



**SPECIAL MEETING  
OF THE MADERA CITY COUNCIL**  
205 W. 4<sup>th</sup> Street, Madera, California 93637

**NOTICE AND AGENDA**

Wednesday, December 13, 2017  
6:00 p.m.

Council Chambers  
City Hall

**CALL TO ORDER**

**ROLL CALL:** Mayor Andrew J. Medellin  
Mayor Pro Tem Jose Rodriguez, District 2  
Council Member Cece Foley Gallegos, District 1  
Council Member William Oliver, District 3  
Council Member Derek O. Robinson Sr., District 4  
Council Member Charles F. Rigby, District 5  
Council Member Donald E. Holley, District 6

**INVOCATION:** Pastor David Dougherty, Harvest Community Church

**PLEDGE OF ALLEGIANCE:**

**PUBLIC COMMENT:**

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

**PRESENTATIONS** – None.

**INTRODUCTIONS** – None.

**A. WORKSHOP**

There are no items for this section.

**B. CONSENT CALENDAR**

- B-1 Consideration of a Resolution Authorizing the Submission of a Local Update of Census Addresses Operation (LUCA) Application on Behalf of the City of Madera (Report by Chris Boyle)

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

There are no items for this section.

**D. WRITTEN COMMUNICATIONS**

There are no items for this section.

**E. ADMINISTRATIVE REPORTS**

There are no items for this section.

**F. COUNCIL REPORTS**

**G. CLOSED SESSION**

- G-1 Closed Session Announcement – City Attorney  
G-2 Public Employee Discipline/Dismissal/Release - Pursuant to Government Code §54957  
G-3 Public Employee Discipline/Dismissal/Release - Pursuant to Government Code §54957  
G-4 Closed Session Report – City Attorney

**ADJOURNMENT** – Next regular meeting December 20, 2017

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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 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:00 p.m. in the Council Chambers at City Hall.
  - Any writing related to an agenda item for the open session of this meeting distributed to the City Council less than 72 hours before this meeting is available for inspection at the City of Madera Office of the City Clerk, 205 W. 4<sup>th</sup> Street, Madera, California 93637 during normal business hours.
  - The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Request for additional accommodations for the disabled, signers, assistive listening devices, or translators needed to assist participation in this public meeting should be made at least seventy two (72) hours prior to the meeting. Please call the Human Resources Office at (559) 661-5401. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service.
  - Questions regarding the meeting agenda or conduct of the meeting, please contact the City Clerk's office at (559) 661-5405.
  - Para asistencia en Español sobre este aviso, por favor llame al (559) 661-5405.
-

I, Sonia Alvarez, City Clerk for the City of Madera, declare under penalty of perjury that I posted the above agenda for the special meeting of the Madera City Council for December 13, 2017, near the front entrances of City Hall at 4:00 p.m. on December 12, 2017.

  
Sonia Alvarez, City Clerk

# REPORT TO THE CITY COUNCIL

COUNCIL MEETING OF:  
December 13, 2017

AGENDA ITEM NUMBER:  
B-1

Approved By:

  
\_\_\_\_\_  
PLANNING MANAGER

  
\_\_\_\_\_  
CITY ADMINISTRATOR

**Subject:** 2020 Local Update of Census Addresses Operation (LUCA) Participation

**Recommendation:** Staff recommends that Council approve a resolution authorizing the Mayor to sign the LUCA application on behalf of the City of Madera.

## Summary:

The 2020 United States Census is rapidly approaching. One of the most important programs utilized to improve census response rates is called the Local Update of Census Addresses Operation (LUCA). The LUCA is a voluntary decennial census operation. The LUCA is the only opportunity prior to the 2020 Census for local governments to review and update the U.S. Census Bureau's residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The accuracy and completeness of the address list is critical to the accuracy and completeness of the census. Participation in LUCA helps to ensure an accurate census for the community, which in turn assists in the distribution of federal funds, statistical support for grant applications and guidance in planning for the future needs of the City.

## Fiscal Impact:

The City is eligible to receive a minimum of \$7,500.00 from the State of California Department of Finance to offset the cost of participation.

## Consistency with the Madera Vision 2025 Plan:

Submission of a LUCA application supports the objectives of Strategy 115 by seeking sufficient economic resources to provide adequate City services and prepare for future growth.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,  
CALIFORNIA, AUTHORIZING PARTICIPATION IN THE 2020 LOCAL  
UPDATE OF CENSUS ADDRESSES OPERATION**

WHEREAS, the U.S. Census Bureau, in preparation for the 2020 United States Census, has invited local agencies to participate in the 2020 Local Update of Census Addresses Operation (LUCA); and

WHEREAS, participation in the LUCA will ensure an accurate census for the City of Madera; and

WHEREAS, an accurate census count assists in the distribution of federal funds, statistical support for grant applications and guidance in planning for the future needs of the City.

**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. Participation by the City of Madera in the 2020 Local Update of Census Addresses Operation is hereby approved and the Mayor is authorized to sign all paperwork necessary for participation.
3. This resolution is effective immediately upon adoption.

\* \* \* \* \*

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



**REGISTRATION FORM**  
**2020 CENSUS LOCAL UPDATE OF CENSUS**  
**ADDRESSES OPERATION (LUCA)**

Entity ID

PL0645022

Government Name

Madera city

**A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)**

1.  **YES** Our government is registering for LUCA. – Complete Sections B and C.
2.  **NO** Our government is not registering for LUCA. – Complete Section B and mark an (X) for each reason that applies:
- a.  Another level of government (state or county) that includes our jurisdiction is participating in LUCA
  - b.  Insufficient staff
  - c.  Lack of funds
  - d.  No time/too busy
  - e.  No local address list available
  - f.  Concerns about Census Bureau Title 13 materials
  - g.  Restrictions on using Census Bureau Title 13 materials for other purposes
  - h.  Other reason – Specify (Please print)

Thank you for your comments. We will use them to help improve future LUCA operations.

**B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION**

1. Printed name of Tribal Chair or Highest Elected Official/Appointed Official – First, middle initial, last

ANDREW J. MEDELLIN

2. Signature of Tribal Chair or Highest Elected Official/Appointed Official

Date  
Month Day Year  
12 11 2017

3. Position – (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) – Please print

MAYOR

4. Physical/Mailing address

205 W. 4TH STREET  
CITY  
MADERA

State ZIP Code  
CA 93657

5. Telephone Area code Number Extension  
559 - 661 - 5405

6. Email address  
asd3661@yahoo.com

**C. LIAISON INFORMATION – Designate your LUCA Liaison.**

This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.

Complete this section only if you are participating in LUCA

1. Name – (Please print)

ROBERT HOLT

2. Department, Organization, or Agency name – (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)

PLANNING DEPARTMENT

3. Position – (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)

ASSISTANT PLANNER

4. Number and street name

Physical/Mailing address  
205 W. 4TH STREET  
CITY  
MADERA

State ZIP Code  
CA 93657

5. Telephone Area code Number Extension  
559 - 661 - 5434

6. Email address  
rholt@cityofmadera.com

Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



**PRODUCT PREFERENCE FORM**  
**2020 CENSUS LOCAL UPDATE OF CENSUS**  
**ADDRESSES OPERATION (LUCA)**

Entity ID

PL0645022

Government Name

Madera city

**Please mark (X) to select a product preference format (Choose #1 OR #2 below)**

1.  **GUPS** – The Census Bureau’s Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau’s address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.
- OR**
2.  Select **one** address list format in **Section A** and **one** map format in **Section B**.

**A. Address List – Select Digital or Paper**

**Digital** – Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited Text (.csv) format.

**OR**

**Paper** – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum). Choose **one** address sort preference below:

- Census Tract#/Block#/Street Name/House#/Unit#
- Street Name/House#/Unit/Census Tract#/Census Block# (alphanumeric sort)

*You may access the current number of addresses by census block the Census Bureau has on file for your jurisdiction at <http://www.census.gov/geo/partnerships/luca.html>.*

**B. Maps – Select Digital or Paper**

**Digital** – Partnership shapefiles that require the use of GIS software. Address structure points are **not** included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.

**OR**

**Paper/PDF** – Large format paper map(s) (42" x 36") with a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.

**OR**

**Paper** – Large format paper map(s) (42" x 36") only. This does **not** include a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Non-Title 13.

**Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to review the address structure points.**

**LUCA Liaison Package Delivery Address.**  
**Title 13 materials must be delivered to the LUCA liaison. Please print.**

**Liaison Name**

ROBERT HOLT

Department, Organization, or Agency name

PLANNING DEPARTMENT

Number and street name

Physical/  
Mailing  
address

205 W. 4TH STREET

City

MADERA

State

CA

ZIP Code

93637

Telephone

Area code

Number

Extension

5 5 9 - 6 6 1 - 5 4 3 4

Email address

rholt@cityofmadera.com

**Name of the Person Completing This Form (Please print)**

Name

Telephone

Area code

Number

Extension

ROBERT HOLT

5 5 9 - 6 6 1 - 5 4 3 4

Email  
address

rholt@cityofmadera.com

Date

12/11/2017

*Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).*





**CONFIDENTIALITY AGREEMENT FORM**  
**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**

U.S. DEPARTMENT OF COMMERCE  
 Economics and Statistics Administration  
 U.S. CENSUS BUREAU

Entity ID  
 PL0645022  
 Government Name  
 Madera city

**A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION**

All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.

All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's Confidentiality and Security Guidelines for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.

By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.

**B. LIAISON INFORMATION**

Liaison's Printed Name: ROBERT HOLT  
 Area code: 559 Telephone number: 661-5434 Ext:     

Liaison's Signature: [Signature]  
 Date: Month 12 Day 11 Year 2017

Name of LUCA Liaison's Office, Department, or Agency - (Assessor's Office, Planning Department, Regional Planning Agency, etc.) - Please print

PLANNING DEPARTMENT

Address of LUCA Liaison's Office, Department, or Agency - (House number and street name, RR or HC, and box number) - Please print

205 W. 4TH STREET

City: MADERA State: CA ZIP Code: 93607

Email address: rholt@cityofmadera.com

**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS**

Printed name: David Merchen  
 Area code: 559 Telephone number: 661-5435 Ext:     

Signature: [Signature]  
 Date: Month 12 Day 11 Year 2017

Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print

City:      State:      ZIP Code:     

Email address:     

Printed name: CHRIS BOYLE  
 Area code: 559 Telephone number: 661-5433 Ext:     

Signature: [Signature]  
 Date: Month 12 Day 11 Year 2017

Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print

City:      State:      ZIP Code:     

E-mail address:     

**Section C continued on the reverse**





**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS - Continued**

Printed name <b>JEAN OROZCO</b>	Area code <b>559</b>	Telephone number <b>661-5436</b>	Ext. [ ] [ ] [ ] [ ]
Signature <i>Jean Orozco</i>	Date Month Day Year <b>12 11 2017</b>		
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
City	State	ZIP Code	
Email address			

Printed name <b>SONIA ALVAREZ</b>	Area code <b>559</b>	Telephone number <b>661-5409</b>	Ext. [ ] [ ] [ ] [ ]
Signature <i>Sonia Alvarez</i>	Date Month Day Year <b>12 11 2017</b>		
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
City	State	ZIP Code	
E-mail address			

Printed name	Area code	Telephone number	Ext.
Signature	Date Month Day Year		
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
City	State	ZIP Code	
E-mail address			

Printed name	Area code	Telephone number	Ext.
Signature	Date Month Day Year		
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
City	State	ZIP Code	
E-mail address			

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U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

Entity ID

PL0645022

Government Name

Madera city

United States  
**Census  
2020****SELF-ASSESSMENT CHECKLIST  
2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)****PROTECTING CENSUS BUREAU TITLE 13 MATERIALS**Confidentiality &  
Security  
Guidelines  
ReferenceCircle Y,  
N or NA**1.** Do you understand that the Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction address data base?

3

 Y

N

**2.** Will you store Title 13 materials in a secure location?

4.1, 4.2

 Y

N

**3.** Will you secure Title 13 materials to prevent unauthorized staff from accessing these materials? This includes staff members other than those who signed the Confidentiality Agreement, that have access to the offices, cabinets, or other areas where Title 13 materials are stored.

4.1, 4.2

 Y

N

**4.** Will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement to access the Census Bureau's Title 13 materials, if the Title 13 information is placed on a shared computer system? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.

4.1

 Y

N

NA

**5.** Will you ensure that your IT system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 materials to only those individuals that signed the Confidentiality Agreement? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.

4.1

 Y

N

NA

**6.** Will you assign an encrypted, unique user-ID and password for each LUCA liaison, reviewer, and anyone with access to Title 13 materials? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.

4.1

 Y

N

NA

**7.** Will you keep Title 13 data separate from your other data? Title 13 data cannot be backed-up, mixed with, nor stored with other data? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.

4.1

 Y

N

NA

**REPORTING AN INCIDENT**Confidentiality &  
Security  
Guidelines  
ReferenceCircle  
Y or N**8.** Will you report to the Census Bureau all violations of unauthorized viewing or loss of Title 13 materials within **24 hours** of discovery?

4.3

 Y

N

**ON-SITE VISITS**Confidentiality &  
Security  
Guidelines  
ReferenceCircle  
Y or N**9.** Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title materials?

4.4

 Y

N

**DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS**Confidentiality &  
Security  
Guidelines  
ReferenceCircle  
Y or N**10.** Will you destroy (the preferred method) or return the Title 13 materials according to the approved destruction or return methods outlined in the Confidentiality and Security Guidelines?

4.5, 4.6

 Y

N

LUCA Liaison Signature

*Robert Holt*

LUCA Liaison Name (Print)

ROBERT HOLT

Date

12/11/2017

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