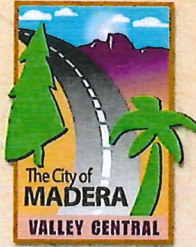
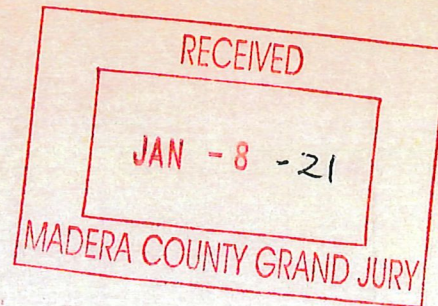


**1819-04 City of Madera: Veiled Transparency**

Note from the Madera County Grand Jury: Following the release of the 2019-2020 Madera County Grand Jury Final Report on December 21, 2020, the MCGJ was contacted by Madera's City Manager Arnoldo Rodriguez. He indicated that the City of Madera had responded to the **1819-04 City of Madera: Veiled Transparency** report on September 4, 2019. The MCGJ did not receive a copy of the City of Madera's response. Since the release of the 2019-2020 Madera County Grand Jury's Final Report, the MCGJ has received a copy of the Response to the Report as well as a cover letter. Both documents follow.



December 31, 2020



Madera County Grand Jury  
PO Box 534  
Madera, California 93639

**Re: City of Madera Response to Madera County Grand Jury  
Final Report 1819-04: "The City of Madera Veiled Transparency"**

On June 25, 2019, the Madera County Grand Jury (MCGJ) issued a Final Report regarding City of Madera entitled "Veiled Transparency 2018-2019" (hereafter "Report"). The City Council conducted a public meeting on September 4, 2019 to consider the responses to be made. As required by Penal Code Section 933 (c), on September 5, 2019, the City's response attached hereto was submitted to the Honorable Judge Jurkovich of the Superior Court. Unfortunately, it does not appear that the City's response was delivered to the MCGJ as requested.

During a recent meeting between City of Madera City Manager Arnoldo Rodriguez and MCGJ member Nina Zarucchi-Mize, a hard copy of the City's response and an explanation was provided. As a follow-up to said meeting, attached you will find an email between City Manager Rodriguez and John Markle and Sally Moreno of the Madera County District Attorney's Office that corroborates that the City prepared a timely response to the Grand Jury investigation report No. 1819-04. Again, my apologies for the miscommunication.

Thank you for your service to the community. Please let us know if you need additional information.

Sincerely,

Arnoldo Rodriguez  
City Manager  
City of Madera

cc. [valu50@yahoo.com](mailto:valu50@yahoo.com); [info@maderagrاندjury.org](mailto:info@maderagrاندjury.org)

e. Email to John Markle from Arnoldo Rodriguez dated Thursday, September 5, 2010

## Arnoldo Rodriguez

---

**From:** Arnoldo Rodriguez  
**Sent:** Thursday, September 5, 2019 5:47 PM  
**To:** John Markle  
**Cc:** Sally Moreno; 'Hilda Montoy'  
**Subject:** Grand Jury Response & Update on PRA  
**Attachments:** Grand Jury Response 090419.pdf

Good afternoon John,

Quick update:

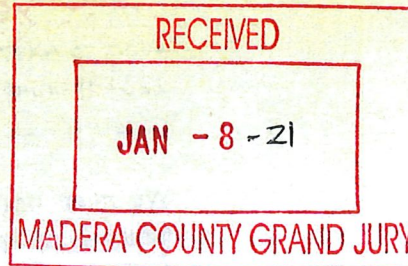
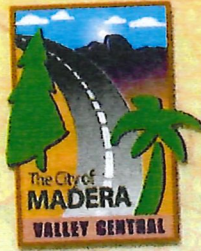
- Simply FYI. Attached you will find a copy of the City's response to the Grand Jury. We mailed a copy to the Grand Jury today.
- Also, I want to provide you with an update on the processing of the public records act request from the District Attorney's Office. We are still reviewing the large collection of requested emails. Unfortunately, it is taking a little longer than we originally thought. We are hoping to have a review and redactions, if any, completed by the end of next week of emails on the City's server. We are still collecting private emails. We will provide you with additional updates as the review continues to progress.

Please let me know if you would like to discuss.



**Arnoldo Rodriguez | City Manager**  
City of Madera | Administration  
205 West 4<sup>th</sup> Street, Madera, CA 93637  
p. (559) 661.5402 | f. (559) 673.1655  
[arodriguez@madera.gov](mailto:arodriguez@madera.gov)





September 5, 2019

The Honorable Michael Jurkovich, Presiding Judge  
Supervising Judges of the Grand Jury  
Madera County Superior Court  
200 South G Street  
Madera, California 93637

Re: City of Madera Response to Madera County Grand Jury  
Final Report 1819-04: "The City of Madera Veiled Transparency"

Dear Honorable Judge Jurkovich:

On June 25, 2019, the Madera County Grand Jury issued a Final Report regarding City of Madera entitled "Veiled Transparency 2018-2019" (hereafter "Report"). As required by Penal Code Section 933 (c), the City Council of the City of Madera respectfully submits the following responses to the Findings and Recommendations in the Report in the form required by the Penal Code. The Report references the City Council and City Manager as "respondents." The term "City" is used in this response to refer collectively to the City Council and the City Manager.

**FINDINGS**

**Finding 1:** The City of Madera does not have a written code of ethics for senior officials or elected members.

**Response 1:** The City disagrees partially with Finding 1. The City of Madera has an adopted Code of Ethical Conduct within the Purchasing Policy. In addition, each at-will employment agreement with any department head or Council direct-report position includes language pertaining to conflicts of interest. These agreements state in relevant part: "[E]mployees shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the [Job Title]'s employment."

The City Manager and City Attorney are preparing a Code of Conduct applicable to senior officials and the City Council for the City Council's consideration and adoption at a City Council meeting in September.

We also refer the Grand Jury to the response to Finding 2 regarding Assembly Bill 1234 training for senior officials and members of the City Council that training covers ethics.

We must note that the City of Madera does have a Conflict of Interest Code which is updated periodically as required by the California Political Reform Act under Government Code Section 87200. The City's most recent Conflict of Interest Code was adopted on August 15, 2018, per Resolution No. 18-153 attached as Attachment A. The Conflict of Interest Code designates elected and other City positions that are required to file Statements of Economic Interest with the Fair Political Practices Commission (FPPC) and the required disclosure categories.

**Finding 2:** The senior officials and elected members do not have adequate follow-up training on ethics.

**Response 2:** The City disagrees partially with Finding 2. The City, similar to all cities, counties, and special districts in California, has required that senior officials and members of the City Council take ethics training as required by Assembly Bill 1234 for local officials. Per Government Code Section 53234 (d):

(d) "Ethics laws" include, but are not limited to, the following:

(1) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.

(2) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.

(3) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.

(4) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

This training must be taken every two years and records of completion of this training must be maintained for at least five years after the official receives training. The curriculum covered must be that sanctioned by the FPPC and Attorney General. The two areas required to be covered include general ethic principles and an overview of laws pertaining to conflicts of interest and transparency.

To fulfill said obligation, the City provides opportunities to meet the AB 1234 training requirements through in-person and online training resources. These resources include the League of California Cities, the law firm of Liebert Cassidy Whitmore, as well as the in2vate online training platform provided through the City's membership in the Employment Risk Management Authority. The City will continue to offer regular training through the identified platforms on ethics. Additionally, the City Attorney has offered to provide AB 1234 training at no cost to the City.

**Finding 3:** The general public does not know how to access the City Council meeting agenda and comment on agenda items including the consent calendar.

**Response 3:** Given that Finding 3 is a two-part statement, responses are bifurcated.

Accessing of City Council Meeting Agendas: The City disagrees partially with the part of Finding 3 regarding accessing of agendas. City Council meeting agendas are posted at least 72 hours in advance of regular meetings as required by the California Open Meeting Law (Brown Act, Government Code Sections 54950 to 54963). The agendas are posted as follows:

- On the City's webpage, inclusive of all staff reports
- Two locations at City Hall conspicuously located so that the public may view them during business and non-business hours
- Via regular reminder posts on official City social media channels which provide direct links to agendas and related staff reports of upcoming meetings

Hard copies are also made available to the public during Council meetings and scrolling notice is provided to viewers following the online livestream which identify how agendas may be accessed.

Special Meeting agendas are posted at least 24 hours in advance as required by the Brown Act and are posted in the same manner as regular meeting agendas.

Worth noting is that the City's webpage is continuously updated to ensure that it provides up to date information, is user friendly, easy to navigate, and accessible to the public. This includes a link on top of the City's homepage titled "Meetings and Agendas" which provides a running list of meeting agendas. The running list provides:

- Agendas commencing on June 2, 2015 to present
- Meeting minutes commencing on June 2, 2015 to present
- Agenda reports commencing on December 16, 2016 to present
- Videos of Council meetings commencing May 17, 2017 to present

Commenting on Agenda Items: The City disagrees partially with the part of Finding 3 regarding commenting on Agenda Items. We understand that it may be difficult sometimes for members of the public to know when or how to comment at City Council meetings.

The Agenda provides three opportunities for members of the public to speak as follows:

- (i) Public Comment: this is generally for matters not on the agenda;
- (ii) Consent Calendar: this is for items on the consent calendar; and
- (iii) Action Items: As each agenda item is called.

For items listed on the Consent Calendar, the City added the following language beginning on July 3, 2019:

*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.*

**Finding 4:** Speakers during Public Comment at City Council meetings are intimidated by the requirement to provide their personal address.

**Response 4:** The City disagrees partially with Finding 4. While the finding is accurate that addresses have been requested, to conclude that the public was intimidated may be speculative. Certainly, that has not been the City's intent. Moreover, Madera Municipal Code Sections 2-108 and 2-109 dating back to 1961 require speakers provide their name and address.

In addition, it is often helpful to know addresses to provide context for follow-up with residents; however, the City understands that it may not require that addresses be provided. For this reason, the City added the following language to its agenda beginning on July 3, 2019 noting that speakers are not required to identify themselves.

*Speakers will be asked, but are not required, to identify themselves and state the subject of their comments.*

To avoid confusion and ensure the City's requirements are consistent with the Brown Act, an ordinance repealing MMC Sections 2-108 and 2-109 will be recommended to the City Council.

**Finding 5:** The Agendas for the City Council Meetings are difficult for the general public to understand.

**Response 5:** The City disagrees partially with Finding 5. In an effort to identify best practices, the City conducted a review of numerous agendas from other communities. This review revealed that the City's agendas are comparable, albeit not identical. Moreover, it is challenging to ascertain what is too difficult. Nonetheless, in the spirit of continuous improvement, staff is always seeking opportunities to improve agendas. While many Council items are technical in nature, the City acknowledges that it is staff's responsibility to ensure that agendas and accompanying reports are easy to understand for someone who may not be familiar with a specific item. Beginning in January 2019, the City has focused on improvement of Council reports with an emphasis on:

- Consistency in terms of format and use of language
- Clarity
- Conciseness
- Greater detailed descriptions of items

The City is open to continued constructive feedback to ensure that agendas are clear.

**Finding 6:** The City Council of Madera did not provide the MCGJ with requested documentation in a timely and orderly manner.

**Response 6:** The City disagrees partially with Finding 6. Given the MCGJ's admonition of secrecy, current staff does not have adequate information to ascertain what was requested of the City, nor what was produced to the MCGJ for review. The finding, as written, provides insufficient information to either agree or disagree. However, we are noting that the City "disagrees partially" because of the mandated method for response. To demonstrate the City's good faith, the City is committed to providing staff training to more judiciously and expeditiously provide documentation.

**Finding 7:** City administration violated the MCGJ's admonition of secrecy.

**Response 7:** The City disagrees partially with Finding 7. The finding, as written, provides insufficient information to either agree or disagree. However, we are noting that the City "disagrees partially" because of the mandated method for response. The Admonition attached to the report indicates that the in-person interview is confidential/secret; however, the Report references email requests for information that were allegedly circulated amongst unknown City staff in an attempt to gather information for the Grand Jury. While the City acknowledges that greater staff training is advisable so that staff will know what safeguards may be necessary for retrieval of information to properly respond to email requests from the Grand Jury, without conducting an in-depth investigation, it is difficult to discern what and with whom information may have been shared.

**Finding 8:** The City of Madera does not follow its Purchasing-Central Supply Mission Statement regarding conflicts of interest.

**Response 8:** The City disagrees partially with Finding 8. No supporting facts were provided in the Report to be able to respond meaningfully to the Finding. The Report cites both the Government Code and the City's policy; however, it does not cite any specific information that supports the Government Code or City Policy were violated. If the Finding relates to Finding 9, the Grand Jury's attention is directed to Response 9 to Finding 9.

**Finding 9:** City administrators and elected officials are doing personal business with the City as private individuals.

**Response 9:** The City disagrees partially with Finding 9. The City agrees that it has purchased goods from a local business that is owned by an elected official. The City's review of purchases reflects that the City made purchases with this business since at least 1998. However, the City is unaware of any "City administrators" doing personal business with the City and cannot speculate on what is being referenced by the Report. The City also acknowledges that it has conducted business with a City staff person for catering events and embroidery services.

In an abundance of caution, the City Manager has directed staff that no City purchases be conducted with elected officials. The City Attorney will be forwarding the matter regarding past purchases from an elected official to the Fair Political Practices Commission for their consideration.

**Finding 10:** The City of Madera shows a lack of transparency towards residents of the City of Madera and the Madera County Grand Jury.

**Response 10:** The City disagrees partially with Finding 10. We are noting that the City "disagrees partially" because of the mandated method for response. The finding, as written, provides insufficient information to either agree or disagree. The City would have benefitted from having information to support this Finding. With such information the City would have been able to address any deficiencies.

The City aims to be transparent in governance and management of the City. The following are examples of transparency towards residents of the City:

- The City responds to a plethora of Public Records Act requests and strives to provide excellent customer service.
- City Council agendas and reports are made available to the public both online and at City Hall.
- City Council meetings are livestreamed and recorded meetings are available online.
- Members of the public are afforded an opportunity to address the City Council as set forth in Response 3 above.
- Staff is available during normal business hours to meet and discuss items and/or projects with the public.
- Local ordinances are available online and at the City Clerk's Office.
- The City publishes notices of public hearings as required by law and/or sends notices as required by law for certain actions of the Planning Commission and City Council.
- The City retained a consultant to review its budgeting processes, water rate history, development impact fee program, and employee compensation and

has implemented or is in the process of implementing recommendations from said consultants.

- All City Council business is conducted in noticed and open meetings. Limited closed sessions are held in strict conformance with the Brown Act.

## RECOMMENDATIONS

**R1:** By September 30, 2019, the MCGJ recommends that the City of Madera create and follow a code of ethics for all senior officials and elected members and display the code of ethics in a public place.

**Response 1:** This recommendation will be implemented. As noted in the Response to Finding 1, a Code of Conduct will be submitted to the City Council for consideration at a meeting in September 2019. Once adopted, it will be made available on the City's website.

**R2:** By September 30, 2019, the MCGJ recommends that the City of Madera create and contract for follow-up ethical training for senior officials and elected members to attend annually.

**Response 2:** This recommendation will not be implemented as the City does not believe that annual training is warranted given that State statute mandates training every two years. It would be burdensome for the City to contract for additional annual training. AB 1234 compliant ethics training is available on a regular basis to all elected officials and specified staff members per the City's response to Finding 2 of the Report. Having said that, the City will be more diligent in ensuring compliance with AB 1234 training requirements.

**R3:** By September 30, 2019, the MCGJ recommends that City Council make clarifications regarding the access to Agenda and Consent Calendar for the public.

**Response 3:** This recommendation has been implemented. All City Council meetings are conducted openly in compliance with the Brown Act and its records maintained publicly pursuant to the Public Records Act. Moreover, language has been incorporated to the agenda format that clarifies that speakers are not required to state their name or address and the following has been incorporated pertaining to the 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.*

In the spirit of continuous improvement, the City will continue to update, streamline, and clarify the agenda as needed.

**R4:** By September 30, 2019, the MCGJ recommends that those addressing the City Council during Public Comment not be required to provide their street address.

**Response 4:** This recommendation has been implemented. The City added the following language beginning on July 3, 2019 noting that speakers are not required to identify themselves.

*Speakers will be asked, but are not required, to identify themselves and state the subject of their comments.*

It is noted that Madera Municipal Code Sections 2-108 and 2-109 dating back to 1961 requires speakers to give their name and address. An ordinance repealing that language will be recommended to the City Council to avoid confusion and ensure the City's requirements are consistent with the Brown Act.

**R5:** By September 30, 2019, the MCGJ recommends that City Council make clarifications which enable the public's understanding of all Agenda items.

**Response 5:** This recommendation has been implemented. Beginning in January 2019, the City made a concentrated effort to provide clear, concise agendas and pertinent items to add further transparency to the legislative process.

**R6:** By September 30, 2019, the MCGJ recommends the City of Madera officials implement training for their department heads and employees on how to respond in a timely and orderly manner, within ten days, to inquiries made by the MCGJ.

**Response 6:** This recommendation has not yet been implemented but will be implemented in the near future. As noted above in Response 2 to Finding 2, the City Attorney will be conducting training on AB 1234. That training requires that the Public Records Act be covered. Additionally, detailed Public Records Act training will be provided to staff responsible for responding to Public Records Act requests. It is noted that the Grand Jury's identified schedule may be challenging to meet;

however, the City will work diligently to provide said training to employees well before any future MCGJ request.

**R7:** The MCGJ recommends the City of Madera officials immediately take steps to understand the importance and necessity of the MCGJ's admonition of secrecy.

**Response 7:** The recommendation has not yet been implemented but will be implemented in the near future. The City Attorney will provide guidance to staff in the next 90 days regarding Grand Jury admonitions.

**R8:** The MCGJ recommends the Madera City Council and the Madera City officials immediately review and follow its Purchasing-Central Supply Mission Statement regarding Conflicts of Interest.

**Response 8:** This recommendation has been implemented.

**R9:** The MCGJ recommends that City administrators and elected officials immediately cease doing personal business with the City of Madera.

**Response 9:** This recommendation has been implemented. The City will continue to comply with its Purchasing Policy, the Political Reform Act, and California Government Code Section 1090. We must note again as in the above response to Finding 9, the City's review does not reflect any business between the City and City administrators. Government Code Section 1090 has different rules for elected officials and staff. In an abundance of caution, the City Manager has directed staff that no business be conducted with City-elected officials or City staff.

**R10:** The MCGJ recommends that the City of Madera immediately take steps to restore the trust of the citizens by being more forthcoming and transparent in their cooperation and communication with residents of Madera.

**Response 10:** This recommendation has been implemented and will be on-going. The City has been working diligently to ensure that all meetings are open, agenda documents and reports are concise yet thorough, that all information be made available on the City's website, and that interaction with members of the public be positive. We reiterate from the response to Finding 10 above:

The City aims to be transparent in governance and management of the City. The following are examples of transparency towards residents of the City:

- The City responds to a plethora of Public Records Act requests and strives to provide excellent customer service.
- City Council agendas and reports are made available to the public both online and at City Hall.
- City Council meetings are livestreamed, and recorded meetings are available online.
- Members of the public are afforded an opportunity to address the City Council as set forth in Response 3 to Finding 3 above.
- Staff is available during normal business hours to meet and discuss items and/or projects with the public.
- Local ordinances are available online and at the City Clerk's Office.
- The City publishes notices of public hearings as required by law and/or sends notices as required by law for certain actions of the Planning Commission and City Council.
- The City retained a consultant to review its budgeting processes, water rate history, development impact fee program, and employee compensation and has implemented or is in the process of implementing recommendations from said consultants.
- All City Council business is conducted in noticed and open meetings. Limited closed sessions are held in strict conformance with the Brown Act.

Thank you for your service to the community. Please let us know if you need additional information.

Sincerely,



Arnoldo Rodriguez  
City Manager  
City of Madera

Attachment: Resolution No. 18-153

RES. NO. 18-153

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MADERA, CALIFORNIA ADOPTING THE CITY OF MADERA  
CONFLICT OF INTEREST CODE, AND REPEALING RESOLUTION  
NO. 16-136 AND ALL RESOLUTIONS IN CONFLICT HEREWITH

WHEREAS, the Political Reform Act (Government Code Section 87300, et. seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Political Reform Act requires certain officials, specified in section 87200 of the California Government Code, to file a Statement of Economic Interest Form 700 and abstain from making or participating in making governmental decisions which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, the Political Reform Act also requires the City to adopt a local conflict of interest code that enumerates specific City positions other than those specified in Government Code §87200 which involve making or participating in making decisions which have a reasonable foreseeable material effect on an economic interest, interests in real property and sources of income which are reportable based on the scope of the decision-making authority of the position; and

WHEREAS, the Fair Political Practices Commission has adopted regulations (2 Ca. Code of Regulations Section 18730), which contains the terms of the standard conflict of interest code; and

WHEREAS, the City Council desires to repeal the City of Madera's Conflict of Interest Code and adopt a new Conflict of Interest Code incorporating new provisions of Government Code Section 87300, et. seq., and reflecting changes to the designated positions; and

WHEREAS, the terms of 2 Ca. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

NOW, THEREFORE, the City Council of the City of Madera hereby finds, orders, and resolves:

1. The above recitals are true and correct.
2. The City Council hereby repeals Resolution No. 16-136 and all resolutions in conflict herewith.
3. The terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

Res. No. 18-153

4. The City Council of the City of Madera hereby adopts the City of Madera Conflict of Interest Code attached as Exhibit A.
5. Persons holding positions listed as designated positions in the Conflict of Interest Code shall file a Statement of Economic Interest Form 700 and report the categories listed therein.
6. This resolution is effective immediately upon adoption.

\* \* \* \* \*

PASSED AND ADOPTED by the City Council of the City of Madera this 15<sup>th</sup> day of August, 2018 by the following vote:

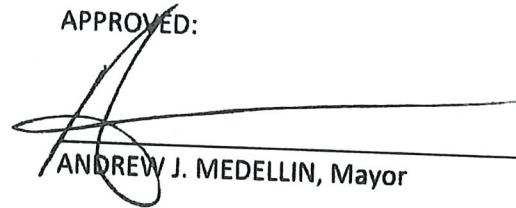
AYES: Mayor Medellin, Council Members Rodriguez, Foley Gallegos, Oliver, Robinson, Rigby, Holley.

NOES: None.


ABSTENTIONS: None.

ABSENT: None.

APPROVED:

  
ANDREW J. MEDELLIN, Mayor

ATTEST:

  
SONIA ALVAREZ, City Clerk

APPROVED AS TO LEGAL FORM:

  
BRENT RICHARDSON, City Attorney



**EXHIBIT A**

**CITY OF MADERA CONFLICT OF INTEREST CODE**

- A. The terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.
- B. The positions listed below are public officials designated by statute and are required to file with the Fair Political Practices Commission (FPPC) a Statement of Economic Interests pursuant to Government Code Section 87200.

Mayor  
City Council  
City Administrator  
City Attorney  
City Treasurer  
Planning Commissioners

- C. Persons holding positions listed as designated positions under Section D shall file with the City Clerk a Statement of Economic Interests Form 700 upon assuming office, annually thereafter, and upon leaving office. Statement of Economic Interests Form 700 are a public record and available for public inspection and reproduction.

D. Designated Positions and Disclosure Category

<u>Designated Positions</u>	<u>Disclosure Category</u>
<b><u>ADMINISTRATION</u></b>	
City Manager	I
Communications Manager	I
Director of Administrative Services	I
<b><u>AIRPORT</u></b>	
Airport Operations Manager	I
<b><u>BUILDING</u></b>	
Chief Building Official	I
Plans Examiner	III
<b><u>CITY CLERK</u></b>	
City Clerk	I
Deputy City Clerk	I
<b><u>CITY ATTORNEY</u></b>	
City Attorney	I

Legal Assistant  
Paralegal Office Administrator

I  
I

**COMMUNITY DEVELOPMENT**

Director of Community Development

I

**ENGINEERING**

Administrative Analyst  
Assistant Engineer  
Associate Civil Engineer  
City Engineer  
Deputy City Engineer  
Engineering Project Manager  
Engineering Technician III  
Project Development Coordinator – Licensed  
Senior Engineer  
Special Transportation Projects Director

III  
II  
I  
I  
I  
I  
I  
I  
II  
I  
I

**FINANCE**

Administrative Analyst  
Director of Financial Services  
Financial Services Manager  
Utility Billing Supervisor

III  
I  
I  
II, III

**FIRE**

Battalion Chief  
Fire Chief  
Division Chief

I  
I  
I

**FLEET**

Fleet Operations Manager

II

**GRANTS**

Grant Administrator  
Program Manager Grants

I  
I

**HUMAN RESOURCES**

Administrative Analyst  
Director of Human Resources

III  
I

**INFORMATION SERVICES**

Computer Technician  
Information Services Manager  
Network Administrator  
Tyler Munis Implementation Project Manager

II  
I  
II  
I

**NEIGHBORHOOD REVITALIZATION**

Neighborhood Preservation Supervisor I

**PARKS AND COMMUNITY SERVICES**

Business Manager I

Director of Parks and Community Services I

Parks Planning Manager I

Parks Supervisor I

Recreation and Community Programs Manager II, III

Recreation and Community Programs Supervisor I

I

**PLANNING**

Assistant Planner

Associate Planner III

Planning Manager III

Senior Planner I

I

**POLICE**

Chief of Police I

Police Auxiliary Services Supervisor I

Police Commander II, III

Police Lieutenant I

Police Office Supervisor II, III

Police Sergeant II, III

III

**PUBLIC WORKS**

Administrative Analyst I

Electrical and Facilities Operations Manager II, III

Public Works Operations Director I

Streets and Storm Drainage Operations Manager II, III

Streets and Storm Drainage Operations Supervisor II, III

Wastewater Collection System Supervisor II, III

Wastewater Treatment Plant Manager II, III

Water and Sewer Operations Manager II, III

Water Meter Conservation Supervisor II, III

Water System Supervisor II, III

**PURCHASING**

Procurement Services Manager I

**SUCCESSOR AGENCY TO THE FORMER MADERA REDEVELOPMENT AGENCY AND SUCCESSOR HOUSING AGENCY**

Executive Director I

Redevelopment Agency Secretary II, III

**BOARDS AND COMMISSIONS**

Civil Service Commission

Madera Public Financing Authority Board  
City Council as the Successor Agency  
to the Former Madera Redevelopment Agency  
City Council as the Successor Housing Agency

I  
I  
I

**CONSULTANTS**

Consultants

E. Disclosure Categories

I

I. All investments, business positions, and sources of income located in or doing business in the City of Madera, including gifts, loans and travel payments, and all interests in real property located in the City of Madera including property located within a two-mile radius of the City of Madera or any property owned or used by the City of Madera.

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category (Category I) in the Conflict of Interest Code subject to the following limitation.

The City Administrator or his/her designee may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's or his/her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

II. All investments, business positions in, and sources of income located in or doing business in the City of Madera, including gifts, loans and travel payments, of the type which provide goods, services, supplies, materials, vehicles, machinery or equipment of the type utilized by the City of Madera.

III. All investments, business positions in, and sources of income located in or doing business in the City of Madera, including gifts, loans and travel payments, which are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the City of Madera.