EXHIBIT E**
**DESCRIPTION OF OTHER SERVICES**

FISCAL YEAR: 2022/2023

Administration:

Duties and Responsibilities of the:

Madera City Fire Chief:

The Madera-Mariposa-Merced Unit Chief, acts as the Madera City Fire Chief in accordance with the California Department of Forestry & Fire Protection (CAL FIRE) Cooperative Fire Protection Agreement and is appointed by the Madera City Council to serve in that capacity. The Fire Chief serves at the direction of, and receives overall administrative policy guidance from, the City Manager. The Fire Chief provides leadership, guidance and management direction in all Fire Department activities; including personnel and administrative issues. The Fire Chief directs and is responsible for major department programs which include; performing and coordinating personnel management, organizational staffing, financing, equipment management and maintenance, communications and records, fire prevention and suppression methods, assisting in disaster preparedness, and laws, rules and regulations relating to the fire department and the control and prevention of fires.

The Fire Chief provides direction to staff in coordination of the preparation, development, and expenditures of the Schedule A and C budgets; the maintenance, repair, improvement, and replacement of equipment, fire stations, and other facilities; the inventory and requisitioning of materials, supplies, and equipment; the continuing development and utilization of a fire communications system; and the preparation of records and reports including inspections of the fire company equipment and facilities as necessary.

In an effort to improve fire protection, and because cooperative and regional fire protection assists all agencies in reducing costs, improved response times and enhanced staffing levels; the Fire Chief will work with the City Manager, and seek approval through the City Council, in the coordination and facilitation of any Automatic Aid/Mutual Aid Agreements for fire protection between Madera City, the Counties that lie contiguous to Madera City and the City of Chowchilla.

# REPORT TO CITY COUNCIL

**Approved by:**

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-11

**SUBJECT:**

Remote City Council Meetings Under Brown Act Requirements (Assembly Bill 361)

**RECOMMENDATION:**

Council to decide to adopt a Resolution Reauthorizing Remote Teleconference Public Meetings by the City Council and All Boards, Commissions, and Standing Committees of the City in Accordance with Assembly Bill 361 for a Period of 30 Days

**SUMMARY:**

On January 19, 2022, the Council elected to return to remote meetings as permitted under AB 361. Approval of the resolution allows for the remote meeting procedures that the City had been using throughout the COVID-19 pandemic, subject to certain requirements that must be considered as part of the determination (by resolution) to adopt remote meeting protocols.

**DISCUSSION:**

The City may meet via remote teleconferencing if it adopts a resolution, that makes specific findings in support of conducting remote meetings. The City may extend the authorization in additional 30 day increments for the duration of the declared emergency, or until the Council decides to return to in-person meetings, or otherwise continues to comply with the regular remote meeting requirements of the Brown Act.

Table 1 identifies the differences between standard Brown Act remote teleconferencing and AB 361 teleconferencing. It is noted the City must still provide advance notice of public meetings and must continue to post meeting agendas consistent with the provisions of the Brown Act.

| **Table 1:** *Comparison of Public Meeting requirements (Brown Act vs. AB 361)* | |
|---|---|
| *Brown Act Requirement* | *Requirement Under AB 361* |
| If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. | ▪ Agendas not required to be posted **at all teleconference locations.**<br>▪ Meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. |
| If the legislative body of a local agency elects to use teleconferencing, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. | ▪ Agendas are not required to identify each teleconference location in the meeting notice/agenda.<br>▪ Local agencies are not required to make each teleconference location accessible to the public. |
| If the legislative body of a local agency elects to use teleconferencing during the teleconferenced meeting, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. | ▪ No requirement to have a quorum of board members participate from within the territorial bounds of the local agency's jurisdiction. |
| If the legislative body of a local agency elects to use teleconferencing, the agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location. | ▪ In each instance in which notice of the time of the teleconferenced meeting is given or the agenda for the meeting is posted, the legislative body shall also give notice of the manner by which members of the public may access the meeting and offer public comment.<br>▪ The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option.<br>▪ The legislative body shall allow members of the public to access the meeting, and the agenda shall include an opportunity for members of the public to address the legislative body directly.<br>▪ In the event of a disruption which prevents the local agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the |

| **Table 1:** *Comparison of Public Meeting requirements (Brown Act vs. AB 361)* | |
|---|---|
| *Brown Act Requirement* | *Requirement Under AB 361* |
| | event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.<br>▪ Written/remote public comment must be accepted until the point at which the public comment period is formally closed; registration/sign-up to provide/be recognized to provide public comment can only be closed when the public comment period is formally closed. |

**ATTACHMENTS:**

1. Resolution Regarding Remote Teleconference Meetings

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA REAUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE CITY COUNCIL AND ALL BOARDS, COMMISSIONS, AND STANDING COMMITTEES OF THE CITY IN ACCORDANCE WITH ASSEMBLY BILL 361 FOR A PERIOD OF THIRTY DAYS**

**WHEREAS**, COVID-19 (also known as the "Coronavirus Disease") is a respiratory disease that has spread across the globe, with thousands of confirmed cases in California, including the City of Madera; and

**WHEREAS**, on January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency based on the threat caused by COVID-19, and the President of the United States issued a Proclamation Declaring a National Emergency Concerning COVID-19 beginning March 1, 2020; and

**WHEREAS**, in response to COVID-19, the Governor of the State of California issued a Proclamation of a State of Emergency in response to COVID-19 on March 4, 2020; and

**WHEREAS**, the City Council of the City of Madera adopted a proclamation of a local emergency related to the COVID-19 virus on March 16, 2020; and

**WHEREAS**, the City of Madera ("City") is committed to preserving and fostering public access, transparency, observation, and participation in meetings of the City Council and Boards, Commissions, and Standing Committees (hereafter collectively referred to as "legislative bodies;" and

**WHEREAS**, all meetings of the City Council and legislative bodies are open and public as required by the Ralph M. Brown Act, Government Code sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

**WHEREAS**, Government Section 54953 (b) (3) of the Brown Act allows a local legislative body to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, as long as the following requirements are met:

1. Each teleconference location from which a member is participating is noticed on the agenda;

2. Each teleconference location is accessible to the public;

3. Members of the public must be able to address the body at each teleconference location;

4. At least one member of the legislative body must be physically present at the location specified in the meeting agenda; and

5. During teleconference meetings, at least a quorum of the members of the local body must participate from locations within the local body's territorial jurisdiction; and 54953(e) *et seq.*, allows for remote observation and participation in meetings by members of a legislative body and members of the public without compliance with the requirements of Government Code section 54953(b)(3), subject to certain conditions; and

**WHEREAS**, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act at Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the City, caused by conditions as described in Government Code section 8558; and

**WHEREAS**, the Governor's Proclamation of a State of Emergency includes area within the jurisdictional boundaries of the City; and

**WHEREAS**, Government Code Section 54953(e)(3)(A-B) added by AB 361 provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when City Council has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist:

1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of City Council and the members of the City's Boards, Commissions, and Standing Committees to meet safely in person; and

2. The State of California and the County of Madera continue to recommend measures to promote social distancing.

**WHEREAS**, Government Code Section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing or the legislative body finds that meeting in person would present an imminent risk to the health or safety of attendees; and

**WHEREAS**, such conditions now exist in the City in that (i) State and Local officials recommend social distancing measures and (ii) emergency conditions evidenced by COVID-19 and its variants create ongoing COVID-19 cases, hospitalizations, and deaths and meeting in person would present imminent risk to health or safety of attendees; and

**WHEREAS**, the City Council affirms that it will allow for observation and participation by Council Members as well as Board, Commission, and Standing Committee Members and the

public via Zoom in an effort to protect the constitutional and statutory rights of all attendees; and

**WHEREAS**, Government Code Section 54953 (e)(3) requires that the City Council review the need and make findings for continuing the teleconferencing as authorized by AB 361 at least once every thirty days until the Governor terminates the state of emergency.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MADERA HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2.** The City Council finds that the state of emergency conditions related to COVID- 19 as set forth in the Governor's and City's Proclamations of Emergency and are on-going.

**Section 3**. The City Council further finds that state and county official recommend social distancing conditions causing imminent risk to attendees as described above exist.

**Section 4**. The City Council hereby recognizes and affirms the existence and conditions of a state of emergency as proclaimed by the Governor and the City in the City and affirms, authorizes, and proclaims the existence of a local emergency throughout the City.

**Section 5.** The City Council finds that the state of emergency as a result of COVID-19 continues to directly impact the ability of members of the City Council and the members of the City's Boards, Commissions, and standing committees to meet safely in person and such fact creates an imminent health risk to such members.

**Section 6.** The City Council hereby authorizes the City Council and all of the Boards, Commissions, and Standing Committees of City to conduct their meetings without compliance with Government Code section 54953(b)(3), and to instead comply with the remote meeting requirements as authorized by Government Code section 54953(e) *et seq*.

**Section 7.** The City Manager and City Clerk are authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including, conducting open and public meetings remotely in accordance with Government Code section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all City Council meetings, and all Boards, Commissions, and standing committee meetings of the City.

**Section 8.** This Resolution shall take effect immediately upon its adoption and shall be effective until either (i) July 15, 2022 or (ii) such time as the City Council adopts a Subsequent Resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the City Council and all City legislative bodies may continue to meet remotely, without

compliance with Government Code section 54953(b)(3), but otherwise as permitted by Government Code section 54953(e) *et seq.*

* * *

# REPORT TO CITY COUNCIL

**Approved by:**

_____
Keith Helmuth, P.E., Department Director

_____
Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** B-12

**SUBJECT:**

Initiating Proceedings for Annexation of Pecan Square Subdivision (Tract No. 20-S-02) into the City of Madera Landscape Maintenance District Zone of Benefit 8

**RECOMMENDATION:**

Adopt Resolution Initiating Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for the Annexation of Property into City of Madera Landscape Maintenance District Zone of Benefit 8, to Review the Improvements and Assessments for Fiscal year 2023/24, and Setting a Public Hearing

**SUMMARY:**

On May 12, 2020, the City's Planning Commission approved Tentative Subdivision Map No. TSM 2019-03 for the Pecan Square Subdivision ("Project"). On December 8, 2020, the City's Planning Commission approved TPM 2019-03 MOD, an amendment to the Conditions of Approval for the Pecan Square Subdivision. The Proposed Resolution relates to the annexation the Project to the applicable Landscape and Lighting Assessment District. Attachment 1 illustrates a Project Location Map.

**DISCUSSION:**

The Final Map for Pecan Square Subdivision was approved City Council at the regular meeting of the City Council on May 4, 2022. Annexation of the Pecan Square Subdivision (Tract No. 20-S-02) into Landscape and Lighting Assessment District Zone of Benefit 8 is one component of the project that must be approved prior to recordation of the Final Map.

The Subdivider, D.R. Horton CA3, Inc., a Delaware Corporation, has signed a Landowner's Consent for annexation into Zone of Benefit 8 of LMD. Pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15268(b)(3), approval of final subdivision maps is a ministerial action and is exempt from the requirements of CEQA.

**FINANCIAL IMPACT:**

The Subdivision is included in the City's Community Facilities District (CFD) and the City-Wide Landscape Maintenance District (LMD)to offset any impacts to the City's General Fund.

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

Subdivisions are not specifically addressed in the vision or action plans. However, some components are consistent.

*Action 134.1:* Consider establishment of design/landscape standards for neighborhoods and business construction - *Current landscape design standards have been enforced which aid in the establishment of Well-Planned Neighborhoods and Housing.*

**ALTERNATIVES:**

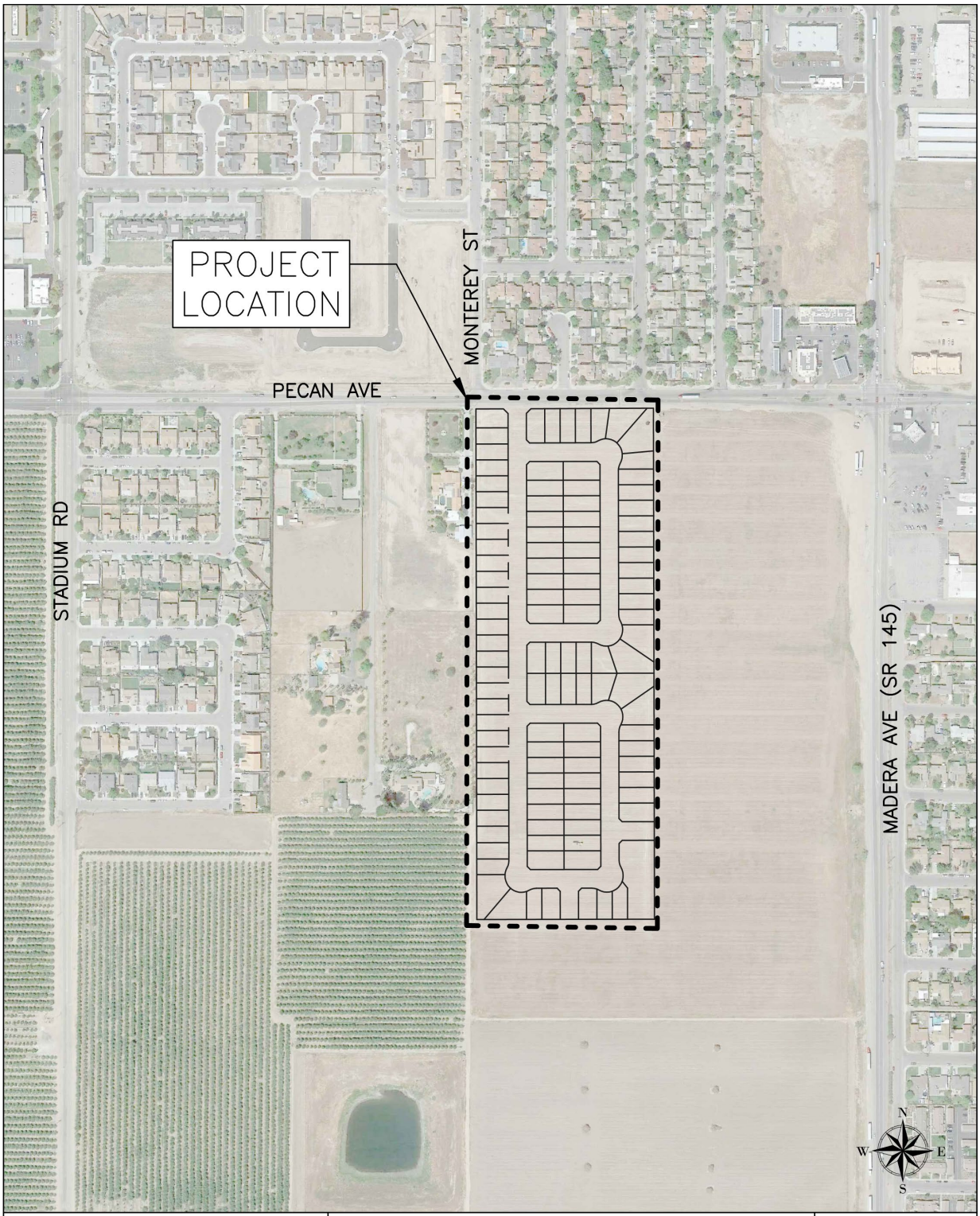
Not adopt resolution. If Council does not adopt the resolution to initiate annexation proceedings, it would result in the inability to record the Final Map and for the Subdivider to complete the project. Disapproval will require the Council to make certain findings that specific conditions have not been met.

**ATTACHMENTS:**

1. Project Location Map
2. Resolution – Initiation of Proceedings for Annexation into Zone of Benefit 8
    - Exhibit A – Proposed Boundaries of Subject Property to Madera - Landscaping & Lighting Maintenance District Zone 8, City of Madera, Madera County, California
    - Exhibit B – Zone Diagram
    - Exhibit C – Rate and Apportionment
3. Covenant – LMD Zone 8
    - Exhibit A – Legal Description

# **Attachment 1**

Project Location Map




| | | |
|---|---|---|
| **CITY OF MADERA**<br>ENGINEERING DEPARTMENT<br>428 E. YOSEMITE<br>MADERA, CA 93638 | PECAN SQUARE<br>TRACT 20-S-02 | DR BY: EP<br>CH BY:<br>DATE: 8/24/21<br>SCALE: NTS<br>SHT 1 OF 1 |

**Attachment 2**

Resolution
Initiation of Proceedings for Annexation into Zone of Benefit 8

**RESOLUTION NO. 22-_____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA INITIATING PROCEEDINGS PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 FOR THE ANNEXATION OF PROPERTY INTO CITY OF MADERA LANDSCAPE MAINTENANCE DISTRICT ZONE OF BENEFIT 8, TO REVIEW THE IMPROVEMENTS AND ASSESSMENTS FOR FISCAL YEAR 2023-2024, AND SETTING A PUBLIC HEARING**

**WHEREAS**, the Landscaping and Lighting Act of 1972 ("Act") provides and establishes procedures for annexing properties to an existing Landscaping and Lighting Assessment District; and

**WHEREAS,** the City of Madera Landscape Maintenance District (District) was formed by Resolution No. 91-67, approved June 17, 1991, pursuant to Part 2 of Division 15 of the Streets and Highways Code (Landscape and Lighting Act of 1972), herein the "Act" to levy and collect assessments to cover the cost of maintaining all landscaping, and irrigation systems within the District public right-of-way; and

**WHEREAS,** not only will annexing this new development into the existing district ensure that all benefitting parcels share equally in the costs to maintain the improvements, but consolidating the benefitting developments into a single assessment district will facilitate their management by the City; and

**WHEREAS,** the proceedings for the annexation of the aforementioned tracts and public lands to the District are authorized by and will be conducted pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code; and

**WHEREAS,** pursuant to Streets and Highways Code section 22608, resolutions, reports, notices of hearing, and the right of majority protest may be waived with the written consent of all landowners of the territory to be annexed; and

**WHEREAS,** D.R. Horton CA3, Inc., a Delaware Corporation is the landowner of the property proposed for annexation and generally located at Southeast of the intersection of intersection of Pecan Avenue and Monterey Street, and which is also known as Pecan Square Subdivision (Tract No. 20-S-02), whose final map is being concurrently considered by the City Council, as further described or depicted on Exhibit A ("Subject Property") and diagrammed in Exhibit B; and

**WHEREAS,** D.R. Horton CA3, Inc., a Delaware Corporation, has provided a petition for annexation and written consent to waiver of resolutions, reports, notices of hearing, and the right of majority protest regarding the Subject Property, as well as consenting to the amount of the proposed levy for the current fiscal year; and

**WHEREAS,** as a result, no report by the City Engineer is required to be prepared and filed with the City Clerk which outlines the land to be annexed, etc.; and

**WHEREAS,** this City Council now desires to proceed to adopt this Resolution of Intention to declare its intent to annex the Subject Property into LMD Zone of Benefit 8, and to set and specify the levy and collection of assessments, and to set a time and place for a public hearing relating to the annexation of the subject property into LMD Zone of Benefit 8.

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

1. The above recitals are true and correct.

2. The City Council proposes to annex the property into LMD Zone of Benefit 8 of City of Madera City-Wide Landscape Maintenance District formed by the City Council for the City of Madera per Resolution No. 91-67, approved June 17, 1991, pursuant to Part 2 of Division 15 of the Streets and Highways Code and pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets and Highways Code). The property proposed to be annexed is identified on Exhibit "A." and diagrammed in Exhibit B.

3. The property proposed to be annexed and to be specifically charged for the improvements shall include all of the land identified on Exhibit "A" and shall be designated part of LMD Zone of Benefit 8

4. The improvements which are provided for the properties within City of Madera Landscape Maintenance District, and which shall be provided for the property within LMD Zone of Benefit 8 by and through the assessments levied annually thereon shall include the following:

    a. The installation or planting of landscaping, including, but not limited to, street trees, parkways, and median islands; and
    b. The installation or construction of irrigation systems; and
    c. The maintenance and servicing of any of the foregoing.

5. The City Engineer of the City of Madera is hereby designated the engineer for the annexation proceedings. The City Council finds that the landowner has presented a written consent, and that the engineer is not required to prepare and file with the City Clerk a report in accordance with Article 4 of Chapter 1 of the Landscaping and Lighting Act of 1972 for the annexation proceedings, consistent with the Landscaping and Lighting Act of 1972.

6. The City Engineer is hereby directed to review, and modify the assessments levied against parcels previously within LMD Zone of Benefit 8 district boundaries in accordance with Article 4 of Chapter 1 of the Landscaping and Lighting Act of 1972 for the annexation proceedings, as required by Chapter 2 of Part 2 of Division 15 of the Landscaping and Lighting Act of 1972. The proposed assessments upon the lots and parcels of land are set forth in Exhibit "C."

7. Notice is given that on the 1st day of July, 2022, at the hour of 6:00 p.m., in the regular meeting place of the City Council being the Council Chambers located at 205 W. Fourth Street, Madera, California 93657, a public hearing will be held where this City Council will consider the authorization for the annexation of the Subject Property into City of Madera City-Wide Landscape Maintenance District Zone of Benefit 8 , the proposed method and apportionment of the levy with the Subject Property and all other matters as set forth in this Resolution of Intention. Pursuant to the petition, all of the landowner(s) within the Subject Property have waived all applicable resolutions, reports, notices of hearing, and the right of majority protest.

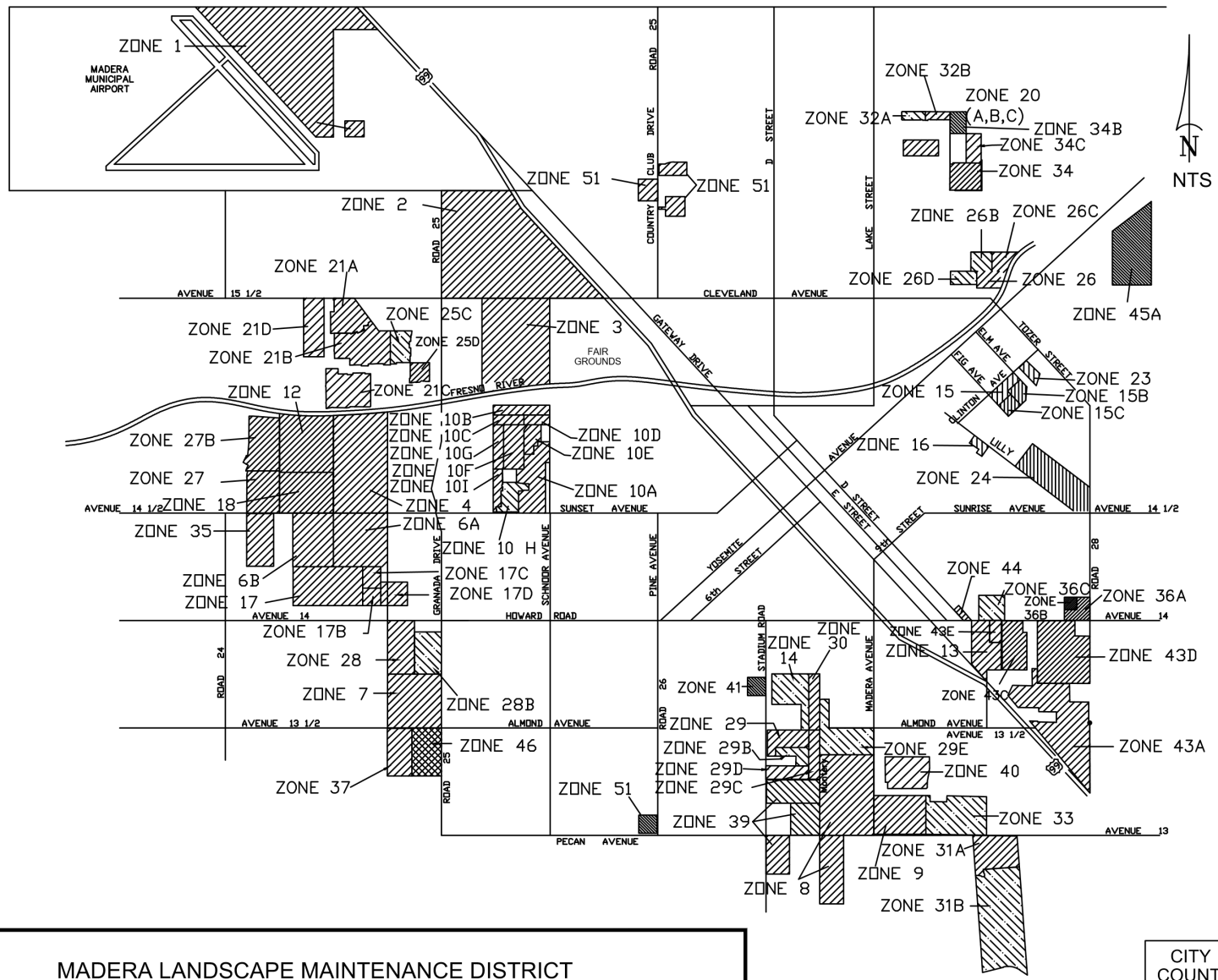
   At such public hearing, the testimony or protest of all interested persons for or against the annexation of the Subject Property or the imposition of levy of assessments within the Subject Property will be heard.

8. This resolution is effective immediately upon adoption.

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

# **Exhibit A**

Proposed Boundaries of Subject Property to Madera - Landscaping & Lighting Maintenance District Zone 8, City of Madera, Madera County, California



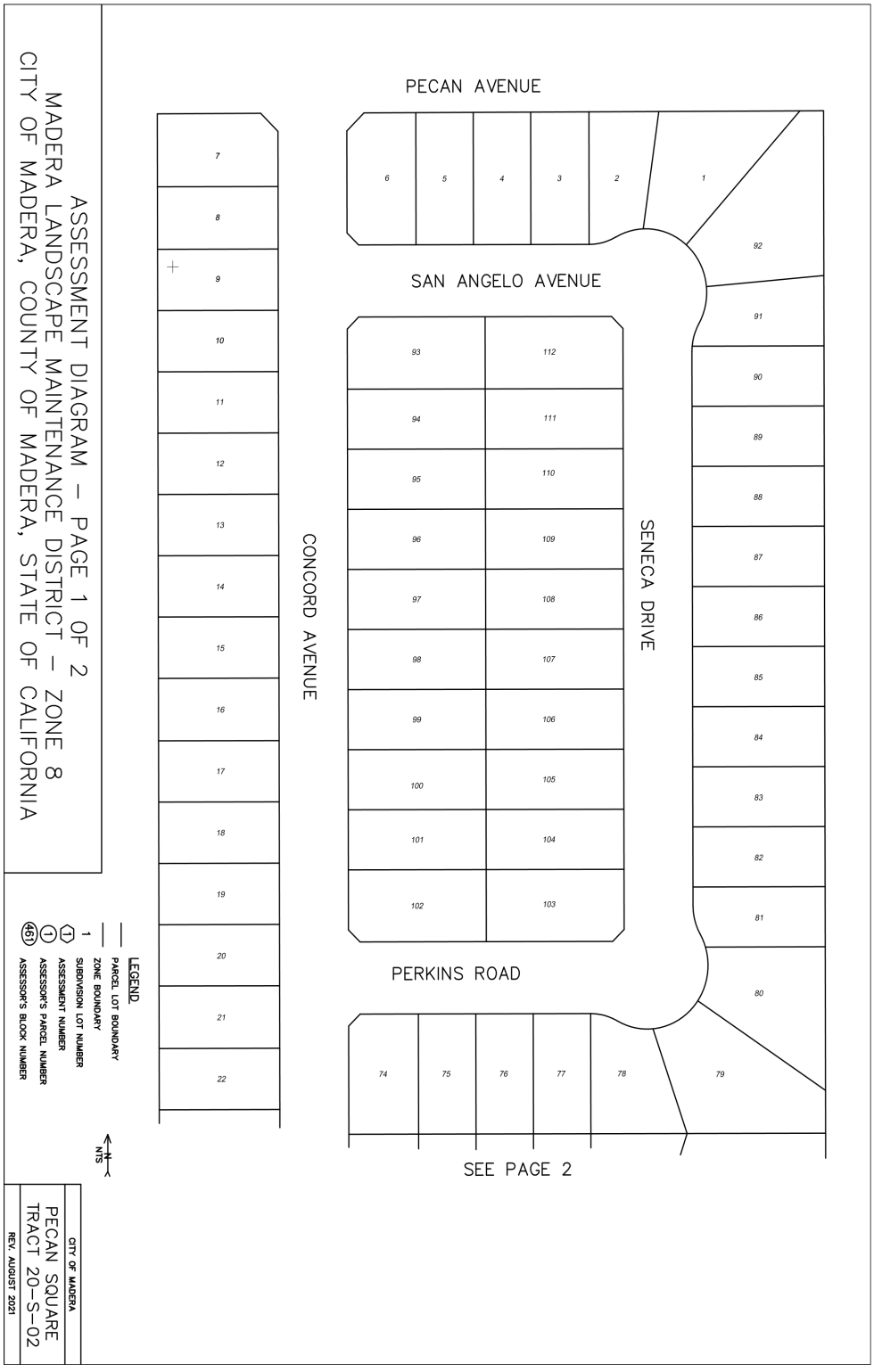

MADERA LANDSCAPE MAINTENANCE DISTRICT
ZONE LOCATION MAP

CITY OF MADERA
COUNTY OF MADERA
STATE OF CALIFORNIA

REV. SEPT 2020

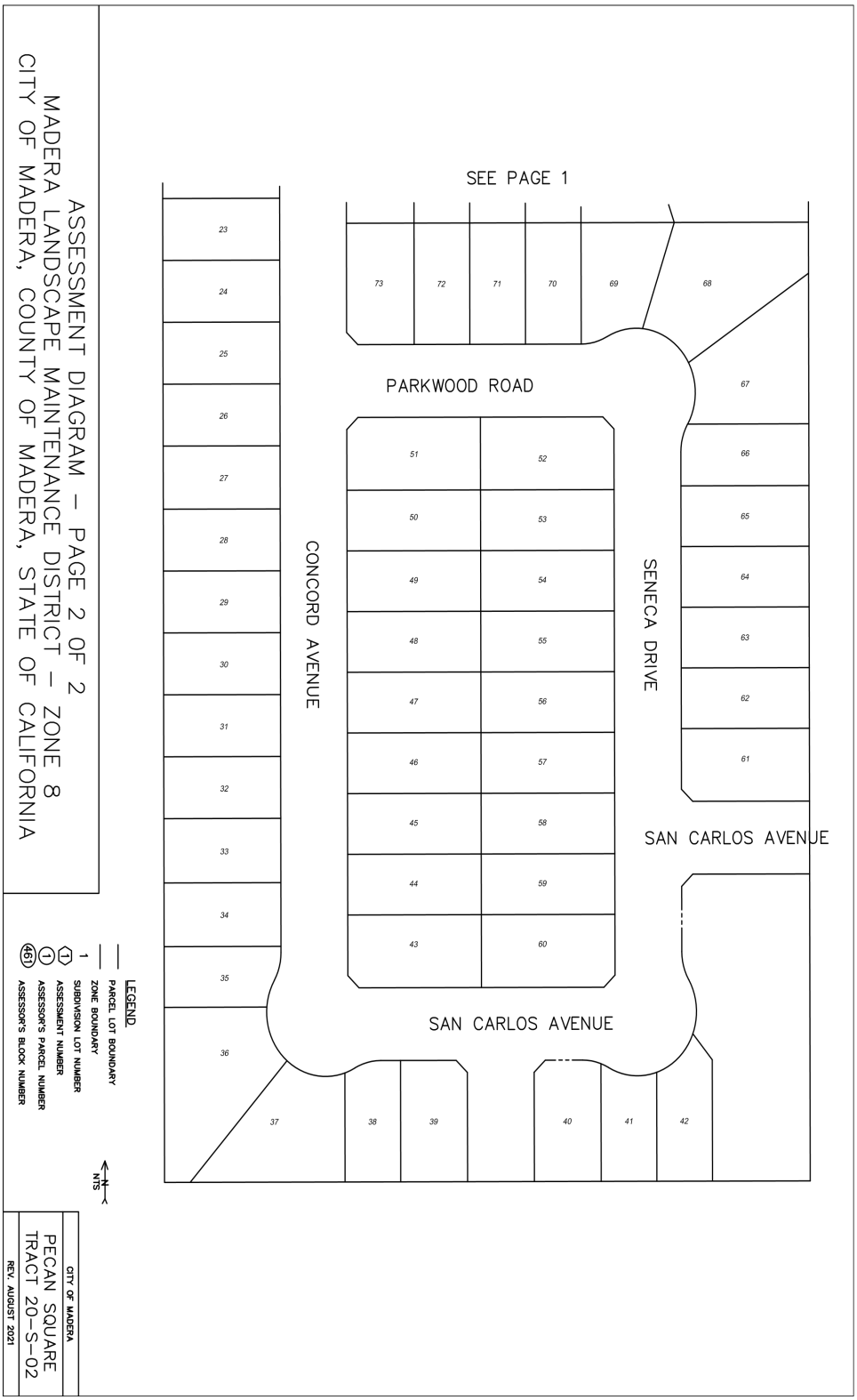
# Exhibit B

Zone Diagram (Page 1 of 2)



# Exhibit B

Zone Diagram (Page 2 of 2)



# Exhibit C

Rate and Apportionment (Sheet 1 of 6)

| Lot | Owner | Assessment Amount (FY 2022/2023) |
|---|---|---|
| 1 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 2 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 3 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 4 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 5 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 6 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 7 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 8 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 9 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 10 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 11 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 12 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 13 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 14 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 15 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 16 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 17 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 18 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 19 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 20 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 21 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 22 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |

# Exhibit C

Rate and Apportionment (Sheet 2 of 6)

| Lot | Owner | Assessment Amount (FY 2022/2023) |
|---|---|---|
| 23 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 24 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 25 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 26 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 27 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 28 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 29 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 30 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 31 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 32 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 33 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 34 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 35 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 36 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 37 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 38 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 39 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 40 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 41 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 42 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 43 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |

# Exhibit C

Rate and Apportionment (Sheet 3 of 6)

| Lot | Owner | Assessment Amount (FY 2022/2023) |
|---|---|---|
| 44 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 45 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 46 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 47 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 48 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 49 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 50 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 51 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 52 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 53 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 54 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 55 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 56 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 57 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 58 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 59 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 60 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 61 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 62 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 63 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 64 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 65 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |

# Exhibit C

Rate and Apportionment (Sheet 4 of 6)

| Lot | Owner | Assessment Amount (FY 2022/2023) |
|---|---|---|
| 66 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 67 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 68 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 69 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 70 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 71 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 72 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 73 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 74 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 75 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 76 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 77 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 78 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 79 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 80 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 81 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 82 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 83 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 84 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 85 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 86 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |

# Exhibit C

Rate and Apportionment (Sheet 5 of 6)

| Lot | Owner | Assessment Amount (FY 2022/2023) |
|---|---|---|
| 87 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 88 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 89 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 90 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 91 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 92 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 93 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 94 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 95 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 96 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 97 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 98 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 99 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 100 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 101 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 102 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 103 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 104 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 105 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 106 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 107 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |

# Exhibit C

Rate and Apportionment (Sheet 6 of 6)

| Lot | Owner | Assessment Amount (FY 2022/2023) |
|---|---|---|
| 108 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 109 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 110 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 111 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |
| 112 | DR Horton CA3, Inc., a Delaware Corporation | $ 33.93 |

**Attachment 3**

Covenant
LMD Zone 8

RECORDING REQUESTED BY:
City of Madera
WHEN RECORDED RETURN TO:
City of Madera
205 W. 4th Street
Madera, CA 93637
Attention: City Clerk

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

**COVENANT**
**LANDSCAPE MAINTENANCE DISTRICT**
**ZONE OF BENEFIT 8**

**WHEREAS**, D.R. Horton CA3, Inc., a Delaware Corporation, hereinafter referred to as "Covenantor," is the owner of the real property situated in the City of Madera, County of Madera, State of California, hereinafter referred to as "Subject Property" and more particularly described in attached Exhibit "A" which is incorporated by reference; and

**WHEREAS**, the Covenantor hereby warrants that any and all parties having record title interest in the Subject Property which may ripen into a fee have subordinated to this instrument; and

**WHEREAS**, all such instruments of Subordination, if any, are attached hereto and made a part of this instrument; and

**WHEREAS**, Covenantor is required by the City as a condition of Tentative Subdivision Map (TSM) 2019-03 approval and the Improvement Agreement to annex to the City's Landscape Maintenance District; and

**WHEREAS**, the Planning Commission on May 12, 2020 approved Tentative Subdivision Map TSM 2019-03 and on December 8, 2020, the Planning Commission approved an amendment, TPM 2019-03 MOD, for the Pecan Square Subdivision (Tract No. 20-S-02) which provided for the annexation of this subdivision into the aforementioned

Zone of Benefit; and

**WHEREAS**, maintenance of the landscaping associated with the Subject Property shall be the responsibility of the City's Landscape Maintenance District subject to acceptance of the subdivision and all improvements including said landscaping.

**NOW, THEREFORE**, it is agreed:

1. In consideration of the foregoing and the approval of the Tentative Subdivision Map and Rezone for the residential parcels, by the City of Madera, the undersigned hereby covenants, promises and agrees with the City of Madera for the benefit of said City.

2. The Covenantor consents to annexation of said Subject Property to the City's Landscape Maintenance District, has petitioned the City to annex said Subject Property to said district pursuant to Streets and Highways Code Section 22605, and pursuant to California Constitution Article, XIII D, section 5(b), waives any right to protest or object to such annexation.

3. The Covenantor agrees that the Subject Property receives a special benefit, as the term is defined in California Constitution Article, XIII D, section 2(i), from being annexed to Landscape Maintenance District, and that special benefit includes, but is not limited to, the right and ability to develop the Subject Property.

4. The Covenantor consents to an annual assessment on the Subject Property currently in an amount not to exceed $33.93 per each of the 112 dwelling units. The Covenantor agrees that this assessment is proportional to, and no greater than, the special benefit conferred on the Subject Property by being annexed into the Landscape

Maintenance District. The Covenantor also consents to an annual change in the range of the assessment in the amount of the Engineering News Record Construction Cost Index (ENRCC), plus two percent (2%). The Covenantor agrees that if such change in the range of the assessment is implemented less frequently than an annual basis, the change may be based upon the total change in the ENRCC Index since the most recent change in the assessment plus two percent per year. The Covenantor further agrees that temporary decreases in assessment do not represent a waiver of other provisions of this covenant and that the assessment may later be reset to an amount consistent with the assessment prior to the reduction plus the total change in the ENRCC Index plus two percent per year but only to the degree necessary to cover actual and reasonable costs.

5. The Covenantor agrees that he/she has received the written notice required by California Constitution Article, XIII D, Section 4(c).

6. The Covenantor agrees that this shall constitute a ballot in support of the proposed assessment pursuant to California Constitution Article, XIII D, Section 4(d).

7. Furthermore, should City hold a hearing notwithstanding such waiver, Covenantor waives the requirement of 45 days' notice of such hearing in favor of a five-day notice of such hearing.

8. The Covenantor shall fully disclose this covenant to every potential purchaser of the Subject Property.

9. It is the intention of the parties hereof that this document shall constitute a covenant in favor of the City of Madera and shall run with the land and be binding upon the undersigned, its grantees, heirs, successors and assigns.

10. The Covenant shall be released and be of no further effect upon written determination by the undersigned and the City Engineer of the City of Madera that its continued existence and enforcement are no longer necessary.

11. The provisions of this Covenant shall be deemed independent and severable and the validity or partial invalidity or unenforceability of any other provision or portion thereof shall not affect the validity or enforceability of any one provision thereof. Whenever the context of the Covenant so requires, in interpreting this Covenant, any gender includes the other genders, the singular includes the plural, and the plural includes the singular.

12. This Covenant shall be effective on _____, 2022.

**IN WITNESS WHEREOF,** the parties duly executed this Covenant.

**CITY OF MADERA**:

By: _____
Santos Garcia, Mayor

**APPROVED AS TO FORM**:

By: _____
Hilda Cantú Montoy, City Attorney

**ATTEST**:

By: _____
Alicia Gonzales, City Clerk

**APPROVED**:

By: _____
Keith B. Helmuth, P.E., City Engineer

**COVENANTOR:**

D.R. Horton CA3, Inc., A Delaware Corporation

By: _____
David Hatch, Division President

***NOTARY ACKNOWLEDGEMENT REQUIRED***

EXHIBIT “A”
Legal Description

REAL PROPERTY IN THE CITY OF MADERA, COUNTY OF MADERA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL 2, AS SHOWN ON THE MAP ENTITLED “PARCEL MAP NO. 20-P-01”, FILED ON FEBRUARY 24, 2021 IN BOOK 66 OF MAPS AT PAGES 39 AND 40, MADERA COUNTY RECORDS.

EXCEPTING THEREFROM FROM PARCEL 2 ALL THAT INTEREST CONVEYED TO DRH ENERGY INC., A COLORADO CORPORTATION BY DOCUMENT RECORDED MARCH 18, 2021 AS INSTRUMENT NO. 2021008362 OF OFFICIAL RECORDS OF SAID COUNTY. SAID INTEREST IS FURTHER DESCRIBED AS FOLLOWS:

A. ANY AND ALL (I) OIL RIGHTS, (II) MINERAL RIGHTS, (III) NATURAL GAS RIGHTS, (IV) RIGHTS TO ALL OTHER HYDROCARBON BY WHATSOEVER NAME KNOWN, (V) GEOTHERMAL HEAT RIGHTS OR GEOTHERMAL SUBSTANCES THAT MAY BE PRODUCE FROM THE PROPERTY, (VI) WATER RIGHTS AND CLAIMS OR RIGHTS TO WATER AND (VII) ALL PRODUCTS DERIVED FROM ANY OF THE FOREGOING (COLLECTIVELY, “SUBSURFACE RESOURCES”), TO THE EXTENT SUCH SUBSURFACE RESOURCES HAVE BEEN PREVIOUSLY RESERVED; AND

B. THE PERPETUAL RIGHT TO DRILL, MINE, EXPLORE AND OPERATE FOR AND PRODUCE, STORE AND REMOVE ANY OF THE SUBSURFACE RESOURCES ON OR FROM THE PROPERTY, INCLUDING WITHOUT LIMITATION THE RIGHT TO WHIPSTOCK OR DIRECTIONALLY DRILL AND MINE, FROM LANDS OTHER THAN THE PROPERTY, WELLS, TUNNELS AND SHAFTS INTO, THROUGH OR ACROSS THE SUBSURFACE OF THE PROPERTY, AND TO BOTTOM SUCH WHIPSTOCKED OR DIRECTIONALLY DRILLED WELLS, TUNNELS AND SHAFTS WITHIN OR BEYOND THE EXTERIOR LIMITS OF THE PROPERTY, AND TO REDRILL, RETUNNEL, EQUIP, MAINTAIN, REPAIR, DEEPEN AND OPERATE ANY SUCH WELLS OR MINES, BUT WITHOUT THE RIGHT THE DRILL, MINE, EXPLORE, OPERATE, PRODUCE, STORE OR REMOVE ANY OF THE SUBSURFACE RESOURCES THROUGH OR IN THE SURFACE OF THE PROPERTY OR THE UPPER FIVE HUNDRED (500) FEET OF THE SUBSURFACE OF THE PROPERTY.

APN: 012-480-005-000 (AFFECTS THIS AND OTHER PROPERTY)

# REPORT TO CITY COUNCIL

**Approved by:**

_____
Department Director

_____
Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** C-1

**SUBJECT:**

Public hearing on the Community Development Block Grant (CDBG) 2022-2023 Action Plan funding allocation

**RECOMMENDATION:**

Conduct the public hearing to approve tentative allocations for the use of CDBG 2022-2023 Action Plan funds in the amount of $982,010

**SUMMARY:**

On May 13, 2022, City of Madera (City) received notification from the U.S. Department of Housing and Urban Development (HUD), that it was eligible to receive an allocation for the CDBG 2022-2023 Action Plan funds, in the amount of $922,010. It is noted that there is also an additional $60,000 of reallocation housing funds from the 2021-2022 allocation that will be reallocated into this Action Plan. The public hearing is for City Council (Council) to consider funding recommendations proposed by the Block Grant Commission (BGC) for this funding, and to receive input from the public, to determine tentative funding allocations. Per HUD regulations, a 30-day public comment period is required after approving tentative allocations. After such period culminates, staff will bring back the tentative allocations during a future public hearing, for final approval by Council.

**DISCUSSION:**

The City is a CDBG entitlement jurisdiction which receives an annual funding allocation. Each year, the City is eligible to apply for and receive the funds, through the development and submittal of an Action Plan. HUD has three national objectives for the CDBG program. When submitting the annual Action Plan to HUD, all proposed activities must meet at a minimum, one of the following objectives:

- Benefit to low- and moderate- income (LMI) persons; or
- Aid in the prevention or elimination of slums or blight; or
- Meet a need having a particular urgency (referred to as urgent need).

In addition to the national objectives that HUD requires and through the development of a five-year Consolidated Plan, the City has identified the following primary and secondary-tier priorities for funding cycles 2020-2024:

- Primary
  - Quality Housing (Rent affordability and rental assistance)
  - Homelessness (Supportive services and prevention)
- Secondary-Tier
  - Neighborhood Revitalization (Infrastructure Improvements, Streets/Roads/Lighting and Community Centers/Parks)

#### ELIGIBLE USES OF FUNDS

When the City is awarded its specified allocation, HUD requires that funds be spent on activities across three distinct categories:

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

The maximum percentage allocation amounts are always based on the current year award, which for 2022-2023 Action Plan is $922,010. This means the maximum amounts for Administration and Public Service are $184,402 and $138,301, respectively.

#### SUMMARY OF SUBRECIPIENT GRANT APPLICATIONS

In the Spring of 2022, City staff released a Request for Funding Proposal (RFP) inviting eligible and interested entities to submit applications for CDBG 2022-2023 funds. There was a total of 10 applications received. The BGC convened on June 6, 2022 and June 8, 2022 to review applications, listen to presentations made by the interested entities, and to deliberate over the merits of each applicant due to receive CDBG funding. Their primary objective was to derive at consensus on funding distributions and propose such recommendations to Council.

Table 1 below indicates the funding limits that can be allocated to administration, public service, and capital projects. The third column breaks down the amounts requested by category, and contains the total amount requested by the applicants.

**Table 1:** *Requested Grant Funding by Applicants*

| *Funding Categories* | *Maximum that can be allocated* | *Requested grant amount* |
|---|---|---|

| | | |
|---|---|---|
| Administration (20% maximum)<br>(2 *grant proposal received*) | $184,402 | $204,402 |
| Public Service (15% maximum)<br>*(7 grant proposals received)* | $138,301 | $433,986 |
| Capital Projects/Public Improvements (no maximum)<br>*(2 grant proposals received)* | | $50,000 |
| Current Year Allocated Amount | $599,306 | |
| 2021-2022 Rollover Amount | $60,000 | |
| Total Capital Project/Public Improvements | $659,306 | |
| **Total** | **$982,010** | **$688,388** |

**BGC ADMINISTRATION ALLOCATION**

For CDBG Administration, there were only two applications. Table 2 below shows the applicants, the amounts requested and the BGC recommendation. The eligible allocation is $184,402 and the total requested is $204,402.

**Table 2:** *BGC Recommended Administration Allocations*

| *Applicant* | *Amount Requested* | *BGC Recommendation* |
|---|---|---|
| City; Action Plan Administration<br>*Administration to Oversee CDBG program* | $184,402 | $164,402 |
| CAPMC – Fresno Madera Continuum of Care<br>*Point-in-Time Count Administration* | $20,000 | $20,000 |
| **Total** | **$204,402** | **$184,402** |

**BGC PUBLIC SERVICES ALLOCATIONS**

For CDBG Public Service, there were a total of 7 applications. The BGC followed HUD's National Objectives, along with the City's Priorities, to come up with the recommendations for Public Service. Table 3 below has a breakdown of the applicant, the amount requested and the recommendation from the BGC. The eligible allocation is $138,301 and the total requested is $433,986.

**Table 3:** *BGC Recommended Public Service Allocations*

| *Applicant* | *Amount Requested* | *BGC Recommendation* |
|---|---|---|
| Big Brothers Big Sisters of Central California - High School Bigs Program | $10,000 | $0 |

| | | |
|---|---|---|
| *Youth Mentoring STEM* | | |
| Madera Coalition for Community Justice<br>*Madera Rental Assistance Project* | $86,825 | $30,000 |
| Madera Coalition for Community Justice - Madera Youth Leaders Street Art Project<br>*Downtown Improvement Street Art* | $27,403 | $0 |
| Madera Rescue Mission- Homeless Services Program<br>*Homeless Prevention and Services* | $34,500 | $34,500 |
| O.L.I.V.E. Charitable Organization - O.L.I.V.E. Safe House<br>*Temporary Victim Housing* | $37,400 | $37,400 |
| Pequeños Empresarios Inc. -<br>*Child Entrepreneurship and Education Program* | $89,358 | $10,000 |
| City of Madera, Parks & Community Services – Madera Senior Nutrition & Recreation Programs<br>*Senior Wellness, Meals, and Recreation* | $148,500 | $35,401.50 |
| **Total** | **$433,986** | **$138,301.50** |

**CAPITAL PROJECTS/PUBLIC IMPROVEMENTS**

For CDBG Capital Projects/Public Improvements, there were a total of 2 applications. Table 4 below has the Capital Projects/Public Improvements applicants, their requested amount and the BGC recommendation. The total available allocation is $659,306 and the total requested is $50,000. Staff is working on preparing and releasing another Request for Funding Proposal (RFP) for the remaining Capital Projects/Public Improvements balance in the amount of $609,306.50. The City will be submitting a grant application.

**Table 4:** *BGC Recommended Capital Projects/Public Improvements Allocations*

| *Applicant* | *Amount Requested* | *BGC Recommendation* |
|---|---|---|
| City; Engineering Department<br>*Front Counter ADA Compliant Upgrades* | $25,000 | $25,000 |
| City; Public Works Department<br>*Beautification Project* | $25,000 | $25,000 |
| **Total** | **$50,000** | **$50,000** |

A 30-day public review and comment period will begin on June 16, 2022 should tentative allocations be approved during this Council meeting. All interested parties are invited to provide written comments for the City, to consider before Council makes final allocations. The public review and comment period will expire July 20, 2022 at 5 pm. This item has been tentatively scheduled for Council consideration at its July 20, 2022 meeting.

**FINANCIAL IMPACT:**

The City will be administering the 2022-2023 grant with the requested administration funding. If the City is not awarded the administration request from the CDBG 2022-2023 Action Plan, the administration expenses may impact the General Fund.

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

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

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

**ALTERNATIVES:**

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

1. Reject the BGC's allocations.
2. Adjust the BGC's allocations.
3. Develop new allocations.

**ATTACHMENTS:**

1. CDBG 2022-20223Action Plan Grant Funding Applications
   - **Public Service Applicants**
     1. Pequeños Empresarios
     2. Big Brothers Big Sisters of Central California
     3. O.L.I.V.E Charitable Organization
     4. Madera Rescue Mission
     5. City of Madera, Parks and Community Services Department
     6. Madera Coalition for Community Justice (MYLSA)
     7. Madera Coalition for Community Justice
   - **Administration Applicants**
     8. Community Action Partnership of Madera County
   - **Capital Project/Public Improvements Applicants**
     9. City of Madera, Engineering Department
     10. City of Madera, Public Works Department

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | Pequenos Empresarios |
| Name of Project: Ninos en Accion | |
| Street Address/Service Area of Project: | 16905 Road 26 Suite 103 |
| City: Madera | Zip: 93638 |
| Amount Requested for this Project: | $89,358 |
| Amount of Leveraged Funds Available for this Project: | $0 |

| | |
|---|---|
| Mailing Address: | Madera, Ca 93638 |
| City: 16905 Road 26 Suite 103 | Zip: 93637 |
| Grant Administrator : Berenice Solis | Title: Public Relations |
| Phone: 9097716763 | Email: Madera, Ca 93638 |
| SAM Number: System for Award Management (Formerly, CCR) Number | |
| UEI Number: 16905 Rd 26 Suite 103 | Federal EIN/TIN Number: 45-5640209 |
| Program/Project Administrator: Leonor Hipolito | Title: President |
| Phone: 5597184801 | Email: 16905 Rd 26 Suite 103 |
| Type of Entity/Organizational Structure Non-Profit | |
| Brief Project Description(50 Words Max):Offering bilingual workshops to help develop social skills, financial literacy, family and community bonds, emotional intelligence, assisting with positive self esteem, environmental awareness, personal evaluation, values and proper etiquette. | |

**CDBG PUBLIC SERVICES APPLICATION**

**1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:**(Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
Educational workshops that assist abused, abandoned or neglected children by offering healing and emotional intelligence support SOURCE:(Previous Workshops held)
Help assist low-income individuals to create an unlimited mind set of possibilities. 2021 census data shows that 55.2% of age groups 16+ enter labor force. (SOURCE: census.gov)
Programs to assist with job skills development and job placement. According to the Madera juvenile data base, 3067 Juveniles are incarcerated yearly. We offer a community network of assistance to prevent the statistics from continuing to grow.

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
Kidshealth.org, childmind.org, and Unicef.org, bgca.org

3. Explain how your program supplements or complements existing services without duplicating them.
Our services are geared towards reinforcing the core subjects to better prepare students and help them improve academically. Additionally, students are taught personal growth by finding their strengths and acknowledging their weaknesses. Another example of our unique program is we offer cultural and traditional acknowledgment. We offer

4. Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.
Children are provided with a questionnaire to analyze their skills. During the course, children receive one on one sessions to measure course progress through personal testimonials. Children are able to validate the impact of the program and describe the impact it has created in their lives. A survey is provided to the children after completing a course to measure its success.

5. Mark the box below that indicates the national objective met:
◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)
○ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at

least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

○ **LMC-Limited Clientele.** 570.208(a)(2).

○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

○ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ◉ Migrant farm workers
- ○ Handicapped individuals
- ○ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

◉ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
Our objectives are measured by the outcome of our student surveys/testimonies from when they enter our workshop phase 1 to the final phase. We also measure our objectives by the input we gather from our parents, staff and coaches at the end of our workshops. When beginning our program the student starts with very low self esteem, quite and close minded. Then receives the tools to properly communicate with others and build confidence to make an impact in their future by our final workshop.

7. How will your program meet its goals in one year?
Our goal is to accentuate our program by gathering the proper tools to facilitate our leaders and staff with more trainings to better educate our children. By doing so we expand our children's learning capacity and overall growth.

8. What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
Other applications submitted apart from the City of Madera that have not been funded are the following: Wells Fargo, Latino Community Foundation, Latino Giving Circle, Vaccinate all 58, New York Life.
**At the moment we are not committed to any funders**

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
No current fund raising due to COVID-19. All support has been from our community partners. We plan on starting community fund raisers in the near future.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Public participation was achieved through social media ads, parents, family members and children spreading the word of our movement. Our community supported us by donating their time as well as food and supplies for our kids.
They support us as volunteers by promoting our programs and services.

11. If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.
We primarily service our community of Madera and during COVID were able to expanded our services outside of out geographical area to a few surrounding cities. Our online workshops were never funded by any outside organizations.

12. When there is an overflow of clients, how is it determined whom to serve?
Children are selected on a first come first serve basis.

13. Discuss your program's/project's successes.
Since the program started in 2010 we have 70% of participating families start a new business. Additionally, since the program inception, 90% of the students who have received the services have considerably increased their academics and overall growth.

14. Discuss your program's/project's past performance (2015 to 2020).
In our twelve years of serving the community, the Pequenos Empresarios program has grown each year. We have increased the number of children and families enrolled in the program. We have added more services and workshops. We were able to provide PPE supplies and have been able to provide substantial information and updated regulations.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
We've increased the age criteria from 7-12 to now 7-17. We are now offering our workshops to all high schools in Madera County. We have also provided information about local resources available to out community.

| CLIENT POPULATION | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | 28,541 |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during the term of this proposed program/service (12 months). | 500 |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ◉ Yes ○ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ◉ Yes ○ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below expanded the age required to attend the program. | |

| AGE | | GENDER | |
|---|---|---|---|

| | |
|---|---|
| 0-5 | 0 |
| 6-12 | 200 |
| 13-17 | 200 |
| 18-34 | 70 |
| 35-54 | 30 |
| 55-59 | 0 |
| 60-64 | 0 |
| 65+ | 0 |
| Total | 500 |

| | |
|---|---|
| Female | 300 |
| Male | 200 |
| Total | 500 |

| | |
|---|---|
| Female-Headed Households | 30 |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | 500 |
| Not-Hispanic or Latino | 0 |
| Total | 500 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | 0 |
| Asian | 0 |
| Black or African American | 0 |
| Native Hawaiian or Other Pacific Islander | 0 |
| White | 0 |
| Other | 500 |
| Total | 500 |

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

• Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
• Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
• American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
• Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
• Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
• Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
• White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Public participation was achieved through social media ads, parents, family members and children spreading the word of our movement. Our community supported us by donating their time as well as food and supplies for our kids.
They support us as volunteers by promoting our programs and services.

2. Note complaints that have been received, etc.
No complaints received.

3. Provide evidence of collaboration with other agencies within the community.
Madera Mission, Mexican Consulate, Fresno Area Hispanic Foundation, Lideres Campesinas, Binational Central California.
Evidence will be provided below.

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Emlen Miles-Mattingly | Title:CEO |
| Company/Agency Gennext Wealth | Tel. Number: 559-681-9838 |
| Email Address: emlen@gennextwealth.com | |

| | |
|---|---|
| Name: Olga Nunez | Title: Director |
| Company/Agency California State University Fresno Foundation | Tel. Number: 559-545-8415 |
| Email Address: nunezo@mail.fresnostate.edu | |

| | |
|---|---|
| Name: Dora Westerlund | Title: CEO |
| Company/Agency Fresno Area Hispanic Foundation | Tel. Number: 559-577-2975 |
| Email Address: dwesterlund@fresnodbh.org | |

**SPONSORING AGENCY MANAGEMENT :**

**CORPORATION DIRECTORS:**

How often does the Board meet? 1 / Month
What was the average number of Board members attending meetings last year? 6
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 3 Maximum: 7
Date of Incorporation: 10/28/2013

**FINANCIAL:**

If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
Wells Fargo $20,000 approval pending
Vaccinate ALL 58 $5,000 approval pending
Fresno Area Hispanic Foundation- $1,200 received
City of Madera $2,453 received

Graduation funding

Creative Leadership Associates $300
Prime AG $700
Sabor es poder $700
Central Valley lawn care $300
Jose Ramirez $250
CVRC services $300
Madera Martial Arts $300
Jose Soliz $1,000
New York life $1,200
Maria Tapia $300

EC services $300
Welcome Tech $700
How often are financial records audited, and by whom? Financial records are done once a month. Done by Maria Vargas Treasurer
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much?
List any judgments or pending lawsuits against the agency or program:
none
List any outstanding obligations:
none

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: | | | |
| Benefits | | | $0 |
| Taxes | | | $0 |
| **Subtotal Personnel** | $0 | $0 | $0 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | $7,925 | | $7,925 |
| Equipment | | | $0 |
| Communications | $4,186 | | $4,186 |
| Meetings & Convenings | | | $0 |
| Travel & Transportation | | | $0 |
| Training | $0 | | $0 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: 7 | | | |
| Payroll | $30,000 | | $30,000 |
| workshops | $8,600 | | $8,600 |
| graduations | $6,000 | | $6,000 |
| Utilities | $2,514 | | $2,514 |
| insurance | $2,913 | | $2,913 |
| Teachers & Trainers | $17,100 | | $17,100 |
| Rent | $10,120 | | $10,120 |
| **Subtotal Non-Personnel** | $89,358 | $0 | $89,358 |
| **Total Personnel & Non-Personnel** | $89,358 | $0 | $89,358 |
| Indirect Costs | | | $0 |
| **TOTAL** | $89,358 | $0 | $89,358 |
| Proposed # of Persons Served: | 500 | | |
| Cost per Individual | $179 | | |

**Attachments**
**(Upload Instructions)**
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

| Attachment | Link or Explanation for Missing Attachments |
|---|---|
| ☑ Articles of Incorporation and Bylaws | ARTS-PB-338.pdf<br>P.E_BY-LAWS_OF334.pdf |
| ☐ Organization Chart | We do not have a current chart at the moment |
| ☑ Non-Profit Determination Letters, IRS & State (501.3.c) | 501_c368.png<br>secretaryofstate341.pdf<br>STATE_OF_CALIFORNIA40.pdf |
| ☑ Most Recent Financial Statements | 30_de_abril_de_2022336.pdf<br>30_de_abril_de_2022337.pdf |
| ☐ Most Recent Audit & Findings, if any | No Audits |
| ☐ Program Intake Policies | N/A |
| ☑ Client Intake Form | client_form.pdf |
| ☐ Evaluation Document | N/A |
| ☐ Board Certification | N/A |

| | |
|---|---|
| ☑ Board Roster | BoardofDirectors342.docx |
| ☐ Income Certification Form | N/A |
| ☑ Other - | state_farm340.pdf |
| ☑ Other - Children Questionnaire | empresarios.JPG<br>EMPRESARIOS35.pdf<br>EMPRESARIOS34.pdf<br>EMPRESARIOS33.pdf |

| | |
|---|---|
| Submitted By: | Leonor Hipolito |
| Date Signed | 05/26/2022 |

Initially submitted: May 26, 2022 - 15:44:09

| ARTS-PB-501(c)(3) | Articles of Incorporation of a Nonprofit Public Benefit Corporation |
|---|---|

To form a **nonprofit public benefit corporation** in California, you can fill out this form or prepare your own document, and submit for filing along with:

- A $30 filing fee.
- A separate, non-refundable **$15** service fee also must be included, if you **drop off** the completed form or document.

***Important!*** California nonprofit corporations **are not** automatically exempt from paying California franchise tax or income tax each year. **A separate application is required in order to obtain tax exempt status**. For more information, go to https://www.ftb.ca.gov/businesses/exempt_organizations or call the California Franchise Tax Board at (916) 845-4171.

Note: *Before submitting this form*, you should consult with a private attorney for advice about your specific business needs.

This Space For Office Use Only

**For questions about this form, go to** *www.sos.ca.gov/business/be/filing-tips.htm*

**Corporate Name** (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

① The name of the corporation is PEQUENOS EMPRESARIOS, INC.

**Corporate Purpose** (Item 2a: Check one or both boxes. Item 2b: The specific purpose of the corporation must be listed if you are organizing for "public" purposes, or if you intend to apply for tax-exempt status in California.)

② a. This corporation is a nonprofit **Public Benefit Corporation** and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: ☑ **public** purposes. ☐ **charitable** purposes.

b. The specific purpose of this corporation is to SEE ATTACHMENT A

**Service of Process** (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may **not** list your own corporation as the agent. **Do not** list an address if the agent is a 1505 corporation as the address for service of process is already on file.)

③ a. HARRY PASCUZZI
*Agent's Name*

b. 2377 W. SHAW AVENUE, SUITE 201 | FRESNO | CA 93711
*Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box* | *City (no abbreviations)* | *State Zip*

**Corporate Addresses**

④ a. 414 ELM STREET | MADERA | CA 93638
*Initial Street Address of Corporation- Do not list a P.O. Box* | *City (no abbreviations)* | *State Zip*

b. _____
*Initial Mailing Address of Corporation, if different from 4a* | *City (no abbreviations)* | *State Zip*

**Additional Statements** (The following statements are required to obtain tax exemption from the Internal Revenue Service or the California Franchise Tax Board under Internal Revenue Code section 501(c)(3). Note: Corporations seeking other types of tax exemptions should not use this form.)

⑤ a. This corporation is organized and operated exclusively for the purposes set forth in **Article 2a** hereof within the meaning of Internal Revenue Code section 501(c)(3).

b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

c. The property of this corporation is irrevocably dedicated to the purposes in **Article 2a** hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for **charitable, educational and/or religious** purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.

▶ Leonor Hipolito
*Incorporator - Sign here*

LEONOR HIPOLITO
*Print your name here*

Make check/money order payable to: **Secretary of State**
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a $5 certification fee.

***By Mail***
Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

***Drop-Off***
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814

The chair stated that the election of officers was in order. The following persons were nominated for the offices set forth opposite their respective names:

| | |
|---|---|
| Leonor Hipolito | President |
| Jaime Olibas | Vice President |
| Maria S. Vargas | Treasurer |
| Jacinta Beatriz González de Berrocal | Secretary |

Hearing no further nominations, and on motion duly made and seconded, the chair declared that the persons named above were duly elected to the offices set forth opposite their respective names, to serve for the coming year.

There being no further business, the meeting was, on motion duly made and seconded, adjourned at 12:40 Pm

Respectfully submitted,

Date:10/27/2015

Jacinta Beatriz Gonzalez de Berrocal,
Secretary of the Meeting

N

# State of California
## Secretary of State

## Statement of Information
**(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)**

**Filing Fee: $20.00. If this is an amendment, see instructions.**
**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**EW25822**

**FILED**

**In the office of the Secretary of State of the State of California**

**JAN-23 2014**

This Space for Filing Use Only

1. **CORPORATE NAME**
PEQUENOS EMPRESARIOS, INC.

2. **CALIFORNIA CORPORATE NUMBER**
C3615525

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY — CITY — STATE — ZIP CODE
414 ELM STREET, MADERA, CA 93638

4. MAILING ADDRESS OF THE CORPORATION — CITY — STATE — ZIP CODE
414 ELM STREET, MADERA, CA 93638

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/ — ADDRESS — CITY — STATE — ZIP CODE
LEONOR HIPOLITO 414 ELM STREET, MADERA, CA 93638

6. SECRETARY — ADDRESS — CITY — STATE — ZIP CODE
JACINTA BEATRIZ GONZALEZ DE BERROCAL 408 S. I STREET, MADERA, CA 93637

7. CHIEF FINANCIAL OFFICER/ — ADDRESS — CITY — STATE — ZIP CODE
NORMA CHAVEZ 3579 DOUBLE TREE WAY, MADERA, CA 93637

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS [Note: The person designated as the corporation's agent MUST have agreed to act in that capacity prior to the designation.]
HARRY PASCUZZI

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL — CITY — STATE — ZIP CODE
2377 WEST SHAW AVE, SUITE 201, FRESNO, CA 93711

**Davis-Stirling Common Interest Development Act** (California Civil Code section 1350, et seq.)

10. ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act.

**NOTE:** Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

| 01/23/2014 | LEONOR HIPOLITO | PRESIDENT | |
|---|---|---|---|
| DATE | TYPE/PRINT NAME OF PERSON COMPLETING FORM | TITLE | SIGNATURE |

SI-100 (REV 01/2013) — APPROVED BY SECRETARY OF STATE

Scanned with CamScanner

# Forma Para Registro #4

* Required

## Datos personales

Llene los espacios con la información requerida.

1. Nombre y apellido del padre, madre o representante *

2. Correo electrónico *

3. Dirección *

4. Teléfono de contacto *

5. Grupo étnico *

*Check all that apply.*

- [ ] Blanco
- [ ] Hispánico
- [ ] Asiático
- [ ] Negro

6. Ingreso anual hasta:

*Check all that apply.*

- [ ] $0 - $7000
- [ ] $7000 - $15000
- [ ] $15000 - $25000
- [ ] $25000 - $50000
- [ ] $50000 - $100000

7. Nombre y apellido del niño/a

_____

8. Fecha de nacimiento del niño/a

_____

*Example: January 7, 2019*

9. Escuela y año escolar

_____

10. Número de teléfono de su representado(a)

_____

11. ¿Sabe hablar español?

*Mark only one oval.*

- ◯ Sí
- ◯ No

12. ¿Su representado sabe leer y escribir en español? *

*Check all that apply.*

- [ ] Sí
- [ ] No

13. ¿Cuenta con seguro médico? De ser así, por favor facilítenos los datos de la póliza

_____

_____

_____

_____

_____

*Skip to question 14*

# ACUERDO PARA PADRES

Estimados padres:
Por medio de este documento presentamos el siguiente acuerdo entre Pequeños Empresarios y el Padre, Madre, Representante o Tutor(a) del joven que comenzará a formar parte de los talleres de formación vía on-line que brinda nuestra organización.
Agradecemos que lea este acuerdo con mucho detenimiento, pues el mismo contiene las normas, beneficios y consecuencias que componen la dinámica de nuestro trabajo. Al finalizar, le solicitamos que coloque su firma como indicativo de que ha leído, entendido y aceptado completamente la información proporcionada y que autoriza a su hijo(a) a participar de los talleres.

CONSENTIMIENTO DE PARTICIPACIÓN Y TOMA DE FOTOGRAFÍAS
- Como Padre/Madre estoy completamente informado(a) sobre el contenido de los talleres de Pequeños Empresarios y acepto que mi hijo(a) participe en ellos.
- Entiendo que este taller es parte de un programa teórico practico que requiere de lecturas, clases grupales en línea y actividades prácticas que pueden o no ayudar en el crecimiento personal de mi representado.
- Entiendo que el taller se realiza de manera presencial y que Pequeños Empresarios tomará todas las medidas de Bio-seguridad que sean necesarias.
- Entiendo que varios de los procesos del programa implican compartir experiencias que puedan llegar a ser complicadas y que generen agotamiento, emociones fuertes, alegría, enojo, satisfacción o decepción. Nos hemos encontrado con algunos casos en los que los niños, al ser parte de estas experiencias, han sido desbordados por sus emociones produciéndose llanto, bien sea de alegría o de tristeza. De llegar a presentarse esta situación, no es motivo de alarma, pues el personal de Pequeños Empresarios está capacitado para abordar la situación.
- Entiendo que el desarrollo de las actividades incluye la realización de juegos y/o actividades físicas que podrían llegar a causar un golpe o lesión física en mi representado(a), por lo tanto, no responsabilizo a Pequeños Empresarios ni a su equipo de este tipo de situaciones ni de su correspondiente tratamiento.
- Me comprometo a comunicar cualquier impedimento o condición física y salud que tenga mi hijo y que le impidan el normal desenvolvimiento en las actividades.
- Me comprometo a no compartir ni reproducir el material de lectura facilitado por Pequeños Empresarios.
- De igual manera, autorizo a mi representado(a) a acudir a las entrevistas y/o actividades presenciales que así lo requieran, a su vez me comprometo a enviar a mi representado(a) con todas las medidas de bio-seguridad que sean necesarias (mascarillas, alcohol, etc.) y entiendo que si mi representado(a) resultara contagiado de Covid-19, no es responsabilidad de Pequeños Empresarios ni del personal a cargo de la actividad.
- Autorizo a mi representado(a) a acudir a las actividades que Pequeños Empresarios realice en fuera de los espacios en donde regularmente se desarrollan las clases.
- Por último, autorizo a Pequeños Empresarios para que realicen la toma de fotos y/o vídeo de mi hijo(a) y que esas imágenes sean utilizadas por Pequeños Empresarios en imágenes impresas, digitales, vídeos u otros medios para propósitos de promoción y publicidad de Pequeños Empresarios. Esas imágenes serán propiedad de Pequeños Empresarios para utilizarlas como crea conveniente.

CONSECUENCIAS CONTEMPLADAS
Durante el desarrollo del programa se informarán una serie de normas que ayudan a facilitar la disciplina y el orden en clase. Dichas normas se refieren a puntualidad, dinámicas de trabajo, cumplimiento de

asignaciones, respeto y participación. Hacemos de su conocimiento que si su hijo(a) no cumpliera con las normas se le llamará la atención, y de persistir en su conducta inadecuada tendrá consecuencias.
Si es la primera vez que se comete la falta, recibirá una llamada de atención verbal, por parte de los maestros.
Si es la segunda vez que se comete la falta, recibirá una nueva llamada de atención por escrito por parte de los maestros y se le retirarán boletos.
DEBERES Y DERECHOS DE LOS PADRES:
Son deberes de los padres:
1. Asistir a todas las juntas de padres. Para eso se agendarán anticipadamente.
2. Asistir a talleres educativos siempre y cuando cumplan con los requisitos solicitados.
3. Apoyar a sus hijos con tareas asignadas.
4. Apoyar incondicionalmente al crecimiento de sus hijos.
5. Asegurarse de que su representado(a) logre llegar a tiempo a las clases. Las faltas deben ser justificadas, de no ser así a las tres faltas se pondrá en lista de espera.
Los Padres tienen derecho a:
1. Sumar a uno o más de sus hijos siempre y cuando llenen la forma correspondiente y cumplan con los requisitos.
2. Formar parte del consejo de Padres de Pequeños Empresarios si así lo desea.

14. ¿Está de acuerdo con el Acuerdo para Padres? *

*Mark only one oval.*

- ◯ Sí
- ◯ No

15. Indique la fecha en la que dio su consentimiento *

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# Pequenos Empresarios




## 2022 Board of Directors

**Leonor Hipolito**
**President**

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**Treasurer**

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**Public Relations**

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**Oficial**

**Jaime Olibas**
**Oficial**

**PEQUENOS EMPRESARIOS**

Ninos por un mundo mejor

**CONTACT**

PHONE:
**(559) 718-4801**

WEBSITE:
**www.pequenosempresarios.org**

EMAIL:
Fundacion@pequenosempresarios.org

EMPRESARIOS Nombre: _____ Fecha _____

**Cuestionario de inicio cuanto sabes de valores**

Marca **la** respuesta que creas correcta

Donde debemos practicar los valores?

En la escuela ☐

En todas partes ☐

Respeto es llegar a un lugar

Saludar ☐

Discutir ☐

Que es bullying?

Pelear y burlarse ☐

Abrazar y compartir ☐

Que es la confianza?

*Dudar de las personas* ☐

Es la seguridad que te brinda el otro ☐

Que es la generosidad?

No compartir ☐

Dar sin esperar nada a cambio ☐

Que es solidaridad?

Apoyo que se le brinda a otro ☐

Ignorar a las personas ☐

Escribe los valores que conozcas:_____

_____

para ennos

EMPRESARIOS

CUESTIONARIO FINAL DE FINANZAS

Nombre Fecha

**Como se gana dinero**?

Trabajamos a cambio de dinero hay muchos tipos de trabajos dependiendo de la educacion

El dinero se gana pidiendo en las oficinas del gobierno ☐

**Qué es el departamento de tesoros**?

El lugar donde te regalan monedas y billetes ☐

El lugar donde crean las monedas se imprime los billetes que usamos ☐

**Que es un cheque**?

Es un tipo de marca que se deja en un papel ☐

Es un tipo de cuenta bancaria que le permite poner dinero (depósito), o sacar dinero (retiro) el cheque es aceptado como medio de pago ☐

**Que es un banco**?

El banco es un lugar que mantiene tu dinero seguro, te ayuda a invertir, y a ahorrar tu dinero ☐

El banco es un lugar donde podemos comprar cosas para las oficinas ☐

**Que es una empresa**?

Una empresa es una organización donde se contratan personas que comparten unos objetivos con el fin de obtener beneficios ☐

Una empresa es una sala de juegos ☐

**Qué es un negocio?**

Un negocio es una actividad que se realiza con fines lucrativos ☐

Un negocio es construir un edificio ☐

**Qué es servicio al cliente**?

Para que un negocio o una empresa funciones es muy importante como se da atención al cliente prestando atención a todos lo que cada uno de los que se acerquen reciban atención de calidad ☐

Servicio al cliente es invitarlos a cenar ☐

pea enos

EMPRESARIOS

# CUESTIONARIO DE INICIO FINANZAS

*Nombre* _____ *Fecha* _____

**Como se gana dinero?**

_____

**Qué es el departamento de tesoros?**

_____

**Que es un cheque?**

_____

**Que es un banco?**

_____

**Que es una empresa?**

_____

**Qué es un negocio?**

_____

**Qué es servicio al cliente?**

_____

QUE SABES DE AHORRO

_____

_____

# CDBG 2022/2023 GRANT APPLICATION
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | Big Brothers Big Sisters of Central California |
| Name of Project: High School Bigs Program | |
| Street Address/Service Area of Project: | 2300 W Industrial Avenue |
| City: Madera | Zip: 93636 |
| Amount Requested for this Project: | $10,000 |
| Amount of Leveraged Funds Available for this Project: | $0 |

| | |
|---|---|
| Mailing Address: | 4047 N Fresno Street |
| City: Fresno | Zip: 93726 |
| Grant Administrator : Elizabeth Smith | Title: Director of Operations |
| Phone: 559-268-2447 | Email: esmith@bigs.org |
| SAM Number: 145773057 System for Award Management (Formerly, CCR) Number | |
| UEI Number: PK2LKR6JCJE9 | Federal EIN/TIN Number: 941668376 |
| Program/Project Administrator: Zenia Brizendine | Title: Program Director |
| Phone: 559-268-2447 | Email: zbrizendine@bigs.org |
| Type of Entity/Organizational Structure Non-Profit | |
| Brief Project Description(50 Words Max):One-to-one mentoring program that facilitates personal growth, learning and social-emotional health. | |

## CDBG PUBLIC SERVICES APPLICATION

**1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:**(Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
Big Brothers Big Sisters of Central California (BBBSCC) is applying for funding for a High School Bigs STEM Program. The program will be a variation of the traditional High School Bigs (HSB) program model previously implemented at three MUSD sites for over 15 years. The program provides youth in the community an opportunity to reach their full potential; BBBSCC works with youth considered at-risk to address the following community deficits: truancy, academics and social/ emotional development of youth. As part of our mission, the program provides youth with a positive role model in order to support positive choices and actions in life.
The High School Bigs Program is an opportunity for youth to mentor younger youth in their own community. Students meet once a week for 90 minutes at the designated site and participate in a wide range of activities. BBBSCC staff coordinates and supervises all match meetings and spend time providing match support and guidance to the matches, made up of one high school volunteer (Big) and one elementary school-aged mentee (Little). During the 90 minutes they spend together, Bigs and Littles bond by playing board games, engaging in sports, drawing, talking and learning through hands-on STEM activities. These mediums empower Littles to develop personal, intellectual and social skills. Most recent research finds this program to be as effective in bringing attitudinal changes as our community-based program where volunteers are adults (18 years +) from the community.
The proposed STEM program will meet every two weeks at rented or donated space within the City of Madera, contingent on the type of activity that will be featured during each meeting. Meetings will be supervised by three or more BBBSCC employees whom are professionally trained match support specialists.
According to www.mentoring.org, young adults who were at-risk for falling off track but had a mentor are 55% more likely to enroll in college, 78% more likely to volunteer regularly, 90% interested in becoming a mentor, 130% more likely to hold leadership positions. (https://www.mentoring.org/why-mentoring/mentoring-impact/)

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
The only program serving youth in the City of Madera with professionally supported one-to-one mentoring relationships is Big Brothers Big Sisters of Central California.

3. Explain how your program supplements or complements existing services without

duplicating them.
Big Brothers Big Sisters of Central California partners with the youth's support team including parents/ guardians, teachers, counselors, social workers, mental/ behavioral health professional, Big (mentors) and more to collectively support our youth and help them achieve success. Furthermore, on a professional basis, BBBSCC collaborates with Madera Department of Social Services among other community agencies to refer children the program for services. BBBSCC requirements for enrollment are that a youth meet two of the following criteria: 1. Eligible for free/ reduced lunch; 2. Come from a non-traditional household; 3. Have a parent or loved one with a history of incarceration OR be referred by school/ social worker for social/ emotional reasons. Based on BBBSCC criteria for enrollment, BBBSCC takes referrals from Madera County Department of Social Services, Madera Unified School District and mental/
4
behavioral health specialists. BBBSCC operates a very unique program, backed by data and a history of over 100 years; Neither of the professional entities listed have a program like that of BBBSCC, however the program compliments and supplements the gap in services not offered through other entities.
Additionally, elementary school students are not the only youth that benefit from being a part of the program. BBBSCC counts with the support of a foundation of a generous individual who annually donates scholarships to High School Bigs (mentors) who are a part of the program. Since 2014, mentors who were students at Madera High School and Madera South High School have been awarded over $35,000.00 in scholarship to further their education.

4. Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.
BBBSCC falls under the umbrella of the Big Brothers Big Sisters of America Federation. As such, BBBSCC uses tools developed, produced and analyzed by Big Brothers Big Sisters of America. Through the Youth Outcomes Survey (YOS), the following areas are analyzed and monitored: social acceptance, scholastic competency, educational expectations, grades, avoidance of risky behaviors, parental trust, truancy, ability to trust and confide in a special adult (mentor) and deterrence of the juvenile justice system.

5. Mark the box below that indicates the national objective met:

◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)

○ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

○ **LMC-Limited Clientele.** 570.208(a)(2).

○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

◉ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ◉ Migrant farm workers
- ○ Handicapped individuals
- ○ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care,

transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
BBBSCC measures a youth's social-emotional growth in the following areas: social acceptance, scholastic competency, educational expectations, grades, avoidance of risky behaviors, parental trust, truancy, ability to trust and confide in a special adult (mentor) and deterrence of the juvenile justice system.

7. How will your program meet its goals in one year?
The aforementioned objectives are measured on an annual basis by Big Brothers Big Sisters of America and/or BBBSCC. By forming a partnership with the youth's advocates, parent and Big, all parties work collectively to help youth achieve success. Data from the surveys is analyzed and compared from a baseline to the match's first anniversary and every anniversary thereafter.

8. What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
Historically, the High School Bigs Program has been funded in its entirety by Madera Unified School District (MUSD). However, BBBSCC has found it in the best interest of our clients to modify the program meetings and curriculum to offer the program to the entire City of Madera in comparison to only three school sites in previous years. BBBSCC is confident that making minor pivots in the implementation of the program will broaden the agency's reach in serving more youth, raising awareness of the power of mentoring and empowering youth.
5
The agency respectfully requests that the City of Madera sponsors $10,000.00 for the success of this program. Program meetings will take place bi-weekly and will consist of STEM learning kits and module supplies, facility rental when appropriate and other costs directly associated with operating the program in the City of Madera. While $10,000.00 will not cover the entire cost of the program, BBBSCC is committed to seeking sponsorship or donations from public and private entities alike. BBBSCC leadership believes that serving the youth of Madera is paramount, especially during these unprecedented times In the unlikely case that sponsorship and donations are not enough to cover the expense of operating the High School Bigs STEM Program in Madera, agency leadership will seek approval from the Board of Directors to make up the difference using BBBSCC's general fund.

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
The agency leadership committed to offsetting the cost of the program with funds raised through sponsorship and donations from public and private entities. The agency and its leadership have the discretion to assign unrestricted funds that have been previously raised for each county, such as our annual Bowl for Kids' Sake event.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Due to unforeseen circumstances that have hindered the successful operations of the traditional High School Bigs Program, BBBSCC has maintained an open line of communication with parents, Bigs and Littles previously enrolled in the program; Parents are constantly reaching out to BBBSCC staff seeking an update on the program to serve their youth. With this in mind, it was fitting to reach out to the same parents that continue to be involved and rally their support for the application of this grant.

11. If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.
While Big Brothers Big Sisters of Central California serves children outside of the Madera city limits, those programs are funded through their own sources. Two examples are Oakhurst High School Bigs Program, funded by Bryant's True Value Home Center and Chowchilla High School Bigs funded through Chowchilla Elementary School District and Chowchilla Union High School District. The funds requested herein are specifically to serve youth residing within city limits.

12. When there is an overflow of clients, how is it determined whom to serve?
Big Brothers Big Sisters of Central California is committed to serving youth who are interested in being a part of the program. By pivoting the direction of the program and meetings, the agency will make the program and services available to more youth than ever before; the only limitations the agency foresees is a need for more mentors. In the event that is the case, youth will follow the enrollment process and be placed on a waitlist. Youth who are on the waitlist will be included in program meetings and will be afforded the option/ opportunity to be enrolled in the Community Based or Lunch Buddies Program, working with adult volunteers. BBBSCC is honored to operate three separate programs, all benefiting the youth of Madera.

13. Discuss your program's/project's successes.
For over 15 years, BBBSCC and its dedicated team of staff have served thousands of youth participating in the High School Bigs Programs. One heartwarming and success story that stands firm in Madera has its beginning in 2010. A 10-year-old female child (Little) was matched with her mentor (Big) for 3 years, until her Big's graduation from Madera South High School in 2012. Big Sister continued to mentor her Little while simultaneously pursing higher education; Big was was hired as a teacher's assistant with BBBSCC in 2016. The match eventually closed, but the two remained in contact that was approved by Little's parent/ guardian. The program made such an impact on Little Sister, that as soon as she became a freshman, she signed up to be a mentor herself; She went from being a Little in the program for many years to giving back to her community and mentoring a young child herself. The mentor continues to keep in touch with her former Little, has committed to mentoring a second Little, and is in the final stages of completing her teaching credential at California State University, Fresno.
Throughout the years, our dedicated team of staff has witnessed the youth we serve grow and evolve into the best version of themselves. Many Littles have returned to the program to become Bigs; Bigs have returned as college Bigs and/ or hometown success stories. From many parent accounts, BBBSCC has received feedback about their youth's positive experience and growth in the program.
Most importantly, through their participation in the program and the support provided by a professional trained match support specialist, youth are given hope, empowerment and the ability to see their own potential; these key ingredients have the power to ignite the power and promise of youth.

14. Discuss your program's/project's past performance (2015 to 2020).
Through the Youth Outcomes Survey (YOS), the project has seen the youth in the program continuously improve in the following areas: social acceptance, scholastic competency, educational expectations, grades, avoidance of risky behaviors, parental trust, truancy, ability to trust and confide in a special adult (mentor) and deterrence of the juvenile justice system.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
The concept of the program remains the same, however each year a number of Bigs and Littes move on from the program for a number of reasons including but not limited to: promotion to 7th grade, graduate from high school, relocation, etc. At the start of each school year, reasonable effort is made to have visibility on school campuses to recruit volunteers and clients. The quantitative goal of the program is to serve a minimum of 40; 20 Bigs and 20 Littes.

| CLIENT POPULATION | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | 500 |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during | 40 |

| | |
|---|---|
| the term of this proposed program/service (12 months). | |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ○ Yes ◉ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ○ Yes ◉ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below | |

| AGE | |
|---|---|
| 0-5 | |
| 6-12 | 20 |
| 13-17 | 20 |
| 18-34 | |
| 35-54 | |
| 55-59 | |
| 60-64 | |
| 65+ | |
| Total | 40 |

| GENDER | |
|---|---|
| Female | 30 |
| Male | 10 |
| Total | 40 |

| | |
|---|---|
| Female-Headed Households | 37 |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | 37 |
| Not-Hispanic or Latino | 3 |
| Total | 40 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | |
| Asian | |
| Black or African American | 2 |
| Native Hawaiian or Other Pacific Islander | |
| White | 1 |
| Other | 37 |
| Total | 40 |

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

- Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
- Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
- Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Due to unforeseen circumstances that have hindered the successful operations of the traditional High School Bigs Program, BBBSCC has maintained an open line of communication with parents, Bigs and Littles previously enrolled in the program; Parents are constantly reaching out to BBBSCC staff seeking an update on the program to serve their youth. With this in mind, it was fitting to reach out to the same parents that continue to be involved and rally their support for the application of this grant.

2. Note complaints that have been received, etc.
N/A

3. Provide evidence of collaboration with other agencies within the community.
BBBSCC has a reciprocating relationship with attending and inviting the following community partners to agency events: Community Action Partnership of Madera Co., Madera Co. Department of Social Services, Madera Co. Probation , Madera Co. Behavioral Health , Madera Co. Public Health , Madera Co. Food Bank , Madera Rotary , Madera Sunrise Rotary , First 5

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Tom Wheeler | Title:Madera Co. Supervisor |
| Company/Agency Madera Co. Board of Supervisors | Tel. Number: (559) 675-7700 |
| Email Address: supervisortomwheeler@ yahoo.com | |

| | |
|---|---|
| Name: Ryan McWherter | Title: Executive Director |
| Company/Agency Madera Co. Food Bank | Tel. Number: (559) 674-1482 |
| Email Address: rmcwherter.maderafoodbank@gmail.com | |

| | |
|---|---|
| Name: Tricia Kingsley | Title: Senior Customer Service Agent |
| Company/Agency JBT Food Tech | Tel. Number: (559) 661-3200 |
| Email Address: tricia.kingsley@ jbtc.com | |

**SPONSORING AGENCY MANAGEMENT :**
**CORPORATION DIRECTORS:**
How often does the Board meet? monthly
What was the average number of Board members attending meetings last year? 7
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: n/a Maximum: 25
Date of Incorporation: May 1968

**FINANCIAL:**
If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
BBBS has applied for funding, however funding has not been secured or committed as of this

application filing.
How often are financial records audited, and by whom? annually, CPA firm
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much?
List any judgments or pending lawsuits against the agency or program:
N/A
List any outstanding obligations:
N/A

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: | | | |
| Benefits | $0 | | $0 |
| Taxes | $0 | | $0 |
| **Subtotal Personnel** | $0 | $0 | $0 |
| Non-Personnel | | | |
| Move-In Assistance | $0 | | $0 |
| Supplies & Materials | $0 | | $0 |
| Equipment | $0 | | $0 |
| Communications | $7,000 | | $7,000 |
| Meetings & Convenings | $0 | | $0 |
| Travel & Transportation | $700 | | $700 |
| Training | $1,000 | | $1,000 |
| Consulting | $1,000 | | $1,000 |
| Evaluation | $300 | | $300 |
| Other Lines needed: | | | |
| **Subtotal Non-Personnel** | $10,000 | $0 | $10,000 |
| **Total Personnel & Non-Personnel** | $10,000 | $0 | $10,000 |
| Indirect Costs | $0 | | $0 |
| **TOTAL** | $10,000 | $0 | $10,000 |
| Proposed # of Persons Served: | 40 | | |
| Cost per Individual | $250 | | |

**Attachments**
(Upload Instructions)
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

| Attachment | Link or Explanation for Missing Attachments |
|---|---|
| ☑ Articles of Incorporation and Bylaws | BBBSCC_Agency_By_Law.pdf<br>BBBS_Foundation_Certificate_of_Amendment_of_Articles_of_Incorporation.pdf |
| ☑ Organization Chart | org_chart_as_of_April_2022.pdf |
| ☑ Non-Profit Determination Letters, IRS & State (501.3.c) | IRS_Letter_Agency_501_c3.pdf |
| ☐ Most Recent Financial Statements | work in progress, delayed due to tax season per CPA |
| ☑ Most Recent Audit & Findings, if any | Agency_9.30.20_Tax_Returns.pdf |
| ☐ Program Intake Policies | self-referrals |
| ☑ Client Intake Form | HSB_Youth_Application__Parent_Permission_Form.pdf |
| ☐ Evaluation Document | |
| ☑ Board Certification | 2022_Board_Acknowledgment.pdf |
| ☑ Board Roster | AGENCY_board_members_and_org_affiliation.pdf |
| ☑ Other - Youth Outcomes Survey | YOS_August_2020_Revision.pdf |
| ☐ Other - | |

Submitted By: Elizabeth Smith
Date Signed 05/26/2022

Initially submitted: May 26, 2022 - 11:29:26

...SMO, INC.

554902

A228865

FILED
In the office of the Secretary of State
of the State of California
JAN 27 1981
MARCH FONG EU, Secretary of State
By Deputy

# CERTIFICATE OF AMENDMENT OF ARTICLES OF INCORPORATION OF BIG BROTHERS OF FRESNO

Rudy Preciado and Malcolm Dedekian certify:

1. That we are the President and the Treasurer, respectively, of Big Brothers of Fresno, a California corporation.

2. Articles I and II of the Articles of Incorporation of this corporation are amended to read as follows:

I. NAME

The amended name of this corporation is:

Big Brothers/Big Sisters of Fresno, Inc.

II. STATEMENT OF PURPOSE

The specific and primary purpose for which this corporation is formed and intends to initially engage is to organize, under professional direction, a body of mature and responsible men and women to interest themselves individually in the welfare and improvement of boys and girls whose physical, mental, and moral development has been retarded, hindered or endangered because of inadequate parental supervision, bad environment, or other conditions, and to aid them in developing a love of God and love of Country, and a usefulness to the Community and to themselves.

3. That the amendment has been approved by the Board of Directors.

4. That the amendment was approved by the required vote of the members.

Rudy Preciado, President

Malcolm Dedekian, Treasurer

## DECLARATION

Each of the undersigned declares under penalty of perjury that the statements contained in the foregoing Certificate of Amendment of Articles of Incorporation are true of his own knowledge and that this declaration was executed on December 9, 1980, at Fresno, California.

Rudy Preciado, President

Malcolm Dedekian, Treasurer

(b) The general purposes and powers are:

(1) To make contracts;

(2) To buy, lease, exchange, convey, mortgage or otherwise receive or dispose of real or personal property;

(3) Express powers to participate in commercial activities, "deal in" real or personal property or copyrights, operate mines, farms, businesses, publish and sell literature, etc., which are not in furtherance of the exempt purposes of the organization (business activities merely to make money to support the activities of an organization are not in furtherance of the purposes of the organization) are not permitted. The above activities are not permitted indirectly by the formation of partnerships or associations with other organizations.

(c) Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

(d) This corporation is organized for and will be operated for charitable purposes, is not organized for profit and will not be operated for profit, and no part of its net earnings will inure to the benefit of any member, shareholder, or individual.

(e) No property of this corporation will be used or operated by the corporation or any other person so as to benefit any officer, trustee, director, shareholder, member, employee, contributor, or bondholder, of this corporation, or of the operator, or any other person, through the distribution of profits, payment of excessive charges or compensations or the more advantageous pursuit of their business or professions.

(f) No property of this corporation will be used by the corporation or by its members for fraternal or lodge purposes, or for social purposes except where such use is clearly incidental to a primary charitable purpose.

(g) All the property of this corporation is irrevocably dedicated to charitable purposes and upon the liquidation, dissolution or abandonment of this corporation none of the property of this corporation will or shall inure to the benefit of any private person except a fund, foundation or corporation organized and operated for religious, hospital or charitable purposes which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

VI. DIRECTORS

(a) The number of directors of this corporation shall be fifteen (15).

(b) Authority is hereby granted to the members of this corporation, entitled to vote, to change from time to time the authorized number of directors of this corporation by a duly adopted by-law, or by a duly adopted amendment of the by-laws, of this corporation, provided that in no case shall such number be less than five (5).

(c) The names and addresses of the persons who are appointed to act as first directors of this corporation are: All such named persons are residents of the State of California:

| | | |
|---|---|---|
| Bill Booth | 5939 E. Hamilton | Fresno |
| Carmen A. Eanni | 5710 N. Sherman | Fresno |
| Barry L. Gambini | 5265 N. Second | Fresno |
| James Ganulin | 1117 W. San Jose | Fresno |
| Robert L. Garabedian | 503 W. San Gabriel | Fresno |
| John Giarmarco | 3896 Atlas Way | Fresno |
| Kenneth Kerr | 4529 E. Redlands | Fresno |
| Paul E. Myers | 1823 N. Adoline | Fresno |
| Patrick R. Newton | 834 E. Garland | Fresno |
| Walter D. Randall, Jr. | 3535 N. Third | Fresno |
| Lawrence A. Reba | 1781 W. Roberts | Fresno |
| D. Vernon Selland | 1002 E. Cambridge | Fresno |
| Robert Trombetta | 53 E. Cortland | Fresno |
| Patrick A. Turner | 5720 N. Sherman | Fresno |
| Ray L. Wilson, Jr. | 825 W. Fairmont | Fresno |

VII. QUALIFICATIONS

The requirements and qualifications for, and classes of, membership in this corporation, and the voting rights of the members, shall be as set forth in the By-Laws.

VIII. BY-LAWS

By-Laws of the corporation shall be adopted by the Directors named in these Articles of Incorporation and may thereafter be amended or repealed by the members of the corporation having voting rights, by any method provided for in the By-Laws.

IX. PRIVATE PROPERTY OF MEMBERS NOT ASSESSABLE

The private property of the members, directors and officers shall not be subject to the payment of corporate debts of this corporation to any extent whatsoever.

IN WITNESS WHEREOF, for the purpose of forming this corporation under the laws of the State of California, the undersigned, constituting the incorporators of this corporation, and being the persons hereinabove named as the first directors of this corporation, have executed these Articles of Incorporation this 24th day of May, 1968.

BILL BOOTH

JOHN GIARMARCO

CARMEN A. EANNI

KENNETH KERR

BARRY L. GAMBINI

PAUL E. MYERS

JAMES GANULIN

PATRICK R. NEWTON

ROBERT L. GARABEDIAN

WALTER D. RANDALL, JR.

LAWRENCE A. REBA

D. VERNON SELLAND

ROBERT TROMBETTA

PATRICK A. TURNER

RAY L. WILSON, JR.

STATE OF CALIFORNIA )
: ss.
COUNTY OF FRESNO )

On May 24, 19 68, before me, the undersigned, a Notary Public in and for said state, personally appeared Bill Booth, [redacted], Barry L. Gambini, James Ganulin, Robert L. Garabedian, John Giarmarco, Kenneth Kerr, Paul E. Myers, Patrick R. Newton, Walter D. Randall, Jr., Lawrence A. Reba, D. Vernon Selland, Robert Trombetta, Patrick A. Turner and Ray L. Wilson, Jr., known to me, to be the persons whose names are subscribed to the within instrument, and acknowledged that they executed the same.

CARMEN A. EANNI
NOTARY PUBLIC - CALIFORNIA
PRINCIPAL OFFICE IN
FRESNO COUNTY

WITNESS my hand and official seal.

Carmen A. Eanni

My Commission Expires May 1, 1971
CARMEN A. EANNI

STATE OF CALIFORNIA )
: ss.
COUNTY OF FRESNO )

On May 24, 1968, before me, the undersigned, a Notary Public in and for said State, personally appeared CARMEN A. EANNI, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

MAXINE E. FREDERICKS
NOTARY PUBLIC - CALIFORNIA
PRINCIPAL OFFICE IN
FRESNO COUNTY

WITNESS my hand and official seal.

Maxine E. Fredericks

My commission expires July 28, 1970
MAXINE E. FREDERICKS

ORIGINAL

554902

FILED
In the office of the Secretary of State
of the State of California
OCT 14 1968
FRANK M. JORDAN, Secretary of State
By [signature] Deputy

ARTICLES OF INCORPORATION

OF

BIG BROTHERS OF FRESNO

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned, have this day voluntarily associated ourselves together for the purpose of forming a corporation under the laws of the State of California, and we hereby certify that:

I. NAME

The name of this corporation is:

BIG BROTHERS OF FRESNO

II. PRIMARY PURPOSE

The specific and primary purpose for which this corporation is formed and intends to engage is to organize, under professional direction, a body of mature and responsible men to interest themselves individually in the welfare and improvement of boys whose physical, mental and moral development has been retarded, hindered or endangered because of inadequate parental supervision, bad environment or other conditions, and to aid them in developing a love of God and love of Country, and a usefulness to the Community and to themselves.

Restriction of right to amend articles (No) Yes

III. KIND OF CORPORATION

This corporation is organized pursuant to the general Nonprofit Corporation Law of the State of California.

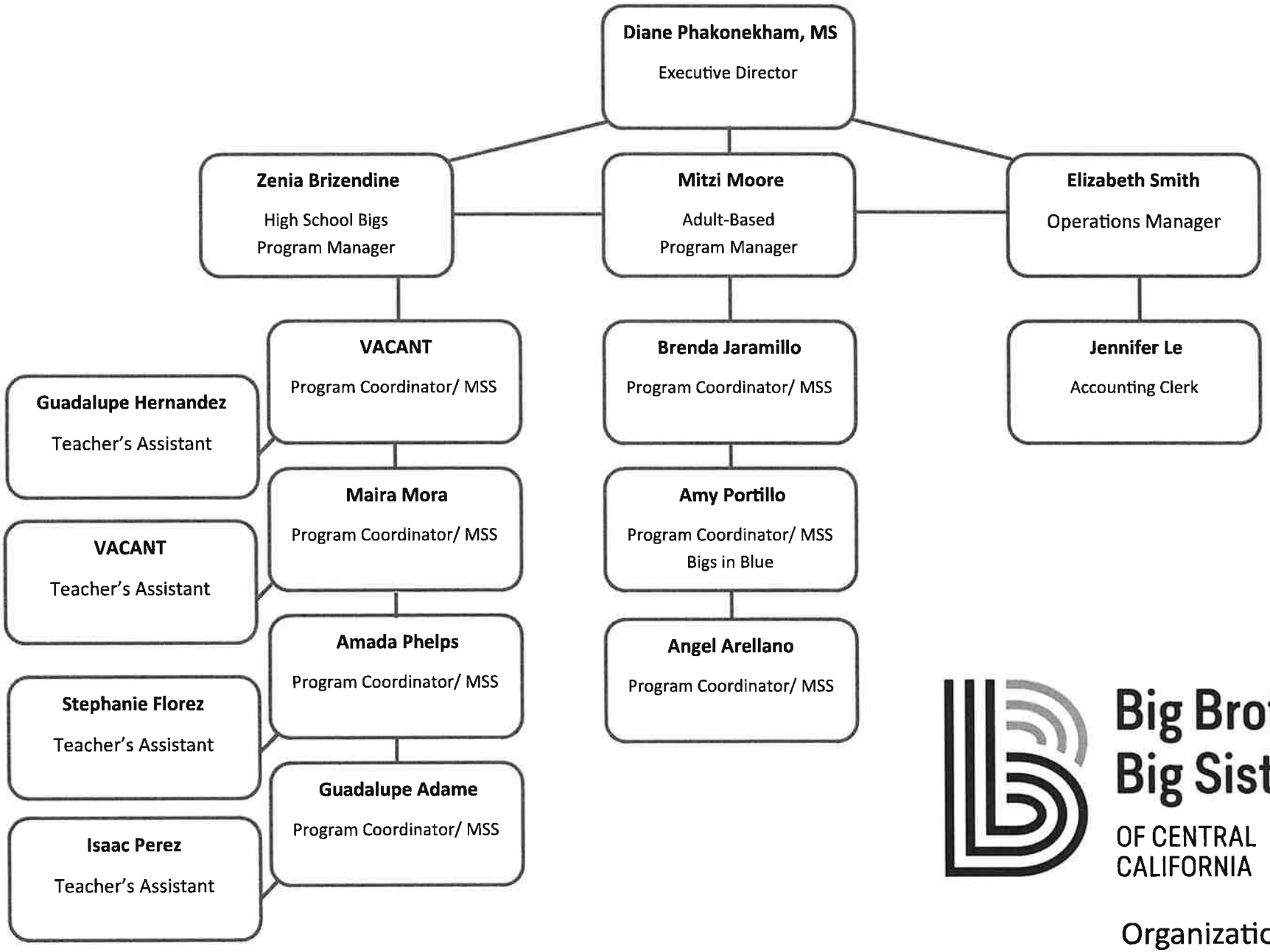
IV. PRINCIPAL OFFICE

The County in the State of California where the principal office for the transaction of business of this corporation is to be located is Fresno County.

V. GENERAL PURPOSES AND POWERS

The general purposes for which this corporation is formed and its powers are:

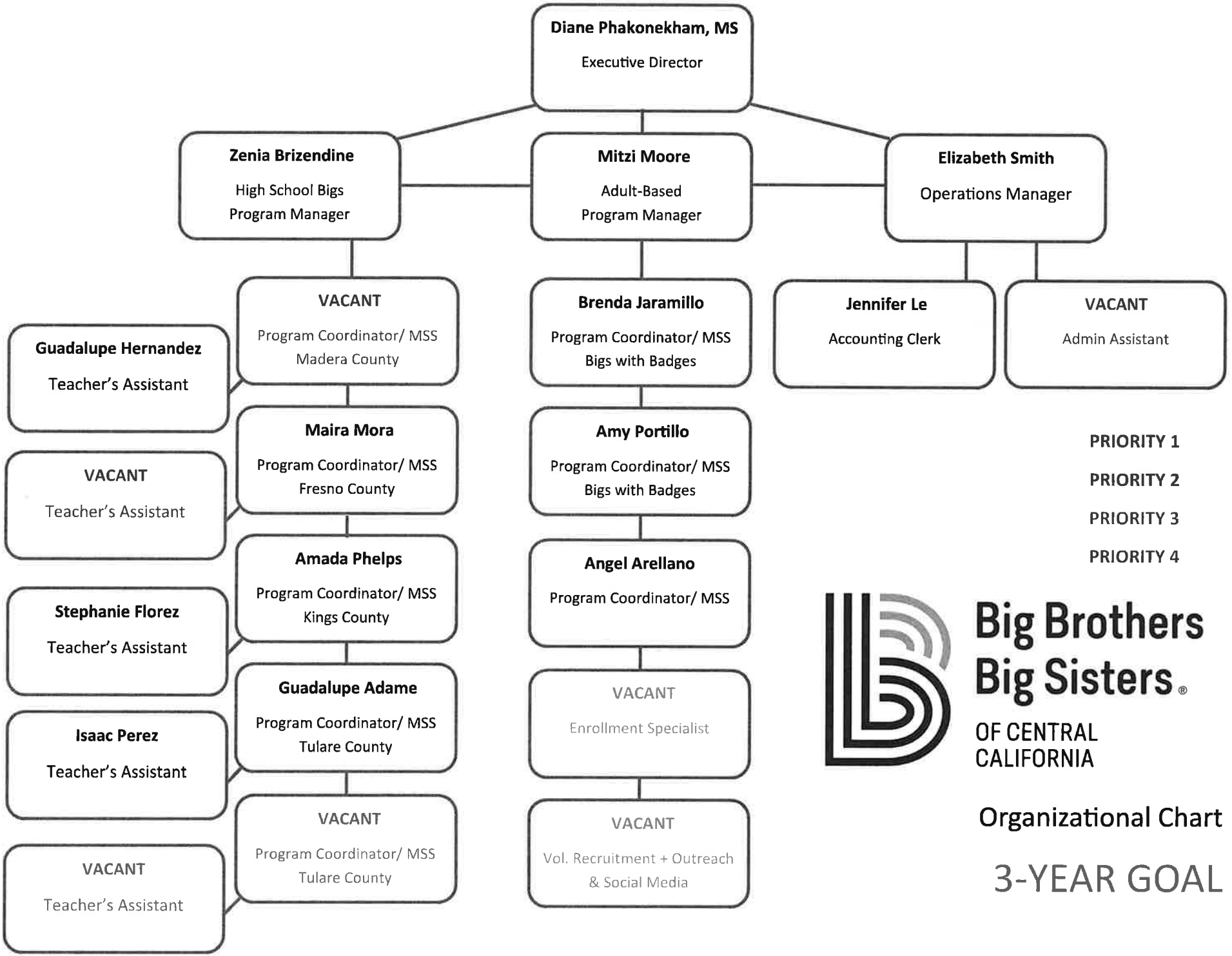
(a) To take a direct, personal and friendly interest in underprivileged boys and their families, and to employ methods that will tend to promote their physical, mental and moral welfare and thus aid in making them better citizens of their community and their nation.




Big Brothers Big Sisters®
OF CENTRAL CALIFORNIA

Organizational Chart

CURRENT


Diane Phakonekham, MS
Executive Director
Zenia Brizendine
High School Bigs
Program Manager
Mitzi Moore
Adult-Based
Program Manager
Elizabeth Smith
Operations Manager
VACANT
Program Coordinator/ MSS
Madera County
Brenda Jaramillo
Program Coordinator/ MSS
Bigs with Badges
Jennifer Le
Accounting Clerk
VACANT
Admin Assistant
Guadalupe Hernandez
Teacher's Assistant
VACANT
Teacher's Assistant
Maira Mora
Program Coordinator/ MSS
Fresno County
Amy Portillo
Program Coordinator/ MSS
Bigs with Badges
Stephanie Florez
Teacher's Assistant
Amada Phelps
Program Coordinator/ MSS
Kings County
Angel Arellano
Program Coordinator/ MSS
Isaac Perez
Teacher's Assistant
Guadalupe Adame
Program Coordinator/ MSS
Tulare County
VACANT
Enrollment Specialist
VACANT
Teacher's Assistant
VACANT
Program Coordinator/ MSS
Tulare County
VACANT
Vol. Recruitment + Outreach
& Social Media
PRIORITY 1
PRIORITY 2
PRIORITY 3
PRIORITY 4
Big Brothers
Big Sisters®
OF CENTRAL
CALIFORNIA
Organizational Chart
3-YEAR GOAL

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0046

In reply refer to: 0423371330
May 27, 2008 LTR 252C 0
94-1668376 000000 00 000
00003143
BODC: TE

BIG BROTHERS BIG SISTERS OF CENTRAL
CALIFORNIA
905 N FULTON ST
FRESNO CA 93728-3411057

023482

Taxpayer Identification Number: 94-1668376

Dear Taxpayer:

Thank you for the inquiry dated Apr. 15, 2008.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( )_____ Hours_____

Sincerely yours,

Karen E. Peat

Karen E. Peat
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):
Copy of this letter

**Internal Revenue Service**

Department of the Treasury

District
Director

450 Golden Gate Ave.
San Francisco, Calif. 94102

Person to Contact:
Exempt Oranization Desk Officer
Telephone Number:
(213) 894-2289
Refer Reply to:
EP/EO:TB:CUS
Date:
January 10, 1991

Big Brothers/Big Sister of Fresno, Inc.
P.O. Box 4409
Fresno, CA 93744

Reference is made to your request for verification of the tax exempt status of your organization.

We are unable to furnish you with a copy of the original determination or ruling letter that was issued to your organization. However, our records indicate that exemption was granted as shown below.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code of 1954 or under a prior or subsequent Revenue Act remains in effect until exempt status has been terminated, revoked or modified.

Our records indicate that there has been no change in your organization's exempt status.

Sincerely yours,

Michael J. Quinn

District Director

Name of the organization: Big Brothers/Big Sisters of Fresno, Inc.

EIN: 94-1668376

Date of exemption letter: May 1969

Exemption granted pursuant to 1954 Code section 501(c)(3) or its predecessor Code section.

Foundation Classification (if applicable) 509(a)(1) and 170(b)(1)(A)(vi)

Big Brothers Big Sisters
OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

Dear Parent/Guardian:

Students at your child's elementary school have the opportunity to participate in the School Based Mentoring program of Big Brothers Big Sisters. In the program a child is "matched" with a high school volunteer Big Brother or Big Sister. The volunteer will visit once a week, to spend about one hour per week with your child, reading, working on schoolwork, playing games, sports, etc. The activities take place at the school, afterschool - not outside of school grounds. The activities between your child and the mentor will be closely monitored by our agency staff. If you would like your child to have this opportunity, please fill out the permission slip below and return it to BBBS as soon as possible.

| _____ | _____ | _____ |
|---|---|---|
| Coordinator, BBBS | Principal | Elementary School |

| Parent/Guardian First Name: | Last Name: | Preferred Name/Nickname: |
|---|---|---|
| | | |

| Parent/Guardian Gender/Gender Identity:<br>Examples include: female, male, transgender, non-binary, gender queer, gender fluid, gender neutral | Parent/Guardian Personal Pronouns:<br>Examples include: she/her, he/him, they/them, xe/xem, ve/ver |
|---|---|
| | |

Relationship to child: _____

Do you have legal custody of the child? ☐ Yes ☐ No

Is there a person who shares legal custody of this child? ☐ Yes ☐ No

If yes, are they aware and supportive of the child's enrollment in the BBBS program? ☐ Yes ☐ No

Name: _____ Phone Number: _____

| Child's First Name: | Middle Name: | Last Name: | |
|---|---|---|---|
| Preferred Name/Nickname: | Child's Gender/Gender Identity: | Child's Personal Pronouns: | Child Date of Birth: |
| | | | |

What is the child's living situation?

☐ Two-parent household ☐ One-parent household ☐ Grandparent

☐ Foster Home ☐ Group Home

☐ Other relative of child (non-parent) _____

☐ Other _____

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Big Brothers Big Sisters.
OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

| Home Phone #: | Parent/Guardian Cell Phone #: | Child Cell Phone #: | Is it okay to text parent/guardian? ☐ Yes ☐ No Cell Provider: Is it okay to text child? ☐ Yes ☐ No Cell Provider: |
|---|---|---|---|

| Home Address: | City: | County: | State: | Zip: |
|---|---|---|---|---|

| Parent/Guardian E-mail: | Child E-mail: |
|---|---|

| Child's School: | Grade: | Student ID Number: |
|---|---|---|

Child's Race/Ethnicity:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latinx
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Write in _____
- ☐ Multi-race (check all that apply)
  - ☐ *American Indian or Alaska Native*
  - ☐ *Asian*
  - ☐ *Black or African American*
  - ☐ *Hispanic or Latinx*
  - ☐ *Native Hawaiian or Pacific Islander*
  - ☐ *White*
  - ☐ *Write in* _____

Languages Spoken in the Home:
Nationality/Country of Origin:
Tribal Affiliation:

Parent/Guardian Place of Employment:
Parent/Guardian Work Phone #:
May we contact you (the parent/guardian) at the work number listed above? ☐ Yes ☐ No

Please check the best number and time to contact you (the parent/guardian)?

Time of Day:
- ☐ Morning
- ☐ Afternoon
- ☐ Evening

Location:
- ☐ Home
- ☐ Cell
- ☐ Work

If we are unable to reach you, who is someone we could call who always knows how to reach you?

Name:
Phone Number:
Relationship to child/family:

1. How do you think your child will benefit from having a Big Brother or Big Sister (mentor in the program)?

2. Does your child know that you are applying for the program? ☐ Yes ☐ No

3. Does your child want to participate? ☐ Yes ☐ No ☐ Unsure

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Big Brothers Big Sisters.
OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

4. Where did you hear about Big Brothers Big Sisters? Please check all that apply and provide details in space given.
   - ☐ School _____
   - ☐ Relative _____
   - ☐ Faith Organization _____
   - ☐ Service Organization (Nonprofits, food bank, social services, etc.) _____
   - ☐ Website _____
   - ☐ TV/Radio _____
   - ☐ Event _____
   - ☐ Other _____

5. Does your child have siblings or relatives who are applying for the BBBS program at this time or who are currently in the program?
   ☐ Yes ☐ No If yes, please provide their name(s): _____

6. Do you anticipate any significant life changes over the next year, or have you had any in the past year? Examples of significant life changes include moving, job changes, or changes in family size or dynamics.
   ☐ Yes ☐ No If yes, please explain: _____

7. Will your child be able to meet with their Big at their school site, for the next year?
   ☐ Yes ☐ No

8. Does your child have any medical conditions that might affect them in participating in activities with a Big?
   ☐ Yes ☐ No If yes, please explain: _____

9. How many adults and children currently reside in your household? _____

10. Do you (parent/guardian) receive public income assistance at this time?
    ☐ Yes ☐ No

11. Do you (parent/guardian) receive assistance with housing (e.g. Section 8, residence in public-housing)? ☐ Yes ☐ No

12. Is your child eligible for free or reduced lunch? ☐ Yes ☐ No

13. Household Annual Income: (total income of the adults the child lives with)
    ☐ 0-$10,000 ☐ $10,001-$15,000 ☐ $15,001-$20,000 ☐ $20,001-$30,000
    ☐ $30,001-$50,000 ☐ $50,001-75,000 ☐ $75,001-$100,000+

14. Does your child have a parent/ guardian with current or past military experience?
    ☐ Yes ☐ No
    If yes, please list dates of service:
    - Branch: ☐ Air Force ☐ Army ☐ Marine Corps ☐ Navy

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☐ Coast Guard

- Component: ☐ Active ☐ National Guard ☐ Reserve
- Is the parent currently deployed? ☐ Yes ☐ No
  If yes, please the date of deployment: _____

15. Does your child have a parent/guardian who is currently incarcerated? ☐ Yes ☐ No

16. Has your child ever been arrested or involved in the juvenile justice system?
(Answering yes to this question will not affect your child's acceptance into Big Brothers Big Sisters program.)

☐ Yes ☐ No If yes, please explain: _____

17. Within the last year, has your child been in trouble at school?
☐ Poor Grades
☐ Skipping school/classes
☐ Behavior problems (Describe: _____)
☐ Has been suspended (Reason for suspension: _____)
☐ Has been expelled (Reason for expulsion: _____)
☐ Sent to an alternative school (Reason for school change: _____)

18. Does your child receive any of these services?
☐ Special Education ☐ Speech Therapy ☐ Tutoring ☐ In-school counseling ☐ Other Counseling (Describe: _____ )

19. What strengths does your child have that a Big might be able to help grow?

20. What are some of the needs your child has (examples could be emotional, social, behavioral, or academic) that a Big may be able to help them with?

21. How would you describe the best mentor for your child?
*We will make every effort to honor your preferences for your child's mentor. BBBS does not discriminate on the basis of race, ethnicity, gender, marital status, sexual orientation, or religion.*

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Big Brothers Big Sisters.
OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

By signing below, I give permission:

1. For my child to participate in the Big Brothers Big Sisters Program;
2. For the volunteer matched with my child, who has been screened and approved by Big Brothers Big Sisters, to personally interact with my child and attend events and match activities, if applicable and allowed by program type;
3. For the school to provide social and academic information about my child to Big Brothers Big Sisters (e.g. report cards, behavior reports);
4. To have my child participate in an intake interview conducted by Big Brothers Big Sisters staff and complete questionnaires throughout their time in the program containing questions about school, home life, the match, and personal interests to evaluate and improve program services;
5. For my child's photograph and first name to be used for the purpose of publicity efforts by Big Brothers Big Sisters (e.g. newspaper, social media, etc.)
6. To have my child talk with a Big Brothers Big Sisters staff person about personal safety;

I understand that the program is not obligated to match my child with a volunteer and that as part of the enrollment process, I will be asked to provide additional information through an in-person interview. I understand that the information I provide in the enrollment process will be kept confidential, unless disclosure is required by law. I understand that incidents of child abuse or neglect, past or present, will be reported to proper authorities. I understand that certain relevant information about my child will be discussed with the volunteer who is a prospective match (i.e. demographic information, information relevant to volunteer preferences, and information relevant to child-safety and well-being).

I, on behalf of myself and my child, completely release and forever discharge Big Brothers Big Sisters of Central California and its employees, agents, members, volunteers and all other persons on its behalf, together with any successors in interest, heirs, attorneys, agents, representatives, and all persons acting by, though, under, or in concert with them from all known and unknown charges, complaints, claims, grievances, liabilities, obligations, promises, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts, penalties, fees, wages, attorneys' fees and costs, and punitive damages of any kind or nature whatsoever, whether known or unknown, which I may have, or may have had, against Big Brothers Big Sisters of Central California, arising from any participation in said program and activities, including but not limited to any liability to any right of action that may occur to such child directly, or to me as their guardian. I intend and understand that this release and discharge is to be interpreted and enforced so as to provide the broadest release and discharge possible as may be permitted by law. I understand that this information may be shared with the school or with partnership agencies when applicable.

If my child is matched with a Big Brother or Big Sister I agree to support my child's match by reviewing the program and safety information given to me by Big Brothers Big Sisters, communicating with Big Brothers Big Sisters staff as outlined in expectations and immediately reporting any concerns I might have to Big Brothers Big Sisters staff.

**Parent/Guardian Printed Name:** _____

**Parent/Guardian Signature:** _____ **Date:** _____

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Big Brothers Big Sisters.
OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

### Big Brothers Big Sisters of Central California Confidentiality Policy

In order to provide a responsible and professional service to the children served by Big Brothers Big Sisters of Central California (BBBS/BBBS of CC), it is necessary for volunteers, children and parents/guardians to share personal information about themselves and their families. Our agency respects the confidentiality of child, family and volunteer records. We share information from our records only among agency staff, with the exceptions listed below. Volunteers and families are asked to respect each other's privacy and share only basic information about the other to those not involved in BBBS, unless permission to share more personal information is received as they are likely to learn more about each other over time.

Records are considered property of BBBS and not agency workers, clients or volunteers. In order to provide a service in best interest of the children served, information from clients, volunteers or outside sources, all information must be assessed. Records are available for review by parents/guardians upon written request and approval by the Executive Director.

Information will be released to non-BBBS organizations with receipt of an approved "consent to release of information" form signed by the volunteer and/or parent/guardian of the child.

For purposes of program evaluation, audit, or accreditation, and with prior approval of the Board of Directors in consultation with the Executive Director, Big Brothers Big Sisters of America or their outside designee may have access to the records of volunteers and/or clients.

Board Members may look at client files only upon a formal motion at a board meeting. Motions shall state authorized reviewer, specific purpose for reviewing and the timeframe. Reviewers shall be held to the policies of confidentiality as stated in this document.

Release of information will only be provided to law enforcements or court with a valid subpoena.

Information shall be provided to BBBS of CC's legal counsel in the event of a lawsuit/potential lawsuit involving the agency. Such information is considered privileged and confidentiality is protected by law.

I consent to and authorize BBBS of CC, or anyone authorized by BBBS, to the taking of pictures by photography, film, video or television. These pictures may be used for advertising, promotion and/ or fundraising, now or at any time in the future. I will not be compensated in any way for the usage of these pictures. **P/G Initials:** _____

I understand pursuant to California Penal Code Section 11165-1174.5 the staff of BBBS of CC is mandated to be up to date and report all cases of child abuse. This includes any information that is not previously reported, obtained through the screening process of the volunteer. **P/G Initials:** _____

At the time a child or volunteer is considered as a match candidate, information is shared between the prospective match parties including but not limited to age, gender, race and home state. **P/G Initials:** _____

If any agency worker receives information indicating a client/volunteer may be dangerous to himself/herself or to others, necessary steps may be taken to protect appropriate party, including a medical referral or a report to the local law enforcement authorities. **P/G Initials:** _____

Participants will be provided a copy of this statement on confidentiality and listed exceptions prior to participating in any agency related activities. By signing below, I indicate my understanding and agreeance to adhere to agency policies.

| _____ | _____ | _____ | _____ |
|---|---|---|---|
| Parent/Guardian of child | Date | Staff Member as witness | Date |

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Big Brothers Big Sisters.
OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

### AUTHORIZATION TO RELEASE ACADEMIC/BEHAVIOR INFORMATION

Parent or Legal Guardian's Name: _____

Address: _____ Zip Code: _____

Child's Full Name: _____

Child's Date of Birth: _____ Child's Elementary School: _____

I request and authorize **Personnel of Big Brother Big Sisters, High School Bigs Program** to receive a copy and updates of my child's information and retrieve his/her report card, progress report, and/or behavior report from his/her elementary school. The purpose for retrieval of academic/behavior information is for data tracking purposes which will benefit the involvement of my child in the High School Bigs After-School Mentorship program. This authorization is true and valid for the duration of my child's involvement in the program.

_____ _____

Parent/Guardian Signature Date Signed

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Big Brothers Big Sisters
OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

### PHOTO CONSENT AND RELEASE FORM

**Parent/Guardian & Minor Child**

I, _____, legal parent or guardian of _____ ("Minor Child"), irrevocably consent for myself and Minor Child to any and all uses and displays of my or Minor Child's name, image, likeness, appearance, basic biographical information, audio/video recordings, writings, artwork, and the like, in original form or in modified form, in whole or in part, in, on, or in connection with merchandise, advertising, publicity, marketing, fundraising, and the like, in printed or electronic media, of any type, throughout the world at any time by Big Brothers Big Sisters of America and Big Brothers Big Sisters of Central California in their sole discretion, and by any of their affiliates, successors, partners, sponsors, donors, any entities or persons with whom they conduct any public relations, marketing, or fund raising of any type, and any other authorized third parties, without further consent from me or Minor Child, without any royalty, payment, or other compensation to me or Minor Child, and with the release and waiver of any claims, actions, damages, losses, costs, expenses and liability of any kind arising from any such use (the "Released Material").

In consideration of the mutual promises made herein, and for other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I hereby grant to BBBSA and its affiliates the right to use the Released Material as BBBSA and/or its affiliates may desire, in all media now existing or hereafter created and in all variations and forms including, but not limited to, internal or external publications or productions, informational or recruitment materials, marketing materials, fundraising materials, televised photography and/or recordings, advertisements, Public Service Announcements, and/or online and social media sites. The use of this information shall be at the sole discretion of BBBSA and/or its affiliates.

I further grant to BBBSA and its affiliates the absolute right to use the Released Material in whole or in part, alone or in conjunction with any other image, name, writings or reproduction, in color or otherwise, for art, advertising, business, trade, or any other lawful purpose whatsoever, in perpetuity throughout the world.

I understand and agree that all materials created by BBBSA and/or its affiliates that use the Released Materials are the property of and are owned by BBBSA, and that I cannot authorize their use by any other party. I further understand that BBBSA may authorize their use by a third party. I hereby irrevocably transfer and assign to BBBSA my entire right, title and interest, if any, in and to the Released Materials and all copyrights in the Released Materials arising in any jurisdiction throughout the world, including the right to register and sue to enforce such copyrights against infringers.

I acknowledge and agree that I have no right to review or approve the Released Materials before they are used by BBBSA and/or its affiliates, and that BBBSA has no liability to me or Minor Child for any editing or alteration of the Released Materials or for any distortion or other effects resulting from BBBSA's and/or its affiliates' editing, alteration or use of the Released Materials. BBBSA has no obligation to use the Released Materials or to exercise any rights given by this Consent and Release Form.

I hereby release BBBSA and its affiliates, employees, and agents, as well as any partner companies, from all claims, demands or liabilities and related financial costs that I or Minor Child may now or hereafter have arising in connection with BBBSA's exercise of the rights hereby granted, and/or with the appearance or the Released Materials in any publication or production. These include, without limitation, claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort whatsoever.

***I have read this Consent and Release Form completely. I fully understand what it means, and I agree to its terms. I have not been offered any additional consideration or enticement, nor have I been coerced to sign this document. I am voluntarily signing it for the purposes and considerations described.***

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN PRINTED NAME: _____

PARENT/GUARDIAN ADDRESS: _____

PARENT/GUARDIAN CITY: _____ PARENT/GUARDIAN STATE: _____

PARENT/GUARDIAN ZIP: _____ PARENT/GUARDIAN TELEPHONE: _____

MINOR CHILD's BIG/LITTLE BROTHER/SISTER FULL NAME: _____

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OF CENTRAL CALIFORNIA

# YOUTH APPLICATION & PARENT/GUARDIAN PERMISSION FORM
## High School Bigs Program

**COPPA PARENTAL CONSENT FORM**

Notice to Parents In compliance with the Children's Online Privacy Protection Act (COPPA), parents (or legal guardians) of children under 13 years of age must consent to collections, uses and disclosures of the personal information of their children collected by Big Brothers Big Sisters of Central California (BBBSCC) on BBBSCC and NATIONAL websites, including www.bigs.org, bbbs.org, MatchConnect, bbbsa.force.com, forms.bbbs.org and formstack.io. BBBSCC COPPA statement is incorporated in the website Privacy Policy: BBBSCC may have collected your online contact information from your child, as well as the name of the child or the parent, in order to obtain your consent. Your permission is required for the collection, use, or disclosure of your child's personal information. We will not grant your child access to any BBBS website account unless you provide us with permission. BBBS website accounts provide access to BBBS content, materials, and resources relating to BBBS programs and activities, including information pertaining to [MATCHES ETC.]

Verifiable Parental Consent

Please print this form, complete it, sign it, scan and email the signed form to info@bigs.org, submit in person to the coordinator or mail it to us at Big Brothers Big Sisters of Central California, 4047 N. Fresno St. Fresno, CA 93726

Child's full name: _____

Child's email address: _____

Child's date of birth (Month/Date/Year): _____

By signing and returning this form to BBBSCC, you certify that you consent to the collection, use and/or disclosure of your child's personal information as described in BBBSCC's privacy policy.

Your full name: _____

Relationship to child: _____

Your email address: _____

Your full mailing address: _____

Your signature: _____ Date: _____

You may revoke your consent at any time to refuse further collection and use of your child's information. If you desire to revoke this consent, please write down your revocation of consent and scan and email the signed form to info@bigs.org, submit it in person to the coordinator or mail it to us at 4047 N. Fresno St. Fresno, CA 93726

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**RESOLUTION/CERTIFICATION:**

We, the Board of Directors of Big Brothers Big Sisters of Central California do hereby resolve that on May 25, 2022, the Executive Board reviewed this application and, due to the COVID-19 pandemic is not able to meet in person. However, the Executive Board approved this application via email for submission to the City of Madera.

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

Dated: May 25, 2022

| | |
|---|---|
| AGENCY NAME: | Big Brothers Big Sisters of Central California |
| ADDRESS: | 4047 N Fresno St, Fresno, CA 93726 |
| | 2300 W Industrial Ave, Madera, CA 93637 |
| TELEPHONE: | (559)268-2447 |

Email Address esmith@bigs.org | dphak@bigs.org

By: _____ President of the Board of Directors

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

By: _____ Executive Director

Big Brothers Big Sisters.
OF CENTRAL CALIFORNIA

## BOARD MEMBERS

1. President Bill Hicks
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2. Vice President: Darren Tali
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3. Secretary: Lutfi Escheik
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## HONORARY BOARD MEMBERS

Buddy Mendes
*Fresno County District 4 Supervisor*

Michael Pistoresi
*Radio Host, Momentum Broadcasting*

Dr. Angela Venetis-Colon
*Psychologist, California Department of Corrections*

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# YOUTH OUTCOMES SURVEY

It is very important for Big Brothers Big Sisters (BBBS) to learn about the youth who participate in its programs and what things are like for them. You can help by completing this survey.

- This survey asks about how things are going in school, at home, and in your life.
- There are no right or wrong answers. Please answer the questions as honestly as possible.
- If you don't want to answer a question, you can leave it blank.
- No one except BBBS staff will ever see your *exact* answers on this survey without your permission. However, the last two sections ask about your feelings and behaviors. Depending on your answers in these sections, we may want to ask you more questions and may want to share any concerns with your parent(s) or guardian(s) or a professional who can help. We will let you know when those sections begin.
- Your answers will not have any effect on being in the BBBS program or how you are treated in it. The survey is voluntary.
- We will start by reading it out loud to everyone. After we get through a few questions, if you'd rather complete the rest on your own, just let me know.
- The choices you have for how to answer these questions change in different parts of the survey, so please read each choice carefully!

Thank you for your help! Please let a BBBS staff member know if you have any questions.

**FOR AGENCY USE ONLY**

Participant ID: _____ Date Survey Completed by Youth: _____

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## SCHOOL

Think about the grades you got on your **last report card**. Which of the choices below best describes these grades? If you get different kinds of marks like 0 to 100 or other kinds of grades, please choose the answer that comes closest to those marks or grades. If you don't get a mark or grade for a subject, just check the last box to show this.

| | *Put an X in the box that fits best* | | | | | |
|---|---|---|---|---|---|---|
| | F (Not Good at All) | D (Not So Good) | C (Okay) | B (Good) | A (Excellent) | I didn't get a grade for this subject. |
| a. Math | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| b. English or Language Arts | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| c. Social Studies or History | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| d. Science | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |

## YOUR PLANS FOR THE FUTURE

These questions ask about your plans for the future. Remember, there are no right or wrong answers – just answer as honestly as possible.

| | *Put an X in the box that fits best* | | |
|---|---|---|---|
| | No | Not Sure | Yes |
| a. Do you think you will finish high school? | ❑ | ❑ | ❑ |
| b. Do you plan on going to college at some point? | ❑ | ❑ | ❑ |

What do you think you will do in **your first year after high school**? *Check **all** that apply.*

- ❑ I don't know yet.
- ❑ Get a job
- ❑ Go to a university or four-year college
- ❑ Go to a community college or technical school (such as a school to become a medical assistant, construction worker, hair/makeup artist, or mechanic)
- ❑ Join the military
- ❑ Something else *(Please describe:* _____)

## VERY IMPORTANT ADULTS

Sometimes people your age have an adult in their life who is ALL of these things:

- Someone they've known for a while;
- Someone they often spend time with;
- Someone they can really count on when they need help; and
- Someone who cares a lot about what happens to them.

| | *Put an X in the box that fits best* | |
|---|---|---|
| | No | Yes |
| a. Is there an adult who you live with (for example, a parent or someone else who takes care of you) who is ALL of these things for you? | ❑ | ❑ |
| b. Is your Big (this includes high school Bigs) through this program ALL of these things for you? ***[If you have never met your Big, please check "No"]*** | ❑ | ❑ |

## YOUR LIFE

These questions ask about how you feel about yourself, other kids, school, and your family. For the questions about your family, think about your parent(s) or other adults who are most responsible for taking care of you.

| | *Put an X in the box that fits best* | | | |
|---|---|---|---|---|
| | **Not at all true** | **A little true** | **Mostly true** | **Totally true** |
| a. **I work well with other kids at school.** | ❑ | ❑ | ❑ | ❑ |
| b. I get along with my parents. | ❑ | ❑ | ❑ | ❑ |
| c. **I can relax when I feel tense.** | ❑ | ❑ | ❑ | ❑ |
| d. I work hard at school. | ❑ | ❑ | ❑ | ❑ |
| e. **I like spending time with my parents.** | ❑ | ❑ | ❑ | ❑ |
| f. I get bored in school a lot. | ❑ | ❑ | ❑ | ❑ |
| g. **I am good at talking to kids I don't know.** | ❑ | ❑ | ❑ | ❑ |
| h. I can keep my feelings from getting out of control. | ❑ | ❑ | ❑ | ❑ |
| i. **I can make friends with other kids.** | ❑ | ❑ | ❑ | ❑ |
| j. I want my parents to be proud of me. | ❑ | ❑ | ❑ | ❑ |
| k. **I can tell other kids to stop when they are doing something I don't like.** | ❑ | ❑ | ❑ | ❑ |
| l. I do well in school. | ❑ | ❑ | ❑ | ❑ |
| m. **I can make myself feel better when I am worried.** | ❑ | ❑ | ❑ | ❑ |
| n. I enjoy being at school. | ❑ | ❑ | ❑ | ❑ |
| o. **I can stay friends with other kids.** | ❑ | ❑ | ❑ | ❑ |
| p. I feel good about myself when I am at school. | ❑ | ❑ | ❑ | ❑ |
| q. **I can control myself when I get angry.** | ❑ | ❑ | ❑ | ❑ |
| r. Doing well in school is important to me. | ❑ | ❑ | ❑ | ❑ |

## THINGS YOU HAVE DONE IN THE PAST MONTH

Kids get in trouble for a lot of things. The next questions ask about things you got in trouble for or things you did that you ***could have*** gotten in trouble for <u>in the past month</u>.

| | *Put an X in the box that fits best* | | |
|---|---|---|---|
| In the <u>past month</u>, I got in trouble for or could have gotten in trouble for: | **0 times** | **1 or 2 times** | **3 or more times** |
| a. **Teasing other kids.** | ❑ | ❑ | ❑ |
| b. Saying mean things about kids to make other kids laugh. | ❑ | ❑ | ❑ |
| c. **Pushing, shoving, slapping, hitting, or kicking other kids.** | ❑ | ❑ | ❑ |
| d. Calling other kids names. | ❑ | ❑ | ❑ |
| e. **Threatening to hit or hurt another kid.** | ❑ | ❑ | ❑ |

***Your answers in the rest of the survey may require us to ask more questions and we may want to share this information with your parent(s)/guardian(s) or a professional who can help. Remember, you can skip a question if you are not comfortable answering.***

## THINGS YOU HAVE DONE IN THE PAST 3 MONTHS

These next questions ask about things that you got in trouble for or things that you did that you ***could have*** gotten in trouble for **during the last 3 months**. A few of these questions ask about drugs. Some kids have used one or more of these drugs and others have not. There are no right or wrong answers. Please be as honest as you can.

Remind yourself how long ago 3 months was by writing something that happened in your life close to that time:

_____

| In the past **3 months**, I got in trouble or could have gotten in trouble for: | *Put an X in the box that fits best* 0 times | 1 or 2 times | 3 or more times |
|---|---|---|---|
| a. Skipping school (even just part of a day) without parent permission. | ❑ | ❑ | ❑ |
| b. Getting high using a pain reliever (such as Oxycontin, Vicodin, or Fentanyl) or heroin. | ❑ | ❑ | ❑ |
| c. Getting high using any other drugs or substances. | ❑ | ❑ | ❑ |
| d. Using tobacco or a vaporizer (such as, cigarettes, e-cigarettes, JUUL, cigars, or chewing tobacco). | ❑ | ❑ | ❑ |
| e. Running away from home. | ❑ | ❑ | ❑ |
| f. Drinking alcohol. | ❑ | ❑ | ❑ |
| g. Participating in a gang. | ❑ | ❑ | ❑ |
| h. Doing something else, not mentioned above, that could be against the law (for example, stealing something from a store, damaging public property on purpose, or breaking into a house or building without permission). | ❑ | ❑ | ❑ |

| In the past **3 months**, I: | *Put an X in the box that fits best* No | Yes |
|---|---|---|
| a. Got stopped by the police for something they thought I did. | ❑ | ❑ |
| b. Was arrested. | ❑ | ❑ |
| c. Had to stay at a juvenile detention facility. | ❑ | ❑ |

These next questions ask about things that may have happened to you in the **past 3 months of school**. If it is summer, think about the **last 3 months of school** before your break started.

| In the past **3 months of school**, I: | *Put an X in the box that fits best*<br>0 times | 1 or 2 times | 3 or more times |
|---|---|---|---|
| a. Had to have a parent or guardian come to school about a problem with my behavior. | ❑ | ❑ | ❑ |
| b. Had to see the principal or other staff person at school because of an issue with my behavior (but didn't get a suspension or detention for it). | ❑ | ❑ | ❑ |
| c. Got sent to detention (either during school, afterschool, or on a weekend) because I got in trouble. | ❑ | ❑ | ❑ |
| d. Got suspended (I was not allowed to come to school for one or more days) because I got in trouble. | ❑ | ❑ | ❑ |

## YOUR MOODS AND FEELINGS

These last questions ask about how you might have felt recently. For each sentence, think about **how often** you have felt this way in the **past week.**

| In the **past week**: | *Put an X in the box that fits best*<br>Never | Almost Never | Sometimes | Often | Almost Always |
|---|---|---|---|---|---|
| a. I could not stop feeling sad. | ❑ | ❑ | ❑ | ❑ | ❑ |
| b. I felt alone. | ❑ | ❑ | ❑ | ❑ | ❑ |
| c. I felt everything in my life went wrong. | ❑ | ❑ | ❑ | ❑ | ❑ |
| d. I felt happy. | ❑ | ❑ | ❑ | ❑ | ❑ |
| e. I felt like I couldn't do anything right. | ❑ | ❑ | ❑ | ❑ | ❑ |
| f. I felt lonely. | ❑ | ❑ | ❑ | ❑ | ❑ |
| g. I felt sad. | ❑ | ❑ | ❑ | ❑ | ❑ |
| h. I felt unhappy. | ❑ | ❑ | ❑ | ❑ | ❑ |
| i. It was hard for me to have fun. | ❑ | ❑ | ❑ | ❑ | ❑ |
| j. I felt proud. | ❑ | ❑ | ❑ | ❑ | ❑ |

# THANK YOU!

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | O.L.I.V.E. Charitable Organization |
| Name of Project: The Bennett House | |
| Street Address/Service Area of Project: | 1625 HOWARD RD. #170 |
| City: MADERA | Zip: 93637 |
| Amount Requested for this Project: | $37,400 |
| Amount of Leveraged Funds Available for this Project: | $0 |
| Mailing Address: | Madera, CA 93637 |
| City: Madera | Zip: CA |
| Grant Administrator : April Molina | Title: Operations Director |
| Phone: 5597068455 | Email: olivemadera2015@gmail.com |
| SAM Number: 080412573 System for Award Management (Formerly, CCR) Number | |
| UEI Number: | Federal EIN/TIN Number: 84-2806845 |
| Program/Project Administrator: April Molina | Title: Operations Director |
| Phone: 5597068455 | Email: olivemadera2015@gmail.com |
| Type of Entity/Organizational Structure Non-Profit | |
| Brief Project Description(50 Words Max):Olive partners with local law enforcement and other agencies to identify, rescue and rehabilitate victims of sex trafficking. | |

**CDBG PUBLIC SERVICES APPLICATION**

**1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:**(Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
Lt. Daniel Foss of Madera Police Department noticed a gap in resources for women who are trapped in the illegal sale of commercial sex. It has been documented by law enforcement agencies and non-profits for about 10 years that commercial sex is mostly the crime of sex trafficking. Sex trafficking means there is a person selling another person to a third person for commercial sex. This crime has only been identified through law enforcement agencies for approximately 10 years. This industry went on being misunderstood for decades. Our resources for this information come directly from local agencies like, Central Valley Justice Coalition, Fresno EOC, Madera Police Department, as well as nationwide agencies like Polaris, Federal Bureau of Investigation, and Thorn. Thorn has developed technology that is used by law enforcement to track the online sales of victims. Having direct ties with law enforcement gives us an edge on this important technology. Currently, when we log onto Thorn's website, we can pull up over 20,000 ads for illegal sale of commercial sex. Not all of those are in Madera, however, we have estimated that on any given day, about 250-300 are in Madera. There is a great need for supportive services of victims of sex trafficking in this area. With Madera being so close to Fresno, we have victims that cross county lines all the time.

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
OLIVE Charitable Organization is currently the only agency that offers specialized housing, counseling, and case management for victims of human sex trafficking in Madera City/County.

3. Explain how your program supplements or complements existing services without duplicating them.
Our program works in partnership with other agencies as the needs of the client become clear. When a person enters our program or safe house, they are connected to all the necessary services they need. We walk them through the paperwork, provide transportation to and from appointments, and connect them with any and all services available. We have helped with medi-cal, social security, ID cards, parenting classes, applying for county workforce, etc. Those who are referred to our agency, enter the Elevate Academy through Rebecca Bender's non-profit organization that specializes in education for victims of sex trafficking, as well as trauma counseling that specifically targets victims of sex trafficking. If there is a service that is necessary for rehabilitation but unavailable in Madera City/County, we seek it out in other counties. Our goal is to provide all the available opportunities for empowerment and success.

4. Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.
OLIVE measures effectiveness through daily interaction and personal growth of the clientele. We compare their behavior from our first interaction to each day they are in our safe house. How are they responding to outside stimuli? Are they less afraid? Are their drug tests reflecting progress? Are we receiving positive reports from counselors? Is the individual seeking outside education or employment? All these questions are answered on a daily level.

5. Mark the box below that indicates the national objective met:

◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)

○ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

◉ **LMC-Limited Clientele.** 570.208(a)(2).

◉ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

◉ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ○ Migrant farm workers
- ○ Handicapped individuals
- ◉ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
The measurable objective that Olive meets falls under LOW/MOD: "Area Benefit, Limited Clientele, and Housing." Through the services offered by Olive, all these criteria are met. Area Benefit: Our outreach is specific to street level prostitution. This issue is growing and is usually met with hostility from community members. It is also unsafe for many low-income women and young girls in our community as they are direct targets of traffickers. Sex trafficking touches the lowest level of income the most often. Prevention and assistance to high-risk individuals and victims of sex trafficking reduces crime in most areas of the city, as well as helps to eliminate poverty. Limited Clientele: All the clientele of Olive fall into the

low/mod category. Olive limits its services to only victims of sex trafficking. The victims have no income of their own, no housing options, no stable jobs, and no way to provide for themselves. All our clientele has experienced severe abuse and trauma. All the clientele of Olive are homeless when first contact is made. Housing: Olive provides a "safe house" specifically designated for victims of sex trafficking. Our shelter provides much needed safety from violence and threats of violence by traffickers. This house is meant to be temporary, but long enough to get our clientele proper trauma counseling for behavioral health issues, obtaining proper identification, reunification with family, referrals to rehabilitation programs, connecting to health screenings, allowing time for housing through state and local programs, and provide workforce/school assistance. All these services are free all of charge for clientele.

7. How will your program meet its goals in one year?
Olive's goals are simple, help victims maintain their own personal goals. Olive works with victims to set their own goals. Once the needs of each client becomes clear, we help victims prioritize the most immediate need to the ones that can happen later. Once priority is established, our job becomes assistance and accountability. Our clients do the work themselves. This builds empowerment within the person and a sense of value and pride. Once that is established, the goals become accessible in the mind of the client.

8. What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
Olive has applied for funding through Community Corrections Partnership Madera County for wages for two employees. The grant monies are tied to AB-109 Public Safety Realignment Act of 2011. Olive fits the profile for this money because we handle a population that is both criminal and victim related. Although we assist "victims" of sex trafficking, often this is translated into the crime of prostitution in the current justice system. The majority of our clients are either on probation or have been charged/convicted of the non-violent crimes of drugs or prostitution. This funding from CCP was approved May 26th, 2021 and ends on December 31st, 2022. We will be requesting more funding for the following year at their next meeting in June. We also host an annual fundraiser. The donations from the community go to the direct needs of the victim and are used to fill the gaps of grant monies. The funding we are asking from CDBG will be for housing and transportation. No wages will be used from the CDBG funding source.

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
Olive hosts an annual dinner/auction fundraiser every spring. This year, our fundraiser netted approximately $43,000.00. Our plan is to host another smaller fundraiser this summer in the form of a 'drive thru' dinner. The goal for that fundraiser is to net $5,000.00. Our fundraising efforts are raising more money each year. As the community becomes more aware of the struggles that human trafficking survivors suffer with, the more support we receive. We also plan on hosting a 5k race in Madera to hopefully bring in more support and provide more awareness to our community. We have also been in contact with a person who organizes 'pop-up' events. She would like to spread the word about us that way as well.

Pre-covid, our fundraisers brought in about $15-20,000.00 annually. Due to the opening of our safe house locations, community members have doubled their giving. As more community members become aware of trafficking in our city, we anticipate the number of donors and donations to increase in the coming years.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Olive continues to have a great relationship with community members. Our ongoing relationships with Soroptomist, Rotary, Lions and other agencies are important to us. We have several volunteers that are heavily involved with our organization as well. If it were not for the generosity of our community, we would cease to exit. Our annual dinner/auction sold out for the first time this year. We have reached out to our partners via email and have attached letters of support. We receive multiple referrals to our agency from agencies outside out own county.

11. If service is offered outside the Madera city limits, include the list of funding sources and

supporting documentation/letters of commitment that support these program services.
It is not always a viable option to keep sex trafficked victims in the county they were found in. Because of this, Olive rents a safe house in Fresno. This location is supported by the donations that have been received through fundraising.

12. When there is an overflow of clients, how is it determined whom to serve?
Olive is a 'first come, first serve' agency. In the case of overflow of clients, we have partnered with other agencies outside of Madera that we refer them to. We have spent the last 4 years building a network of agencies between Fresno, Merced, and Modesto. Olive has grown at a rapid rate, so we had to have alternative solutions so we do not leave anyone without services.

13. Discuss your program's/project's successes.
The success of Olive depends on the success of the survivor. Although Olive won Non-Profit of the Year for 2021, our success is really in our first safe house tenant. This young lady came into our newly renovated building last year in February and has excelled. She has finished her rehab program and parenting classes. She started her first job and has even applied for Fresno City College to become a drug counselor. She continues in therapy and is currently working through the court system on pending charges. We currently have a survivor of exploitation living in our safe house who has severe physical illness. We are working with her through the healthcare system to save her life. Safety and a stable environment are a top priority when dealing with health issues. The fact that she doesn't have to stress about where she is going to stay is a success. We also have a brand new survivor who has only been with us a short time. Since she's been with us, she's set personal goals. Some are short term goals, others are longer term goals. The final survivor that resides in our house is set to testify against her abuser. She's working on getting her first job in over 20 years and she's studying to take the GED exam.

Olive has also provided a safe place for many young women in our community this past year while waiting to go into inpatient programs. There's a statistic from District Attorney's nationwide that states, every third day a woman is on the streets, she is sexually assaulted significantly. If we can keep the trauma from getting worse, then we have succeeded.

14. Discuss your program's/project's past performance (2015 to 2020).
Olive has seen exponential growth in the last 6 ½ years. Olive has gone from one Lieutenant volunteering his time helping one or two victims, to a team of staff and several volunteers helping multiple victims. Over the last four years, Olive has gone from 1 client to assisting over 20 clients at a time. Olive has spent the last 5 years expanding partnerships with other local law enforcement and human trafficking agencies and have significantly expanded our services. Olive has also made great progress in the last few years with reaching out to area agencies and building partnerships with community service clubs, businesses, and other non-profits. We now offer transportation services, housing options, trauma counseling, help with obtaining proper identification, and assistance with connecting to proper resources. We also assist with navigating all available options through the state of California and beyond. We have a success rate of about 85%, however, we are still in contact with the 15% that did not want our services. In the past two years, we have not had to do any street outreach ourselves. We have had different agencies reach out to us instead. Those agencies consist of but are not limited to Fresno Probation, California State Parole, CAPMC, Central Valley Justice Coalition, Central Valley Against Human Trafficking, World Impact, Madera Police Department, Madera County Sheriff's Office, Madera County Behavioral Health, Breaking the Chains, Haven of Modesto and many others. The number of identifiable victims of human trafficking will only increase in years to come. It is imperative that our growth includes other agencies. The larger our network gets, the more success we can have at recognizing and providing needed services.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
Olive is the only recorded agency in all of Madera County that directly targets the population of sex trafficked victims. As other agencies have a variety of services, Olive has one. Our focus will remain on street level prostitution and sexual exploitation. Documentation is in our assessment form. We ask very direct questions during the assessment process to be sure they are victims of human sex trafficking or exploitation. Once that is identified through our assessment process, we move forward with services. If it is found that this is not the case, we refer to an agency that better fits the individuals needs.

**CLIENT POPULATION**

| | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | 250 |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during the term of this proposed program/service (12 months). | 19 |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ○ Yes ◉ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ○ Yes ◉ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below | |

| AGE | |
|---|---|
| 0-5 | |
| 6-12 | |
| 13-17 | |
| 18-34 | 10 |
| 35-54 | 6 |
| 55-59 | 3 |
| 60-64 | |
| 65+ | |
| Total | 19 |

| GENDER | |
|---|---|
| Female | 19 |
| Male | |
| Total | 19 |

| | |
|---|---|
| Female-Headed Households | 3 |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | 8 |
| Not-Hispanic or Latino | 11 |
| Total | 19 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | 1 |
| Asian | 2 |
| Black or African American | 10 |
| Native Hawaiian or Other Pacific Islander | 0 |
| White | 4 |
| Other | 2 |
| Total | 19 |

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

• Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
• Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
• American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
• Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
• Black or African American. A person having origins in any of the black racial groups of

Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
• Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
• White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Olive maintains a relationship with community members year round. We've sent out a request for signatures from all our supporters and sponsors. Olive also hosts the 'Red Sand Project' each year. This brings awareness to the community as well as on social media.

2. Note complaints that have been received, etc.
We have not received any complaints.

3. Provide evidence of collaboration with other agencies within the community.
In June of 2021, Olive was added to the 'Pledge 2 Stop Trafficking' campaign. This campaign is a valley-wide corroboration of anti-trafficking agencies who are all working in partnership towards better resources, education and awareness for survivors of labor and sex trafficking. Visit the website at: https://www.pledge2stoptrafficking.org/ We have also provided an MOU signed by our agency for this co-op. Currently, there are 12 agencies attached to this co-op.

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Alicia Bennett | Title:Property Owner |
| Company/Agency | Tel. Number: 425-531-2389 |
| Email Address: akbennett1985@yahoo.com | |

| | |
|---|---|
| Name: Mike Farmer | Title: Chaplain/Pastor |
| Company/Agency 4th Street Church of God | Tel. Number: 559-706-4202 |
| Email Address: mfarmer@fourthstreet.org | |

| | |
|---|---|
| Name: Debra Rush | Title: Director |
| Company/Agency Breaking the Chains | Tel. Number: 559-283-0065 |
| Email Address: debra@btcfresno.org | |

**SPONSORING AGENCY MANAGEMENT :**
**CORPORATION DIRECTORS:**
How often does the Board meet? Quarterly
What was the average number of Board members attending meetings last year? 4
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 5 Maximum: 51
Date of Incorporation: 3/9/2020

**FINANCIAL:**
If additional funds are received, please describe the source, the amount and provide supportingdocumentation.

Community Corrections Partnership through AB-109
How often are financial records audited, and by whom? We have never been audited.
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much?
List any judgments or pending lawsuits against the agency or program:
We have no pending judgements or lawsuits.
List any outstanding obligations:
We have no outstanding obligations.

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: | | | |
| Benefits | | | $0 |
| Taxes | | | $0 |
| **Subtotal Personnel** | $0 | $0 | $0 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | | | $0 |
| Equipment | | | $0 |
| Communications | | | $0 |
| Meetings & Convenings | | | $0 |
| Travel & Transportation | $3,000 | | $3,000 |
| Training | | | $0 |
| Consulting | $6,000 | | $6,000 |
| Evaluation | | | $0 |
| Other Lines needed: 3 | | | |
| Rent for Safe House in Madera | $15,000 | | $15,000 |
| Food/Clothing for Tenants | $7,800 | | $7,800 |
| Utilities for Safe House | $5,600 | | $5,600 |
| **Subtotal Non-Personnel** | $37,400 | $0 | $37,400 |
| **Total Personnel & Non-Personnel** | $37,400 | $0 | $37,400 |
| Indirect Costs | | | $0 |
| **TOTAL** | $37,400 | $0 | $37,400 |
| Proposed # of Persons Served: | 19 | | |
| Cost per Individual | $1,968 | | |

**Attachments**
(Upload Instructions)
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

| Attachment | Link or Explanation for Missing Attachments |
|---|---|
| ☑ Articles of Incorporation and Bylaws | OLIVE_ByLaws_1_1.docx<br>Articles_of_Incorporationpdf_3.pdf<br>Board_Members_and_Staff.pdf |
| ☑ Organization Chart<br>☑ Non-Profit Determination Letters, IRS & State (501.3.c) | IRS_Determination_Letter_2.pdf<br>Certified_100_1.pdf |
| ☑ Most Recent Financial Statements | Olive_Checkbook_2022.xlsx |
| ☐ Most Recent Audit & Findings, if any | We have never been audited |
| ☐ Program Intake Policies | These are covered on our intake form |
| ☑ Client Intake Form | ASSESSMENT_FORM_8.pdf<br>Drug_Test_Results_Form.pdf<br>Olive_House_Liability_Waiver_2021.pdf<br>Tenant_Rules_for_Safe_House.pdf |
| ☑ Evaluation Document | Drug_Test_Results_Form.pdf<br>Contact_Report_1.pdf<br>Tenant_Rules_for_The_Bennett_House.pdf |
| ☐ Board Certification | Not board certified |
| ☑ Board Roster | Board_of_Directors.pdf |
| ☑ Other - Program Timeline | Program_Timeline.pdf<br>Pledge_to_Stop_Trafficking_MOU_SIGNED_BY_OLIVE.pdf<br>Support_Letter_from_Mike_Farmer.pdf |

☑ Other - Letters of Support

Support_Letter_from_Theresa_Farmer.pdf
Support_Letter_from_Andy_Medellin.pdf
Support_Letter_from_Celeste_Voyles.pdf
Support_Letter_2022_Alyssa_Meza.pdf
Support_Letter_2022_Kelsie_Hickman.pdf
CCP_May_26_2021_Minutes_2.pdf

| | |
|---|---|
| Submitted By: | April Molina |
| Date Signed | 05/26/2022 |

Initially submitted: May 26, 2022 - 10:31:18

ARTS-PB-501(c)(3)

# Secretary of State
# Articles of Incorporation of a Nonprofit Public Benefit Corporation

4575916

FILED IMC
Secretary of State
State of California

MAR 09 2020

IPC

This Space For Office Use Only

**IMPORTANT — Read Instructions before completing this form.**

**Filing Fee – $30.00**

**Copy Fees** – First page $1.00; each attachment page $0.50; Certification Fee - $5.00

*Note:* A separate California Franchise Tax Board application is required to obtain tax exempt status. For more information, go to https://www.ftb.ca.gov.

**1. Corporate Name** (Go to www.sos.ca.gov/business/be/name-availability for general corporate name requirements and restrictions.)

The name of the corporation is O.L.I.V.E. Charitable Organization

**2. Business Addresses** (Enter the **complete** business addresses. Item 2a cannot be a P.O.Box or "in care of" an individual or entity.)

| a. Initial Street Address of Corporation - **Do not enter a P.O. Box** | City (no abbreviations) | State | Zip Code |
|---|---|---|---|
| 330 South C Street | Madera | CA | 93638 |
| b. Initial Mailing Address of Corporation, **if different than item 2a** | City (no abbreviations) | State | Zip Code |
| | | | |

**3. Service of Process** (Must provide either Individual **OR** Corporation.)

**INDIVIDUAL** – Complete Items 3a and 3b only. Must include agent's full name and California street address.

| a. California Agent's First Name (if agent is **not** a corporation) | Middle Name | Last Name | Suffix |
|---|---|---|---|
| Daniel | Douglas | Foss | |
| b. Street Address (if agent is **not** a corporation) - **Do not enter a P.O. Box** | City (no abbreviations) | State | Zip Code |
| 330 South C Street | Madera | CA | 93638 |

**CORPORATION** – Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 3a or 3b

**4. Purpose Statement**

**Item 4a:** One or both boxes **must** be checked.
**Item 4b:** If "public" purposes is checked in Item 4a, or if you intend to apply for tax-exempt status in California, you **must** enter the specific purpose in Item 4b.)

a. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: ☐ **public** purposes. ☒ **charitable** purposes.

b. The specific purpose of this corporation is to Rescue victims of sex trafficking.

**5. Additional Statements** (See Instructions and Filing Tips.)

a. This corporation is organized and operated exclusively for the purposes set forth in **Article 4** hereof within the meaning of Internal Revenue Code section 501(c)(3).
b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
c. The property of this corporation is irrevocably dedicated to the purposes in **Article 4** hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for **charitable, educational and/or religious** purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

**6. Read and Sign Below** (This form must be signed by each incorporator. **See Instructions.** Do not include a title.)

Signature

Daniel Foss
Type or Print Name

*Overcoming Limitations through Intervention, Value, and Empowerment.*

## OLIVE TEAM:

Operations Director:
April Molina

Board of Directors:

Lt. Dan Foss
*Chairman*

Lt. Robert Blehm
*President*

Cynthia Ramos
*Vice President*

Sylvia Anguiano
*Secretary*

John Molina
*Treasurer*

D.A. Sally Moreno
*Director*

Sgt. Alicia Videgain
*Director*

www.olivemadera.com
1625 Howard Rd.
Madera, CA 93637
559-365-6265

**Board of Directors**

CHAIRMAN: Lt. Dan Foss - Madera Police Department

PRESIDENT: Lt. Robert Blehm - Madera Sheriff's Office

VICE PRESIDENT: Cynthia Ramos - Madera County Child Support Services

SECRETARY: Sylvia Anguiano - Madera Unified School District

TREASURER: John Molina - Amazon Distribution Center Fresno

DIRECTOR: Sally Moreno - Madera County District Attorney

DIRECTOR: Sgt. Alicia Videgain - Madera Police Department

**Staff Members**

OPERATIONS DIRECTOR: April Molina

ADMINISTRATIVE ASSISTANT: Kelsie Hickman

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

OLIVE CHARITABLE ORGANIZATION
C/O APRIL MOLINA
330 S C STREET
MADERA, CA 93638-3727

**Date:**
12/18/2020
**Employer ID number:**
84-2806845
**Person to contact:**
Name: Peter Orlett
ID number: 31436
Telephone: (877) 829-5500
**Accounting period ending:**
December 31
**Public charity status:**
170(b)(1)(A)(vi)
**Form 990 / 990-EZ / 990-N required:**
Yes
**Effective date of exemption:**
March 9, 2020
**Contribution deductibility:**
Yes
**Addendum applies:**
No
**DLN:**
26053638001540

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

# California Secretary of State
Electronic Certified Copy

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify that the attached transcript of 2 pages is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.

**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California on this day of January 10, 2022

**SHIRLEY N. WEBER, Ph.D.**
**Secretary of State**

Verification Number: P4J72QM
Entity (File) Number: C4575916

To verify the issuance of this Certificate, use the Verification Number above with the Secretary of State Electronic Verification Search available at *bizfile.sos.ca.gov*

**California Secretary of State**
Electronic Filing

**FILED**
Secretary of State
State of California

# Corporation - Statement of Information

Entity Name: O.L.I.V.E. CHARITABLE ORGANIZATION

| | |
|---|---|
| Entity (File) Number: | C4575916 |
| File Date: | 01/08/2022 |
| Entity Type: | Corporation |
| Jurisdiction: | CALIFORNIA |
| Document ID: | H094669 |

**Detailed Filing Information**

1. Entity Name: O.L.I.V.E. CHARITABLE ORGANIZATION

2. Business Addresses:
   a. Street Address of Principal Office in California: 1625 Howard Rd. #170, Madera, California 93637, United States of America
   b. Mailing Address: 1625 Howard Rd. #170, Madera, California 93637, United States of America

3. Officers:
   a. Chief Executive Officer: Daniel Douglas Foss, 1625 Howard Rd. #170, Madera, California 93637, United States of America
   b. Secretary: Sylvia Anguiano, 1625 Howard Rd. #170, Madera, California 93637, United States of America

Certificate Verification Number: P4J72QM
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: H094669

# California Secretary of State
## Electronic Filing

Officers (Cont'd):

c. Chief Financial Officer:

April Dawn Molina
1625 Howard Rd. #170
Madera, California 93637
United States of America

4. Agent for Service of Process:

April Dawn Molina
1625 Howard Rd. #170
Madera, California 93637
United States of America

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: Dan Foss

*Use bizfile.sos.ca.gov for online filings, searches, business records, and resources.*

Certificate Verification Number: P4J72QM
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: H094669




# OLIVE Foundation

Overcoming Limitations through Intervention Values and Empowerment

Partnership with Madera Police Department

# *Testimonial Release*

Client Name: _____

Date of Birth: _____

I,_____, give OLIVE Foundation the authorization to use my testimonial for the specific purpose of education services through OLIVE Foundation.

I understand that my authorization will remain effective from the date of my signature and that the information will be handled in a confident manner in compliance with all applicable federal laws. I understand that I may see the information that is to be sent, and that I may revoke the authorization at any time by written and dated communication. I have read and understand the nature of this release.

_____ _____

Client Signature Date

_____ _____

Witness Signature Date

# Client Rights Form

It is this policy's statement that OLIVE Foundation shall follow all applicable laws regarding client information, establishment, access, and storage.

It is this policy's procedure that OLIVE Foundation shall protect client information in accordance with all federal, state, and local laws and regulations, ensuring for client's privacy of information, confidentiality of information, and security of information.

The confidentiality of records maintained by OLIVE Foundation is protected by federal law and regulations. Generally, without the written consent of the client, OLIVE Foundation may not say to a person outside the program that a client attends the program, or may not disclose any information identifying a client unless:

- The client consents in writing, OR
- The disclosure is allowed by court order, OR
- The disclosure is made to medical personnel in a medical emergency, OR
- The disclosure is made to qualified personnel for research, audit, or evaluation, OR
- The client commits or threatens to commit a crime against an OLIVE Foundation representative

Clients have the right to request restrictions on certain uses and disclosures of information.

OLIVE Foundation is not required to agree to any or all of the restrictions that clients might request.

Clients have the right to inspect and copy their own information as maintained by OLIVE Foundation.

Clients have the right, with some exceptions, to amend information maintained by OLIVE Foundation.

Clients have a right, at any time in the process, to request from OLIVE Foundation more specific information regarding the laws and regulations applicable to information privacy, confidentiality, and security. Copies of applicable laws and regulations shall be maintained on site for client review.

Client is in agreement for OLIVE Foundation personnel to discard of cell phone, and paraphernalia.

Client is in agreement OLIVE Foundation personnel will verify identification of person(s) prior to allowing contact with person(s) to ensure safety of client.

Client has the right to contact OLIVE Foundation for on-going support.

Client agrees to receive case management and support services from OLIVE Foundation.

| | |
|---|---|
| Client Signature | Date this form was read by client and a copy was received by the client. |
| OLIVE Foundation Staff Signature | Date this form was read by client and a copy was received by the client. |

# Release of Information

**I,_____, hereby consent to the exchange of information between OLIVE Foundation and _____and any of the following third party agencies:**

- ❑ **Medical Services**
- ❑ **Social Services**
- ❑ **Legal**
- ❑ **Other: _____**

The purpose and need for disclosure and communication is to inform the agency(ies) listed and initialed above of my participation with OLIVE Foundation.

I also understand that I may revoke this portion of the consent in writing at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically sixty (60) days after termination of services.

I understand that in order to receive services and guidance with OLIVE Foundation, I must remain in contact on a daily basis.

_____ _____

Client Signature Date

_____ _____

Witness Signature Date

# Assessment Form

Client Information

**Personal Information**

Name: _____
Last First M.I.

Address: _____
Street Address Apt./Unit #

Home Phone: _____ Alt. Phone: _____

Email Address: _____

Do you have a valid California Identification? _____ YES _____ NO

Birth Date:_____ Marital Status:_____

**Emergency Contact Information:**

Name: _____

Address: _____

_____

Home Phone: _____ Alt. Phone: _____

Relationship: _____

**Family History:**

Do you have children? _____ YES _____ NO

Children's Names and Date of Birth:

Child #1 _____

Child #2 _____

Child #3 _____

Child #4 _____

Child #5 _____

*If you have more than 5 children, please use the back of this sheet for the others.

Do you have custody? _____ YES _____ NO

If yes, which children do you have custody of? _____

**Education:**

Do you currently have any of the following? Please check all that apply:

_____ High School Diploma _____ GED _____ Vocational School Degree

_____ Known Learning Disability _____ 504 Plan _____IEP

Highest Level of Education: _____

**Legal History:**

Have you ever been convicted of a crime? _____ YES _____ NO

If yes, describe the charges:

_____

_____

Are you currently on Probation or Parole? _____ YES _____ NO

Name of P.O.: _____

County of Probation or Parole: _____

Are there currently any warrants out for your arrest? _____ YES _____ NO

Do you currently have any pending legal matters? _____ YES _____ NO

If yes, describe: _____

_____

**Substance Abuse and Treatment History:**

Have you ever used any illegal drugs? _____ YES _____ NO

Last date of use: _____

Method of use (circle all that apply): Injection Smoking Inhaling Oral Other: _____

Have you ever been in a shelter or residential treatment program? _____ YES _____ NO

If yes, which one? _____

Did you complete the program? _____ YES _____ NO

Estimated date of completion: _____

Were you provided with aftercare support? _____ YES _____ NO

**Medical History:**

Do you have any of the following medical conditions?

_____ Heart Problems _____ Diabetes _____ Asthma _____HIV/AIDS

_____ Mental Health _____ Allergies _____ Glasses _____ STD's

_____ Other: _____

Are you currently taking any medication? _____ YES _____ NO

If yes, please list: _____

_____

Are you currently pregnant or suspect you may be pregnant? _____ YES _____NO

If yes, are you receiving any prenatal care? _____ YES _____ NO

Physician: _____

Do you have any medical insurance: _____ YES _____ NO

**Trafficking History:**

Have you ever been paid to have sex? _____ YES _____ NO

Have you ever been charged or convicted of prostitution? _____ YES _____ NO

Have you ever been a victim of incest? _____ YES _____ NO

Have you ever been forced to have sex against your will? _____ YES _____ NO

Have you ever been a victim of domestic violence? _____ YES _____ NO

Do you currently or have you ever had a pimp? _____ YES _____ NO

Have you ever been told that you must work and not received payment? _____ YES _____ NO

**Demographics:**

Are you currently homeless? _____ YES _____ NO

Are you a US citizen? _____ YES _____ NO

Have you ever been adopted? _____ YES _____ NO

Have you ever been in the foster care system? _____ YES _____ NO

Did you have both parents in the home while you were growing up? _____ YES _____ NO

If no, which parent was absent? _____

Do you have siblings? _____ YES _____ NO

Do you have a good standing relationship with any of your family members? _____ YES _____ NO

If yes, which one(s): _____

Do you have any outstanding debt? _____ YES _____ NO

If yes, with who? _____

Any questions or concerns?

_____

_____

**Intake Packet Check List**

- ❑ Admission Cover Sheet
- ❑ Testimonial Form P. 2
- ❑ Client Rights Form P. 3-4
- ❑ Release of information P. 5
- ❑ Assessment P. 6-9

**For Client:**

- ☐ Copy of client right's provided

**For third party agency:**

- ☐ Copy of ROI provided

*Overcoming Limitations through Intervention, Value, and Empowerment.*


OLIVE TEAM:

Operations Director:
April Molina

Board of Directors:

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*Chairman*

Lt. Robert Blehm
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**DRUG TEST RESULTS FORM:**

**DONOR NAME:** _____

**REASON FOR TEST:** _____

**DATE TEST WAS ADMINISTERED:** _____

**RESULTS:** **POSITIVE** **NEGATIVE**

**If positive result, please circle what came up positive:**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| AMP | BAR | BZO | BUP | COC | MDMA | | THC | MTD |
| EDDP | MET | MOP | OXY | PCP | TCA | COT | ETG | GAB |
| KRA | K2 | TRA | | | | | | |

**TEST AMINISTERED BY:** _____

# ***O.L.I.V.E. HOUSE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT:***

In consideration of being permitted to attend any OLIVE Charitable Organization (or Olive subsidiaries) activity or enter onto the property of or into any facility for any purpose, including, but not limited to observation, use of facilities or equipment or participation in any way, or being transported to or from an activity the undersigned hereby acknowledges, agrees and represents that he or she has or immediately upon entering will, inspect such premises, activities or facilities. It is further warranted that such entry onto Olive House's property for observation, participation or use of any facilities or equipment constitutes an acknowledgment that such premises, activities, and all facilities and equipment thereon have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for the purposes of such observation, use, or participation.

In further consideration of being permitted to attend any Olive House activity or enter onto Olive House property for any purpose including, but not limited to observation, use of facilities or equipment, or participation in any way, the undersigned hereby agrees to the following:

The undersigned hereby releases, waives, discharges, and covenants not to sue Olive Charitable Organization or and of Olive's subsidiaries, board of directors, employees, agents or other volunteers (hereinafter referred to as 'releasees') from all liability to the undersigned for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise, while the undersigned is in, upon, or about the premises or any facilities therein, or involved in any activity carried out by the releasees.

The undersigned hereby agrees to indemnify and save and hold harmless the releasees and each of them from any loss, liability, damage or cost they may incur due to the activity or presence of the undersigned in any of the releasees activities or in any way observing or using any facilities or equipment of the releasees including transporting to or from an activity whether caused by the negligence of the releasees, or otherwise.

The undersigned hereby assumes full responsibility for and risk of bodily injury, death, or property damage due to the negligence of releasees or otherwise while involved in any activity or the releasees or in about or upon the premises of the releasees and/or while using the premises or any facilities or equipment hereon, including transportation to or from an activity.

The undersigned further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, not withstanding, continue in full legal force and effect.

The undersigned grants permission to use pictures and quotations of the undersigned (or minors listed below) while involved in activities of the releasees to be used in promotional material generated by the releasees.

The undersigned has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees no oral representations, statements or inducement apart from the foregoing written agreement have been made.

The undersigned understands that the above release and waiver of liability and indemnity agreement applies to any minor under custodial care whose name(s) is (are) listed below. The undersigned further gives permission for any child listed below to be transported to and from any activity.

Should a practicing doctor deem it necessary, in case of illness or injury, OLIVE Charitable Organization (or its subsidiaries), or any of its staff, has full consent of the undersigned to give consent for all medical treatment, including surgery for the undersigned or for any, minor listed below.

I HAVE COMPLETED THE INFORMATION ON THE BACKSIDE COMPLETELY AND HAVE READ THIS RELEASE.

| _____ | _____ | _____ |
|---|---|---|
| Signature of Applicant | Printed Name of Applicant | Date |

Madera Police Department
Olive Organization
*Professionalism, Integrity, Accountability, Trust, Compassion*

# Tenant Rules for Olive House:

Upon moving into the Olive House, the undersigned agrees to the following terms:

1. Nobody get to know where you are staying. This is a **SAFE HOUSE**. We must keep it that way. Please do not become a safety risk to the other tenants.
2. Please do not mess with the security system for any reason. If there is a problem, alert April Molina immediately.
3. There is a cleaning schedule. Please do your part.
4. Random drug tests will be required.
5. Random room inspections can be conducted by Lt. Foss at any time for any reason.
6. No cell phones unless cleared through Lt. Foss.
7. If you need/want to leave for any reason, please let April know. There's a calendar for scheduling appointments.
8. Any cars parked in the parking lot are required to be insured and you must have a valid driver's license to drive it.
9. All prescription medications will be your responsibility. If you need help in any way, please let April know.
10. Do not let the cats outside.
11. Any pets/animals need to be cleared through Lt. Foss.
12. Olive has access to all the phone records for the house phone. All phone records are turned into Madera Police Department at the end of each month for review.
13. Do not leave razors on the shower. We don't want anyone cutting their feet.
14. Keep your room clean.
15. Absolutely **NO weapons, drugs or alcohol** of any kind.
16. Respect the space of the other tenants. It's up to everyone to live in peace with each other.
17. If there is a problem or you need something, alert April Molina immediately.

_____ _____

Signature Date

Madera Police Department
Olive Organization
*Professionalism, Integrity, Accountability, Trust, Compassion*

# CONTACT REPORT

Name: _____ DOB: _____

City/County of Contact: _____

Place of Contact: _____

Was this a referral? If yes, who referred: _____

Action taken:

Any financial help given? If yes, how much: _____

Recommendations:

Signature: _____ Date: _____

Madera Police Department
Olive Organization
*Professionalism, Integrity, Accountability, Trust, Compassion*

# Tenant Rules for The Bennett House:

Upon moving into the Olive House, the undersigned agrees to the following terms:

1. Nobody get to know where you are staying. This is a **SAFE HOUSE**. We must keep it that way. Please do not become a safety risk to the other tenants.
2. Please do not mess with the security system for any reason. If there is a problem, alert April Molina immediately.
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16. Respect the space of the other tenants. It's up to everyone to live in peace with each other.
17. If there is a problem or you need something, alert April Molina immediately.

_____ _____

Signature Date

## CURRENT MEMBERS OF THE BOARD OF DIRECTORS FOR OLIVE CHARITABLE ORGANIZATION

**Chairman:** Lt. Dan Foss

**President:** Lt. Robert Blehm

**Vice President:** Cynthia Ramos

**Secretary:** Sylvia Anguiano

**Treasurer:** John Molina

**Director:** DA Sally Moreno

**Director:** Sgt. Alicia Videgain

PROGRAM TIMELINE

Olive has these steps that we follow. This whole process can take 1-2 years or longer.

**Step 1: IDENTIFICATION**

Victim is identified by law enforcement or another agency. Olive is called and we go on location to perform our 10-page assessment. If we determine the person is not a victim of sex trafficking, they are referred to an agency that better suits their needs. If they are found to be a victim of sex trafficking, we move to step 2.

**Step 2: EMERGENCY HOUSING**

a) Triage: Olive works in partnership with World Impact out of Fresno. World Impact owns a piece of property with a safe house in the back. This location is ideal for the first month or two. They offer shelter, food, clothing, 24/7 counseling, and they offer a team of volunteers to assist with immediate needs.
b) Olive Safehouse - Once the victim is triaged, we continue to assess their needs. The survivor is walked through their immediate needs first. These usually consist of but are not limited to:
    a. Obtaining identification
    b. Obtaining medi-cal
    c. Assessing further trauma counseling
    d. Assessing if any need for drug or alcohol rehab
    e. Elevate Academy through Rebecca Bender's organization
    f. Connect with probation/parole, assist with clearing warrants
    g. Family Reunification if possible, often this process comes later

Once all these things are determined, we work on step 3.

**Step 3: EMPOWERMENT THROUGH EDUCATION**

A large number of our survivors have not graduated high school. We connect them to an adult program that offers night classes. If they would rather pass the GED exam, we help them get that set up as well. If they have already gone through high school and would like to further their education, we assist them in getting financial aid for community college. If they do not want to further their education, we move on to step 4.

**Step 4: JOB PLACEMENT**

a) Resumes: Our volunteers work with the survivors to get a resume written. Once written, we have them begin job searches.
b) Job Placement: Olive provides the following, if not limited to dealing with work stress, transportation in both taking to work and picking up from work. We also provide references.
c) Managing Personal Finances: Once a job is found, we help them walk through the steps of getting a bank account. From there, they learn to manage money. This is often a

difficult task. These survivors have never been in charge of their own finances, as their previous trafficker would not allow them to have money. From here we move on to step 5.

**Step 5: PERMANENT HOUSING**

This step is by far the most difficult. Most of our survivors have a criminal background. We work with them on getting a vacatur for the days of when they were trafficked, however this usually is tough to prove and can be a very lengthy process. Any section 8 housing assistance also takes a long time to get through. However, we have made progress with our survivors in this regard, and we come up with creative ways to help them get a place of their own.

**Step 6: MAINTENANCE**

Now that our survivors are on their own at some point does not mean that they do not need regular maintenance. They did not get in the position they were in by making great choices. We keep connection with them for the purpose of accountability. Also, they know that if they ever get into a bind, they can call us. We would rather have them call us than resort to the old way of prostitution for quick money. Our survivors are always a part of Olive. We have some who have become volunteers.

**NOTE:** *These steps are simply a "guideline." Any of them are subject to change depending on the needs of the survivor. We will assist in any need the survivor may have to the best of our ability. Each of our survivors is given a choice in everything they need. For example, they get to choose which school they want to attend. They get to choose which rehab program they want. If one does not work, then they get to choose a different one.*

# Memorandum of Understanding for Organizational Beneficiaries

PLEASE BE ADVISED THIS IS A BINDING AGREEMENT

**Pledge to Stop Trafficking Recipients**

Phone: 559-402-3955

Breaking the Chains
P.O. Box 9751
Fresno, CA. 93794

**Hello Fellow Freedom Fighters,**

Memorandum of Understanding for the Pledge to Stop Trafficking Field of interest fund has been developed by the Breaking the Chains, (hereafter known as BTC) for the purpose of funding direct services to victims of domestic sex trafficking in Fresno and Madera County. BTC created this Memorandum of Understanding to assist organizations in establishing a professional ethical code of understanding and operational agreement. Those that are electing to participate in this funding opportunity are agreeing to operate ethically and forthright with all guidelines as indicated in this document.

The MOU fulfills the statutory requirements of the Pledge to Stop Trafficking mission and integrates promising practices, this MOU is designed specifically to address service delivery to commercially sexually exploited men, women, and children. The provisional guidelines outlined for funding must be utilized to improve service delivery for domestic victims of sex trafficking. The services that are provided must be a viable resource that is delivered in an ethical and forthright service; examples of qualifying services include but are not limited to: Emergency Housing/Shelter, long term housing/shelter, Food, clothing, transportation, case management, etc....

**General participant responsibilities** "Each party will fulfill the following responsibilities as part of its work on the Pledge to Stop Trafficking under this MOU:

- Appoint director or designee empowered to make decisions on behalf of the party to participate.
- Attend regularly scheduled meetings and participate collaboratively in all Pledge to Stop Trafficking events and meetings.
- Report on successes, barriers to providing services, and areas for improvement, including recommendations for adapting the MOU and training needs/gaps.
- Qualifying organizations agree to provide an initial funding proposal that includes a description of services, dollar amount requested, method of service delivery, reasonable project outline with projected timetables.
- Annual reporting letter with details of funding expenditures and details about the population that was served.
- Contribute at least $100.00 to the initial startup cost for the field of interest fund that will be managed by the Central Valley Community Foundation.
- Provide volunteers and or staff to participate in the annual Stop Traffic to Stop Trafficking, campaign that will take place on January 11th, 2017 from 6am to 6pm.
- Provide proof of certificate of liability for stop traffic to stop trafficking campaign volunteers.
- Include the pledge to stop trafficking funding link on their existing website and/or social media site.

**Governing board is as follows:** Debra C. Woods, Tiffany Apodaca, and Curtis Chastain. The preceding parties are advisors to the fund and are responsible for overseeing the general guidelines and vision of the Pledge to Trafficking Fund.

The entire Field of Interest Fund will be administered by the Central Valley Community Foundation based on the funding committee's approval and oversight. The Central Valley Community Foundation, is an unbiased partner in the pledge to stop trafficking, any and all questions about the pledge to stop trafficking should be addressed to the governing board.

**Funding Committee:** The funding committee is responsible for screening all eligible participants, reviewing funding requests for approval based on the annual monies retained by the pledge to stop trafficking fund in addition to fiscal oversight, including the adoption of an annual budget and distributions, quarterly review of revenue and expenses. Committee members are expected to serve in a fiduciary capacity, utilizing their judgment and discretion for the benefit of all the pledge to stop trafficking participants.

**Ethical collaboration and business practice guidelines:** We are working together to promote unity and to serve domestic victims of sex-trafficking. The following guidelines were created to ensure that we adhere to ethical best practice standards, so that we can promote a healthy and unified collaboration for years to come.

All participants agree not to directly or indirectly approach the donors who have decided to pledge their money to the pledge to stop trafficking campaign. We are all operating in good faith and in moral and ethical conduct. Remember this fund was created to demonstrate unity within our fields, and to also give donors the opportunity to give collaboratively rather that independently.

The participant acknowledges that the participant also agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose information to any third party. The participant also agrees to take reasonable security measures to prevent accidental disclosure.

April Molina 6/8/2021

_____ DATE _____

(AUTHORIZED SIGNATURE)

April Molina

_____

(PRINT NAME)

_____ DATE _____

(AUTHORIZED SIGNATURE)

_____

(PRINT NAME)

*Overcoming Limitations through Intervention, Value, and Empowerment.*


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www.olivemadera.com
1625 Howard Rd.
Madera, CA 93637
559-365-6265


May 17, 2022

**City of Madera**
**CDBG Grant Division**
**205 W Fourth St**
**Madera, CA 93638**

Dear Mayor and Members of the Council,

It is my pleasure to write to you in support of the proposal CDBG Public Services Grant being submitted by O.L.I.V.E. Charitable Organization.

I have worked closely with Olive over the last few years as they have worked tirelessly to open their new safe house. The financial support that this grant monies will provide will go a long way in improving the lives of the victims of human sex trafficking. Granting this request will ensure Olive's necessary work will continue to serve the most vulnerable members in our community.

With Olive being the only support for victims of sex trafficking in the city and county of Madera, it is my personal belief that we should all do what we can to make sure they can continue their good work.

In conclusion, I fully support the efforts of Olive to seek external funding to support a program designed to assist victims of sex trafficking. Any programs that can help women get off the street and out of the sex industry will benefit our community at large.

Signature

MAY 17, 2022
Date

*Overcoming Limitations through Intervention, Value, and Empowerment.*


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Signature Theresa M. Farmer

Date 5-17-22

*Overcoming Limitations through Intervention, Value, and Empowerment.*


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Signature

5/18/22
Date

Andy Medina

*Overcoming Limitations through Intervention, Value, and Empowerment.*


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May 17, 2022

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Celeste A. Voyles — Signature

5/18/2022 — Date

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559-365-6265


May 17, 2022

**City of Madera**
**CDBG Grant Division**
**205 W Fourth St**
**Madera, CA 93638**

Dear Mayor and Members of the Council,

It is my pleasure to write to you in support of the proposal CDBG Public Services Grant being submitted by O.L.I.V.E. Charitable Organization.

I have worked closely with Olive over the last few years as they have worked tirelessly to open their new safe house. The financial support that this grant monies will provide will go a long way in improving the lives of the victims of human sex trafficking. Granting this request will ensure Olive's necessary work will continue to serve the most vulnerable members in our community.

With Olive being the only support for victims of sex trafficking in the city and county of Madera, it is my personal belief that we should all do what we can to make sure they can continue their good work.

In conclusion, I fully support the efforts of Olive to seek external funding to support a program designed to assist victims of sex trafficking. Any programs that can help women get off the street and out of the sex industry will benefit our community at large.

Signature _____ Date _____

*Overcoming Limitations through Intervention, Value, and Empowerment.*

OLIVE TEAM:

Operations Director:
April Molina

Board of Directors:

Lt. Dan Foss
*Chairman*

Lt. Robert Blehm
*President*

Cynthia Ramos
*Vice President*

Sylvia Anguiano
*Secretary*

John Molina
*Treasurer*

D.A. Sally Moreno
*Director*

Sgt. Alicia Videgain
*Director*

www.olivemadera.com
1625 Howard Rd.
Madera, CA 93637
559-365-6265

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Kelsey Hixon — Signature

5-24-22 — Date

*Overcoming Limitations through Intervention, Value, and Empowerment.*


OLIVE TEAM:

Operations Director:
April Molina

Board of Directors:

Lt. Dan Foss
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Kelsie Hixon — Signature

5-24-22 — Date

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | Madera Rescue Mission |
| Name of Project: Homeless Program | |
| Street Address/Service Area of Project: | 1305 Clinton Street |
| City: Madera CA | Zip: 93638 |
| Amount Requested for this Project: | $34,500 |
| Amount of Leveraged Funds Available for this Project: | $0 |

| | |
|---|---|
| Mailing Address: | Madera, CA 93638 |
| City: Madera | Zip: 93638 |
| Grant Administrator : Ligia Pacheco | Title: Accounting |
| Phone: (559)675-8321 Ext 223 | Email: mrmaccting.bus@gmail.com |
| SAM Number: 197697709 System for Award Management (Formerly, CCR) Number | |
| UEI Number: H2DFU4VANDJ4 | Federal EIN/TIN Number: 77-0144133 |
| Program/Project Administrator: Lynda Belmontez | Title: Deputy Director |
| Phone: 5596758321 | Email: lbelmontez@maderarescue.org |
| Type of Entity/Organizational Structure Non-Profit | |
| Brief Project Description(50 Words Max):Madera Rescue Mission' is an ongoing program providing emergency and transitional shelter to the homeless, single individuals and low-income families with children. Help clients with the process of being homeless to obtain their permanent housing. Serving more than 3,000 meals monthly as well as offer a 9 /12 month faith based Recovery Program. | |

**CDBG PUBLIC SERVICES APPLICATION**

**1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:** (Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
The community problem that needs to be addressed is the homeless issue. It is affecting not only residential areas and business's, but to our environment. The continued trash and human disposal on our street's is concerning, not only to residents living near the river, but to The Health Department as well. According to new statistics released by Data.Census.gov. It was estimated for Madera CA to have a population of 159,410 for 2021. This is an indicator that our town will have an increase of homeless population for 2022. Added to this we have many people that have not only lost their jobs, but their houses as well due to COVID-19. Everyone knows that this pandemic is a nation wide issue that has had devastating consequences.

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
Holy Family Table is soup kitchen that provides breakfast, The Hope House provides limited daily activities for the homeless. There are some other agencies that provide services to low income individuals such as Love Inc, CAPMC.

3. Explain how your program supplements or complements existing services without duplicating them.
Madera Rescue Mission serves all people in need as it relates to emergency shelter and food.
We have emergency housing for women and children (38 beds)
We have emergency housing for men (64 beds)
We serve 3 daily healthy meals. (more than 3,000 meals monthly)
We offer 9/12 month faith-based Recovery Program.
We teach Biblical principles.
We offer classes of anger management and domestic violence prevention as well ACE Overcomers.
We offer work skills in different areas.

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

MRM measures our effectiveness by keeping track of our daily services being provide which includes daily meals served & nightly bed logs, in addition we also have our staff provide daily narrative info if any incidents happens during the night shift. We make sure that our guest feel comfortable, loved and having the sense that we really care for them.

5. Mark the box below that indicates the national objective met:

◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)

○ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

◉ **LMC-Limited Clientele.** 570.208(a)(2).

◉ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

◉ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ○ Migrant farm workers
- ○ Handicapped individuals
- ◉ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
MRM meets National Objective # 1. Our services benefit the homeless, low-income families & children. MRM also works with people with substance abuse through our 9/12-month in-patient Recovery Program. MRM endeavors to provide a safe place to reside during an emergency scenario. Through our program the Connection we work arduously with other agencies to help find a solution to the homeless issue in our community.

7. How will your program meet its goals in one year?
Madera Rescue Mission meets our goals by:
Benefitting low-income families and children.
Providing decent temporary housing in a suitable living environment.
Helping & connecting clients with necessaries resources to obtain their permanenting housing.
Alleviating the hunger issue in our community.

Serving clients with mental health problems & substance abuse.
MRM's goals will be met by the accessibility of services upon client's request and having the satisfaction of serving anyone in need with love and compassion.

8. What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
MRM, relies on our faithful monthly donors and business's. This Year, We have received a grant of $3,000K from Bank of America to support our annual operating budget. Also we were approved $49,000K from FEMA to support our expenses for daily meals & nightly beds that we serve to our community. This year the amount of contributions have drastically decreased due to financial issues that many of our regular donors are facing.

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
MRM has 3 major events to raise funds. We have the Second Wind 5K run, in conjunction with the Food Bank, annually in March, which raised $8,000. We will have our annual fundraiser banquet in October (estimated net income 20K as well as our Thanksgiving & Christmas mail campaign (estimated Net 30K)

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
MRM advertises our activities and programs on social media (Facebook). We also have volunteers that help at our annual banquet and our 5K-Run. We also welcome the participation of people in our community in serving meals at Thanksgiving & Christmas. In addiction, we have people that come to the Mission to teach our clients in our Recovery Programs & our nightly guest.

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

12. When there is an overflow of clients, how is it determined whom to serve?
For MRM every client is important to us, we are a first come first served organization, but we strive to help all that come to our doors.

13. Discuss your program's/project's successes.
MRM success hinges on people:
People becoming sober.
People being able to re-enter society.
People being able to obtain permanent housing.
People feeling safe, and no longer hungry.
People being able to go back to work.
Families being restored.
MRM success is reached by accomplishing our mission's goal, which it is to serve the least, the last and the lost with radical hospitality.

14. Discuss your program's/project's past performance (2015 to 2020).
Our past performance is measured through the successful outcomes mentioned in previous answer # 13. Between 2015 & 2021 we have delivered our services to our community as followed:
From 2015 to 2021, we have had more than 45 graduates from our Recovery program, which have re-entered society. We also have had more than 78 homeless move from emergency housing to permanent housing. In addition, more than 36,500 annually meals were served to our community and more than 18,250 annually bed nights.

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

MRM will make every effort to receive written/video testimony from the guests who have spent time with us. We have seen a steady increase in need and foresee much more need in 2021. For 2022 we expect to have more demand of services due to the event of COVID-19 has impacted our community, and it will tax Madera on numerous levels, from food insecurity to housing.
A new need from our community was to a have available place where to allocate homeless patients released from the hospital. Now MRM count with a temporary Respite Care for men & women.

| CLIENT POPULATION | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | 800 |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during the term of this proposed program/service (12 months). | 200 |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ○ Yes ◉ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ○ Yes ◉ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below | |

| AGE | |
|---|---|
| 0-5 | 15 |
| 6-12 | 10 |
| 13-17 | 10 |
| 18-34 | 45 |
| 35-54 | 65 |
| 55-59 | 30 |
| 60-64 | 15 |
| 65+ | 10 |
| Total | 200 |

| GENDER | |
|---|---|
| Female | 40 |
| Male | 160 |
| Total | 200 |

| | |
|---|---|
| Female-Headed Households | 40 |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | 80 |
| Not-Hispanic or Latino | 120 |
| Total | 200 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | 80 |
| Asian | 14 |
| Black or African American | 40 |
| Native Hawaiian or Other Pacific Islander | 17 |
| White | 40 |
| Other | 9 |
| Total | 200 |

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

• Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or

other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
• Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
• American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
• Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
• Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
• Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
• White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Public input is received during Thanksgiving, Christmas, 5-K & Annual Banquet events. At these events we have community members coming together to support our efforts in serving the more vulnerable people in our community. It is priceless to hear the good feedback we receive after services were provided to clients.

2. Note complaints that have been received, etc.
No complaints so far, and we hope it never happens since our goal is to make everyone feel welcome.

3. Provide evidence of collaboration with other agencies within the community.
We partnership with:
Madera food Bank in distribution of food boxes and the 5K-event.
Community Action Partnership of Madera County
Madera County Department of Correction
Department of Social Services
Behavioral Health
Madera County Public Health
Madera Community Hospital

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Ryan McWherter | Title:Executive Director |
| Company/Agency Madera Food Bank | Tel. Number: (559)975-5315 |
| Email Address: rmcwherter.maderafoodbank@gmail.com | |

| | |
|---|---|
| Name: Mattie Mendez | Title: Executive Director |
| Company/Agency CAPMC | Tel. Number: (559)675-5749 |
| Email Address: mmendez@maderacap.org | |

| | |
|---|---|
| | |

| Name: Sara Bosse | Title: Public Health Director |
|---|---|
| Company/Agency Madera County Health Department | Tel. Number: (559)675-7893 |
| Email Address: Sara.Bosse@maderacounty.com | |

**SPONSORING AGENCY MANAGEMENT :**

**CORPORATION DIRECTORS:**

How often does the Board meet? 1 Monthly
What was the average number of Board members attending meetings last year? 7
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 5 Maximum: 8
Date of Incorporation: 1987

**FINANCIAL:**

If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
We have been approved from FEMA PHASE 39 $19K and from FEMA PHASE ARPAR $30K. Also From Bank of America we received $3K. Please keep in mind that we are operating with an annual budget of $900,900. For instance, for this year we have budgeted just for utilities $68,200.
How often are financial records audited, and by whom? Monthly review by accounting Consultant Robynne Whetton & CPA Annually
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much? N/A
List any judgments or pending lawsuits against the agency or program:
N/A
List any outstanding obligations:
N/A

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: | | | |
| Benefits | | | $0 |
| Taxes | | | $0 |
| **Subtotal Personnel** | $0 | $0 | $0 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | $3,000 | | $3,000 |
| Equipment | | | $0 |
| Communications | | | $0 |
| Meetings & Convenings | | | $0 |
| Travel & Transportation | | | $0 |
| Training | | | $0 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: 4 | | | |
| Utilities | $20,000 | | $20,000 |
| Insurance | $10,000 | | $10,000 |
| Printing | $1,500 | | $1,500 |
| | $0 | | $0 |
| **Subtotal Non-Personnel** | $34,500 | $0 | $34,500 |
| **Total Personnel & Non-Personnel** | $34,500 | $0 | $34,500 |
| Indirect Costs | | | $0 |
| **TOTAL** | $34,500 | $0 | $34,500 |
| Proposed # of Persons Served: | 200 | | |
| Cost per Individual | $173 | | |

**Attachments**
(Upload Instructions)
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents

you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

| Attachment | Link or Explanation for Missing Attachments |
|---|---|
| ☑ Articles of Incorporation and Bylaws | MRM_Articles_of_Incorporation__Bylaws.pdf |
| ☑ Organization Chart | MRM_Organization_Chart.pdf |
| ☑ Non-Profit Determination Letters, IRS & State (501.3.c) | See the up attached file<br>501_2022.pdf |
| ☑ Most Recent Financial Statements | MRM_Financial_Statements.pdf |
| ☐ Most Recent Audit & Findings, if any | See the Up attached file<br>We are not mandated to have Audited Financial |
| ☑ Program Intake Policies | MRM_Program_Intake_Polices.pdf |
| ☑ Client Intake Form | Intake form is Included with the intake polices file |
| ☑ Evaluation Document | See the Down attached file |
| ☐ Board Certification | N/A We don |
| ☑ Board Roster | MRM_Board_of_Director_List_2022-2023.docx |
| ☑ Other - Financial supporting documentation | Financial_supporting_documentation.pdf<br>Evaluation_document_forms.pdf<br>Client_Intake_Form.pdf<br>501_2022.pdf |
| ☑ Other - MRM 2022 Budget | MRM_2022_Budget.pdf |

| | |
|---|---|
| Submitted By: | Ligia Pacheco |
| Date Signed | 05/26/2022 |

Initially submitted: May 26, 2022 - 10:24:18

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | Madera Parks & Community Services Dept. |
| Name of Project: Madera Seniors Nutrition & Recreation Programs | |
| Street Address/Service Area of Project: | 703 E. 5th Street |
| City: Madera | Zip: 93638 |
| Amount Requested for this Project: | $148,500 |
| Amount of Leveraged Funds Available for this Project: | $0 |

| | |
|---|---|
| Mailing Address: | Madera, CA 93638 |
| City: Madera | Zip: 93638 |
| Grant Administrator : Marcela Zuniga | Title: Grants Administrator |
| Phone: (559) 661-3692 | Email: Madera, CA 93638 |
| SAM Number: System for Award Management (Formerly, CCR) Number | |
| UEI Number: 701 E 5th St | Federal EIN/TIN Number: 94-6000365 |
| Program/Project Administrator: Joseph Hebert | Title: Interim Director |
| Phone: (559) 661-5426 | Email: 701 E 5th St |
| Type of Entity/Organizational Structure City Department/Public Agency | |
| Brief Project Description(50 Words Max):The City of Madera Parks & Community Services Department offers programs and services for the senior citizens of Madera. Seniors are defined as individuals 55 years of age and older. With the COVID-19 pandemic the congregate meal program was changed to a homebound delivered program. With restrictions lifting, PCS will reinstate the congregate meal program | |

**CDBG PUBLIC SERVICES APPLICATION**

**1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:**(Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
Prior to COVID-19, the City of Madera Parks & Community Services (PCS) Department offered programs and services for the seniors citizens of Madera. Staff is seeking CDBG resources in the amount of $100,000.00 to support staffing, supplies, associated programming costs and the reopening of two senior sites located in Madera's disadvantaged neighborhoods at the Frank Bergon Senior Center and the Pan-American Community Center.
The requested CDBG funding would enable the City to reinstate the following programs and services for seniors:
1. Senior Meal Program - With the COVID-19 pandemic, the meal service to congregate seniors and home delivered meals was shifted from City management to the Fresno-Madera Area Agency on Aging (FMAAA). FMAAA has been administering this meal service since May 2020. As Governor Newsom continues to lift restrictions, staff anticipates to resume regular programming and services at the congregate sites. This would include providing a nutritious and balances meal five days per week, excluding holidays at the City's two senior sites. Additionally, the City anticipates resuming the administering of the Meals on Wheels program which delivers seven nutritious meals per week, including fresh vegetables/fruits, milk and bread to qualified home bound seniors.
2. Wellness Programs - Fitness and wellness programs will be offered throughout the week could include Tai-Chi, Zumba, chair aerobics, yoga, walking club, core balance and others. We are planning a series of presentations on enhancing wellness, improving healthy living and mental health.
3. Recreation and Educational Programs - Classes in sports, leisure, arts & crafts, book club, music classes, cooking classes, social dances, karaoke and a wide variety of local excursions and regional trips Also highlighting, educational courses, Senior Awareness program presentations and much more.

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
The City of Madera PCS Department is the only agency within the City limits that provides seniors with congregate and home delivered meal services and the host of programs and activities for the senior population.

3. Explain how your program supplements or complements existing services without duplicating them.
Not applicable

4. Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.
1. Goal 1: The City will add new local and regional recreational and educational programs for seniors. Participants will self-report a greater understanding of their community and a healthier lifestyle.
a. Objective 1: the City will provide regional excursions that expose seniors to art galleries, special cultural events, farmer's markets and marketplace experiences that promote lifelong learning of the arts and exposure to various cultures.
b. Objective 2: The excursions will provide the senior with opportunities to socialize, exercise through walking, shop for healthy fruits and vegetables and promote a better quality of life.
2. Goal 2: The City will expand their wellness and educational programs for seniors. Participants will self-report greater life satisfaction and wellness as a result of participating in City provided programming.
a. Objective 1: The City will provide wellness programs for seniors to socialize and meet new friends thus providing a wellness experience that promotes healthier self-esteem. The City will provide a monthly social dance program for seniors to interact and socialize. The art of dancing is a great exercise activity that provides greater range of motion movement, better balance and a sense of wellbeing.
b. Objective 2: The City will partner with other agencies to educate our seniors through presentations on the Elder related topics and issues.
Goal 3: Increase the amount of nutritious meals served at each of the senior centers.
a. Objective 1: The City will partner with Fresno Madera Area Agency on increasing the number of congregate meals served and documenting the service number by utilizing the intake form.

5. Mark the box below that indicates the national objective met:
◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)
◉ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map
○ **LMC-Limited Clientele.** 570.208(a)(2).
○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.
○ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:
○ Abused children
○ Battered spouse
◉ Ederly persons (62 years of age or older)
○ Illiterate persons
○ Migrant farm workers
○ Handicapped individuals
○ Homeless persons
○ Persons with AIDS
○ **Client Document Review.** 570.208(a)(2)(i)(B) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.
○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.
○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."
○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).
○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care,

transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
Nearly all program participants meet the low-income criteria. In the rare instance where this is not the case, all program participants are seniors and therefore meet the qualifications defined by CDBG.
1. Objective 1: The program attendance for the areas listed above remain constant or realize up to a 5% increase in duplicated services provided over the grant period.
2. Objective 2:The average score on self-reporting surveys for life satisfaction will rise 5% over the grant period.

7. How will your program meet its goals in one year?
The Senior Services Program goals will be met by monitoring monthly meal consumption and quarterly reports. The program will ensure low and moderate income persons are receiving the meals. Participation sign in sheets are used to monitor the programs and usage for social interaction, recreation and educational programming detailed in this grant application.

8. What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
FMAAA offers grant funding to help offset costs of senior services programs. As of May 2022 no contract has been signed. Seniors may choose to anonymously make voluntary donations to the program at a suggested donation of $2.50/meal. Seniors are not denied a meal and City staff does not track who donates resources and who does not. The City of Madera General Fund provides gap funding to cover the gap between revenues received and expenditures. Staff is researching other fundraising efforts but pass experiences have modest support of senior programs is achieved through fundraising.

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
City staff is researching fundraising opportunities for the upcoming fiscal year; however, no assumptions are being made about that revenue at this time considering the ongoing impacts of COVID-19. The City's General Fund available to the PCS Department has also decreased in step with economic downturn and has not recovered.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Due to the COVID-19 pandemic and ongoing closure of the senior centers, the senior surveys have not been completed for the last year or current year. Once the senior centers and program are reopened, program surveys and feedback from the City of Madera Vision 2025 subcommittee will be gathered and analyzed for program planning as direct result of the data collected.

11. If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.
Services are not offered outside of City limits.

12. When there is an overflow of clients, how is it determined whom to serve?
The City of Madera has not previously had an issue with an overflow of clients for the meal

program. There was a waitlist system in effect in the event of overflow of clients, with additional resources to assist the wait listed clients.

13. Discuss your program's/project's successes.
The City supports Madera's senior residents through comprehensive meal and recreational/educational programming. Without these senior program, many participants would live in isolation with the guarantee of adequate nutrition. The recreation and wellness component provide the opportunity for the senior to have social interaction, engagement, improved vitality and overall increased wellness. Participants describe the senior program as their home away from home and a reason to get up each morning. These programs aid in helping them with their overall mental health. These services are nutritional, educational, and a key factor in Madera senior's social interactions.

14. Discuss your program's/project's past performance (2015 to 2020).
The senior services programs provided by CDBG funding has consistently met program goals and objectives in the 2015 to 2020 timeframe. CDBG funding has aided the City in providing tens of thousands of individual interaction with the community's senior citizens; be it providing a nutritious meal, an opportunity to dance or exercise, attaining a resource or referral and just gathering place to fellowship and make new friends. Over the past five years, the City has provided a core of essential services such as the meal program, wellness and educational activities. The senior have experienced new adventures through our excursion and regional trips. The City has always been the source to come to when needing resources and referral to the underserved members of the community. While no congregate meals or senior site programming were conducted during the fiscal FY 2021/2022 due to the ongoing closure of the senior centers impacted by COVID-19 pandemic, staff has strived to continue to keep in touch and make sure seniors have all access to resources. City staff has reached out with wellness calls each week and delivered to their home's monthly wellness baskets.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
New services will be highlighted in the PCS facebook page, that is updated on a regular basis. Periodic reporting to internal and external CDBG program monitors includes documentation of programs and attendance figures.

| CLIENT POPULATION | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | 5,600 |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during the term of this proposed program/service (12 months). | 250 |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ○ Yes ◉ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ○ Yes ◉ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below | |

| AGE | |
|---|---|
| 0-5 | |
| 6-12 | |
| 13-17 | |
| 18-34 | |
| 35-54 | |
| 55-59 | 30 |
| 60-64 | 45 |
| 65+ | 175 |
| Total | 250 |

| GENDER | |
|---|---|
| Female | 175 |
| Male | 75 |
| Total | 250 |

| | |
|---|---|
| Female-Headed Households | 80 |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | 175 |
| Not-Hispanic or Latino | 75 |
| Total | 250 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | 10 |
| Asian | 20 |
| Black or African American | 40 |
| Native Hawaiian or Other Pacific Islander | 5 |
| White | 100 |
| Other | 75 |
| Total | 250 |

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

• Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
• Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
• American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
• Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
• Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
• Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
• White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Prior to COVID-19 the City of Madera surveys senior program participants annually and received feedback from participants. Survey results and community feedback data are analyzed, and program planning is implemented to meet the needs of participants as a direct result of feedback data. During the site closures, staff made weekly wellness calls to participating seniors.

2. Note complaints that have been received, etc.
No complaints have been received to date.

3. Provide evidence of collaboration with other agencies within the community.
1. Fresno Madera Area Agency on Aging (FMAAA)
2. SER-SCEP - jobs for progress
3. Madera County Health Dept.

4. Senior Companions
5. Madera Police Department
6. Community Action Partnership of Madera County (CAPMC)
7. Camarena Health
8. Madera Food Bank

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Mee Wang | Title:Program Manager |
| Company/Agency Madera County Department of Social Services | Tel. Number: (559) 661-8364 |
| Email Address: mee.wang@maderacounty.com | |

| | |
|---|---|
| Name: Peggy Mendibles | Title: Sr. Lead Case Manager |
| Company/Agency SERS | Tel. Number: (559) 452-0881 |
| Email Address: peggy@sercalifornia.org | |

| | |
|---|---|
| Name: Joanna Orea | Title: Health Education Specialist |
| Company/Agency Madera County Health Dept. | Tel. Number: (559) 675-7893 |
| Email Address: joanna.orea@maderacounty.com | |

**SPONSORING AGENCY MANAGEMENT :**

**CORPORATION DIRECTORS:**

How often does the Board meet? 2x /month
What was the average number of Board members attending meetings last year? 7
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 4 Maximum: 7
Date of Incorporation: 1907

**FINANCIAL:**

If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
Currently, no there no additional funding.
How often are financial records audited, and by whom? yearly
Are the treasurer and/or other financial officers bonded? ◉ Yes ○ No
If so, for how much? 1,000,000.00
List any judgments or pending lawsuits against the agency or program:
none
List any outstanding obligations:
none

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: 1 | | | |
| Salaries | $80,000 | | $80,000 |
| Benefits | $32,000 | | $32,000 |
| Taxes | | | $0 |
| **Subtotal Personnel** | $112,000 | $0 | $112,000 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | $25,000 | | $25,000 |
| Equipment | $10,000 | | $10,000 |
| Communications | | | $0 |
| | | | |

| | | | |
|---|---|---|---|
| Meetings & Convenings | | | $0 |
| Travel & Transportation | | | $0 |
| Training | $1,500 | | $1,500 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: | | | |
| **Subtotal Non-Personnel** | $36,500 | $0 | $36,500 |
| **Total Personnel & Non-Personnel** | $148,500 | $0 | $148,500 |
| Indirect Costs | | | $0 |
| **TOTAL** | $148,500 | $0 | $148,500 |
| Proposed # of Persons Served: | 250 | | |
| Cost per Individual | $594 | | |

**Attachments**
**(Upload Instructions)**
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

**Attachment** **Link or Explanation for Missing Attachments**

- ☐ Articles of Incorporation and Bylaws
- ☐ Organization Chart
- ☐ Non-Profit Determination Letters, IRS & State (501.3.c)
- ☐ Most Recent Financial Statements
- ☐ Most Recent Audit & Findings, if any
- ☐ Program Intake Policies
- ☐ Client Intake Form
- ☐ Evaluation Document
- ☐ Board Certification
- ☐ Board Roster
- ☐ Other -
- ☐ Other -

Submitted By: Olga Olivia Saucedo-Garcia
Date Signed 05/26/2022

Initially submitted: May 26, 2022 - 12:50:12

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | Madera Coalition for Community Justice |
| Name of Project: Madera Youth Leaders Street Art Project | |
| Street Address/Service Area of Project: | 219 S D st |
| City: Madera | Zip: 93638 |
| Amount Requested for this Project: | $27,403 |
| Amount of Leveraged Funds Available for this Project: | $0 |

| | |
|---|---|
| Mailing Address: | Madera, CA 93638 |
| City: 559 416-7401 | Zip: |
| Grant Administrator : | Title: |
| Phone: | Email: Madera, CA 93638 |
| SAM Number: System for Award Management (Formerly, CCR) Number | |
| UEI Number: 219 S. D St. | Federal EIN/TIN Number: 77-0391942 |
| Program/Project Administrator: 219 S D Street | Title: Madera, CA 93638 |
| Phone: | Email: 219 S. D St. |
| Type of Entity/Organizational Structure Non-Profit | |
| Brief Project Description(50 Words Max):MYLSAP is creative placemaking and at its best connects community through art in a way that highlights neighborhood culture and bringing youth together to learn about each other and explore the larger world around them. Street art amplifies the power of young people to transform the place they live in and allows youth to engage in positive change in Madera. | |

**CDBG PUBLIC SERVICES APPLICATION**

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

The Madera downtown has been in steady decline since the 80s. The older generation often harkens back to the "good old days" and stay away from the downtown referring to it derogatorily as "Little Tijuana." Despite the previous best efforts of the city's redevelopment agency, most of the downtown remain blighted. Since the pandemic, there have been more empty storefronts and fewer foot traffic. While most Maderans stay away due to the fear of crime, it is still frequented by new immigrants and farmworkers. Public art has the transformative power to build pride in the neighborhoods while expressing the world-view of community members, where they come from, what they do and how they connect to each other. Art builds community capacity, empowering and fostering civic engagement through creative artistic expression and collective leadership among the low-income, minority and farmworker communities. More specifically, street art has the effect of bridging community values between the young and old. Furthermore, it facilitates youth engagement especially in terms of supporting them in becoming more positively involved with public space and art. In Madera, many teens are isolated – there is little in terms of program activities. This program expands opportunities to the underserved to express their creative and artistic visions of the future of the community that engages, inspires, provokes and lays the groundwork for a more inclusive and equitable City of Madera.

Madera Youth Leaders Street Art Project is creative placemaking and at its best connects community through art in a way that highlights neighborhood culture and bringing youth together to learn about each other and explore the larger world around them. Street art amplifies the power of young people to transform the place they live in and allows youth to exercise transformative agency by reclaiming public space as a forum to take action for positive change. The proposed project brings arts and culture to make safe and improve the place where they live. It places youth, front and center, as "stewards" of the place and space where they live and learn. By extension, it provides links to multiple sectors of the community. The project activities will be designed by youth, planned by youth, and implemented by youth, with the support, guidance, mentoring and training provided by MCCJ staff, California Rural Legal Assistance, other professionals and experts.

It would provide a youth voice that integrates them into public life while providing a positive, supportive and active engagement in the community. It keeps them grounded and gives them a sense of place. (MYLSAP can provide a new forum for all sorts of visual and cultural art and music and other performance art where students can freely and openly learn and participate

in.) At the same time, it invigorates the larger community and provides a healthy injection of creative energy that is sorely needed. From the City's perspective, the project begins to build a healthy community that revitalizes the economy of the downtown making it accessible, attractive and exciting, promotes healthy living, lowers crime and increases civic participation and political engagement.

The project seeks to establish a "public art space" in downtown Madera that will be spearhead by a cadre of youth. MYLSAP will utilize the downtown area as a canvas as it were where sanctioned spaces and/or items (e.g., bus shelters, benches, power boxes, garbage receptacles, etc.) in downtown Madera will be targeted to display street art. Ideally, this campaign will be a part of the City's revitalization of its downtown and serve as a beginning effort to create a hub -- a gathering place for youth and denizens from the eastside of town to mingle, shop, eat, transact services, etc. Moreover, it will provide a creative space for youth to engage different groups and to be recognized by a wider public audience as a place that hosts educational and cultural events and a welcoming place that promotes public discourse and the exchange of ideas. The overarching purpose is to use art as the driver that reweaves the downtown fabric, restoring it former prominence as a center of community activities. The return of foot traffic has the impact of making the downtown lively, active, attractive, safe and pedestrian friendly which in turn promotes economic activities that translate to jobs and increased property value. In that connection, future directions call for networking with the Madera County Arts Council along with Madera Unified School District to initiate an "Art Hop" that invites local youth street artists to contribute their artwork, show and tell, and provide a platform for other youth to learn and compete and offers art classes and activities.

In this past year, MCCJ install an mural wall that was utilized as a "community bulletin board" that displayed different messages and themes that showcased the art work of youth, e.g., Black History Month, Earth Day, etc. The project will continue this format and engage youth form MUSD, juvenile hall, Pioneer Technical School and other charter schools.

The program will be comprised of two core components. The first component (months 1-3) will be the planning process and plan preparation, and the second component (months 4-12) will be the plan implementation. Fifteen to twenty-four youth will be recruited from the local high schools for this year-long project. (It is anticipated that each event will involve an additional 50 youth from the Eastside Madera.) They will meet biweekly or as frequently as needed. The youth group will be guided by the MCCJ staff coordinator (who is an artist) to navigate the technical, political, legal and administrative considerations attending to this project. The project will begin with the hiring of a coordinator and student recruitment in the first month. These youth will be educated on a broad range of issues in order to develop a comprehensive plan that is essential to implement the project ranging from training in facilitation/presentation skills, gathering and analysis of data, participatory action research and mapping assessment. They will also engage in maintenance activities: leadership development, team-building and relationship-building opportunities with adult allies. They will have opportunities to meet with public officials and agency staff. An advisory committee may be established consisting of local stakeholders. In the second part of the program, the youth will begin by mapping community assets and resources, convene forums where they learn and listen to the community regarding goals, perception, problems and possibilities of public art, write letter to editor and collaborate on news story published in local and school newspapers, prepare a report of findings and recommendations, bring key stakeholders together to develop a shared vision, visit six street art sites around the state, conduct research, network with other street art communities, and consult with local and regional street art experts for technical assistance on specific art projects and promoting public art spaces. Throughout the project life, there will be opportunities for the youth to reflect and regroup. There will be time scheduled to allow them to reflect on what they've learned and impact of their experience. Program activities will be planned and coordinated in a manner that provides a continuous loop of feedback that allows staff to monitor results, effectiveness and impact. The youth will develop an action plan with goals linked to specific actions. Each goal will be broken into specific steps assigned to specific individuals. They will establish the time frame for the planning process and implementation schedule that links budget and task responsibilities. Further, they will conduct face-to-face /meeting/workshops with stakeholders to review and research suitable sites/"targets," flesh out problems, issues and concerns, consider budget and resource availability, develop vision for a plan, develop plan goals and objectives, generate and evaluate plan options and adopt best plan. During the course of these activities, they will collectively determine common thread issues including: site selection, display format, motifs, themes and/or cultural symbols, images and/or styled street art-writing, governance, rules of operation, and criteria for idea selection. They will also participate in developing effective communications, outreach and education tools. The youth will be involved in the day-to-day responsibility of implementing and running the project under the supervision of the staff coordinator and guided by artist consultants. Finally, youth will have opportunities to visit other mural sites in nearby communities.

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
There is a dearth of youth programs in the City and the need was magnified manifold following the pandemic when youth were forced to stay at home for over a year depriving them of the very necessary social interaction that is critical to their emotional and intellectual development. Certainly, there are no art programs offered saved for limited instances of school art activities and private classes offered at the Madera Circle Art Gallery.
MCCJ projects go beyond doing the critical work in the community to bring about economic equity, social and environmental justice -- it seeks to actively engage its constituents to become a catalyst and to actively engage them in fashioning the solution. The proposed project offers a multi-faceted framework that uses the community as the forum for catalyzing new thinking, social interaction, cooperative and collaborative activities, real-life learning, and problem-solving. In that connection, it provides a context for addressing barriers in the local socio-political, environmental and educational system that circumscribe their quality of life, developmental needs and social engagement.

Youth is an underutilized and overlooked resources. Too often, the adult world seeks to do things for them or to do things to them when they misstep. MCCJ's vision is to combine education and activism as the cornerstone of a sustainable community, in which youth live their lives consciously choosing actions that ensure a healthy quality of life. Its mission is to harness the collective vision, energy, and talent of youth and to parlay those expressions in ways that are collaborative and constructive to better the community by providing them with leadership development, educational tools and access to network of resources.

Timeline: This program will commence once it is funded which is anticipated to be the beginning or early June and it will continue until June 30th or later until all the funds allocated for financial assistance to households facing evictions or utility shutoffs are exhausted.
Month 1: Recruit and hire staff (coordinator and supervisor; training; establish office procedures; implement programmatic logistics; develop info handout; conduct outreach to publicize program and coordinate referrals.
Month 2 through end of program: See clients Monday to Friday from 9 am to 5 pm and by appointments also -- interview, review application requesting financial assistance, counseling and referral. Continue outreach in community. Use media (Univision and Radio Bilingue) to outreach to Spanish-speaking families.

3. Explain how your program supplements or complements existing services without duplicating them.
MYLSAP will complement the art activities with Madera County Art Council and MUSD art classes. Separately, it will coordinate its activities with the Tafoya Academy, Juvenile Hall and Pioneer Technical School. The approach is collaboration and not supplanting of existing services.

4. Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.
Evaluation will measure program outcomes and process. Program effectiveness will be determined by comparing accomplishments to the stated objectives and activities that will be set forth in an action plan. Important criteria include completion of tasks, attainment of goals and compliance with budget outlay.
There are important indicators that will measure successes or failures: retention rate of over 70% of participants; increase knowledge, confidence and skill in conducting research, planning, advocacy and evaluation; clear understanding and commitment to project mission; 75% of members participate in project activities, events and training; 50% of members participate in college outreach; establish stronger relationship with each other and with adult mentors; development of a core group of members who assume leadership roles in assigned activities; increased knowledge of current events and local issues in the City, increased understanding, skills, and knowledge of schools, local government, public hearing process, and budgets; enhanced confidence and skills in public speaking; understanding of leadership development; deeper appreciation of cooperation and collaboration; and attendance at least one public hearing. Separately, there will be periodic evaluations by participants and partners on the program and/or activities. These important "lessons learned" will be shared with participants, community partners, the organization and board. Process will be evaluated

through quarterly activity and budget reports. Review and updates will be provided by MCCJ director to the board monthly.

5. Mark the box below that indicates the national objective met:

◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)

◉ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

○ **LMC-Limited Clientele.** 570.208(a)(2).

○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

○ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ○ Migrant farm workers
- ○ Handicapped individuals
- ○ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
Improve the quality and access to programs and facilities for recreational services.
Enhance the economic well-being of all citizens through education and training
Enhance the quality and use of the physical infrastructure of Madera.
MYLSAP aligns with the following:
Provide health and wellness activities for youth such as teen activity programs and community-led activities.
Initiate campaign to increase downtown revitalization. Project combines the two objectives to expand opportunities to underserved youth by introducing an intersection of art and civic engagement in a planned fashion that brings people together and build relationships in the community. The artistic creativity, expressions and vision in tandem with collaboration are the building blocks to community development and downtown revitalization.

7. How will your program meet its goals in one year?

Staff coordinator will vigilantly follow the action plan and activities adopted to ensure that all the goals are attained. Board will provide oversight.

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

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
There are no proposed plans for fund raising at this time. However, if opportunities arise in the future, MCCJ is committed to pursuing them.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
The pandemic really tamped things down. While it did not initiate a formal survey, through its many different projects at different venues and its work with other stakeholder agencies and entities in Madera over a number of years, MCCJ has been made aware of the dire need for youth activities. In its parent classes and resource centers, participants have consistently expressed concerns about the lack of youth activities. In fact, the pandemic lay bare the lack of youth activities in the City at a time when they were force to stay at home which curtailed severely curtailed social interaction with peers and collective activities.
There were no records maintained that documented this need.

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

12. When there is an overflow of clients, how is it determined whom to serve?
The project is designed to be flexible. Every effort will be made to include as many youth as practicable. Those that are part of the core group will nevertheless be encouraged to participate in planned activities.

13. Discuss your program's/project's successes.
MCCJ has been receiving CDBG funding since 2001 for different projects. It has received funding for its youth projects in the last ten years. All of the CDBG funded programs over those years were successfully completed. In 2017, it received a grant to initiate a public art space in downtown Madera. As it relates to the current application, Madera Youth Leaders have engaged in a number of art projects including: 1) a tribute to 9/11 ("Look back in tribute, go forward in unity"; 2) Cesar Chavez Day celebration at MUSD; 3) "Paint Downtown" interactive exhibit at Old Timers Day in the park; 4) wall mural at 126 N. B St.; 5) Black Lives street mural at same address; and 6) "We Are One" mural exhibit currently installed at the Circle Art Gallery ( https://www.youtube.com/watch?v=Pk5vSqwUXto). See photo attachments of the aforementioned.

14. Discuss your program's/project's past performance (2015 to 2020).
MCCJ has been receiving CDBG funding since 2001 for different projects. It has received funding for its youth projects in the last ten years. All of the CDBG funded programs over those years were successfully completed. In 2017, it received a grant to initiate a public art space in downtown Madera. As it relates to the current application, Madera Youth Leaders have engaged in a number of art projects including: 1) a tribute to 9/11 ("Look back in tribute, go forward in unity"; 2) Cesar Chavez Day celebration at MUSD; 3) "Paint Downtown" interactive exhibit at Old Timers Day in the park; 4) wall mural at 126 N. B St.; 5) Black Lives street mural at same address; and 6) "We Are One" mural exhibit currently installed at the Circle Art Gallery ( https://www.youtube.com/watch?v=Pk5vSqwUXto). See photo attachments of the aforementioned.

Back in 2017-8, MCCJ sponsored Zocalo Madera, a public art space that hosted monthly events. (Funded by CDBG.) Each event was attended by over 100 participants,/attendees. Additionally,

one middle school and both high school classes participated. In its Black Lives Matter street mural (2021), the total participation exceeded 150. In its 2021-22, the events (paint parties) averaged over 75 youth each. Residents of the community regularly go by the wall mural that was install to see the art work. Street art is very popular inter-generationally but especially the younger population. One local official recently commented that the corner of 5th and B St. is the one bright spot in the downtown.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
Records will be kept of all participants and running summary of activities/services undertaken.

| CLIENT POPULATION | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | 250 |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during the term of this proposed program/service (12 months). | 250 |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ◉ Yes ○ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ◉ Yes ○ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below | |

| AGE | |
|---|---|
| 0-5 | 35 |
| 6-12 | 50 |
| 13-17 | 155 |
| 18-34 | 10 |
| 35-54 | |
| 55-59 | |
| 60-64 | |
| 65+ | |
| Total | 250 |

| GENDER | |
|---|---|
| Female | 150 |
| Male | 100 |
| Total | 250 |

| | |
|---|---|
| Female-Headed Households | 50 |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | 180 |
| Not-Hispanic or Latino | 70 |
| Total | 250 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | |
| Asian | 10 |
| Black or African American | 10 |
| Native Hawaiian or Other Pacific Islander | |
| White | 48 |
| Other | 182 |
| Total | 250 |

*Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated

changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

• Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
• Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
• American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
• Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
• Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
• Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
• White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Through its youth work over the years beginning in 2001, MCCJ has learned that there is a real demand and attraction by youth to street art. In the art events it has sponsored in the past 5 years, they have all been well attended and youth have overwhelmingly participated in making them a success.

No records kept.

2. Note complaints that have been received, etc.
None.

3. Provide evidence of collaboration with other agencies within the community.
MCCJ has collaborated with the Madera Art Gallery in 2021 that was showcased as 'We Are One.' It continues to be in conversation with the council (and by extension the Madera County Art Council)about joint activities. It has also collaborated with the art classes at various schools in the school district.

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Eddie Ocampo | Title:Director |
| Company/Agency Self-Help Housing | Tel. Number: 559-802-1683 |
| Email Address: EddieO@selfhelpenterprises.org | |

| | |
|---|---|
| Name: Ara Kelegian | Title: Principal |
| Company/Agency Ripperdan Community School | Tel. Number: 559-674-0059 |
| | |

| Email Address: ararkelegian@maderausd.org | |
|---|---|

| Name: Mattie Mendez | Title: Executive Director |
|---|---|
| Company/Agency CAPMC | Tel. Number: 559-675-5749 |
| Email Address: mmendez@maderacap.org | |

**SPONSORING AGENCY MANAGEMENT :**

**CORPORATION DIRECTORS:**

How often does the Board meet? monthly
What was the average number of Board members attending meetings last year? 6
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 4 Maximum: 14
Date of Incorporation: 1994

**FINANCIAL:**

If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
N/A.
How often are financial records audited, and by whom? bienally
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much?
List any judgments or pending lawsuits against the agency or program:
None.
List any outstanding obligations:
None.

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: 1 | | | |
| Coordinator | $17,160 | $0 | $17,160 |
| Benefits | $1,565 | $0 | $1,565 |
| Taxes | $980 | $0 | $980 |
| **Subtotal Personnel** | $19,705 | $0 | $19,705 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | $1,778 | $0 | $1,778 |
| Equipment | | | $0 |
| Communications | $420 | $0 | $420 |
| Meetings & Convenings | $1,200 | $0 | $1,200 |
| Travel & Transportation | $900 | $0 | $900 |
| Training | | | $0 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: | | | |
| **Subtotal Non-Personnel** | $4,298 | $0 | $4,298 |
| **Total Personnel & Non-Personnel** | $24,003 | $0 | $24,003 |
| Indirect Costs | $3,400 | $0 | $3,400 |
| **TOTAL** | $27,403 | $0 | $27,403 |
| Proposed # of Persons Served: | 250 | | |
| Cost per Individual | $110 | | |

**Attachments**

(Upload Instructions)

Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

| Attachment | Link or Explanation for Missing Attachments |
|---|---|
| ☑ Articles of Incorporation and Bylaws | artofincorp.pdf |
| ☑ Organization Chart | org_chart_2.pdf |

| | |
|---|---|
| ☑ Non-Profit Determination Letters, IRS & State (501.3.c) | irs_501c3.pdf |
| ☑ Most Recent Financial Statements | 2022-budget.pdf |
| ☑ Most Recent Audit & Findings, if any | auditmccj21.pdf |
| ☐ Program Intake Policies | Program intake policy to be developed |
| ☑ Client Intake Form | MYL_Application.docx |
| ☐ Evaluation Document | N/A |
| ☑ Board Certification | MCCJ_Board_Cert_5-25-22_CDBG_Application_for_City_0332_001.pdf |
| ☑ Board Roster | Board_of_Directors_LIst_2022.docx |
| ☑ Income Certification Form | 2022incomeguideline.pdf |
| ☑ Other - | |
| ☐ Other - | |

| | |
|---|---|
| Submitted By: | Baldwin Moy |
| Date Signed | 05/25/2022 |

Initially submitted: May 25, 2022 - 15:34:32

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: MAY 30 1995

MADERA COALITION FOR COMMUNITY
JUSTICE
P.O. BOX 817
MADERA, CA 93639

Employer Identification Number:
77-0391942
Case Number:
955065145
Contact Person:
JOSEPH FAN
Contact Telephone Number:
(818) 441-6841
Accounting Period Ending:
June 30
Foundation Status Classification:
170(b)(1)(A)(vi)
Advance Ruling Period Begins:
August 31, 1994
Advance Ruling Period Ends:
June 30, 1999
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

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

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally $25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of $10 a day when a return is filed late, unless there is reasonable

cause for the delay. However, the maximum penalty we charge cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

MADERA COALITION FOR COMMUNITY

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Richard R. Orosco
District Director

Enclosure(s):
Form 872-C

July 1, 2021 through March 9, 2022

| | Jul 1, '21 - Mar 9, 22 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| 070 · Grants | 1,226,278.77 |
| **Total Income** | 1,226,278.77 |
| **Gross Profit** | 1,226,278.77 |
| **Expense** | |
| 350.69 · Office expenses CCHP | 12,965.00 |
| 350.53 · Office expenses VEC program | 90.00 |
| 350.68 · UW Holiay Relief | 2,500.00 |
| 350.67 · Office expenses Focus Gpo UW | 348.41 |
| 550.59 · ORALE program | 1,261.48 |
| 117 · Salary-Grant writter | 41,750.00 |
| 350.14 · Office Exp CDBG-14 | 5,825.00 |
| 000 · VOID | 0.00 |
| 100 · Payroll | 183,802.29 |
| 101 · Salary- Parent Leaders Program | 2,735.50 |
| 102 · Salary - Comm Educator | 5,998.50 |
| 105 · Salary-Office Manager | 2,200.00 |
| 116 · Salary Food Share Pick Up | 6,008.75 |
| 150 · Benefits | 3,726.72 |
| 152 · Payroll Taxes | 17,634.50 |
| 200 · Insurance | 2,582.25 |
| 250 · Communications | 1,679.18 |
| 350 · Office Expense | 42,235.13 |
| 353 · Payroll Fees | 1,135.76 |
| 400 · Rent | 39,069.72 |
| 402 · Utilities | 43,407.40 |
| 550 · Travel | 3,404.58 |
| 700 · Contractors | 688,923.92 |
| 760 · Food | 18,565.84 |
| 871 · Licenses and Permits | 100.00 |
| **Total Expense** | 1,127,947.93 |
| **Net Ordinary Income** | 98,330.84 |
| **Net Income** | **98,330.84** |

MADERA COALITION *for* COMMUNITY JUSTICE

*If you want peace, work for justice*

## Madera Youth Leaders

### Applicant Information

Full Name:

| | *Last* | *First* | *M.I.* | D.O. B |
|---|---|---|---|---|
| | | | | |

Contact Info

| | | | |
|---|---|---|---|
| Primary Phone # | | Gender: | Female |
| Secondary Phone # | | | Male |

| *Email* | *School Attending* | *Grade Level* |
|---|---|---|
| | | |

| Are you currently receiving or eligible to receive the free school lunch program? | Yes | No |
|---|---|---|
| | | |

Address:

| | *Street Address* | *Apartment/Unit #* |
|---|---|---|
| | | |

| | *City* | *State* | *ZIP Code* |
|---|---|---|---|
| | | | |

Preferred way to contact you (select best option)

| Cell Phone | Home Phone | E-Mail | Call | Text |
|---|---|---|---|---|

| | | | |
|---|---|---|---|
| Emergency Contact: | | Phone # | |
| | | Relationship | |

## Household Information

MADERA COALITION *for* COMMUNITY JUSTICE

*If you want peace, work for justice*

Mother's Full Name:

| | *Last* | *First* | *M.I* | Mother's Education |
|---|---|---|---|---|
| | | | | |

Father's Full Name:

| | *Last* | *First* | *M.I* | Father's Education |
|---|---|---|---|---|
| | | | | |

| | |
|---|---|
| Family Monthly or Yearly income (please indicate which) | $ |
| Family size | |

| **Family Type (select the one that best applies)** | |
|---|---|
| Two Parent home (including step-parents) | |
| Living with Relative | |
| Single Mother, responsible for the care of dependent children | |
| Single Father, responsible for the care of dependent children | |
| Foster Care | |
| Other | |

When asked to describe your race or ethnicity, how do you identify yourself?

Are you or any member of your family part of an indigenous group? If so, which tribe?

Do any members of your family speak a language other than Spanish? If so, what language?

**Applicant's Interests**

MADERA COALITION *for* COMMUNITY JUSTICE

*If you want peace, work for justice*

**Please answer the following questions with as much detail as possible. If you need more space feel free to write on the back of the page.**

What are you passionate about and why?

Why are you interested in joining Madera Youth Leaders?

If you could change anything in Madera, what would you change?

What subject do you enjoy the most in school and why?

What career path do you plan to follow after high school/college?

**What issues are you interested in? Select all that apply**

Gang Prevention  Teen Pregnancy Prevention  Air Quality  Food Disparity

Community Organizing  College Preparation  Community Engagement

Cultural Traditions  Health/Nutrition  Relationship Building  Bullying

**MADERA COALITION *for* COMMUNITY JUSTICE**

*If you want peace, work for justice*

MYL is a group of youth from Madera joined by a common desire to see change within our community. In order to create effective change, we must work together as an effective team. What can you expect? MYL prides itself on being a fun educational hands-on experience where you can build up your strengths and weaknesses. Activities range from art projects to college preparation; you'll be able to build your resume while making a difference in your community.

Members of MYL have agreed that treating everyone with respect is the best way to strengthen our group and the work that we do. We have come up with four basic rules to help guide our meetings and outline simple ways we can treat each other with respect.

Only one person speaking at a time – if someone is speaking, please be respectful and do not talk over them. Everyone will get the opportunity to have their voice heard.

No cell phone during meetings – turn off or silence your phone before meetings. If you need to talk a call please step out to the next room.

Everyone should arrive on time – It is important to be punctual so we respect everyone's time.

Attending meetings is a requirement – Attending meetings is a way to show your commitment to the group and your willingness to be involved. Attending and participating in the meetings is an important way to build relationships and get to know your peers.

MYL is a youth-led group; rules and procedures are subject to change by group consensus. The above serves as an outline to guide our group in effective collaborative work. The youth development coordinator may make any changes they deem necessary.

By signing this application, I have read and understood the commitments of the group and will meet all requirements if accepted to Madera Youth Leaders

_____

Youth's Printed Full Name :

_____ _____

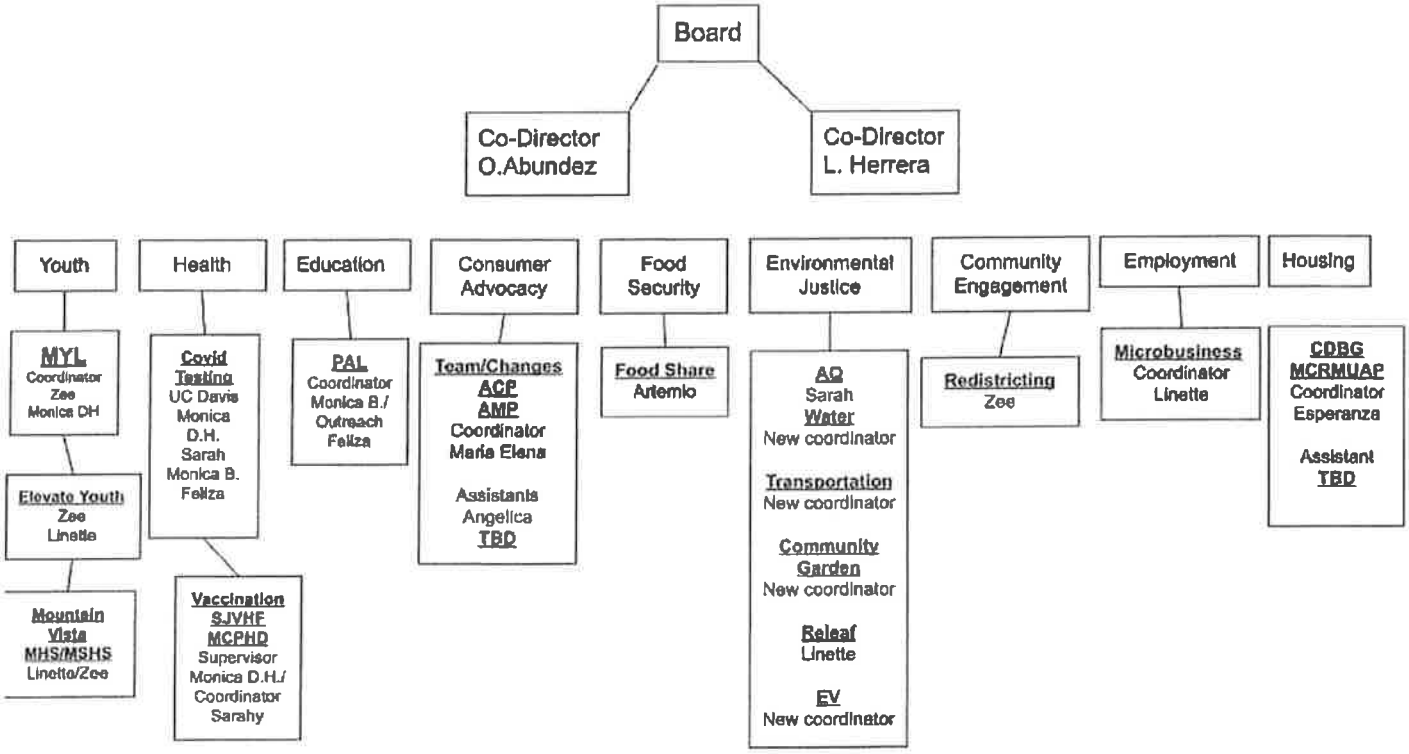
Youth's Signature : Date

_____

Parent's Printed Full Name :

_____ _____

Parent's Signature : Date


Board
Co-Director
O.Abundez
Co-Director
L. Herrera
Youth
MYL
Coordinator
Zee
Monica DH
Elevate Youth
Zee
Linette
Mountain Vista
MHS/MSHS
Linette/Zee
Health
Covid Testing
UC Davis
Monica D.H.
Sarah
Monica B.
Feliza
Vaccination
SJVHF
MCPHD
Supervisor
Monica D.H./
Coordinator
Sarahy
Education
PAL
Coordinator
Monica B./
Outreach
Feliza
Consumer Advocacy
Team/Changes
ACP
AMP
Coordinator
Maria Elena
Assistants
Angelica
TBD
Food Security
Food Share
Artemio
Environmental Justice
AQ
Sarah
Water
New coordinator
Transportation
New coordinator
Community Garden
New coordinator
Releaf
Linette
EV
New coordinator
Community Engagement
Redistricting
Zee
Employment
Microbusiness
Coordinator
Linette
Housing
CDBG
MCRMUAP
Coordinator
Esperanza
Assistant
TBD

**Madera Coalition for Community Justice**

P.O. Box 817
219 S D Street
Madera, CA 93638
Phone: (559) 661-1879
www.maderaccj.org
Fax: (559) 416-7401
maderaccj@yahoo.com

## Board of Directors

### 2022

President: Lilia Alaniz
Co-Director: Lourdes Herrera
Vice-President: Raquel Rodarte
Ofelia Abundez
Secretary: Sue Kern
Treasure: Omair Javiad

| NAME | ADDRESS | PHONE # | YEAR ON BOARD/SINCE | OCCUPATION |
|---|---|---|---|---|
| Sue Kern | P.O. Box 580<br>North Fork, CA 93643 | (559) 877-5800 H<br>(559) 457-2132 W<br>(559) 349-3777 C | 30 years<br>Has served since 1992 | Lawyer |
| Raquel Rodarte | 10784 Juanita Dr<br>Madera,CA 93636 | (559) 673-2661 H<br>(559) 908-8447 C | 25 years<br>Has served since 1997 | Retired Teacher |
| Laura Hadjis | P.O. Box 1283<br>Madera, CA 93639 | (559) 673-2037 H<br>(559) 974-4212 C | 16 years<br>Has served since 2006 | Retired Migrant Counsel |
| Lilia Alaniz | 27137 Parkwood Ave<br>Madera, CA 93637 | (559) 363-3730 C | 9 years<br>Has served since 2013 | Instructional Assistance |
| Estevan Gutierrez | 1808 Sundance Ln<br>Madera, CA 93637 | (559) 392-1023 C | 4 years<br>Has served since 2018 | Program Coordinator DHF |
| Ana Rodriguez | 126 N B Street<br>Madera, CA 93638 | (559) 416-9937 C<br>(559) 674-5671 W | 4 years<br>Has served since 2018 | Office Assistance |
| Oyuki Orea | 710 S I Street<br>Madera, CA 93637 | (559) 718-6335 C | 4 years<br>Has served since 2018 | Medical Consultant |
| Omair Javaid | 17149 Road 400<br>Madera, CA 93636 | (559) 706-0808 | 1 ½ years<br>Has served since 2020 | Financial Assessor |
| Regina Mc Allister | 1408 Wrenwood Way<br>Madera, CA 93638 | (559) 674-0128 H | 14 years<br>Has served since 2008 | Nurse |

| | | | | |
|---|---|---|---|---|
| | | | | |

**Honorary-*Gloria Medina*** P.O. Box 1115, Madera, CA 93638 (559) 279-9014
**Legal Counsel-*Baldwin Moy*** Calif. Rural Legal Assistance 126 N B St, Madera, CA 93638 (559) 674-5671

# 2022 Income Guidelines

| Family Size | 125% | | 200% | |
|---|---|---|---|---|
| | Monthly | Annual | Monthly | Annual |
| 1 | 1,416 | 16,988 | 2,265 | 27,180 |
| 2 | 1,907 | 22,888 | 3,052 | 36,620 |
| 3 | 2,399 | 28,788 | 3,838 | 46,060 |
| 4 | 2,891 | 34,688 | 4,625 | 55,500 |
| 5 | 3,382 | 40,588 | 5,412 | 64,940 |
| 6 | 3,874 | 46,488 | 6,198 | 74,380 |
| 7 | 4,366 | 52,388 | 6,985 | 83,820 |
| 8 | 4,857 | 58,288 | 7,772 | 93,260 |

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | Madera Coalition for Community Justice |
| Name of Project: Madera Rental Assistance Project (MRAP) | |
| Street Address/Service Area of Project: | 219 S D st |
| City: Madera | Zip: 93638 |
| Amount Requested for this Project: | $86,825 |
| Amount of Leveraged Funds Available for this Project: | $0 |

| | |
|---|---|
| Mailing Address: | Madera, CA 93638 |
| City: 559 416-7401 | Zip: |
| Grant Administrator : Baldwin Moy | Title: Grant manager |
| Phone: | Email: Madera, CA 93638 |
| SAM Number: System for Award Management (Formerly, CCR) Number | |
| UEI Number: 219 S. D St. | Federal EIN/TIN Number: 77-0391942 |
| Program/Project Administrator: 219 S D Street | Title: Madera, CA 93638 |
| Phone: 559-674-5389 | Email: 219 S. D St. |
| Type of Entity/Organizational Structure Non-Profit | |
| Brief Project Description(50 Words Max):In the aftermath of the pandemic moratorium and the expiration of the State's Housing is Key, many families are facing eviction due to nonpayment of rent. The simple fact is that their income is not keeping pace with the spiking cost of living. MRAP will help stem the increase in eviction and homelessness by tiding them over during periods of hardship. | |

**CDBG PUBLIC SERVICES APPLICATION**

**1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:**(Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
There is nothing more devastating to a family than being homeless because it disrupts every aspect of the day-to-day lives of family members. Likewise, there is nothing more destabilizing for a community than to have a large number of residents suddenly becoming homeless with no housing especially given the area's static housing stock. There is the obvious health and safety dangers posed. But stressors begin building up long before the actual eviction causing an increase in domestic violence, child abuse, drug and alcohol abuse which take a frightful toll on families. As such, it is the most pressing emergency need in Madera even more so than food security. The featured headline of the May 2, 2022 edition of the Fresno read: Fresno tops CA , US om month-to-month rise in apartment rents." The same can be said about Madera by extension since it's just across the river and both housing markets are inextricably intertwined.
The need for affordable housing has been documented in the local jurisdiction's housing plan and HUD Consolidated Plan for multiple decades. This is also reflected in Madera County and Chowchilla's planning documents. The need has become more acute with each succeeding year as families looking for housing outstrip the production of new housing. This reached crises proportions with the advent of COVID. Even though the threat of COVID has receded, the specter of rising homelessness continues as existential threat notwithstanding the fact that the federal CARES Act I & II helped staved off massive evictions by providing a temporary reprieve. In the past six months the landlords have launched a frontal assault against AB 1482 's rent cap by circumventing the law. Thus, once again, we are witnessing more and more tenants struggling with rent payment simply because their wages have not kept up with the ever-increasing cost-of living. As a consequence, many families are teetering on the brink of homelessness, experiencing transitory homelessness, overcrowding and/or overpaying for housing. Moreover, since the beginning of 2022, there have been a deluge of evictions.
The need for rental assistance in the City of Madera is a vast understatement.
Overarching goal of Madera Rental Assistance Program (MRAP) is to keep families facing loss of housing housed whether by keeping them in their current housing and failing that, putting them in new housing. In that connection, a secondary goal ensuring that their utilities are uninterrupted. Programs rules will be put in place and implemented to ensure that the funds are conserved, safeguarded and judiciously managed in order to maximize the number of families assisted.

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
The Madera County Rental, Mortgage and Utility Assistance Program was launched by the county this past June to help renters and homeowners to help them with their housing and utility payments. The program is open to all county residents up to 150% of average median income. Both MCCJ and CAPMC hold contracts with the County to assist in qualifying applicants and disbursing the funds. The funding comes from the American Rescue Plan Act. Due to the more lenient and generous rules of the program, it is anticipated that funds would be exhausted well before the end of the program.
CAPMC and CVOC receive money from other sources that they use to assist tenants unable to pay rent. However, the amount is approximately $500 and in the case of the latter, only migrant families are eligible. Suffice it to say that the pool of rental assistance for non-COVID impacted tenants facing eviction is small and totally inadequate.
Madera County Department of Social Services provides welfare recipients facing imminent eviction with the first month's rent and security deposit. However, this is confined to families on public assistance and most are tenants are not receiving cash assistance or eligible due to legal status. More importantly, this fact is provided after the fact and not to keep families from losing their housing in the first instance. The fact of the matter is that it is near impossible to find new housing once evicted notwithstanding availability of first month's rent and deposit.

3. Explain how your program supplements or complements existing services without duplicating them.
It will supplement existing services.

To the extent that MCCJ will be assisting families unable to pay rent, mortgage and/or utilities in the forthcoming fiscal year, the proposed Madera Rental Assistance Program will seamlessly work in tandem with the existing programs. These programs are a one-time per year only. (For working families living on the margins, a lot can happen in 12months. It's predictable that they will encounter financial hardships.) MRAP affords MCCJ the flexibility to assist tenant families by resorting to yet another resource. Additionally, MCCJ operates PG&E's Reach program and California Public Utility Commission's TEAM program. The former is a utility payment assistance program and the latter a utility bill dispute. Further, staff will refer home-owners who are behind in mortgage payments to California Rural Legal Assistance that assist in loan modifications. Still further, as it did previously, MRAP will be able to continue counseling tenant families about employee sick pay due to COVID (SB 114), other rights and various income replacement opportunities making it a holistic program, i.e., one- stop shop.
MRAP will do the following:
• Assist families facing eviction due to nonpayment of rent which are not COVID related; Amounts will vary between $500 to $1500.
• Households seeking assistance will be provided with and required to complete an application and furnish supporting documents. All applications will be reviewed to determine the merits of their requests and amount of assistance granted. Decision whether to issue a grant and the amount will be completed within 48 hours. All payment disbursed will be made to the vendor (e.g., landlord). Staff will investigate to verify information provided.
• Staff will conduct outreach to publicize the program to residents of the City of Madera through its community networks and recruit the assistance of local agencies, nonprofits and faith institutions to refer clients in need. Staff also utilize local media (e.g., Madera Tribune, Radio Bilingue, Univision, etc.) as well.
• Services will be provided during business hours on a daily basis from MCCJ's office in downtown Madera. The manner in which intake will occur will be in-person, by phone, digitally or virtually depending on the State and local protocol governing COVID-19.
• If applicable, information, assistance or referral to Housing Is Key.
• All applicants seeking financial assistance will be counseled on the availability of other resources, financial assistance, benefits, rights & job protections, and services to assist the distressed families in more than just preventing evictions and utility shutoffs. (E.g., UIB, SDI, paid or unpaid leave ( California Paid Sick Days, Family Medical Leave Act & California Family Rights Act); private and government relief funds; housing rent deferment and mortgage forbearance programs and mitigation options; health advisory; local food distribution and free meal sites, etc.) Also, immigrants will be informed about eligibility for various public programs.
Program Protocol
Maximum monthly rental assistance or mortgage payment is $1000 per households. Allowable maximum is $3000.

Eligibility
• Applicant family must reside in the City of Madera at all times relevant to the making of the application.
• Applicant must be either low- to moderate income according to HUD income guidelines.
• Applicant families who have been evicted and currently without housing are eligible for first month 's rent and security deposit of up to a maximum of $15
Applicant who formerly lived in a household that received financial assistance under this program (rent, mortgage and/or utilities) will be ineligible to request assistance in his/her own stead. (MCCJ reserves the right to allow for hardship exceptions on case-by-case basis.)
• Financial assistance allowable for obtaining new housing not resulting from eviction.
Assistance amounts

• Maximum monthly rental assistance is $1000 per household. Grant will cover as many months as allowable per the maximum of $1500.
• Each household is eligible to request assistance once.

Time period
• No financial assistance payment allowed that predate July 1, 2022.
• Any retrospective application of financial assistance toward a month prior to July 1, 2022 is not allowed. (MCCJ reserves the right to allow for hardship exceptions on case-by-case basis.)

Priorities
Each application will be rated based on the following priorities in no particular order other than assuring that affected families remain housed and with essential services.
1. Payment of assistance will stop the eviction process and allow the family to remain in the home.
2. Applicant has explored the potential of entering into repayment plan to extinguish arrearages in order to reduce the amount of assistance payment needed.
3. No current income and/or savings.
4. Likelihood of re-employment or future employment or receipt of other income sources.
5. Ineligible for federal stimulus or state funds.
6. Ability to come up with matching funds to reduce the amount of assistance needed.
7. Likelihood of success in remaining housed or finding new housing if assistance is provided.
8. Imminent of loss of housing.
9. No other viable options available. Applicants are required to take advantage of other options. This is a program of last resort.
10. First come, first served.

Timeline: This program will commence once it is funded which is anticipated to be the beginning or early June and it will continue until June 30th or later until all the funds allocated for financial assistance to households facing evictions or utility shutoffs are exhausted.
Month 1: Recruit and hire staff (coordinator and supervisor; training; establish office procedures; implement programmatic logistics; develop info handout; conduct outreach to publicize program and coordinate referrals.
Month 2 through end of program: See clients Monday to Friday from 9 am to 5 pm and by appointments also -- interview, review application requesting financial assistance, counseling and referral. Continue outreach in community. Use media (Univision and Radio Bilingue) to outreach to Spanish-speaking families

4. Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.
Evaluation will measure program outcomes and process. Program effectiveness will be determined by comparing accomplishments to the stated objectives and activities that will be set forth in an action plan. Important criteria include completion of tasks, attainment of goals and compliance with budget outlay.
There are important indicators that will measure the number of applicants reached and served. A scoring rubric will be developed to allow staff to score each application to determine award of grant. Information from each application will be entered on to a tally sheet review by program manager and provided to the City upon request for purposes of ongoing monitoring of program.

5. Mark the box below that indicates the national objective met:
◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)
◉ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at

least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

○ **LMC-Limited Clientele.** 570.208(a)(2).

○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

○ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ○ Migrant farm workers
- ○ Handicapped individuals
- ○ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
Low- to moderate-income citizens will have access to safe, decent, and affordable housing.

Prevent and reduce homelessness.

7. How will your program meet its goals in one year?
Given the modest amount that is requested in the face of the high demand, it is anticipated that the funds will be quickly exhausted. The program will continue to operate to assist other tenants facing eviction by counseling and making referrals to other resources.
There are no other resources.

Staff coordinator will vigilantly follow the action plan and activities adopted to ensure that all the goals are attained. Board will provide oversight.

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

N/A

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
There are no proposed plans for fund raising at this time. However, if opportunities arise in the future, MCCJ is committed to pursuing them.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
The pandemic really tamped things down in terms of face-to-face meetings. It has received comments from its constituent families in its parent leadership classes, preschool, and other service programs. While it did not initiate a formal survey, through its many different projects at different sites and its work with other stakeholder agencies and entities in Madera over a number of years, MCCJ has been made aware of the dire housing needs especially now when they have been ratcheted up due to the pandemic from all these different sources. In that regard, the fear of evictions and utility shutoff cascading in the months ahead has been a real pressing concern.

There were no records maintained that documented this need.

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

12. When there is an overflow of clients, how is it determined whom to serve?
Every client will be interviewed. If they are not eligible or otherwise no receiving a grant, they will still receive counseling and referrals made where appropriate to other services and resources.

13. Discuss your program's/project's successes.
MCCJ has been receiving CDBG funding since 2001 for different projects. It has received funding for its youth projects in the last ten years. All of the CDBG funded programs over those years were successfully completed. In 2017, it received a grant to initiate a public art space in downtown Madera. As it relates to the current application, Madera Youth Leaders have engaged in a number of art projects including: 1) a tribute to 9/11 ("Look back in tribute, go forward in unity"; 2) Cesar Chavez Day celebration at MUSD; 3) "Paint Downtown" interactive exhibit at Old Timers Day in the park; 4) wall mural at 126 N. B St.; 5) Black Lives street mural at same address; and 6) "We Are One" mural exhibit currently installed at the Circle Art Gallery ( https://www.youtube.com/watch?v=Pk5vSqwUXto). See photo attachments of the aforementioned.

14. Discuss your program's/project's past performance (2015 to 2020).
MCCJ has been receiving CDBG funding since 2001 for different projects. It has received funding for its youth projects in the last ten years. All of the CDBG funded programs over those years were successfully completed. In 2017, it received a grant to initiate a public art space in downtown Madera. As it relates to the current application, Madera Youth Leaders have engaged in a number of art projects including: 1) a tribute to 9/11 ("Look back in tribute, go forward in unity"; 2) Cesar Chavez Day celebration at MUSD; 3) "Paint Downtown" interactive exhibit at Old Timers Day in the park; 4) wall mural at 126 N. B St.; 5) Black Lives street mural at same address; and 6) "We Are One" mural exhibit currently installed at the Circle Art Gallery ( https://www.youtube.com/watch?v=Pk5vSqwUXto). See photo attachments of the aforementioned.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
Records will be kept of all participants and running summary of activities/services undertaken.

**CLIENT POPULATION**

| | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | 250 |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during the term of this proposed program/service (12 months). | 250 |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ○ Yes ◉ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ◉ Yes ○ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below | |

| AGE | |
|---|---|
| 0-5 | 40 |
| 6-12 | 50 |
| 13-17 | 60 |
| 18-34 | 50 |
| 35-54 | 40 |
| 55-59 | 10 |
| 60-64 | |
| 65+ | |
| Total | 250 |

| GENDER | |
|---|---|
| Female | 140 |
| Male | 110 |
| Total | 250 |

| | |
|---|---|
| Female-Headed Households | 60 |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | 180 |
| Not-Hispanic or Latino | 70 |
| Total | 250 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | |
| Asian | 20 |
| Black or African American | 30 |
| Native Hawaiian or Other Pacific Islander | |
| White | 48 |
| Other | 152 |
| Total | 250 |

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

• Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
• Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
• American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
• Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
• Black or African American. A person having origins in any of the black racial groups of

Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
• Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
• White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Back in 2017-8, MCCJ sponsored Zocalo Madera, a public art space that hosted monthly events. Each event was attended by over 100 participants,/attendees. Additionally, one middle school and both high school classes participated. In its Black Lives Matter street mural (2021), the total participation exceeded 150. In its 2021-22, the events (paint parties) averaged over 75 youth each. Residents of the community regularly go by the wall mural that was install to see the art work. Street art is very popular inter-generationally but especially the younger population. One local official recently commented that the corner of 5th and B St. is the one bright spot in the downtown.

No official records mantained.

2. Note complaints that have been received, etc.
None.

3. Provide evidence of collaboration with other agencies within the community.
In the past 30 years, MCCJ has collaborated, cooperated and coordinated activities with local government, agencies, community organizations and the faith community. More specifically, as it relates to this project, it regularly work with CAPMC, CVOC, Madera Housing Authority, Camarena Health Center, MUSD, MCPHD, MCDSS, St. Joachim Church, and local businesses.

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Eddie Ocampo | Title:Director |
| Company/Agency Self-Help Housing | Tel. Number: 559-802-1683 |
| Email Address: EddieO@selfhelpenterprises.org | |

| | |
|---|---|
| Name: Ara Kelegian | Title: Principal |
| Company/Agency Ripperdan Community School | Tel. Number: 559-674-0059 |
| Email Address: arakelegian@maderausd.org | |

| | |
|---|---|
| Name: Mattie Mendez | Title: Executive Director |
| Company/Agency Community Action Partnership Madera County | Tel. Number: 559-675-5749 |
| Email Address: mmendez@maderacap.org | |

**SPONSORING AGENCY MANAGEMENT :**
**CORPORATION DIRECTORS:**
How often does the Board meet? monthly
What was the average number of Board members attending meetings last year? 6

Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 4 Maximum: 14
Date of Incorporation: 1994

**FINANCIAL:**
If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
N/A.
How often are financial records audited, and by whom? bienally
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much?
List any judgments or pending lawsuits against the agency or program:
None.
List any outstanding obligations:
None.

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: 1 | | | |
| Coordinator | $22,880 | $0 | $22,880 |
| Benefits | $1,610 | $0 | $1,610 |
| Taxes | $1,015 | $0 | $1,015 |
| **Subtotal Personnel** | $25,505 | $0 | $25,505 |
| Non-Personnel | | | |
| Move-In Assistance | $0 | | $0 |
| Supplies & Materials | $200 | $0 | $200 |
| Equipment | | | $0 |
| Communications | $420 | $0 | $420 |
| Meetings & Convenings | $0 | $0 | $0 |
| Travel & Transportation | $300 | $0 | $300 |
| Training | | | $0 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: 1 | | | |
| Rental Assistance grants | $55,000 | | $55,000 |
| **Subtotal Non-Personnel** | $55,920 | $0 | $55,920 |
| **Total Personnel & Non-Personnel** | $81,425 | $0 | $81,425 |
| Indirect Costs | $5,400 | $0 | $5,400 |
| **TOTAL** | $86,825 | $0 | $86,825 |
| Proposed # of Persons Served: | 250 | | |
| Cost per Individual | $347 | | |

**Attachments**
(Upload Instructions)
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

| Attachment | Link or Explanation for Missing Attachments |
|---|---|
| ☑ Articles of Incorporation and Bylaws | artofincorp.pdf |
| ☑ Organization Chart | org_chart_2.pdf |
| ☑ Non-Profit Determination Letters, IRS & State (501.3.c) | irs_501c3.pdf |
| ☑ Most Recent Financial Statements | 2022-budget.pdf |
| ☑ Most Recent Audit & Findings, if any | auditmccj21.pdf |
| ☐ Program Intake Policies | Each project develops its own intake form |
| ☑ Client Intake Form | File_Checklist_3.7.22-rap.docx |
| ☐ Evaluation Document | N/A |
| ☑ Board Certification | MCCJ_Board_Cert_5-25-22_CDBG_Application_for_City_0332_001.pdf |
| ☑ Board Roster | Board_of_Directors_List_2022.docx |
| ☑ Income Certification Form | 2022incomeguideline.pdf |

- [x] Other -
- [ ] Other -

| | |
|---|---|
| Submitted By: | Baldwin Moy |
| Date Signed | 05/25/2022 |

Initially submitted: May 25, 2022 - 15:38:12

1912195

ENDORSED
FILED
In the office of the Secretary of State
of the State of California

AUG 31 1994

TONY MILLER, Acting Secretary of State

# MADERA COALITION FOR COMMUNITY JUSTICE

## ARTICLES OF INCORPORATION

I

The name of this corporation is MADERA COALITION FOR COMMUNITY JUSTICE.

II

A. This corporation is a nonprofit public benefit corporation and is not organized for private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The primary objectives and purpose of this corporation are to educate and assist low-income residents of Madera County in working together to obtain appropriate and sufficient food, clothing, shelter, health care, educational and employment opportunities, and other fundamental needs.

III

The name and address in the State of California of this corporation's initial agent for service of process is:

Sue Kern
Rural Route, Mammoth Pool Road
North Fork, California 93643

IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

VI

The name of the existing unincorporated association now being incorporated by the filing of these articles, is Madera Coalition for Community Justice.

Amy R. Levine, Sole Incorporator

**DECLARATION**

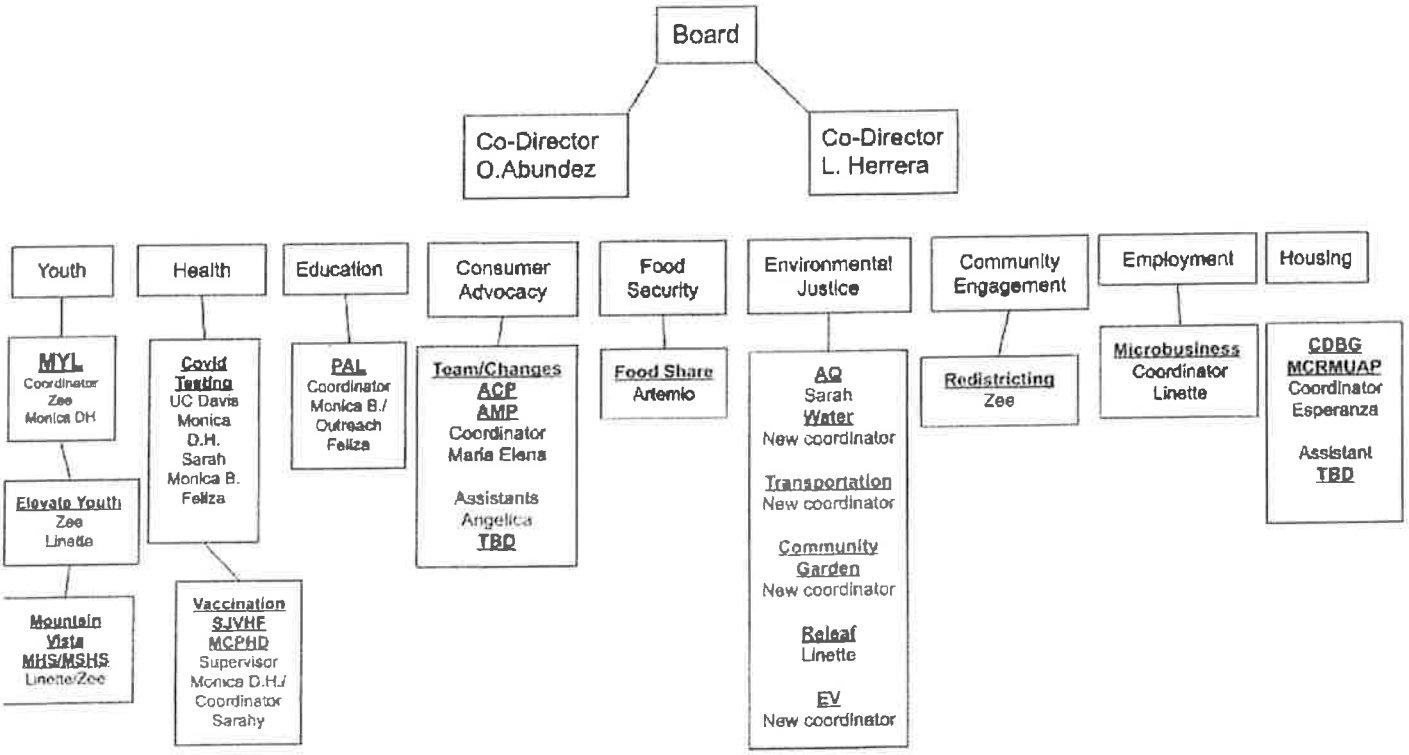
Martha Moreno and Maria Jimenez declare under penalty of perjury that they are the president and secretary, respectively of the unincorporated association referred to in the Articles of Incorporation to which this declaration is attached, and that said association has duly authorized its in corporation by means of such articles.

Dated: 7-14-94

Martha Moreno, President

Dated: 7-14-94

Maria Jimenez, Secretary


Board
Co-Director
O.Abundez
Co-Director
L. Herrera
Youth
MYL
Coordinator
Zee
Monica DH
Elevate Youth
Zee
Linette
Mountain Vista MHS/MSHS
Linette/Zee
Health
Covid Testing
UC Davis
Monica D.H.
Sarah
Monica B.
Feliza
Vaccination
SJVHF
MCPHD
Supervisor
Monica D.H./
Coordinator
Sarahy
Education
PAL
Coordinator
Monica B./
Outreach
Feliza
Consumer Advocacy
Team/Changes
ACP
AMP
Coordinator
Maria Elena
Assistants
Angelica
TBD
Food Security
Food Share
Artemio
Environmental Justice
AQ
Sarah
Water
New coordinator
Transportation
New coordinator
Community Garden
New coordinator
Releaf
Linette
EV
New coordinator
Community Engagement
Redistricting
Zee
Employment
Microbusiness
Coordinator
Linette
Housing
CDBG
MCRMUAP
Coordinator
Esperanza
Assistant
TBD

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: MAY 30 1995

MADERA COALITION FOR COMMUNITY
JUSTICE
P.O. BOX 817
MADERA, CA 93639

Employer Identification Number:
77-0391942
Case Number:
955065145
Contact Person:
JOSEPH FAN
Contact Telephone Number:
(818) 441-6841
Accounting Period Ending:
June 30
Foundation Status Classification:
170(b)(1)(A)(vi)
Advance Ruling Period Begins:
August 31, 1994
Advance Ruling Period Ends:
June 30, 1999
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

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

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally $25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of $10 a day when a return is filed late, unless there is reasonable

cause for the delay. However, the maximum penalty we charge cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

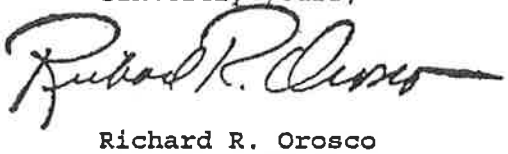
If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

MADERA COALITION FOR COMMUNITY

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Orosco
District Director

Enclosure(s):
Form 872-C

## July 1, 2021 through March 9, 2022

| | Jul 1, '21 - Mar 9, 22 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| 070 · Grants | 1,226,278.77 |
| **Total Income** | 1,226,278.77 |
| **Gross Profit** | 1,226,278.77 |
| **Expense** | |
| 350.69 · Office expenses CCHP | 12,965.00 |
| 350.53 · Office expenses VEC program | 90.00 |
| 350.68 · UW Holiay Relief | 2,500.00 |
| 350.67 · Office expenses Focus Gpo UW | 348.41 |
| 550.59 · ORALE program | 1,261.48 |
| 117 · Salary-Grant writter | 41,750.00 |
| 350.14 · Office Exp CDBG-14 | 5,825.00 |
| 000 · VOID | 0.00 |
| 100 · Payroll | 183,802.29 |
| 101 · Salary- Parent Leaders Program | 2,735.50 |
| 102 · Salary - Comm Educator | 5,996.50 |
| 105 · Salary-Office Manager | 2,200.00 |
| 116 · Salary Food Share Pick Up | 6,008.75 |
| 150 · Benefits | 3,726.72 |
| 152 · Payroll Taxes | 17,634.50 |
| 200 · Insurance | 2,582.25 |
| 250 · Communications | 1,679.18 |
| 350 · Office Expense | 42,235.13 |
| 353 · Payroll Fees | 1,135.76 |
| 400 · Rent | 39,069.72 |
| 402 · Utilities | 43,407.40 |
| 550 · Travel | 3,404.58 |
| 700 · Contractors | 688,923.92 |
| 760 · Food | 18,565.84 |
| 871 · Licenses and Permits | 100.00 |
| **Total Expense** | 1,127,947.93 |
| **Net Ordinary Income** | 98,330.84 |
| **Net Income** | **98,330.84** |

# Applicant File Maintenance Checklist




The following documents must be secured for eligibility. Check off and date when documents are added to the file.

**Side 1:** This side consists of important documentation to ensure eligibility to the program.

- ☐ Applicant File Maintenance System
- ☐ Client Prescreen/Intake
- ☐ Rental / Mortgage Assistance Application
- ☐ Guidelines for Eligibility / Income Chart
- ☐ 3-Day Notice/ Late Notice
- ☐ Lease Agreement / Mortgage Statement/Utility Bill
- ☐ Form W-9 from landlord (rental only)

| Verified By: | Date: |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

**Side 2:** This side consists of file activity log and other applicant's documents.

- ☐ File Activity Log
- ☐ Applicant's Identification Card
- ☐ Applicant's Social Security Card (if applicable)
- ☐ Income Verification
- ☐ W-2/Tax forms
- ☐ Copy of Check Request Submitted

| Verified By: | Date: |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

**Side 3:** This side consists of District & assistance verification documents.

- ☐ Determination of District
- ☐ Assistance Verification

| Verified By: | Date: |
|---|---|
| | |
| | |

**Side 4:** This side consists of any additional documentation needed.

- ☐ Client Tracker Form
- ☐ Data Entry Form
- ☐ Other: _____

| Verified By: | Date: |
|---|---|
| | |
| | |
| | |

**RESOLUTION/CERTIFICATION:**

We, the Board of Directors of MCCJ do hereby resolve that on 5/25, 2022, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

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

Dated: MAY 25, 2022

AGENCY NAME: Madera Coalition for Community Justice

ADDRESS: 219 S. D ST.

TELEPHONE: 559 661-1679

Email Address maderaccj@yahoo.com

By: _____
President of the Board of Directors

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

By: LOURDES HERRERA
Executive Director

**Madera Coalition for Community Justice**

P.O. Box 817

219 S D Street

Madera, CA 93638

Phone: (559) 661-1879

www.maderaccj.org

Fax: (559) 416-7401

maderaccj@yahoo.com

## Board of Directors

## 2022

President: Lilia Alaniz

Co-Director: Lourdes Herrera

Vice-President: Raquel Rodarte

Ofelia Abundez

Secretary: Sue Kern

Treasure: Omair Javiad

| NAME | ADDRESS | PHONE # | YEAR ON BOARD/SINCE | OCCUPATION |
|---|---|---|---|---|
| Sue Kern | P.O. Box 580<br>North Fork, CA 93643 | (559) 877-5800 H<br>(559) 457-2132 W<br>(559) 349-3777 C | 30 years<br>Has served since 1992 | Lawyer |
| Raquel Rodarte | 10784 Juanita Dr<br>Madera,CA 93636 | (559) 673-2661 H<br>(559) 908-8447 C | 25 years<br>Has served since 1997 | Retired Teacher |
| Laura Hadjis | P.O. Box 1283<br>Madera, CA 93639 | (559) 673-2037 H<br>(559) 974-4212 C | 16 years<br>Has served since 2006 | Retired Migrant Counsel |
| Lilia Alaniz | 27137 Parkwood Ave<br>Madera, CA 93637 | (559) 363-3730 C | 9 years<br>Has served since 2013 | Instructional Assistance |
| Estevan Gutierrez | 1808 Sundance Ln<br>Madera, CA 93637 | (559) 392-1023 C | 4 years<br>Has served since 2018 | Program Coordinator DHF |
| Ana Rodriguez | 126 N B Street<br>Madera, CA 93638 | (559) 416-9937 C<br>(559) 674-5671 W | 4 years<br>Has served since 2018 | Office Assistance |
| Oyuki Orea | 710 S I Street<br>Madera, CA 93637 | (559) 718-6335 C | 4 years<br>Has served since 2018 | Medical Consultant |
| Omair Javaid | 17149 Road 400<br>Madera, CA 93636 | (559) 706-0808 | 1 ½ years<br>Has served since 2020 | Financial Assessor |
| Regina Mc Allister | 1408 Wrenwood Way<br>Madera, CA 93638 | (559) 674-0128 H | 14 years<br>Has served since 2008 | Nurse |

| | | | | |
|---|---|---|---|---|
| | | | | |

**Honorary-*Gloria Medina*** P.O. Box 1115, Madera, CA 93638 (559) 279-9014
**Legal Counsel-*Baldwin Moy*** Calif. Rural Legal Assistance 126 N B St, Madera, CA 93638 (559) 674-5671

**RESOLUTION/CERTIFICATION:**

We, the Board of Directors of MCCJ do hereby resolve that on 5/25, 2022, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

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

Dated: MAY 25, 2022

AGENCY NAME: Madera Coalition for Community Justice

ADDRESS: 219 S. D St.

TELEPHONE: 559 661-1879

Email Address maderaccj@yahoo.com

By: _____
President of the Board of Directors

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

By: LOURDES HERRERA
Executive Director

# 2022 Income Guidelines

| Family Size | 125% | | 200% | |
|---|---|---|---|---|
| | Monthly | Annual | Monthly | Annual |
| 1 | 1,416 | 16,988 | 2,265 | 27,180 |
| 2 | 1,907 | 22,888 | 3,052 | 36,620 |
| 3 | 2,399 | 28,788 | 3,838 | 46,060 |
| 4 | 2,891 | 34,688 | 4,625 | 55,500 |
| 5 | 3,382 | 40,588 | 5,412 | 64,940 |
| 6 | 3,874 | 46,488 | 6,198 | 74,380 |
| 7 | 4,366 | 52,388 | 6,985 | 83,820 |
| 8 | 4,857 | 58,288 | 7,772 | 93,260 |

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | |
|---|---|
| **Application Type** | Public Service |
| Legal Name of Organization: | Community Action Partnership of MC |
| Name of Project: Fresno Madera Continuum of Care | |
| Street Address/Service Area of Project: | 1225 Gill Avenue |
| City: Madera | Zip: 93637 |
| Amount Requested for this Project: | $20,000 |
| Amount of Leveraged Funds Available for this Project: | $0 |

| | |
|---|---|
| Mailing Address: | 1225 Gill Avenue |
| City: Madera | Zip: 93637 |
| Grant Administrator : Mattie Mendez | Title: Executive Director |
| Phone: 559-675-5749 | Email: mmendez@maderacap.org |
| SAM Number: System for Award Management (Formerly, CCR) Number | |
| UEI Number: V9D5YUNVFNA4 | Federal EIN/TIN Number: 94-1612823 |
| Program/Project Administrator: Ana Ibanez | Title: Community Services Program Manager |
| Phone: 559-675-5747 | Email: aibanez@maderacap.org |
| Type of Entity/Organizational Structure Non-Profit | |
| Brief Project Description(50 Words Max):Funding for his project will pay for personnel cost for two members of CAPMC staff to participate on the FMCoC meetings. The FMCoC works collaboratively to reduce homelessness in Fresno and Madera Counties. Because of CDBG funding grants, CAPMC has remained an active participant on the FMCoC Board by attending meetings, and serving FMCoC committees | |

**CDBG PUBLIC SERVICES APPLICATION**

**1. SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED:**(Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
Although Madera County does not have the large number of homeless population as do the larger cities, housing solutions continue to be limited. Continuums of Care (CoCs) are required to conduct a Point in Time (PIT) count of people experiencing homelessness at least every other year (www.hud.gov). This year, the Point in Time Count was conducted during the week of February 22-24, 2022. The official numbers have not been released yet, but CAPMC is sure that they won't be much different than the previous years.

According to worldpopulationreview.com, California continues to have the highest population of all the states with 151,278. The top four causes of homelessness, in order, are lack of affordable housing, unemployment, poverty and low wages according to worldpopulationreview.com.

The biggest challenge in Madera County with addressing its homelessness issue continues to be the lack of affordable housing. Madera County recently had two housing projects open up for Madera residents and those were filled within 30-60days, leaving many to be placed on a wait list, which is now a few years out for the two newest apartment complexes. Addressing homelessness requires region-wide coordination and collaboration to help find lasting solutions. Being a member of the Fresno-Madera Continuum of Care helps to accomplish this. This has opened the doors for CAPMC to bring additional dollars to Madera to help address the homeless population.

**2. EXISTING SERVICES:** List other agencies currently addressing the need or problem described above.
The community resources available to homeless individuals and families in Madera County are limited and at times cannot meet the needs of the homeless population. Madera Rescue Mission (MRM) offers emergency food and shelter for the homeless as well as a new respite center with 6 beds for those exiting the hospital/clinics and still need minimal assistance and

do not have a place to recover. MRM can house up to 40 men and has 19 beds to serve women and children. The Victory Outreach Program offers a faith-based transitional program that can serve 10 men but sometimes they choose not to utilize the program due to the faith-based requirement. Community Action Partnership of Madera County (CAPMC) offers five housing programs that serve men, women, children and domestic violence victims. The Martha Diaz shelter has four emergency shelter units that can serve up to 18 domestic violence victims, which many times are at risk of becoming homeless. Victim Services operates a transitional housing program for victims of domestic violence that has two units, which can house two families year-round. The Shunammite Place offers permanent supportive housing for 37chronically homeless individuals with disabilities.

CAPMC also has a rapid rehousing program that can help pay for up to18 months for rent homeless individuals and families who need help getting re-established in housing. Turning Point operates Serenity Village, a permanent supportive housing program for chronically homeless men located in Oakhurst and has the capacity to house 7 individuals. CAPMC received additional funding to shelter vulnerable homeless individuals in hotel rooms when the MRM is at capacity. CAPMC's, Homeless Engagement for Living Program (H.E.L.P.) Center serves as a one-stop shop to help individuals and families who are homeless or are in jeopardy of becoming homeless. For those who call the center will receive help in getting connected to community resources including housing. Depending on the need of each client, the housing solutions that are offered are Emergency Shelter, Rapid Re-Housing, and Permanent Supportive Housing.

3. Explain how your program supplements or complements existing services without duplicating them.
The FMCoC utilizes the Homeless Management Information Systems (HMIS) database to record the progress of clients as they move through the Fresno Madera Continuum of Cares Coordinated Entry process to being housed. As a member of the FMCoC, CAPMC follows these guidelines when assisting homeless clients. This systematic approach to serving the homeless supplements the efforts to assist while also insuring that there is not a duplication of services. A Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT) which is a survey administered both to individuals and families to determine the risk and prioritization when providing assistance to homeless and at-risk of homelessness.

4. Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.
Measurables goals and objectives are listed on the next page along with a statement of how CAPMC will track progress.

5. Mark the box below that indicates the national objective met:

◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)

○ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

○ **LMC-Limited Clientele.** 570.208(a)(2).

○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

○ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ○ Migrant farm workers
- ○ Handicapped individuals
- ◉ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method.

Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

6. Which measurable objectives does your program meet?
1. CAPMC will have active membership on the Fresno Madera Continuum of Care. CAPMC staff will then communicate the information from local homeless groups such as the Housing the Homeless and the Homeless Connections group. There are a minimum of 24 meetings a year.

2. CAPMC will participate on required committees of the FMCoC such as the Homeless Management Information Systems Committee, Coordinated Entry System Committee, Evaluation Committee and case conferencing meetings. These committees help strengthen services to the homeless and help the FMCoC achieve favorable outcomes to ensure the FMCoC remains competitive for funding when compared nationally to other CoC's that are competing for limited HUD dollars. The various groups often meet monthly but the frequency is less than that at times throughout the year.

3. CAPMC will plan and coordinate the 2023 Homeless Point In Time Count.

7. How will your program meet its goals in one year?
The program will monitor and report on performance indicators on a quarterly basis to the City of Madera. CAPMC will know that it has met its goals on one year if the performance indicators listed above reach the expected numbers. Timeline attached.

8. What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
There are no other financial resources available for this program. The CDBG funding allows CAPMC to maximize resources to provide more services that are comprehensive to the homeless. No other funding sources will fund the participation on the FMCoC.

9. Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).
Every year, CAPMC solicits in-kind donations to provide much needed assistance for the Homeless Point In Time Count. A dollar value has not been assigned for the donations, but the events would not be successful without the additional support. With the donations collected, staff put together hygiene kits that are then distributed during the Point In Time Count. When the donations collected are not enough, the FMCoC then steps in to provide the items needed.

10. What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
CAPMC conducts a Community Needs Assessment where information is gathered at focus groups, community meetings, and surveys about what people see is the most important unmet needs in the community. The top five priorities were affordable housing, access to health care,

employment, food, and homeless services. Attendance at the FMCoC will help CAPMC in its efforts to address these needs.

11. If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.
Different funding sources will be used for cost related to the 2023 Homeless Point in Time Count to cover areas outside of the City limits of Madera and the approved census tracks. During the 2022 Point In Time Count, Madera County provided staff with $15.00 McDonalds gift cards to help support the homeless population that competed the survey.

12. When there is an overflow of clients, how is it determined whom to serve?
The Centralized/Standardized intake prioritization process is accomplished by utilizing the Homeless Management Information System (HMIS) and the FMCoC addresses the issue through the standardized referral and placement of homeless into appropriate and available programs. This is one of the mandated services that HUD has required of all CoC's. Staff also use the VI-SPDAT survey to determine risk and prioritization to homeless and at-risk of homelessness persons.

13. Discuss your program's/project's successes.
The CDBG funds allows staff to represent CAPMC at the FMCoC board meetings. In turn, this has now brought on much more support for the Madera County homeless population.

As a member of the FMCoC, CAPMC has the ability to apply for additional funding the help support the services for homeless families and individuals.

The Shunammite Place was awarded funding to expand its services and is now able to house a total of 37 homeless individuals including a family.

Being a member of the FMCoC has also allowed CAPMC to apply for Emergency Solution Grant funding. CAPMC received in April, 2020 $106,000 and were spent by December 2020. After that CAPMC then received two amendments for a total of $260,000 and in 2021 CAPMC also received additional allotments in the amount of $270,000 and another this year, 2022 for the amount of $270,000.

With CSBG funding, CAPMC was able to expand homeless services by creating the Homeless Engagement for Living Program (H.E.L.P.) Center which serves as a one-stop shop to help individuals and families who are homeless or are in jeopardy of becoming homeless. For those who call the center will receive help in getting connected to community resources including housing. Depending on the need of each client, the housing solutions that are offered are Emergency Shelter, Rapid Re-Housing, and Permanent Supportive Housing.

All funds received have allowed CAPMC to provide rapid re-housing services, street outreach, homeless prevention, rapid re-housing, emergency shelter and homeless management information services.

CAPMC receives valuable T&TA from the FMCoC's homeless experts and all trainings are free.

14. Discuss your program's/project's past performance (2015 to 2020).
The project has met its goals every year since 2013 with the exception of 2020-2021 contract. Reports have been submitted in a timely manner and all funds have been spent with the exception of 2020-2021 contract. Due to the COVID-19 pandemic, the 2021 Homeless Point in Time Count was not conducted, all meetings were web-based and this saved on staff travel and fuel.

HUD mandated Homeless Point in Time Counts have been successfully conducted with the exception of 2021 count.

Requirements of the Homeless Emergency Assistance and Rapid Transition to Housing Act (H.E.A.R.T.H. Act) were implemented via the direction of the FMCoC.

Housing First Program Approach to addressing homeless was implemented.

New Homeless Management Information System Performance Standards were implemented

via the HMIS Committee of the FMCoC.

The Homeless Coordinated Access system has been developed via the FMCoC's committee.

Homeless Connections and Housing the Homeless meetings are facilitated to provide communication about homeless issues with Madera's Homeless service providers.

Shunammite Place Permanent Supportive Housing program for chronically homeless individuals/families with disabilities.

Homeless Engagement for Living Program (H.E.L.P.) Center which serves as a one-stop shop to help individuals and families who are homeless or are in jeopardy of becoming homeless.

15. Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
No direct services will be provided by these funds.

| CLIENT POPULATION | |
|---|---|
| 1. Indicate the total number of potential clients in the community who require your services. | |
| 2. Indicate the **Total number of Unduplicated Clients** you intend to serve during the term of this proposed program/service (12 months). | |
| 3. If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area? | ○ Yes ◉ No |
| 4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc. | ○ Yes ◉ No |
| 5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.) | ○ Yes ◉ No |
| Please explain your answer to #3 above. Limit your response to the space below | |

| AGE | |
|---|---|
| 0-5 | |
| 6-12 | |
| 13-17 | |
| 18-34 | |
| 35-54 | |
| 55-59 | |
| 60-64 | |
| 65+ | |
| Total | 0 |

| GENDER | |
|---|---|
| Female | |
| Male | |
| Total | 0 |

| | |
|---|---|
| Female-Headed Households | |

| Ethnic Categories* | Clients |
|---|---|
| Hispanic or Latino | |
| Not-Hispanic or Latino | |
| Total | 0 |

| Racial Categories* | Clients |
|---|---|
| American Indian or Alaska Native | |
| Asian | |
| Black or African American | |
| Native Hawaiian or Other Pacific Islander | |
| White | |
| Other | |
| Total | 0 |

*Public reporting burden for this collection is estimated to average 10 minutes per response,

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

• Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
• Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
• American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
• Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
• Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American."
• Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
• White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
An integral part of the Community Needs Assessment is listening to Madera County residents, both those affected by the conditions of poverty, and those attempting to reduce them. CAPMC held the following focus groups and survey opportunities to hear from differing parts of Madera County:

* Online Surveys Distributed from April 1-April 26 to General Madera County population
* Head Start Parent Meeting on Thursday, April 15 at 2pm
* Shunammite Place Focus Group on Friday, April 23 at 9am
* Community Partner WebEx Forum on Friday, April 23 at 11am

You can find the entire Community Needs Assessment at:
https://maderacap.org/mdocs-posts/community-needs-assessment/

2. Note complaints that have been received, etc.
None

3. Provide evidence of collaboration with other agencies within the community.
CAPMC collaborates with the local community partners about solutions to addressing homelessness through the Housing the Homeless group and the Homeless Connections group. These meetings are well attended and those that attend are in favor of any program that helps support housing the homeless.

**F. REFERENCES:**

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

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

• Was your experience working with this agency successful?
• Have you seen at least one very successful project developed by this

organization/agency?
- Do you think they are doing a good job in Madera?

| | |
|---|---|
| Name: Julie Morgan | Title:Assistant Director |
| Company/Agency Madera County Behavioral Health | Tel. Number: 559-673-3508 ext. 1220 |
| Email Address: julie.morgan@maderacounty.com | |

| | |
|---|---|
| Name: Ryan McWherter | Title: Director |
| Company/Agency Madera County Food Bank | Tel. Number: 559-975-3515 |
| Email Address: rmcwherter.maderafoodbank@gmail.com | |

| | |
|---|---|
| Name: Jody Ketcheside | Title: Regional Director |
| Company/Agency Turning Point of Central California | Tel. Number: 559-233-2663 ext. 7310 |
| Email Address: jketchside@tpocc.org | |

**SPONSORING AGENCY MANAGEMENT :**

**CORPORATION DIRECTORS:**

How often does the Board meet? Monthly
What was the average number of Board members attending meetings last year? 12
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 8 Maximum: 15
Date of Incorporation: December 1, 1965

**FINANCIAL:**

If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
None
How often are financial records audited, and by whom? Yearly - Brown-Armstrong CPAs
Are the treasurer and/or other financial officers bonded? ◉ Yes ○ No
If so, for how much? $200,000.00
List any judgments or pending lawsuits against the agency or program:
None
List any outstanding obligations:
None

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: 3 | | | |
| Salaries | $12,177 | | $12,177 |
| Fee & Licenses | $657 | | $657 |
| | | | $0 |
| Benefits | $2,999 | | $2,999 |
| Taxes | | | $0 |
| **Subtotal Personnel** | $15,833 | $0 | $15,833 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | $250 | | $250 |
| Equipment | | | $0 |
| Communications | | | $0 |
| Meetings & Convenings | | | $0 |
| Travel & Transportation | $819 | | $819 |
| Training | | | $0 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: 4 | | | |
| Rent | $640 | | $640 |
| Insurance | $400 | | $400 |
| Utilities | $195 | | $195 |
| Telephone | $195 | | $195 |
| **Subtotal Non-Personnel** | $2,499 | $0 | $2,499 |
| **Total Personnel & Non-** | $18,332 | $0 | $18,332 |

| | | | |
|---|---|---|---|
| **Personnel** | | | |
| Indirect Costs | $1,668 | | $1,668 |
| **TOTAL** | $20,000 | $0 | $20,000 |
| Proposed # of Persons Served: | | | |
| Cost per Individual | | | |

**Attachments**
(Upload Instructions)
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

| **Attachment** | **Link or Explanation for Missing Attachments** |
|---|---|
| ☐ Articles of Incorporation and Bylaws | |
| ☐ Organization Chart | |
| ☐ Non-Profit Determination Letters, IRS & State (501.3.c) | |
| ☐ Most Recent Financial Statements | |
| ☐ Most Recent Audit & Findings, if any | |
| ☐ Program Intake Policies | |
| ☐ Client Intake Form | |
| ☐ Evaluation Document | |
| ☐ Board Certification | |
| ☐ Board Roster | |
| ☐ Other - | |
| ☐ Other - | |

| | |
|---|---|
| Submitted By: | Ana Ibañez |
| Date Signed | 05/26/2022 |

Initially submitted: May 26, 2022 - 14:40:17

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | | |
|---|---|---|
| **Application Type** | Capital Project/Public Improvements | |
| Legal Name of Organization: | City of Madera Engineering Department | |
| Name of Project: Engineering Department Front Counter ADA Upgrades | | |
| Street Address/Service Area of Project: | 428 E Yosemite Ave | |
| City: Madera | Zip: 93638 | |
| Amount Requested for this Project: | $25,000 | |
| Amount of Leveraged Funds Available for this Project: | $0 | |
| Mailing Address: | | 428 E Yosemite Ave |
| City: Madera | | Zip: 93638 |
| Grant Administrator : Nicole Say | | Title: Administrative Analyst |
| Phone: 5596613688 | | Email: nsay@madera.gov |
| SAM Number: System for Award Management (Formerly, CCR) Number | | |
| UEI Number: HGAUD831PLK1 | | Federal EIN/TIN Number: 94-600365 |
| Program/Project Administrator: Marcela Zuniga | | Title: Madera, CA 93638 |
| Phone: 5596615458 | | Email: mzuniga@madera.gov |
| Type of Entity/Organizational Structure Choose | | |
| Brief Project Description(50 Words Max):The proposed project involves upgrading the existing front counter in the City of Madera's Engineering Department building for ADA compliance. | | |

**CDBG CAPITAL PROJECTS/PUBLIC IMPROVEMENTS APPLICATION**

**B. ACTIVITY DESCRIPTION**

1. Summary description of proposed project and anticipated accomplishment. (If desired, attach diagram of the area in the attachments section):
The proposed project involves upgrading the existing front counter in the City of Madera's Engineering Department Office building for ADA compliance.

2. Need (Explain why project is needed.)
The City of Madera Engineering department provides services to the general public which results in many in-person visits to the City Engineer's office. The existing front counter is not ADA compliant, this can result in the inability to provide equal access to persons with disabilities.

3. Please identify other sources of funds to implement this project. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
CDBG $25,000

4 Timetable (assuming a start date of July 1, 2022). Will your proposal meet these goals in one year? Give starting date for activity and significant milestone completion timeframes. (Insert any timeline attachment in the Attachments section)
Upon award of the CDBG funds, the City will begin the design phase, then move on to construction. The project is expected to meet the period of performance of one year.

5. What measurable goals will your program deliver?
This project will help in furthering our goal of providing accessibility to the residents of the City of Madera.

6. What are the project's expected outcomes? How are the outcomes assessed?
The outcomes include increasing accessibility for all persons of the general public with disabilities that visit the Engineering Department for public services.

7. Mark the box below that indicates the national objective met:
◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)

○ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

○ **LMC-Limited Clientele.** 570.208(a)(2).

○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

◉ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ○ Migrant farm workers
- ◉ Handicapped individuals
- ○ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

8. How does your proposal support the Vision Plan Madera 2025 Action Plan?
The Vision Plan Madera 2025 Action Plan includes providing ADA compliant City facilities.

## C. ENVIRONMENTAL IMPACTS:

**1. Historical:**

a. How old is the affected structure?
b. Will this project affect an historically significant (or potentially historic) structure?
N/A

**2. Archeological:**

a. Will this project involve any ground disturbance?
No. The project will include upgrading the existing front counter.
b. Will this project affect an historically significant (or potentially historic) structure?
N/A

**3. Water:**

is project involve a sewer or water system?
No. This project will be limited to activities involving the upgrade of the existing front counter.

**D. PROGRAM ELIGIBILITY:**

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

Primarily benefits low and moderate-income persons:
a. Number of persons served annually: 500

b. Service Area: Citywide
Number of City residents served annually: 1000
Number of persons with disabilities or seniors served annually: 300

How will the proposed project prevent or eliminate slums or blight?

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
Several surveys were conducted throughout the community with the intent to determine what type of public improvements and public services are the most important to the community. For public improvements, the surveys revealed accessibility is a priority. Though accessibility of sidewalks is specifically noted in the survey results, the accessibility of the front counter for public services provided by the Building, Planning and Engineering Departments is an extension of this need.

2. Note complaints that have been received, etc.
None to date.

3. Provide evidence of collaboration with other agencies within the community.
N/A

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: Rosalind Cox | Title:Director of Facilities Planning & Construction Management |
| Company/Agency MUSD | Tel. Number: 559-675-4548 |
| Email Address: RosalindCox@maderausd.org | |

| | |
|---|---|
| Name: Guzman | Title: Principal |
| Company/Agency Thomas Jefferson Middle School | Tel. Number: (559) 474- 0271 |
| Email Address: isabelguzman@maderausd.org | |

| | |
|---|---|
| Name: Alan Gilmore | Title: Public Health Program Manager |
| Company/Agency Madera County Public Health | Tel. Number: (559) 675- 7893 |

Email Address: Alan.Gilmore@maderacounty.com

**SPONSORING AGENCY MANAGEMENT :**

**CORPORATION DIRECTORS:**

How often does the Board meet? N/A
What was the average number of Board members attending meetings last year? N/A
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: N/A Maximum: N/A
Date of Incorporation: N/A

**FINANCIAL:**

If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
N/A
How often are financial records audited, and by whom? N/A
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much?
List any judgments or pending lawsuits against the agency or program:
N/A
List any outstanding obligations:
N/A

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: 0 | | | |
| Benefits | | | $0 |
| Taxes | | | $0 |
| **Subtotal Personnel** | $0 | $0 | $0 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | | | $0 |
| Equipment | | | $0 |
| Communications | | | $0 |
| Meetings & Convenings | | | $0 |
| Travel & Transportation | | | $0 |
| Training | | | $0 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: 0 | | | |
| **Subtotal Non-Personnel** | $0 | $0 | $0 |
| **Total Personnel & Non-Personnel** | $0 | $0 | $0 |
| Indirect Costs | $25,000 | | $25,000 |
| **TOTAL** | $25,000 | $0 | $25,000 |
| Proposed # of Persons Served: | 300 | | |
| Cost per Individual | $83 | | |

**Attachments**

(Upload Instructions)

Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

**Attachment** **Link or Explanation for Missing Attachments**

- ☐ Articles of Incorporation and Bylaws
- ☐ Organization Chart
- ☐ Non-Profit Determination Letters, IRS & State (501.3.c)
- ☐ Most Recent Financial Statements
- ☐ Most Recent Audit & Findings, if any
- ☐ Program Intake Policies
- ☐ Client Intake Form

- ☐ Diagram of Area
- ☐ Timeline
- ☐ Other -
- ☐ Other -

| | |
|---|---|
| Submitted By: | Nicole Say |
| Date Signed | 05/23/2022 |

Initially submitted: May 9, 2022 - 16:25:32

**CDBG 2022/2023 GRANT APPLICATION**
PUBLIC SERVICES, CAPITAL PROJECTS, & PUBLIC IMPROVEMENTS

**Exhibit A – Project/Program Summary**

| | | |
|---|---|---|
| **Application Type** | Capital Project/Public Improvements | |
| Legal Name of Organization: | City of Madera - Public Works Department | |
| Name of Project: Beautification Project | | |
| Street Address/Service Area of Project: | City Wide | |
| City: Madera | Zip: 93638 | |
| Amount Requested for this Project: | $25,000 | |
| Amount of Leveraged Funds Available for this Project: | $0 | |
| Mailing Address: | | 1030 s gateway dr |
| City: Madera | | Zip: 93638 |
| Grant Administrator : | | Title: |
| Phone: 15596754246 | | Email: dfoss@madera.gov |
| SAM Number: System for Award Management (Formerly, CCR) Number | | |
| UEI Number: HGAUD831PLK1 | | Federal EIN/TIN Number: |
| Program/Project Administrator: Daniel Foss | | Title: Public Works Director |
| Phone: 15596754246 | | Email: 1030 S. Gateway Dr. |
| Type of Entity/Organizational Structure City Department/Public Agency | | |
| Brief Project Description(50 Words Max):The city will be requesting funding for paint to remove graffiti within the city limits and more specifically in our low moderate income neighborhoods on the east side and downtown areas. | | |

**CDBG CAPITAL PROJECTS/PUBLIC IMPROVEMENTS APPLICATION**

**B. ACTIVITY DESCRIPTION**

1. Summary description of proposed project and anticipated accomplishment. (If desired, attach diagram of the area in the attachments section):
Project is based on graffiti removal within low moderate income neighborhoods in the city. The anticipated accomplishment is to clean the city of any and all graffiti.

2. Need (Explain why project is needed.)
There is a need for this project since graffiti with the city if on the rise and so is the price of paint needed to remove the graffiti.

3. Please identify other sources of funds to implement this project. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
There are no other sources of funding.

4 Timetable (assuming a start date of July 1, 2022). Will your proposal meet these goals in one year? Give starting date for activity and significant milestone completion timeframes. (Insert any timeline attachment in the Attachments section)
Our starting date will be July 1, 2022 and we very well could meet our goals in a year. We don't necessarily have any milestones other than a visual improvement of the city with less graffiti.

5. What measurable goals will your program deliver?
Measurable goals will be a decrease in citizen complaints of graffiti and an enhanced visual aesthetic within our low moderate income neighborhoods

6. What are the project's expected outcomes? How are the outcomes assessed?
The expected outcome is a removal of all graffiti in our low moderate income neighborhoods. This can be assessed via drives around these areas and a decrease in complaints of graffiti from citizens.

7. Mark the box below that indicates the national objective met:

◉ **Activities Benefiting Low and Moderate-Income Persons.** 570.208(a)

◉ **LMA-Area Benefit.** 570.208(a)(1) Area-wide activities benefit ALL residents in a particular area, where at

least of the people are low and moderate-income. The service area of the project must be specifically identified. If this objective is selected, upload a service area map that includes all Census Tracts and Block Groups served by your project and a calculation of the low/mod-income percentage. Click Here to verify Census Tracts and Block Groups for CDBG LMA Service Area Map

○ **LMC-Limited Clientele.** 570.208(a)(2).

○ **Limited Clientele. 570.208(a)(2)(i)** Activities benefit low and moderate-income (LMI) persons without regard to the area being served. At least of the persons participating in the activity must be low and moderate-income. Indicate how your organization verifies income eligibility of clients.

○ **Presumed Benefit.** 570.208(a)(2)(i)(A) Clients served are primarily and specifically from one of the following groups:

- ○ Abused children
- ○ Battered spouse
- ○ Ederly persons (62 years of age or older)
- ○ Illiterate persons
- ○ Migrant farm workers
- ○ Handicapped individuals
- ○ Homeless persons
- ○ Persons with AIDS

○ **Client Document Review.** 570.208(a)(2)(i)(b) Clients provide tax documents, pay stubs, etc., to verify income. Upload sample worksheet.

○ **Income Certification.** 570.208(a)(2)(i)(C) Clients independently "income-certify" on a form provided by the Grantee. This is primarily used for group meetings and not a preferred method. Upload a blank "intake" form.

○ **Limited Clientele.** 570.208(a)(2)(ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meetig the definition of "severely disabled."

○ **Limited Clientele.** 570.208(a)(2)(iii) Microenterprise assistance activity to benefit new and existing microenterprises (five or fewer employees, including owner who is a low-mod person).

○ **Limited Clientele.** 570.208(a)(2)(iv) A job training and placement and/or other employment support services activity, including, but not limited to peer support programs, counseling, child care, transporation and other similar services, in which the percentage of low- and moderate-income persons assisted is less than under limited circumstances under 24 CFR 570.208(a)(2)(iv), (a) and (b).

○ **LMH-Housing Activities.** 570.208(a)(3) An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.

○ **LMJ-Jobs Activities.** 570.208(a)(4) An activity designed to create or retain permanent jobs where at least of which, computed on a full-time equivalent (FTE) basis, involve the employment of low and moderate-income persons.

○ **Slum and Blight.** 570.208(b) Activities that aid in the prevention or elimination of slums or blight.
For addressing Slum or Blight on an area basis, please Click Here for the regulations and criteria.

○ **Urgent Need.** 570.208(c) Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

8. How does your proposal support the Vision Plan Madera 2025 Action Plan?
It addresses-Downtown Revitalization: Promote the comprehensive revitalization of downtown Madera. And also addresses strategy 134-Visual Standards.

## C. ENVIRONMENTAL IMPACTS:

**1. Historical:**

a. How old is the affected structure? 50 years
b. Will this project affect an historically significant (or potentially historic) structure?
no

**2. Archeological:**

a. Will this project involve any ground disturbance?
no
b. Will this project affect an historically significant (or potentially historic) structure?
no

**3. Water:**

is project involve a sewer or water system?
no

**D. PROGRAM ELIGIBILITY:**

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

Primarily benefits low and moderate-income persons:
a. Number of persons served annually: 60000

b. Service Area: City Wide
Number of City residents served annually: 60,000
Number of persons with disabilities or seniors served annually: 10,000

How will the proposed project prevent or eliminate slums or blight?

**E. CITIZEN PARTICIPATION:**
Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details.
What were the outcomes?
Include documentation of support for the proposal such as meeting minutes, letters and petitions.
We haven't taken anything to council regarding public participation. We do get calls from the citizens regarding graffiti and we encourage them to call any time they see graffiti within the city limits.

2. Note complaints that have been received, etc.
We get a mix of complaints. More so complaining of the graffiti.

3. Provide evidence of collaboration with other agencies within the community.
City does not collaborate with other agencies for this job

**F. REFERENCES:**

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

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

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

| | |
|---|---|
| Name: rosalind cox | Title:director of faciities, planning, and construction |
| Company/Agency Madera Unified School District | Tel. Number: 559-675-4548 |
| Email Address: rosalindcox@maderausd.org | |

| | |
|---|---|
| Name: isabel guzman | Title: principal |
| Company/Agency Thomas Jefferson Middle School | Tel. Number: 559-474-0271 |
| Email Address: isabelguzman@maderausd.org | |

| | |
|---|---|
| Name: alan gilmore | Title: public health program manager |
| Company/Agency Madera County Public Health | Tel. Number: 559-675-7893 |
| Email Address: alan.gilmore@maderacounty.com | |

**SPONSORING AGENCY MANAGEMENT :**
**CORPORATION DIRECTORS:**

How often does the Board meet? 22 times a year
What was the average number of Board members attending meetings last year? 7
Based on the bylaws, what is the minimum and maximum number of seats on the Board?
Minimum: 4 Maximum: 7
Date of Incorporation: n/a

**FINANCIAL:**
If additional funds are received, please describe the source, the amount and provide supportingdocumentation.
n/a
How often are financial records audited, and by whom? annually
Are the treasurer and/or other financial officers bonded? ○ Yes ◉ No
If so, for how much?
List any judgments or pending lawsuits against the agency or program:
n/a
List any outstanding obligations:
n/a

| Budget Line Item | Madera | Other Funding | Program Total |
|---|---|---|---|
| Personnel Lines needed: 000 | | | |
| Benefits | | | $0 |
| Taxes | | | $0 |
| **Subtotal Personnel** | $0 | $0 | $0 |
| Non-Personnel | | | |
| Move-In Assistance | | | $0 |
| Supplies & Materials | $25,000 | | $25,000 |
| Equipment | | | $0 |
| Communications | | | $0 |
| Meetings & Convenings | | | $0 |
| Travel & Transportation | | | $0 |
| Training | | | $0 |
| Consulting | | | $0 |
| Evaluation | | | $0 |
| Other Lines needed: 0 | | | |
| **Subtotal Non-Personnel** | $25,000 | $0 | $25,000 |
| **Total Personnel & Non-Personnel** | $25,000 | $0 | $25,000 |
| Indirect Costs | | | $0 |
| **TOTAL** | $25,000 | $0 | $25,000 |
| Proposed # of Persons Served: | 10,000 | | |
| Cost per Individual | $3 | | |

**Attachments**
(Upload Instructions)
Checked attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing required attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check the box and, if Other, identify the Attachment in the box. If you are unable to upload any of the attachments, contact Marcela Zuniga at 559-661-3692 or mzuniga@madera.gov at least one day prior to the deadline.

**Attachment** **Link or Explanation for Missing Attachments**

- ☐ Articles of Incorporation and Bylaws
- ☐ Organization Chart
- ☐ Non-Profit Determination Letters, IRS & State (501.3.c)
- ☐ Most Recent Financial Statements
- ☐ Most Recent Audit & Findings, if any
- ☐ Program Intake Policies
- ☐ Client Intake Form
- ☐ Diagram of Area
- ☐ Timeline
- ☐ Other -
- ☐ Other -

| | |
|---|---|
| *Submitted By: | Adam Gonzales |
| Date Signed | 05/26/2022 |

Initially submitted: May 26, 2022 - 15:47:05

# REPORT TO CITY COUNCIL

**Approved by:**

Gary Conte, Planning Manager

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** D-1

**SUBJECT:**

Amendment No. 3 to Professional Services Agreement with Provost and Pritchard Consulting Group

**RECOMMENDATION:**

Adopt a Resolution Approving Amendment No. 3 to Agreement For Professional Planning Services With Provost & Pritchard Consulting Group, Designating Source Of Funds For Amendment No. 3, and Approving Amendment to the General Fund Budget for a Budget Line Item Increase of $100,000

**SUMMARY:**

On April 1, 2020, Council approved the original Professional Services Agreement with Provost and Pritchard Consulting Group (P&P) for a contract amount not-to-exceed $50,000. On January 6, 2021, Council approved Amendment No. 1 to the Agreement in the amount of $50,000 for consultant services, which increased the contract amount from $50,000 to $100,000. On April 21, 2021, Council approved Amendment No. 2 to the Agreement in the Amount of $250,000 for consulting services. In addition to continued planning support services for the Planning Department, Amendment No. 2 also included environmental review services for projects within the Capital Improvement Program (CIP) administered by the Engineering Department. Funds are available in the CIP budget to finance the additional funds of $100,000 for CIP environmental review services in Amendment No. 2. Funds are available in the General Fund to finance the additional $150,000 for Professional Planning Services applicable to land use entitlement services in Amendment No. 2.

**DISCUSSION:**

The City continues to receive an unprecedented number of land use entitlement applications impacting the Planning Department's ability to process applications in a timely matter based on its current staffing resources. The Planning Department is presently processing over 60 discretionary and ministerial entitlement applications in addition to reviewing building plot plan and construction plan reviews, and environmental reviews for other City Departments. The City hired P&P to assist the Planning Department in performing such services. The terms of the Agreement will remain the same as indicated in the original Agreement, as amended.

Table 1 provides a summary of contracts awarded to P&P.

| **Table 1**: *Recent and Proposed contracts with P&P* | | |
|---|---|---|
| *Council meeting date* | *Services* | *Amount* |
| April 1, 2020 | Land Use Entitlement & Environmental review pursuant to the California Environmental Quality Act (CEQA)<br><br>A portion of funds are recovered as part of development entitlement permit fees. | $50,000 |
| January 6, 2021 | Land Use Entitlement & Environmental review pursuant to the California Environmental Quality Act (CEQA)<br><br>A portion of funds are recovered as part of development entitlement permit fees. | $50,000 |
| April 21, 2021 | Land Use Entitlement & Environmental review pursuant to the California Environmental Quality Act (CEQA)<br><br>A portion of funds are recovered as part of development entitlement permit fees. | $150,000 |
| April 21, 2021 | Environmental review pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act for Capital Improvement Projects (CIP) for projects funded via Community Development Block Grant (CDBG) funds, Congestion Mitigation Air Quality Funds (CMAQ) and Affordable Housing Sustainable Communities (AHSC)<br><br>Note that projects costs are charged against the project budget, thus there is no impact to the City's General Fund | $100,000 |
| June 15, 2022 | Land Use Entitlement & Environmental review pursuant to the California Environmental Quality Act (CEQA)<br><br>A portion of funds are recovered as part of development entitlement permit fees. | $100,000 |

**FINANCIAL IMPACT:**

A portion of the Addendum No. 3 fee increase will be borne by fees paid by applicants of land use and development entitlements. The amendment to the P&P Professional Services Agreement will result in a fiscal impact to the City's General Fund. While the additional contract amount was not completed during the preparation of the Fiscal Year 2020/21 Budget, unassigned funds from the City's General Fund are available to Council appropriation. It should be noted the cost is generally higher when hiring a consultant to process entitlement applications and perform environmental reviews compared to in-house project application and environmental reviews. When Planning has available staff to adequately provide timely entitlement and environmental reviews in-house, there will be substantial savings.

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

The recommended Amendment No. 3 to the Professional Services Agreement with P&P is integral to the review and approval process for development projects. As such, approval of Addendum No. 3 is consistent with the City's vision statements for "a well-planned city" and "good jobs and economic opportunity."

**ALTERNATIVES:**

As an alternative to staff's recommendation, the Council may:

1. Authorize a lesser budget increase to the Professional Services Agreement with (P&P) Consulting Group.
2. Direct staff to solicit additional proposals for professional planning and environmental services. Such action will represent a delay of approximately three to four months due to the advertisement period, review of proposals, and selecting a consultant.

**ATTACHMENTS:**

1. Resolution
2. Amendment No. 3 to Professional Services Agreement Between Provost and Pritchard Consulting Group and the City of Madera for Planning Services

**Attachment 1**

Resolution

**RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA APPROVING AMENDMENT NO. 3 TO AGREEMENT FOR PROFESSIONAL PLANNING SERVICES WITH PROVOST & PRITCHARD CONSULTING GROUP, DESIGNATING SOURCE OF FUNDS FOR AMENDMENT NO. 3, AND APPROVING AMENDMENT TO THE CITY OF MADERA GENERAL FUND BUDGET FOR A BUDGET LINE ITEM INCREASE OF $100,000**

**WHEREAS**, the City is in need of land use planning and environmental review services in connection with its efforts to assure compliance with applicable State regulations, City municipal codes and standards; and

**WHEREAS**, Provost & Pritchard Consulting Group has been identified as a firm having the professional competence, experience, and qualifications to provide professional planning and environmental services; and

**WHEREAS**, the City Council (Council) adopted Resolution No. 20-46 entering into an agreement with Provost & Pritchard Consulting Group to provide professional planning and environmental review services; and

**WHEREAS**, on January 6, 2021 the Council approved amendment No. 1 under Resolution No. 21-05; and

**WHEREAS**, on April 21, 2021 the Council approved amendment No. 2 under Resolution No. 21-54; and

**WHEREAS**, it has been determined that additional planning and environmental services assistance is warranted; and

**WHEREAS**, City staff is requesting an increase to the contract amount to include additional planning and environmental services including environmental review services for projects within the Capital Improvement Program; and

**WHEREAS**, the City has prepared an amendment to the Professional Services Agreement with Provost & Pritchard Group ("Amendment No. 3") which is in the best interests of both parties; and

**WHEREAS**, Amendment No. 3 increases the not-to-exceed compensation of the Professional Services Agreement by $100,000; and

**WHEREAS**, funds for $100,000 in Amendment No. 3 are available in the City General Fund; and

**WHEREAS,** the proposed Amendment to Agreement is in the amount of $100,000 is to be assigned for Professional Planning Services for land use entitlements; and

**WHEREAS**, an amendment to the City General Fund is necessary to secure Amendment No. 3.

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

1. The recitals listed above are true and correct.

2. The City Council approves Amendment No. 3 to the Professional Services Agreement with Provost & Pritchard Consulting Group to increase the not-to-exceed compensation fee by $100,000, a copy of which is attached hereto and incorporated by reference

3. The City Council approves an amendment to the City of Madera General Fund Budget for a Budget Line Item Increase of $100,000.

4. The City Finance Director is authorized to transfer $100,000 from the City General Fund into the Planning Department “Contract Services” Account (Account 102041066440) to be used for Contract Planning Services.

5. The Resolution is effective immediately upon adoption.

* * * * * * * * * * *

**Attachment 2**

Amendment No. 3 to Professional Services Agreement

**AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN PROVOST & PRITCHARD CONSULTING GROUP AND THE CITY OF MADERA FOR PLANNING SERVICES**

This Amendment No. 3 to the Agreement titled "Professional Services Agreement" dated April 2, 2020 is made and entered into on June 15, 2022, between the City of Madera, ("City") and Provost & Pritchard Consulting Group, ("Firm").

**R E C I T A L S**

**WHEREAS**, on April 2, 2020, City and the Firm entered into an Agreement for professional planning services; and

**WHEREAS**, on January 6, 2021, City and the Firm entered into Amendment No. 1 to the Agreement; and

**WHEREAS**, on April 21, 2021, City and the Firm entered into Amendment No. 2 to the Agreement; and

**WHEREAS**, during the performance of the Agreement, the Parties have determined that additional planning and environmental review services are needed; and

**WHEREAS,** City and Firm wish to amend the Agreement to increase the Agreement's compensation fee for additional work in accordance with Amendment No. 3 to Agreement.

**A G R E E M E N T**

Based on the foregoing recitals, the Parties hereto mutually agree as follows:

**SECTION 1.** Section 4 of the Agreement titled "Compensation" provides the compensation to be paid for services under the Agreement. The parties agree that the Agreement is amended to provide that the compensation to be paid for the professional planning services as provided Section 2 of the Agreement titled "Services" in accordance with the Scope of work identified in "Exhibit A" of the Agreement, except as amended by this Amendment No. 3, shall be increased $100,000 for a total not-to -exceed fee of $450,000.

**SECTION 2.** Except as amended by this Amendment No. 3, all other terms and conditions of the Agreement, Amendment No. 1 and Amendment No. 2 remain in full force and effect.

**SECTION 3.** This Amendment No. 3 to Professional Services Agreement shall be effective upon full execution by both parties.

*(SIGNATURES ON NEXT PAGE)*

**CITY OF MADERA**
A municipal corporation of
the State of California

By: _____
Santos Garcia, Mayor

Date: _____

**ATTEST:**

By: _____
Alicia Gonzales, City Clerk

Date: _____

**PROVOST AND PRITCHARD CONSULTING GROUP**

By: _____
Heather Bashian, RCE 73075
Vice President

Date: _____

**APPROVED AS TO FORM:**

By: _____
Hilda Cantu Montoy, City Attorney

Date: _____

# REPORT TO CITY COUNCIL

**Approved by:** _____

Department Director

_____

Arnoldo Rodriguez, City Manager

**Council Meeting of:** June 15, 2022

**Agenda Number:** D-2

**SUBJECT:**

Adoption of Continuing Resolution In Lieu of timely FY 22022-2023 Budget Adoption and authorization of 60 days extension to prepare and present the fiscal year 2022-23 budget

**RECOMMENDATION:**

Staff recommends Council approval of a resolution to continue expenditures and revenues in accordance with the fiscal year 2021-2022 city budget in lieu of fiscal year 2022-2023 budget adoption (Continuing Resolution), and authorization of 60 days extension to prepare and present the fiscal year 2022-23 budget

**SUMMARY:**

The city is in the process of preparing the fiscal year 2022-2023 proposed citywide budget. But due to staff turnover and other extenuating circumstances the proposed budget cannot be timely completed and presented to City Council by June 30, 2022.

If the City Council does not adopt a budget by June 30, for the ensuing fiscal year, the City Council may adopt a Continuing Resolution to ensure that the city meets payroll and contractual obligations and continues to provide services**.**

Hence, staff recommends that the City Council adopt a Continuing Resolution, and grant staff 60 days extension to properly ready and present the fiscal year 2022-2023 budget.

**DISCUSSION:**

The City of Madera much like other similarly situated cities in the state have been on a tenuous recovery trend from the throws of the covid pandemic. The recovery for the city in many regards have been slowed by staff shortages and turnover in critical departments. This has contributed in large measure to the delay in preparing the proposed budget. The budget preparation process

is underway. However, staff is electing to take the time to ensure that Council is presented a complete and quality budget plan rather than one that is rushed just to meet the June 30, deadline.

As opined by the city Attorney, the deadline of June 30 comes into play based on a state law requirement to file the budget **or** a listing of expenditures or revenues within sixty days after the beginning of the fiscal year. However, sixty days after the beginning of its fiscal year, every local agency is required to file with the county auditor a copy of its annual budget. "If a local agency ... does not have a formal budget, it shall file a listing of its anticipated revenues, together with its expenditures and expenses for the fiscal year in progress." The California Local Finance Almanac notes that such listing of revenues and expenditures "amounts to much the same thing as a budget."

A continuing resolution is an act of the City Council that allows the prior fiscal year's appropriations to remain in effect until a budget for the new fiscal year is adopted. Since the expenditure of funds requires legislative authorization through an appropriation, and since an appropriation is for a specific and limited period of time (e.g., fiscal year), the failure of a city council to adopt a budget prior to the beginning of the fiscal year means that there is no legal authorization to spend money in the new fiscal year. Therefore, if the City Council fails either to adopt a budget or to adopt a continuing resolution (to carry forward the prior fiscal year's appropriations), there can be no expenditure of city funds because there is no legal authorization (appropriation) to spend those funds.

**FINANCIAL IMPACT:**

Adoption of the continuing appropriation will enable the city to continue its operations and services and meet its financial obligations uninterrupted.

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

Adoption of the continuing resolution is consistent with Madera Vision 2025 goals of effective government, safe public, quality parks and services, and healthy community.

**ALTERNATIVES:**

As an alternative, Council may choose to not approve the continuing resolution. The impact will be that the city operations is halted, as there would be no expenditure of city funds because there would no legal authorization (appropriation) to spend those funds. The city would not be able to pay staff salaries or other obligations.

**ATTACHMENTS:**

1. Continuing Resolution

**RESOLUTION NO. ___**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA CONTINUING EXPENDITURES AND REVENUES IN ACCORDANCE WITH THE FISCAL YEAR 2021-2022 CITY BUDGET IN LIEU OF FISCAL YEAR 2022-2023 BUDGET ADOPTION**

**WHEREAS**, the City Council duly passed the Fiscal Year 2021-2022 budget; and

**WHEREAS**, adoption by the City Council of the Fiscal Year 2022-2023 operations budget and capital improvement budget will be delayed; and

**WHEREAS**, the Fiscal Year 2021- 2022 Budget ends on June 30, 2022; and

**WHEREAS**, the City Council deems it appropriate to continue the operation of the City services until the passage of the Fiscal Year 2022-2023 Budget.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MADERA HEREBY RESOLVES AS FOLLOWS:**

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

2. The City Council does hereby continue the Fiscal Year 2021-2022 annual budget in full force and effect until the City Council adoption of the Fiscal Year 2022-2023 budget on or before August 30, 2022.

3. Upon adoption of a resolution adopting the 2022-2023 Budget, this resolution shall have no further force and effect.

* * * *

**June 15, 2022**

**Madera City Council Meeting**
**Agenda Item E-1**

Mid-Valley Disposal Contract Update
(Report by Arnoldo Rodriguez)

**There is no written report for this item.**