



# City of Greenfield

599 El Camino Real  
Greenfield, CA 93927

## Joint City Council / Successor Agency Meeting Agenda September 8, 2015 6:00 P.M.

Mayor/Chair John Huerta, Jr.  
Mayor Pro-Tem/Vice Chair, Raul Rodriguez  
Councilmembers/Board Members  
Lance Walker  
Avelina Torres  
Leah Santibanez

**Your courtesy is requested to help our meeting run smoothly.**

Please follow the following rules of conduct for public participation in City Council meetings:

- Refraining from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the City Council to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

**Please turn off cell phones and pagers.**

**A. CALL TO ORDER**

**B. ROLL CALL – CITY COUNCIL**

Mayor Huerta, Mayor Pro-tem Rodriguez, Councilmembers Walker, Torres and Santibanez

**C. INVOCATION BY PASTOR ANDREW SALINAS**

**D. PLEDGE OF ALLEGIANCE**

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**E. AGENDA REVIEW**

**F. PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA**

This portion of the Agenda allows an individual the opportunity to address the Council on any items not on closed session, consent calendar, public hearings, and city council business. Under state regulation, **no action can be taken on non-agenda items, including issues raised under this agenda item.** Members of the public should be aware of this when addressing the Council regarding items not specifically referenced on the Agenda. **PLEASE NOTE:** For record keeping purposes and in the event that staff may need to contact you, we request that all speakers step up to the lectern and use the microphone, stating your name and address, which is strictly voluntary. This will then be public information. A three-minute time limit may be imposed on all speakers other than staff members.

**G. CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine and may be approved by one action of the City Council, unless a request for removal for discussion or explanation is received prior to the time Council votes on the motion to adopt.

**G-1. APPROVE** City of Greenfield Warrants #297026 through #297297 and Bank Drafts #1299 through #1373 in the amount of \$2,158,070.21 – **Page 1**

**G-2. APPROVE** Minutes of the July 14, 2015 City Council Meeting and July 28, 2015 Special City Council Meeting – **Page 36**

**G-3. ADOPT** a Resolution of the City Council of the City of Greenfield Approving a Loan Program for CalPERS 457 Deferred Compensation Plan 450543 – **Resolution #2015-54 – Page 49**

**G-4. ADOPT** a Resolution of the City Council of the City of Greenfield Establishing a Building Official/Code Enforcement Position and Amending the Employee Salary and Classification Plan - **Resolution #2015-55 – Page 53**

**G-5. ADOPT** a Resolution of the City Council of the City of Greenfield Authorizing the Destruction of Miscellaneous Property and Equipment - **Resolution #2015-56 – Page 64**

**H. MAYOR'S PRESENTATIONS, PROCLAMATIONS, COMMUNICATIONS, RESOLUTIONS**

**H-1. PROCLAMATION** of the Mayor of the City of Greenfield Proclaiming October 2 – 11, 2015 as Binational Health Week – **Page 69**

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**H-2. PROCLAMATION** of the Mayor of the City of Greenfield Proclaiming September 2015 as National Alcohol and Drug Addiction Recovery and Prevention Month – **Page 70**

**H-3. PRESENTATION** by Chief of Police Frese Regarding the 9/11 Ceremonies and the Announce of the Community Police Academy

**I. PUBLIC HEARINGS**

**I-1. PUBLIC HEARING**- Consideration of a Resolution of the City Council of the City of Greenfield Approving the Tentative Map for the Oak Terrace Subdivision Subject to Specified Conditions of Approval – **Page 71**

- a. Staff Report
- b. Open Public Hearing
- c. Close Public Hearing
- d. City Council Comments / Review

**Staff Recommended Action** – Approval of Resolution #2015-57

**I-2. PUBLIC HEARING**- Consideration of An Ordinance of the City of Greenfield Adding to the City of Greenfield Municipal Code Chapter 8.26 Adopting a Residential Rental Inspection and Maintenance Program and Chapter 8.27 Adopting a Residential Rental Tenant Displacement and Relocation Assistance Program – **Page 107**

- a. Staff Report
- b. Open Public Hearing
- c. Continue Public Hearing
- d. City Council Comments / Review

**Staff Recommended Action** – Read by Title Only, First Reading

**I-3. PUBLIC HEARING**- Consideration of A Resolution Adopting a Schedule of Fees for the Residential Rental Inspection Program

- a. Staff Report
- b. Open Public Hearing
- c. Continue Public Hearing
- d. City Council Comments / Review

**Staff Recommended Action** – Continue Public Hearing

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- I-4. PUBLIC HEARING**- Consideration of A Resolution Establishing a Schedule of Fees and Service Charges to Recover All Costs Reasonably Borne in Providing All Regulation Products or Services by the City of Greenfield – **Page 172**
- a. Staff Report
  - b. Open Public Hearing
  - c. Close Public Hearing
  - d. City Council Comments / Review
- Staff Recommended Action** – Approval of Resolution #2015-58

**J. CITY COUNCIL BUSINESS**

- J-1. ADOPT** A Resolution of the City Council of the City of Greenfield Approving a Contract Amendment to Raney Planning & Management, Inc. to Provide Labor Compliance Services for the City's HOME Program and Proposition 84 Grant Awards – **Page 177**
- a. Staff Report
  - b. Public Comments
  - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2015-59
- J-2. ADOPT** A Resolution of the City Council of the City of Greenfield Approving the Street Pavement Maintenance and Improvement Project – **Page 195**
- a. Staff Report
  - b. Public Comments
  - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2015-60
- J-3. CONSIDERATION** of Developing a Five-Year Spending Program for the Use of the Proposed Measure W Funds – **Page 200**
- a. Staff Report
  - b. Public Comments
  - c. City Council Comments / Review
- Staff Recommended Action** – Approve Spending Program
- J-4. UPDATE** on the Solar Project – **Page 203**
- a. Staff Report
  - b. Public Comments
  - c. City Council Comments / Review / Action
- Staff Recommended Action** – Receive Update

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- J-5. **CONSIDERATION** of Proposed Travel Expenses and Reimbursement Rules for Inclusion into the City Council Rules of Order and Protocols – **Page 217**
    - a. Staff Report
    - b. Public Comments
    - c. City Council Comments / Review / Action**Staff Recommended Action** – Review Travel Policy
  
  - J-6. **ADOPT** A Resolution of the City Council of the City of Greenfield Approving a Bond Expenditure Agreement Between the City of Greenfield and the Successor Agency to the Former Redevelopment Agency of the City of Greenfield – **Page 238**
    - a. Staff Report
    - b. Public Comments
    - c. City Council Comments / Review / Action**Staff Recommended Action** – Approval of Resolution #2015-61
  
  - K. **ADJOURN TO SUCCESSOR AGENCY MEETING**
  
  - L. **SUCCESS AGENCY OF THE CITY OF GREENFIELD –BUSINESS**
    - L-1. **ADOPT** A Resolution of the Board of the Successor Agency to the Former Redevelopment Agency of the City of Greenfield Approving a Bond Expenditure Agreement Between the Successor Agency to the Former Redevelopment Agency of the City of Greenfield and the City of Greenfield – **Page 247**
      - a. Staff Report
      - b. Public Comments
      - c. City Council Comments / Review / Action**Staff Recommended Action** – Approval of Resolution SA #2015-01
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- M. **ADJOURN SUCCESS AGENCY MEETING**
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- N. **RECONVENE TO CITY COUNCIL**
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- O. **ADJOURN TO CLOSED SESSION**
  - O-1. **CONFERENCE WITH LABOR NEGOTIATORS**  
Agency Designated Representative: City Manager  
Employee Organization: Service Employees International Union, Local 521

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**O-2. CONFERENCE WITH LABOR NEGOTIATORS**

Agency Designated Representative: City Manager  
Employee Organization: Greenfield Police Supervisors  
Association

**O-3. CONFERENCE WITH LABOR NEGOTIATORS**

Agency Designated Representative: City Manager  
Employee Organization: Greenfield Police Officers Association

**P. RECONVENE TO OPEN SESSION**

**Q. BRIEF REPORTS ON CONFERENCES, SEMINARS, AND MEETINGS  
ATTENDED BY MAYOR AND CITY COUNCIL**

- a. League of California Cities Monterey Bay Division
- b. Association of Monterey Bay Area Governments
- c. Transportation Agency for Monterey County  
c-1 – TAC Report
- d. Salinas Valley Solid Waste Authority
- e. Mayor Selection Committee
- f. Monterey Salinas Transit
- g. Budget and Finance Committee
- h. Code Enforcement Board
- i. Planning Commission
- j. Recreation and Special Events Committee
- k. Parks Committee

**R. COMMENTS FROM CITY COUNCIL**

**S. CITY MANAGER REPORT**

**T. ADJOURNMENT**

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[www.ci.greenfield.ca.us](http://www.ci.greenfield.ca.us)



Greenfield, CA

# Check Report

By Check Number

Date Range: 07/10/2015 - 09/04/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
00752	CITY OF GREENFIELD	07/16/2015	Regular	0.00	65.00	297026
00507	EMPLOYER ELECT	07/16/2015	Regular	0.00	10,674.45	297027
00713	G P O A	07/16/2015	Regular	0.00	650.00	297028
00795	GREENFIELD POLICE SUPERVISORS	07/16/2015	Regular	0.00	200.00	297029
01911	SEIU 521	07/16/2015	Regular	0.00	297.17	297030
00305	CHEVRON, U.S.A.	07/23/2015	Regular	0.00	122.98	297031
00713	G P O A	07/29/2015	Regular	0.00	650.00	297032
00795	GREENFIELD POLICE SUPERVISORS	07/29/2015	Regular	0.00	200.00	297033
01911	SEIU 521	07/29/2015	Regular	0.00	298.30	297034
03946	ASSOCIATED TRAFFIC SAFETY	07/29/2015	Regular	0.00	1,277.86	297035
03094	C & N ELECTRIC AND OUTDOOR	07/29/2015	Regular	0.00	70.27	297036
00396	CASEY PRINTING	07/29/2015	Regular	0.00	1,305.34	297037
03903	CENTRAL COAST SIGN FACTORY	07/29/2015	Regular	0.00	2,700.00	297038
01323	COUNTY OF MONTEREY - EMERGENCY	07/29/2015	Regular	0.00	110,839.10	297039
03968	DANIEL SOTELLO	07/29/2015	Regular	0.00	40.00	297040
00461	DATAFLOW BUSINESS SYSTEMS	07/29/2015	Regular	0.00	107.13	297041
03985	EDGES ELECTRICAL GROUP	07/29/2015	Regular	0.00	161.51	297042
00528	EL CAMINO ELECTRIC	07/29/2015	Regular	0.00	3,210.96	297043
03943	HD SUPPLY WATERWORKS	07/29/2015	Regular	0.00	4,181.88	297044
00886	HUB INTERNATIONAL	07/29/2015	Regular	0.00	214.80	297045
00803	HYDRO TURF, INC.	07/29/2015	Regular	0.00	550.19	297046
00803	HYDRO TURF, INC.	07/29/2015	Regular	0.00	-550.19	297046
01103	KING CITY VETERINARY HOSPITAL	07/29/2015	Regular	0.00	236.00	297047
13015	MNS ENGINEERS, INC.	07/29/2015	Regular	0.00	19,150.00	297048
01315	MO CO DISTRICT ATTORNEY	07/29/2015	Regular	0.00	1,521.30	297049
01329	MONTEREY COUNTY	07/29/2015	Regular	0.00	7,511.79	297050
01348	MONTEREY COUNTY INFORMATION TECHNOLOG	07/29/2015	Regular	0.00	10,299.29	297051
01344	MONTEREY COUNTY HEALTH	07/29/2015	Regular	0.00	925.00	297052
01365	MOSS, LEVY & HARTZHEIM	07/29/2015	Regular	0.00	20,990.00	297053
01506	OFFICE DEPOT	07/29/2015	Regular	0.00	683.84	297054
03897	PACIFIC COAST LAND DESIGN, INC.	07/29/2015	Regular	0.00	7,260.50	297055
01601	PACIFIC GAS & ELECTRIC	07/29/2015	Regular	0.00	16,794.12	297056
01629	PARTS & SERVICE CENTER	07/29/2015	Regular	0.00	70.27	297057
01630	PINNACLE HEALTHCARE	07/29/2015	Regular	0.00	188.00	297058
03958	PMC	07/29/2015	Regular	0.00	5,936.25	297059
01687	PRO FORCE LAW ENFORCEMENT	07/29/2015	Regular	0.00	1,667.70	297060
01908	SALINAS VALLEY PRO SQUAD	07/29/2015	Regular	0.00	1,286.42	297061
19020	SAN BENITO SUPPLY	07/29/2015	Regular	0.00	282.85	297062
19011	SDI COMPANY	07/29/2015	Regular	0.00	15.27	297063
01960	SOUTH COUNTY NEWSPAPER	07/29/2015	Regular	0.00	112.00	297064
01945	SOUTH COUNTY TIRE	07/29/2015	Regular	0.00	269.86	297065
00386	STATE OF CA DEPT. OF JUSTICE	07/29/2015	Regular	0.00	393.00	297066
03901	THE KRKC STATIONS	07/29/2015	Regular	0.00	160.00	297067
01904	THE SALINAS CALIFORNIAN	07/29/2015	Regular	0.00	884.81	297068
02037	TRI-CITIES DISPOSAL	07/29/2015	Regular	0.00	1,506.37	297069
00634	TYLER TECHNOLOGIES	07/29/2015	Regular	0.00	1,268.75	297070
03987	U.S. BANK	07/29/2015	Regular	0.00	2,582.31	297071
02210	VERIZON WIRELESS	07/29/2015	Regular	0.00	258.64	297072
02372	WALLACE GROUP	07/29/2015	Regular	0.00	6,360.09	297073
03973	ABACHERLI FENCE CO.	07/29/2015	Regular	0.00	3,125.00	297074
00120	AMBAG	07/29/2015	Regular	0.00	2,822.00	297075
03963	AMERIPRIDE	07/29/2015	Regular	0.00	196.74	297076
02171	ANDREW TIPTON	07/29/2015	Regular	0.00	50.00	297077
00215	ANTHEM - BLUE CROSS	07/29/2015	Regular	0.00	35,911.00	297078

Check Report

Date Range: 07/10/2015 - 09/04/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00603	ARTURO FELIX	07/29/2015	Regular	0.00	24.66	297079
00101	AT&T	07/29/2015	Regular	0.00	68.60	297080
00201	BEN-E-LECT	07/29/2015	Regular	0.00	50.00	297081
00286	DIANE BRUEGGEMAN	07/29/2015	Regular	0.00	50.00	297082
03913	DOWNTOWN FORD SALES	07/29/2015	Regular	0.00	69,502.52	297083
01879	ENRIQUE RAMIREZ	07/29/2015	Regular	0.00	50.00	297084
03951	Government Staffing Services, Inc.	07/29/2015	Regular	0.00	6,080.00	297085
00704	GRANITE CONSTRUCTION COMPANY	07/29/2015	Regular	0.00	1,315.73	297086
00725	GREEN RUBBER-KENNEDY AG	07/29/2015	Regular	0.00	146.18	297087
03991	GREENFIELD EXPLORER POST 306	07/29/2015	Regular	0.00	1,180.00	297088
00721	GREENFIELD TRUE VALUE	07/29/2015	Regular	0.00	49.20	297089
00803	HYDRO TURF, INC.	07/29/2015	Regular	0.00	219.45	297090
00205	IVAN BARRON	07/29/2015	Regular	0.00	130.00	297091
03980	JOHN SEMSEN LANDSCAPING CO.	07/29/2015	Regular	0.00	2,500.00	297092
01113	KELLY-MOORE PAINT COMPANY	07/29/2015	Regular	0.00	25.08	297093
03879	MARIA CASTILLO	07/29/2015	Regular	0.00	50.00	297094
13006	MONTEREY BAY AREA SELF INSURANCE AUTHORITY	07/29/2015	Regular	0.00	184,440.12	297095
01313	MONTEREY BAY UNIFIED AIR POLLUTION CONTROL	07/29/2015	Regular	0.00	5,229.70	297096
01506	OFFICE DEPOT	07/29/2015	Regular	0.00	142.68	297097
01532	O'REILLY AUTO PARTS	07/29/2015	Regular	0.00	11.41	297098
01629	PARTS & SERVICE CENTER	07/29/2015	Regular	0.00	289.63	297099
01600	PNC EQUIPMENT FINANCE	07/29/2015	Regular	0.00	14,542.95	297100
01853	REDSHIFT	07/29/2015	Regular	0.00	204.89	297101
03990	SOLAR CITY	07/29/2015	Regular	0.00	231.34	297102
19026	SONIAN, INC.	07/29/2015	Regular	0.00	198.00	297103
01957	SWRCB - OFFICE OF OPERATOR CERTIFICATION	07/29/2015	Regular	0.00	280.00	297104
02071	TELCO AUTOMATION, INC.	07/29/2015	Regular	0.00	1,623.00	297105
03966	THE BRITTON DESIGNS COMPANY INC.	07/29/2015	Regular	0.00	2,975.04	297106
13008	TINA MARTINEZ	07/29/2015	Regular	0.00	50.00	297107
02201	VEGETABLE GROWERS SUPPLY	07/29/2015	Regular	0.00	62.57	297108
02233	VISION TECHNOLOGY SOLUTIONS	07/29/2015	Regular	0.00	243.10	297109
03987	U.S. BANK	07/30/2015	Regular	0.00	203.39	297142
02302	WELLS FARGO BANK	08/04/2015	Regular	0.00	325.00	297164
00122	ACTION PLUMBING	08/05/2015	Regular	0.00	1,786.00	297165
00117	ALLIANT INSURANCE SERVICES	08/05/2015	Regular	0.00	4,843.00	297166
00204	BEN-E-LECT	08/05/2015	Regular	0.00	1,247.00	297167
03989	BOSS AUTO BODY	08/05/2015	Regular	0.00	5,703.15	297168
00647	FIRST NIGHT MONTEREY, INC.	08/05/2015	Regular	0.00	12,500.00	297169
13023	MARLIN LEASING	08/05/2015	Regular	0.00	112.59	297170
01933	SMITH & ENRIGHT LANDSCAPING	08/05/2015	Regular	0.00	14,416.27	297171
01998	STANDARD INSURANCE COMPANY	08/05/2015	Regular	0.00	992.60	297172
01957	SWRCB - OFFICE OF OPERATOR CERTIFICATION	08/05/2015	Regular	0.00	140.00	297173
02037	TRI-CITIES DISPOSAL	08/05/2015	Regular	0.00	76,551.59	297174
03941	WILLIAM C. STATLER	08/05/2015	Regular	0.00	4,887.50	297175
00528	EL CAMINO ELECTRIC	08/05/2015	Regular	0.00	724.78	297176
03923	Liebert Cassidy Whitmore	08/05/2015	Regular	0.00	1,997.50	297177
01300	MISSION LINEN SUPPLY	08/05/2015	Regular	0.00	540.00	297178
03984	PAPICH CONSTRUCTION	08/05/2015	Regular	0.00	41,220.00	297179
00752	CITY OF GREENFIELD	08/12/2015	Regular	0.00	41.10	297180
00713	G P O A	08/12/2015	Regular	0.00	600.00	297181
00795	GREENFIELD POLICE SUPERVISORS	08/12/2015	Regular	0.00	200.00	297182
01911	SEIU 521	08/12/2015	Regular	0.00	289.01	297183
00180	ALL SAFE INTEGRATED SYSTEMS	08/12/2015	Regular	0.00	878.00	297184
00105	AMERICAN PLANNING ASSOCIATION	08/12/2015	Regular	0.00	425.00	297185
03963	AMERIPRIDE	08/12/2015	Regular	0.00	196.74	297186
03939	CENTRAL DRUG SYSTEM	08/12/2015	Regular	0.00	107.50	297187
03985	EDGES ELECTRICAL GROUP	08/12/2015	Regular	0.00	478.83	297188
03951	Government Staffing Services, Inc.	08/12/2015	Regular	0.00	7,885.00	297189
00720	GRAINGER	08/12/2015	Regular	0.00	191.27	297190
00721	GREENFIELD TRUE VALUE	08/12/2015	Regular	0.00	148.13	297191
00931	IZZY'S AUTO REPAIR	08/12/2015	Regular	0.00	40.00	297192

Check Report

Date Range: 07/10/2015 - 09/04/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03106	L+G, LLP Attorneys at Law	08/12/2015	Regular	0.00	5,050.00	297193
01322	MO CO AUDITOR-CONTROLLER'S OFF	08/12/2015	Regular	0.00	5,474.28	297194
03992	MONICA RIOS	08/12/2015	Regular	0.00	150.00	297195
01304	MONTEREY COUNTY PETROLEUM	08/12/2015	Regular	0.00	3,984.31	297196
01506	OFFICE DEPOT	08/12/2015	Regular	0.00	598.02	297197
01532	O'REILLY AUTO PARTS	08/12/2015	Regular	0.00	67.76	297198
01601	PACIFIC GAS & ELECTRIC	08/12/2015	Regular	0.00	13,915.34	297199
01629	PARTS & SERVICE CENTER	08/12/2015	Regular	0.00	222.37	297200
01677	PRAXAIR DISTRIBUTION, INC.	08/12/2015	Regular	0.00	88.29	297201
03996	Public Safety Consultants, Inc	08/12/2015	Regular	0.00	1,000.00	297202
01978	SAFETY-KLEEN CORP.	08/12/2015	Regular	0.00	220.30	297203
19028	SHORE CHEMICAL COMPANY, INC.	08/12/2015	Regular	0.00	1,713.32	297204
03101	SILVIA CAMACHO	08/12/2015	Regular	0.00	120.00	297205
01950	SOUTH VALLEY LOCK & SAFE	08/12/2015	Regular	0.00	257.99	297206
03919	TELEPACIFIC COMMUNICATIONS	08/12/2015	Regular	0.00	940.00	297207
00634	TYLER TECHNOLOGIES	08/12/2015	Regular	0.00	75.00	297208
00134	AT&T MOBILITY	08/12/2015	Regular	0.00	11.25	297209
00461	DATAFLOW BUSINESS SYSTEMS	08/12/2015	Regular	0.00	47.83	297210
03994	DIVISION OF THE STATE ARCHITECT	08/12/2015	Regular	0.00	89.40	297211
00725	GREEN RUBBER-KENNEDY AG	08/12/2015	Regular	0.00	16.85	297212
13015	MNS ENGINEERS, INC.	08/12/2015	Regular	0.00	8,482.50	297214
01601	PACIFIC GAS & ELECTRIC	08/12/2015	Regular	0.00	4,128.01	297215
01999	SALINAS VALLEY SOLID WASTE AUTHORITY	08/12/2015	Regular	0.00	3,936.00	297216
00713	G P O A	08/27/2015	Regular	0.00	600.00	297217
00795	GREENFIELD POLICE SUPERVISORS	08/27/2015	Regular	0.00	200.00	297218
01911	SEIU 521	08/27/2015	Regular	0.00	276.60	297219
00721	GREENFIELD TRUE VALUE	08/27/2015	Regular	0.00	13.01	297220
00793	GREENFIELD UNION SCHOOL DIST.	08/27/2015	Regular	0.00	134,822.00	297221
01012	HARRIS CORPORATION PSPC	08/27/2015	Regular	0.00	1,367.06	297222
04004	HARTNELL COMMUNITY COLLEGE DISTRICT	08/27/2015	Regular	0.00	28,772.00	297223
01103	KING CITY VETERINARY HOSPITAL	08/27/2015	Regular	0.00	136.00	297224
13023	MARLIN LEASING	08/27/2015	Regular	0.00	301.80	297225
13015	MNS ENGINEERS, INC.	08/27/2015	Regular	0.00	10,567.50	297226
13006	MONTEREY BAY AREA SELF INSURANCE AUTHORI	08/27/2015	Regular	0.00	381.36	297227
01348	MONTEREY COUNTY INFORMATION TECHNOLOG	08/27/2015	Regular	0.00	10,811.97	297228
03999	Monterey County Business Council	08/27/2015	Regular	0.00	500.00	297229
01344	MONTEREY COUNTY HEALTH	08/27/2015	Regular	0.00	925.00	297230
04002	MONTEREY COUNTY OFFICE OF EDUCATION	08/27/2015	Regular	0.00	9,744.00	297231
01316	MONTEREY COUNTY SHERIFF'S DEPT	08/27/2015	Regular	0.00	6,787.84	297232
01908	SALINAS VALLEY PRO SQUAD	08/27/2015	Regular	0.00	394.54	297233
01999	SALINAS VALLEY SOLID WASTE AUTHORITY	08/27/2015	Regular	0.00	1,672.50	297234
04005	SOUTH MONTEREY COUNTY JOINT UNION HIGH S	08/27/2015	Regular	0.00	40,970.00	297235
03882	SPCA FOR MONTEREY COUNTY	08/27/2015	Regular	0.00	4,390.36	297236
00384	STATE OF CALIFORNIA EDD	08/27/2015	Regular	0.00	1,330.00	297237
03901	THE KRKC STATIONS	08/27/2015	Regular	0.00	56.27	297238
02040	TRACNET CORP.	08/27/2015	Regular	0.00	13,711.65	297239
02210	VERIZON WIRELESS	08/27/2015	Regular	0.00	541.24	297240
03998	GREGORY ALLEN	08/28/2015	Regular	0.00	5,180.00	297241
00109	ADAMSON POLICE PRODUCTS	09/01/2015	Regular	0.00	3,331.34	297242
03963	AMERIPRIDE	09/01/2015	Regular	0.00	196.74	297243
00215	ANTHEM - BLUE CROSS	09/01/2015	Regular	0.00	32,502.00	297244
00101	AT&T	09/01/2015	Regular	0.00	69.51	297245
00201	BEN-E-LECT	09/01/2015	Regular	0.00	50.00	297246
04008	BLUE TARP FINANCIAL, INC.	09/01/2015	Regular	0.00	311.30	297247
00396	CASEY PRINTING	09/01/2015	Regular	0.00	3,919.27	297248
00305	CHEVRON, U.S.A.	09/01/2015	Regular	0.00	14.84	297249
03016	CITY NATIONAL BANK	09/01/2015	Regular	0.00	16,802.09	297250
00752	CITY OF GREENFIELD	09/01/2015	Regular	0.00	9,607.08	297251
03052	COBRA GUARD, INC.	09/01/2015	Regular	0.00	47.60	297253
00444	DAN'S TIRE & AUTO SERV	09/01/2015	Regular	0.00	149.59	297254
00631	FERGUSON ENTERPRISES INC. 795	09/01/2015	Regular	0.00	995.00	297255

Check Report

Date Range: 07/10/2015 - 09/04/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00653	FOOD 4 LESS	09/01/2015	Regular	0.00	71.00	297256
03918	FOUR SEASONS CARPET CLEANING SERVICES	09/01/2015	Regular	0.00	615.50	297257
00734	GOODYEAR TIRE & RUBBER CO.	09/01/2015	Regular	0.00	333.24	297258
00720	GRAINGER	09/01/2015	Regular	0.00	198.31	297259
00721	GREENFIELD TRUE VALUE	09/01/2015	Regular	0.00	100.09	297260
00805	HACH COMPANY	09/01/2015	Regular	0.00	123.16	297261
00809	HDL COREN & CONE	09/01/2015	Regular	0.00	1,800.00	297262
00820	HOME DEPOT CREDIT SERVICES	09/01/2015	Regular	0.00	189.83	297263
00803	HYDRO TURF, INC.	09/01/2015	Regular	0.00	150.48	297264
00943	INDEPENDENT STATIONERS	09/01/2015	Regular	0.00	377.85	297265
00931	IZZY'S AUTO REPAIR	09/01/2015	Regular	0.00	84.00	297266
03889	JOSE E. GALLEGOS	09/01/2015	Regular	0.00	150.00	297267
01113	KELLY-MOORE PAINT COMPANY	09/01/2015	Regular	0.00	1,067.04	297268
01103	KING CITY VETERINARY HOSPITAL	09/01/2015	Regular	0.00	206.00	297269
03880	MBS BUSINESS SYSTEMS	09/01/2015	Regular	0.00	689.39	297270
03746	MICHAEL K. NUNLEY & ASSOCIATES	09/01/2015	Regular	0.00	80.00	297271
01506	OFFICE DEPOT	09/01/2015	Regular	0.00	730.66	297272
01517	OFFICE TEAM	09/01/2015	Regular	0.00	796.25	297273
01532	O'REILLY AUTO PARTS	09/01/2015	Regular	0.00	128.14	297274
01654	PACIFIC COAST BATTERY SERVICE	09/01/2015	Regular	0.00	163.57	297275
03897	PACIFIC COAST LAND DESIGN, INC.	09/01/2015	Regular	0.00	2,448.00	297276
01601	PACIFIC GAS & ELECTRIC	09/01/2015	Regular	0.00	24,031.54	297277
01631	PACIFIC TRUCK PARTS, INC.	09/01/2015	Regular	0.00	15.98	297278
01629	PARTS & SERVICE CENTER	09/01/2015	Regular	0.00	465.92	297279
04007	PAULA SANCHEZ MORALES	09/01/2015	Regular	0.00	450.00	297280
03988	PET SPECIALISTS OF MONTEREY	09/01/2015	Regular	0.00	367.00	297281
01630	PINNACLE HEALTHCARE	09/01/2015	Regular	0.00	145.00	297282
01853	REDSHIFT	09/01/2015	Regular	0.00	207.96	297283
01817	ROBERT'S GLASS SHOP	09/01/2015	Regular	0.00	1,509.14	297284
02367	ROBIN WARBEY CONSULTING	09/01/2015	Regular	0.00	6,513.56	297285
01999	SALINAS VALLEY SOLID WASTE AUTHORITY	09/01/2015	Regular	0.00	52,534.81	297286
19026	SONIAN, INC.	09/01/2015	Regular	0.00	198.00	297287
00386	STATE OF CA DEPT. OF JUSTICE	09/01/2015	Regular	0.00	209.00	297288
03920	STERICYCLE, INC.	09/01/2015	Regular	0.00	147.81	297289
02071	TELCO AUTOMATION, INC.	09/01/2015	Regular	0.00	3,028.78	297290
02037	TRI-CITIES DISPOSAL	09/01/2015	Regular	0.00	114.43	297291
03987	U.S. BANK	09/01/2015	Regular	0.00	14,066.67	297292
02241	VAL'S PLUMBING AND HEATING	09/01/2015	Regular	0.00	1,415.04	297295
02210	VERIZON WIRELESS	09/01/2015	Regular	0.00	740.52	297296
02233	VISION TECHNOLOGY SOLUTIONS	09/01/2015	Regular	0.00	243.10	297297
02103	UNION BANK, N.A.	07/10/2015	Bank Draft	0.00	39,287.93	DFT0001299
01916	STATE STREET BANK & TRUST CO.	07/17/2015	Bank Draft	0.00	300.00	DFT0001302
01916	STATE STREET BANK & TRUST CO.	07/17/2015	Bank Draft	0.00	300.00	DFT0001303
01916	STATE STREET BANK & TRUST CO.	07/17/2015	Bank Draft	0.00	550.00	DFT0001304
01916	STATE STREET BANK & TRUST CO.	07/17/2015	Bank Draft	0.00	150.00	DFT0001305
01916	STATE STREET BANK & TRUST CO.	07/17/2015	Bank Draft	0.00	430.00	DFT0001306
00431	DEPT OF CHILD SUPPORT SERVICES	07/17/2015	Bank Draft	0.00	1,377.68	DFT0001307
00384	STATE OF CALIFORNIA EDD	07/17/2015	Bank Draft	0.00	-136.82	DFT0001308
03103	Internal Revenue Service	07/17/2015	Bank Draft	0.00	3,479.70	DFT0001309
03103	Internal Revenue Service	07/17/2015	Bank Draft	0.00	14,878.56	DFT0001310
00384	STATE OF CALIFORNIA EDD	07/17/2015	Bank Draft	0.00	5,036.20	DFT0001311
03103	Internal Revenue Service	07/17/2015	Bank Draft	0.00	15,430.81	DFT0001312
00107	AMERICAN FAMILY LIFE	07/17/2015	Bank Draft	0.00	898.96	DFT0001313
01916	STATE STREET BANK & TRUST CO.	07/31/2015	Bank Draft	0.00	300.00	DFT0001315
01916	STATE STREET BANK & TRUST CO.	07/31/2015	Bank Draft	0.00	300.00	DFT0001316
01916	STATE STREET BANK & TRUST CO.	07/31/2015	Bank Draft	0.00	475.00	DFT0001317
01916	STATE STREET BANK & TRUST CO.	07/31/2015	Bank Draft	0.00	75.00	DFT0001318
01916	STATE STREET BANK & TRUST CO.	07/31/2015	Bank Draft	0.00	430.00	DFT0001319
00431	DEPT OF CHILD SUPPORT SERVICES	07/31/2015	Bank Draft	0.00	1,377.68	DFT0001320
00384	STATE OF CALIFORNIA EDD	07/31/2015	Bank Draft	0.00	883.13	DFT0001321
03103	Internal Revenue Service	07/31/2015	Bank Draft	0.00	2,813.44	DFT0001322

Check Report

Date Range: 07/10/2015 - 09/04/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03103	Internal Revenue Service	07/31/2015	Bank Draft	0.00	12,029.88	DFT0001323
00384	STATE OF CALIFORNIA EDD	07/31/2015	Bank Draft	0.00	3,400.56	DFT0001324
03103	Internal Revenue Service	07/31/2015	Bank Draft	0.00	10,990.68	DFT0001325
01916	STATE STREET BANK & TRUST CO.	08/14/2015	Bank Draft	0.00	400.00	DFT0001336
01916	STATE STREET BANK & TRUST CO.	08/14/2015	Bank Draft	0.00	500.00	DFT0001337
01916	STATE STREET BANK & TRUST CO.	08/14/2015	Bank Draft	0.00	800.00	DFT0001338
01916	STATE STREET BANK & TRUST CO.	08/14/2015	Bank Draft	0.00	150.00	DFT0001339
01916	STATE STREET BANK & TRUST CO.	08/14/2015	Bank Draft	0.00	430.00	DFT0001340
00431	DEPT OF CHILD SUPPORT SERVICES	08/14/2015	Bank Draft	0.00	1,377.68	DFT0001341
00384	STATE OF CALIFORNIA EDD	08/14/2015	Bank Draft	0.00	853.95	DFT0001342
03103	Internal Revenue Service	08/14/2015	Bank Draft	0.00	2,777.30	DFT0001343
03103	Internal Revenue Service	08/14/2015	Bank Draft	0.00	11,875.42	DFT0001344
00384	STATE OF CALIFORNIA EDD	08/14/2015	Bank Draft	0.00	3,234.48	DFT0001345
03103	Internal Revenue Service	08/14/2015	Bank Draft	0.00	10,480.93	DFT0001346
01916	STATE STREET BANK & TRUST CO.	08/28/2015	Bank Draft	0.00	300.00	DFT0001348
01916	STATE STREET BANK & TRUST CO.	08/28/2015	Bank Draft	0.00	300.00	DFT0001349
01916	STATE STREET BANK & TRUST CO.	08/28/2015	Bank Draft	0.00	550.00	DFT0001350
01916	STATE STREET BANK & TRUST CO.	08/28/2015	Bank Draft	0.00	100.00	DFT0001351
01916	STATE STREET BANK & TRUST CO.	08/28/2015	Bank Draft	0.00	400.00	DFT0001352
00431	DEPT OF CHILD SUPPORT SERVICES	08/28/2015	Bank Draft	0.00	1,320.22	DFT0001353
00384	STATE OF CALIFORNIA EDD	08/28/2015	Bank Draft	0.00	851.42	DFT0001354
03103	Internal Revenue Service	08/28/2015	Bank Draft	0.00	2,769.24	DFT0001355
03103	Internal Revenue Service	08/28/2015	Bank Draft	0.00	11,840.74	DFT0001356
00384	STATE OF CALIFORNIA EDD	08/28/2015	Bank Draft	0.00	3,299.33	DFT0001357
03103	Internal Revenue Service	08/28/2015	Bank Draft	0.00	10,667.84	DFT0001358
00107	AMERICAN FAMILY LIFE	08/27/2015	Bank Draft	0.00	1,348.44	DFT0001359
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	1,083.01	DFT0001360
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	110.00	DFT0001361
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	573.36	DFT0001362
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	873.38	DFT0001363
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	238.75	DFT0001364
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	104.83	DFT0001365
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	1,513.80	DFT0001366
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	6,226.48	DFT0001367
02302	WELLS FARGO BANK	09/02/2015	Bank Draft	0.00	521.64	DFT0001368
01619	PITNEY BOWES PURCHASE POWER	07/22/2015	Bank Draft	0.00	500.00	DFT0001370
02103	UNION BANK, N.A.	07/30/2015	Bank Draft	0.00	449,814.89	DFT0001371
03877	CALIFORNIA INFRASTRUCTURE & ECONOMIC DEV	07/31/2015	Bank Draft	0.00	245,257.32	DFT0001373

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	368	215	0.00	1,270,117.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-550.19
Bank Drafts	60	59	0.00	888,502.84
EFT's	0	0	0.00	0.00
	<b>428</b>	<b>275</b>	<b>0.00</b>	<b>2,158,070.21</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	CASH CONTROL	7/2015	1,390,785.76
999	CASH CONTROL	8/2015	571,136.07
999	CASH CONTROL	9/2015	196,148.38
			<hr/>
			<b>2,158,070.21</b>



Greenfield, CA

# Expense Approval Report

## By Fund

Payment Dates 7/10/2015 - 9/4/2015

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
MNS ENGINEERS, INC.	297048	07/29/2015	MNS Invoice #64829	100-601-63900.000	9,525.00
Monterey County Business Cou...	297229	08/27/2015	Monterey County Business Cou...	100-101-68300.000	500.00
THE SALINAS CALIFORNIAN	297068	07/29/2015	CDBG & PLANNING	100-601-61300.000	258.64
MNS ENGINEERS, INC.	297226	08/27/2015	March 2015 Small Permits	100-601-63600.000	9,312.50
MONTEREY COUNTY INFORMA...	297228	08/27/2015	MOBILE DATA COMMUNICATI...	100-215-64500.000	483.00
WELLS FARGO BANK	DFT0001363	09/02/2015	GASOLINE	100-101-66100.111	43.00
WELLS FARGO BANK	DFT0001363	09/02/2015	GASOLINE	100-101-66100.111	62.00
WELLS FARGO BANK	DFT0001363	09/02/2015	GASOLINE	100-101-66100.111	60.03
WELLS FARGO BANK	DFT0001363	09/02/2015	GASOLINE	100-101-66100.111	40.00
WELLS FARGO BANK	DFT0001363	09/02/2015	GASOLINE	100-101-66100.111	30.00
WELLS FARGO BANK	DFT0001363	09/02/2015	GASOLINE	100-101-66100.111	30.01
WELLS FARGO BANK	DFT0001363	09/02/2015	ICSC	100-101-67100.111	570.00
WELLS FARGO BANK	DFT0001363	09/02/2015	LA BOU INTERNATIONAL	100-101-67300.111	10.72
WELLS FARGO BANK	DFT0001363	09/02/2015	MCDONALD'S	100-101-67300.111	7.12
WELLS FARGO BANK	DFT0001363	09/02/2015	CITY OF MONTEREY EAQPS	100-101-67300.111	7.00
WELLS FARGO BANK	DFT0001363	09/02/2015	CITY OF SAC PARKING FEE	100-101-67300.111	13.50
WELLS FARGO BANK	DFT0001364	09/02/2015	EMPLOYEE OF THE YEAR DINNER	100-201-65100.000	185.00
WELLS FARGO BANK	DFT0001364	09/02/2015	GASOLINE	100-201-66100.000	53.75
SALINAS VALLEY PRO SQUAD	297061	07/29/2015	UNIFORM FOR OFC. G. SMITH	100-215-68100.000	1,286.42
MONTEREY COUNTY HEALTH	297230	08/27/2015	SART	100-215-63400.000	925.00
EL CAMINO ELECTRIC	297043	07/29/2015	INV # 13053 - ELECTRICAL SERV...	100-111-63700.000	2,574.24
MONTEREY COUNTY INFORMA...	297228	08/27/2015	MOBILE DATA COMMUNICATI...	100-215-64500.000	9,419.97
MONTEREY COUNTY	297050	07/29/2015	November 2014 Election Fee	100-170-68400.000	7,511.79
SPCA FOR MONTEREY COUNTY	297236	08/27/2015	JUNE 2015 SERVICES	100-230-63400.000	4,390.36
SALINAS VALLEY PRO SQUAD	297233	08/27/2015	UNIFORM	100-201-68100.000	6.49
CENTRAL COAST SIGN FACTORY	297038	07/29/2015	VEHICLE GRAPHICS	100-215-66200.000	1,284.27
CENTRAL COAST SIGN FACTORY	297038	07/29/2015	VEHICLE GRAPHICS	100-215-66200.000	1,415.73
SALINAS VALLEY PRO SQUAD	297233	08/27/2015	UNIFORM - C. MARTINEZ	100-215-68100.000	65.37
MONTEREY COUNTY HEALTH	297052	07/29/2015	SART EXAMINATIONS	100-215-63400.000	550.00
MONTEREY COUNTY HEALTH	297052	07/29/2015	SART EXAMINATIONS AND RETA...	100-215-63400.000	375.00
PINNACLE HEALTHCARE	297058	07/29/2015	ACCT. 3831271-7 - A. FELIX	100-310-65100.000	94.00
SALINAS VALLEY PRO SQUAD	297233	08/27/2015	UNIFORM - MARTINEZ	100-215-68100.000	131.82
SALINAS VALLEY PRO SQUAD	297233	08/27/2015	UNIFORM - FRIGSE	100-201-68100.000	190.86
PINNACLE HEALTHCARE	297058	07/29/2015	ACCT. 3831441-7 - H. HUMBER...	100-310-65100.000	94.00
OFFICE DEPOT	297054	07/29/2015	OFFICE SUPPLIES	100-215-61400.000	16.95
OFFICE DEPOT	297054	07/29/2015	OFFICE SUPPLIES	100-215-61400.000	267.66
SOUTH COUNTY NEWSPAPER	297064	07/29/2015	PLANNING COMMISSION	100-601-61300.000	112.00
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	VET SERVICES	100-230-63400.000	51.50
OFFICE DEPOT	297054	07/29/2015	OFFICE SUPPLIES	100-215-61400.000	6.51
OFFICE DEPOT	297054	07/29/2015	OFFICE SUPPLIES	100-215-61400.000	58.17
U.S. BANK	297071	07/29/2015	EFFECTIVE LEADERSHIP COURSES	100-215-67200.000	285.00
U.S. BANK	297071	07/29/2015	LEAGUE OF CA CITITES ANNUAL...	100-101-67100.000	500.00
U.S. BANK	297142	07/30/2015	3RD ANNUAL MO BAY REGIONA...	100-101-67100.111	64.29
U.S. BANK	297142	07/30/2015	SHELL - GASOLINE	100-26001	40.11
U.S. BANK	297142	07/30/2015	NEW YORK TIMES DIGITAL	100-26001	0.99
U.S. BANK	297071	07/29/2015	CARD STOCK FOR CERTIFICATES...	100-110-61400.000	14.40
U.S. BANK	297071	07/29/2015	REFRIGERATOR FOR CITY HOUSE...	100-110-65100.000	1,194.07
U.S. BANK	297071	07/29/2015	WEBINAR "WORKPLACE INVEST...	100-110-67200.000	25.00
U.S. BANK	297142	07/30/2015	GOVERNING FOR RACIAL EQUAL...	100-110-67100.000	25.00
U.S. BANK	297142	07/30/2015	GOVERNING FOR RACIAL EQUAL...	100-110-67100.000	48.00
U.S. BANK	297142	07/30/2015	GOVERNING FOR RACIAL EQUAL...	100-26001	25.00
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	VET SERVICES	100-230-63400.000	51.50
OFFICE DEPOT	297054	07/29/2015	OFFICE SUPPLIES	100-111-61400.000	224.62

## Expense Approval Report

Payment Dates: 7/10/2015 - 9/4/2015

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
OFFICE DEPOT	297054	07/29/2015	OFFICE SUPPLIES	100-190-61400.000	58.58
PMC	297059	07/29/2015	PMC Invoice #43620	100-24604	2,507.50
OFFICE DEPOT	297054	07/29/2015	OFFICE SUPPLIES	100-215-61400.000	51.35
HARRIS CORPORATION PSPC	297222	08/27/2015	RADIO REPLACEMENT PARTS	100-215-64700.000	1,367.06
PRO FORCE LAW ENFORCEMENT	297060	07/29/2015	4 YEAR EXTD WARRANTY	100-215-65400.000	1,667.70
EDGES ELECTRICAL GROUP	297042	07/29/2015	COMP CENTER PARKING LIGHTS	100-551-65900.000	161.51
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	VET SERVICES	100-230-63400.000	51.50
MISSION LINEN SUPPLY	297178	08/05/2015	LEXINGTON LIGHITNG	100-310-65200.000	540.00
HUB INTERNATIONAL	297045	07/29/2015	COMMUNITY CENTER INSURAN...	100-551-62100.000	107.40
WELLS FARGO BANK	DFT0001362	09/02/2015	MO CO MAYORS ASSOCIATION...	100-101-66100.111	30.00
WELLS FARGO BANK	DFT0001362	09/02/2015	GASOLINE	100-101-66100.111	30.00
WELLS FARGO BANK	DFT0001362	09/02/2015	WELLS FARGO MAY 2015 - GAS...	100-101-66100.111	50.00
WELLS FARGO BANK	DFT0001362	09/02/2015	WELLS FARGO MAY 2015 - GAS...	100-101-66100.111	40.00
WELLS FARGO BANK	DFT0001362	09/02/2015	ICSC RECON RESERVATION	100-101-67100.111	423.36
DIVISION OF THE STATE ARCHIT...	297211	08/12/2015	1/1/15 - 3/31/15	100-41521.000	78.90
DIVISION OF THE STATE ARCHIT...	297211	08/12/2015	4/1/15 - 6/30/15	100-41521.000	10.50
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-110-52510.000	151.59
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-170-52510.000	20.09
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-190-52510.000	892.88
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-201-52510.000	2,252.71
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-215-52510.000	1,895.66
MONTEREY COUNTY INFORMA...	297228	08/27/2015	MOBILE DATA COMMUNICATI...	100-215-64500.000	909.00
DANIEL SOTELLO	297040	07/29/2015	PER-DIEM LEADERSHIP EFFECTI...	100-215-67200.000	40.00
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	FINANCE	100-230-63400.000	5.00
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	BILLING	100-230-63400.000	5.00
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-310-52510.000	18.59
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-311-52510.000	837.00
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-550-52510.000	196.65
HUB INTERNATIONAL	297045	07/29/2015	COMMUNITY CENTER INSURAN...	100-551-62100.000	107.40
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-601-52510.000	1,023.92
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	100-601-52510.000	200.20
TRI-CITIES DISPOSAL	297069	07/29/2015	CLEAN UP WEEK	100-191-64400.000	1,419.54
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	FINANCE CHARGE	100-230-63400.000	5.00
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	BILLING CHARGE	100-230-63400.000	5.00
TRI-CITIES DISPOSAL	297069	07/29/2015	OVER WEIGHT CHARGE	100-201-64400.000	86.83
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	FINANCE CHARGE	100-230-63400.000	5.00
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	BILLING CHARGE	100-230-63400.000	5.00
WELLS FARGO BANK	DFT0001360	09/02/2015	NUEVO MILENIO - MRS. MCCOY	100-201-65100.000	25.00
WELLS FARGO BANK	DFT0001360	09/02/2015	AMERICAN AIRLINES - CHRISTI ...	100-201-65100.000	587.10
WELLS FARGO BANK	DFT0001360	09/02/2015	LA PLAZA BAKERY - OFFICER M...	100-215-65100.000	50.00
WELLS FARGO BANK	DFT0001360	09/02/2015	VITAL INFORMATION PLATES	100-230-65400.000	420.91
WELLS FARGO BANK	DFT0001361	09/02/2015	GASOLINE	100-101-66100.111	40.00
WELLS FARGO BANK	DFT0001361	09/02/2015	GASOLINE	100-101-66100.111	40.00
WELLS FARGO BANK	DFT0001361	09/02/2015	GASOLINE	100-101-66100.111	30.00
WELLS FARGO BANK	DFT0001365	09/02/2015	MAGNETIC PROGRAMMED CA...	100-311-66100.000	103.84
WELLS FARGO BANK	DFT0001365	09/02/2015	ONEDRIVE MONTHLY CHARGE	100-601-63100.000	0.99
WELLS FARGO BANK	DFT0001366	09/02/2015	AMAZON -PERSONAL PURCHA...	100-26001	48.37
WELLS FARGO BANK	DFT0001367	09/02/2015	SECURITY PASSWORD BACKUP	100-110-63200.000	113.99
WELLS FARGO BANK	DFT0001367	09/02/2015	LIVESTREAM FEE FOR 1 YEAR	100-110-63900.000	3,500.00
WELLS FARGO BANK	DFT0001367	09/02/2015	ICMA CONFERENCE - HOTEL RE...	100-110-67100.000	1,272.64
WELLS FARGO BANK	DFT0001367	09/02/2015	ICMA CONFERENCE - TRAVEL IN...	100-110-67100.000	22.75
WELLS FARGO BANK	DFT0001367	09/02/2015	ICMA CONFERENCE - FLIGHT	100-110-67100.000	170.20
WELLS FARGO BANK	DFT0001367	09/02/2015	ICMA MEMBERSHIP RENEWAL	100-110-68300.000	930.00
WELLS FARGO BANK	DFT0001367	09/02/2015	E-MAIL MAINT-FEES	100-125-63200.000	216.90
WELLS FARGO BANK	DFT0001368	09/02/2015	CITY HALL SUPPLIES	100-110-61400.000	74.99
WELLS FARGO BANK	DFT0001368	09/02/2015	CM REPORT	100-110-63200.000	25.00
WELLS FARGO BANK	DFT0001368	09/02/2015	LCW WORKSHOP - MGMNT TRA...	100-110-67200.000	72.22
WELLS FARGO BANK	DFT0001368	09/02/2015	MIRROR FOR COUNCIL CHAMB...	100-111-65100.000	29.59
WELLS FARGO BANK	DFT0001368	09/02/2015	MICROSOFT	100-125-63200.000	24.00
WELLS FARGO BANK	DFT0001368	09/02/2015	MICROSOFT	100-125-63200.000	60.00

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
WELLS FARGO BANK	DFT0001368	09/02/2015	SWEARING CEREMONY - OFFIC...	100-215-65100.000	235.84
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	100-550-64100.000	203.26
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	100-550-64200.000	3.79
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	100-551-64100.211	85.03
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	100-551-64200.211	16.77
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	100-590-64100.000	206.01
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	100-590-64200.000	16.16
COUNTY OF MONTEREY - EME...	297039	07/29/2015	DISPATCH SERVICES AND NGEN...	100-215-63400.000	98,092.60
COUNTY OF MONTEREY - EME...	297039	07/29/2015	DISPATCH SERVICES AND NGEN...	100-215-91210.000	12,746.50
PACIFIC GAS & ELECTRIC	297215	08/12/2015	CIVIC CENTER	100-111-64100.000	3,323.54
PACIFIC GAS & ELECTRIC	297215	08/12/2015	CIVIC CENTER	100-111-64200.000	175.36
KING CITY VETERINARY HOSPIT...	297224	08/27/2015	FINANCE & BILLING CHARGES O...	100-230-63400.000	36.50
KING CITY VETERINARY HOSPIT...	297224	08/27/2015	FINANCE & BILLING CHARGES O...	100-230-63400.000	99.50
MONTEREY BAY AREA SELF INS...	297227	08/27/2015	#MBA13-1125 - CARRERA	100-110-63100.000	240.60
MONTEREY BAY AREA SELF INS...	297227	08/27/2015	#MBA12-0826 - PORRAZ	100-110-63100.000	140.76
STATE OF CA DEPT. OF JUSTICE	297066	07/29/2015	FINGERPRINTS	100-215-65400.000	129.00
STATE OF CA DEPT. OF JUSTICE	297066	07/29/2015	FINGERPRINTS	100-215-68100.000	264.00
THE KRKC STATIONS	297238	08/27/2015	LL ALLSTAR/AM	100-110-61300.000	56.27
MARLIN LEASING	297225	08/27/2015	COPIER LEASE - PD	100-201-61200.000	301.80
Liebert Cassidy Whitmore	297177	08/05/2015	Liebert Cassidy Whitmore	100-150-63100.000	1,997.50
SDI COMPANY	297063	07/29/2015	ID DRENTIAL CARD - C. MART...	100-215-68100.000	15.27
DATAFLOW BUSINESS SYSTEMS	297041	07/29/2015	COPY CHARGES	100-201-61200.000	107.13
DATAFLOW BUSINESS SYSTEMS	297210	08/12/2015	COPY CHARGES - PW	100-310-61200.000	6.89
DATAFLOW BUSINESS SYSTEMS	297210	08/12/2015	COPY CHARGES - PW	100-310-61200.000	40.94
MO CO DISTRICT ATTORNEY	297049	07/29/2015	INVESTIGATOR MIXER SERVICES	100-215-63400.000	1,521.30
SALINAS VALLEY SOLID WASTE ...	297216	08/12/2015	Admin Srv. Quater ending 6/30...	100-44650.000	3,936.00
MONTEREY COUNTY SHERIFF'S ...	297232	08/27/2015	CRIMINAL JUSTICE INFORMATI...	100-215-63400.000	6,787.84
THE KRKC STATIONS	297067	07/29/2015	LL ALLSTAR/AM	100-110-61300.000	160.00
PMC	297059	07/29/2015	Sound End Annexation Project	100-24605	1,811.25
PMC	297059	07/29/2015	Ausonio (Las Brisas) Subdivision	100-601-63600.000	1,617.50
CHEVRON, U.S.A.	297031	07/23/2015	GASOLINE	100-215-66100.000	122.98
MOSS, LEVY & HARTZHEIM	297053	07/29/2015	AUDIT TO DATE	100-190-63300.000	20,990.00
MNS ENGINEERS, INC.	297214	08/12/2015	MAGNOLIA SENIOR APARTMEN...	100-24694	1,400.00
MNS ENGINEERS, INC.	297226	08/27/2015	PD CONFERENCE ROOM	100-111-63700.000	100.00
MNS ENGINEERS, INC.	297226	08/27/2015	BLAIR MAP REVIEW	100-24646	555.00
MNS ENGINEERS, INC.	297214	08/12/2015	MAGNOLIA SENIOR APARTMEN...	100-24694	1,500.00
MNS ENGINEERS, INC.	297048	07/29/2015	Small Permits	100-601-63600.000	9,625.00
SALINAS VALLEY SOLID WASTE ...	297234	08/27/2015	JUNE 2015 PAST DUE AMOUNT	100-191-64400.000	1,672.50
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	100-110-64600.000	41.94
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	100-230-64600.000	38.92
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	100-230-64900.000	38.01
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	100-550-64600.000	26.11
VERIZON WIRELESS	297240	08/27/2015	CELL PHONES - PD	100-201-64600.000	108.79
VERIZON WIRELESS	297240	08/27/2015	CELL PHONES - PD	100-215-64600.000	432.45
STATE OF CALIFORNIA EDD	297237	08/27/2015	UNEMPLOYMENT INSURANCE ...	100-190-52200.000	1,330.00
EL CAMINO ELECTRIC	297043	07/29/2015	INV #13054 - COUNCIL CHAMB...	100-111-63700.000	636.72
KING CITY VETERINARY HOSPIT...	297047	07/29/2015	VET SERVICES	100-230-63400.000	51.50
ANTHEM - BLUE CROSS	297078	07/29/2015	AUGUST 2015	100-22320	35,911.00
REDSHIFT	297101	07/29/2015	INTERNET SERVICES	100-550-64900.000	16.23
PARTS & SERVICE CENTER	297099	07/29/2015	7326-OIL FILTER	100-215-66200.000	5.14
PARTS & SERVICE CENTER	297279	09/01/2015	PICK SET	100-311-65700.000	6.92
PARTS & SERVICE CENTER	297099	07/29/2015	SMALL TOOLS	100-311-65700.000	10.71
AMBAG	297075	07/29/2015	FY 15-16 MEMBER JURISDICTIO...	100-101-68300.000	2,822.00
ALLIANT INSURANCE SERVICES	297166	08/05/2015	Alliant Insurance Services	100-115-62100.000	4,843.00
BEN-E-LECT	297081	07/29/2015	JULY 2015	100-110-52510.000	11.12
BEN-E-LECT	297081	07/29/2015	JULY 2015	100-170-52510.000	5.56
BEN-E-LECT	297081	07/29/2015	JULY 2015	100-190-52510.000	5.56
BEN-E-LECT	297081	07/29/2015	JULY 2015	100-215-52510.000	5.56
BEN-E-LECT	297081	07/29/2015	JULY 2015	100-310-52510.000	11.12
BEN-E-LECT	297081	07/29/2015	JULY 2015	100-601-52510.000	5.56

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OFFICE DEPOT	297097	07/29/2015	INK CARTRIDGE	100-215-61400.000	128.16
THE BRITTON DESIGNS COMPA...	297106	07/29/2015	Britton Designs Inc	100-111-63700.000	2,975.04
KELLY-MOORE PAINT COMPANY	297093	07/29/2015	GRAFFITTI REMOVER	100-550-65700.000	25.08
PET SPECIALISTS OF MONTEREY	297281	09/01/2015	EUTHANASIA SERVICE	100-230-63400.000	78.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-101-52300.000	480.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-110-52300.000	4,800.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-111-52300.000	330.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Liability Premium 50%	100-115-62100.000	60,744.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	EAP - Premium	100-115-62100.000	2,607.12
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Property Premium	100-115-62100.000	21,089.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-170-52300.000	1,890.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-190-52300.000	3,690.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-201-52300.000	8,940.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-215-52300.000	22,250.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-230-52300.000	480.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-310-52300.000	420.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-311-52300.000	2,430.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-550-52300.000	1,500.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	100-601-52300.000	1,830.00
AMERICAN PLANNING ASSOCIA...	297185	08/12/2015	M. STEINMANN MEMBERSHIP	100-601-68300.000	425.00
VEGETABLE GROWERS SUPPLY	297108	07/29/2015	BLACK LINERS	100-550-65600.000	20.86
PARTS & SERVICE CENTER	297099	07/29/2015	7331 PREVNT MAINT	100-215-66200.000	33.29
PARTS & SERVICE CENTER	297099	07/29/2015	7332 - PREVNT MAINT	100-215-66200.000	43.47
PARTS & SERVICE CENTER	297099	07/29/2015	TIMER BATTERIES	100-550-65100.000	6.76
PARTS & SERVICE CENTER	297099	07/29/2015	OFFICE DOOR KEYS	100-550-65900.000	3.26
MARLIN LEASING	297170	08/05/2015	COPIER LEASE - PW	100-310-61200.000	112.59
SOUTH VALLEY LOCK & SAFE	297206	08/12/2015	SHOP - RE-KEY	100-550-63700.000	64.49
MO CO AUDITOR-CONTROLLER'...	297194	08/12/2015	LAFCO BUDGET ALLOCATION 2...	100-101-68300.000	5,474.28
VISION TECHNOLOGY SOLUTIO...	297109	07/29/2015	JULY 2015	100-125-63200.000	243.10
ANDREW TIPTON	297077	07/29/2015	PLANNING COMMISSION ATTE...	100-601-63600.000	50.00
ENRIQUE RAMIREZ	297084	07/29/2015	PLANNING COMMISSION ATTE...	100-601-63600.000	50.00
DIANE BRUEGGEMAN	297082	07/29/2015	PLANNING COMMISSION ATTE...	100-601-63600.000	50.00
MARIA CASTILLO	297094	07/29/2015	PLANNING COMMISSION ATTE...	100-601-63600.000	50.00
TINA MARTINEZ	297107	07/29/2015	PLANNING COMMISSION ATTE...	100-601-63600.000	50.00
GREENFIELD TRUE VALUE	297191	08/12/2015	SHOP KEYS	100-310-65900.000	4.35
PET SPECIALISTS OF MONTEREY	297281	09/01/2015	ANIMAL CARE	100-230-63400.000	214.00
SAFETY-KLEEN CORP.	297203	08/12/2015	PARTS CLEANER	100-311-66200.000	220.30
AMERICAN FAMILY LIFE	DFT0001313	07/17/2015	SUPPLEMENTAL BENEFITS - JUN...	100-22440	860.06
SOLAR CITY	297102	07/29/2015	REFUND PERMIT #15-060	100-26165	1.00
SOLAR CITY	297102	07/29/2015	REFUND PERMIT #15-060	100-42105.000	222.50
SOLAR CITY	297102	07/29/2015	REFUND PERMIT #15-060	100-44285.000	7.84
AMERIPRIDE	297186	08/12/2015	CLEANING TOWELS	100-111-65600.000	10.38
AMERIPRIDE	297186	08/12/2015	UNIFORMS	100-310-65200.000	81.25
AMERIPRIDE	297186	08/12/2015	SHOP MOP	100-310-65600.000	1.50
AMERIPRIDE	297186	08/12/2015	SHOP TOWELS/FENDERCOVER	100-311-66200.000	5.24
TELCO AUTOMATION, INC.	297105	07/29/2015	JULY 2015	100-111-64500.000	1,623.00
TELEPACIFIC COMMUNICATIONS	297207	08/12/2015	INTERNET CCESS & TELCO CON...	100-125-64900.000	940.00
GRAINGER	297190	08/12/2015	CORP YARD LIGHTING	100-550-65900.000	47.81
SILVIA CAMACHO	297205	08/12/2015	TRANSLATION SERVICE - COUNC...	100-101-63100.000	120.00
PARTS & SERVICE CENTER	297200	08/12/2015	CVC - CAR WASH	100-110-66200.000	6.66
Government Staffing Services, I...	297085	07/29/2015	TEMP SERVICES - JUAN HERRERA	100-190-63300.000	6,080.00
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	100-22225	-153.86
SEIU 521	297030	07/16/2015	Union Dues	100-22420	118.29
STATE STREET BANK & TRUST C...	DFT0001302	07/17/2015	Defer Comp-GPOA	100-22430	200.00
STATE STREET BANK & TRUST C...	DFT0001303	07/17/2015	Defer Comp-GPSA	100-22430	300.00
STATE STREET BANK & TRUST C...	DFT0001304	07/17/2015	Defer Comp-Management	100-22430	420.00
STATE STREET BANK & TRUST C...	DFT0001305	07/17/2015	Defer Comp-Mid Management	100-22430	50.00
STATE STREET BANK & TRUST C...	DFT0001306	07/17/2015	Defer Comp-Misc Employees	100-22430	86.52
G P O A	297028	07/16/2015	GPOA DUES	100-22410	250.00
CITY OF GREENFIELD	297026	07/16/2015	Misc Withholding	100-22490	65.00

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GREENFIELD POLICE SUPERVIS...	297029	07/16/2015	GPSA DUES	100-22415	200.00
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	100-22215	1,905.92
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	100-22215	8,149.54
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	100-22220	3,107.15
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	100-22210	9,197.76
EDGES ELECTRICAL GROUP	297188	08/12/2015	CVC EXTERIOR LIGHTING	100-111-65900.000	201.68
OFFICE DEPOT	297272	09/01/2015	OFFICE SUPPLIES	100-201-61400.000	7.27
AMERIPRIDE	297076	07/29/2015	CLEANING TOWELS	100-111-65600.000	10.38
AMERIPRIDE	297076	07/29/2015	UNIFORMS	100-310-65200.000	81.25
AMERIPRIDE	297076	07/29/2015	SHOP MOP	100-310-65600.000	1.50
AMERIPRIDE	297076	07/29/2015	SHOP TOWELS/FENDER COVERS	100-311-66200.000	5.24
STANDARD INSURANCE COM	297172	08/05/2015	AUGUST 2015	100-22340	992.60
GREENFIELD TRUE VALUE	297191	08/12/2015	SHOP - OUTSIDE LIGHTING	100-550-65900.000	3.88
GREENFIELD TRUE VALUE	297191	08/12/2015	CM HOUSE SMOKE ALARM BAT...	100-110-65900.000	17.15
OFFICE DEPOT	297272	09/01/2015	OFFICE SUPPLIES	100-201-61400.000	483.52
OFFICE DEPOT	297272	09/01/2015	OFFICE SUPPLEIS	100-201-61400.000	25.80
EDGES ELECTRICAL GROUP	297188	08/12/2015	EXTERIOR LIGHTING	100-550-65900.000	20.01
EDGES ELECTRICAL GROUP	297188	08/12/2015	EXTERIOR LIGHTING	100-551-65900.000	73.40
PITNEY BOWES PURCHASE PO...	DFT0001370	07/22/2015	POSTAGE	100-111-61100.000	500.00
PARTS & SERVICE CENTER	297200	08/12/2015	7317 - BATTERY CABLE	100-215-66200.000	4.67
ALL SAFE INTEGRATED SYSTEMS	297184	08/12/2015	PD ACCESS CARDS	100-201-63900.000	440.00
PET SPECIALISTS OF MONTEREY	297281	09/01/2015	EUTHANASIA SERVICE	100-230-63400.000	75.00
MONTEREY COUNTY PETROLE...	297196	08/12/2015	GASOLINE	100-110-66100.000	245.83
MONTEREY COUNTY PETROLE...	297196	08/12/2015	GASOLINE	100-201-66100.000	200.54
MONTEREY COUNTY PETROLE...	297196	08/12/2015	GASOLINE	100-215-66100.000	1,195.45
MONTEREY COUNTY PETROLE...	297196	08/12/2015	GASOLINE	100-230-66100.000	418.57
MONTEREY COUNTY PETROLE...	297196	08/12/2015	15/16 - CA OIL RECYCLING FEE	100-311-66100.000	13.20
MONTEREY COUNTY PETROLE...	297196	08/12/2015	15/16 - 55 GALLON DRUM VEHI...	100-311-66100.000	790.15
MONTEREY COUNTY PETROLE...	297196	08/12/2015	VEHICLE GREASE	100-311-66200.000	53.53
PACIFIC GAS & ELECTRIC	297199	08/12/2015	PINOT PARK	100-550-64100.000	9.53
PARTS & SERVICE CENTER	297200	08/12/2015	TOOLS - TSPHOON	100-311-65700.000	41.94
AMERIPRIDE	297186	08/12/2015	CLEANING TOWELS	100-111-65600.000	10.38
AMERIPRIDE	297186	08/12/2015	UNIFORMS	100-310-65200.000	81.25
AMERIPRIDE	297186	08/12/2015	SHOP MOP	100-310-65600.000	1.50
AMERIPRIDE	297186	08/12/2015	SHOP TOWELS/FENDERCOVER	100-311-66200.000	5.24
GREENFIELD TRUE VALUE	297191	08/12/2015	PD - SURGE PROTECTOR	100-201-65100.000	17.36
OFFICE DEPOT	297272	09/01/2015	OFFICE SUPPLIES	100-111-61400.000	56.01
PINNACLE HEALTHCARE	297282	09/01/2015	3922951-40 - A. GREGORY EMP...	100-201-68100.000	37.50
PINNACLE HEALTHCARE	297282	09/01/2015	3922951-40 - A. GREGORY EMP...	100-215-68100.000	37.50
GREENFIELD EXPLORER POST 3...	297088	07/29/2015	DONATIONS FOR COMMUNITY ...	100-26001	1,180.00
U.S. BANK	297292	09/01/2015	CVC CENTER GATE	100-111-63900.000	150.00
U.S. BANK	297292	09/01/2015	COSTCO.COM - ROSEWOOD/BL...	100-201-65100.000	167.90
U.S. BANK	297292	09/01/2015	HAYPPYGLOW - JUMBO GLOW ...	100-201-68200.000	193.50
U.S. BANK	297292	09/01/2015	CA POLICE CHIEFS ASSOCIATION	100-201-68300.000	315.00
U.S. BANK	297292	09/01/2015	PAYPAL - LEADERSHIP EFFECTIV...	100-215-67200.000	-285.00
U.S. BANK	297292	09/01/2015	PAYPAL - LEADERSHIP EFFECTIV...	100-215-67200.000	285.00
U.S. BANK	297292	09/01/2015	LARA'S PHOTO SHOP	100-215-68100.000	488.79
U.S. BANK	297292	09/01/2015	LARA'S PHOTO SHOP	100-215-68100.000	293.27
U.S. BANK	297292	09/01/2015	7/14/15 CITY COUNCIL MTNG. -...	100-101-67300.000	20.96
U.S. BANK	297292	09/01/2015	ASAP SIGNS - ENGRAVED NAME...	100-111-65900.000	344.83
U.S. BANK	297292	09/01/2015	ASAP SIGNS - DSIGN OF SHIELD ...	100-111-65900.000	87.30
U.S. BANK	297292	09/01/2015	HOME DEPOT - TOOL BUCKETS ...	100-550-65700.000	8.22
U.S. BANK	297292	09/01/2015	OSHA TRAINING	100-550-67200.000	169.80
U.S. BANK	297292	09/01/2015	ASSEMBLY COMMITTEE MTNG ...	100-101-66100.111	62.00
U.S. BANK	297292	09/01/2015	TAMC SELF HELP STRATEGY ME...	100-101-66100.111	35.05
U.S. BANK	297292	09/01/2015	SENATE HERRING ON LOCAL G...	100-101-66100.111	40.00
U.S. BANK	297292	09/01/2015	PARKING FEE	100-101-67100.111	6.00
U.S. BANK	297292	09/01/2015	PARKING FEE	100-101-67100.111	7.50
U.S. BANK	297292	09/01/2015	ICMA CONFERENCE	100-190-67100.000	560.00
U.S. BANK	297292	09/01/2015	WLG MEMBERSHIP	100-190-68300.000	50.00

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
U.S. BANK	297292	09/01/2015	ICMA MEMBERSHIP CREDIT	100-190-68300.000	-632.00
U.S. BANK	297292	09/01/2015	ICMA MEMBERSHIP	100-190-68300.000	632.00
U.S. BANK	297292	09/01/2015	LUNCH ABOUT YANKS PROJECT ...	100-110-67300.000	50.00
U.S. BANK	297292	09/01/2015	LEADERSHIP EFFECTIVENESS C...	100-215-67200.000	285.00
U.S. BANK	297292	09/01/2015	LA EEPERANZA MARKET - FY BB...	100-110-65100.000	32.00
U.S. BANK	297292	09/01/2015	COFFEE MUGS FOR CITY STAFF	100-110-65100.000	505.30
U.S. BANK	297292	09/01/2015	RANCHO SAN MIGUEL - FY BBQ ...	100-110-65100.000	7.04
U.S. BANK	297292	09/01/2015	BADGE & HOLDER FOR S. STAN...	100-110-65100.000	102.00
U.S. BANK	297292	09/01/2015	DOLLAR TREE - FY BBQ SUPPLIES	100-110-65100.000	9.66
U.S. BANK	297292	09/01/2015	RANCHO SAN MIGUEL - FY BBQ ...	100-110-65100.000	20.30
U.S. BANK	297292	09/01/2015	GAS TO SALINAS ASAP SIGNS	100-110-66100.000	37.52
U.S. BANK	297292	09/01/2015	GAS - SALINAS COUNCIL PLATES	100-110-66100.000	33.39
U.S. BANK	297292	09/01/2015	CALPELRA CONFERENCE	100-110-67200.000	757.00
U.S. BANK	297292	09/01/2015	RANCHO SAN MIGUEL - SEX HA...	100-110-67200.000	17.38
U.S. BANK	297292	09/01/2015	HR CALPELRA MEMBERSHIP	100-110-68300.000	350.00
U.S. BANK	297292	09/01/2015	LOWE'S - COOLING TOWLES FO...	100-310-65100.000	32.58
KING CITY VETERINARY HOSPIT...	297269	09/01/2015	VET SERVICES	100-230-63400.000	149.50
KING CITY VETERINARY HOSPIT...	297269	09/01/2015	BILLING CHARGE	100-230-63400.000	5.00
ACTION PLUMBING	297165	08/05/2015	WATER HEATER REPLACEMENT	100-110-65900.000	1,786.00
PARTS & SERVICE CENTER	297279	09/01/2015	FILTERS GAS TANKS	100-111-66100.000	16.03
DAN'S TIRE & AUTO SERV	297254	09/01/2015	2301 - ALIGNMENT	100-110-66200.000	98.95
GOODYEAR TIRE & RUBBER CO.	297258	09/01/2015	7919 - TIRES	100-550-66200.000	333.24
OFFICE DEPOT	297272	09/01/2015	MAILING TUBES, PAPER	100-111-61400.000	41.39
OFFICE DEPOT	297272	09/01/2015	MAILING TUBES, PAPER	100-601-61400.000	29.56
INDEPENDENT STATIONERS	297265	09/01/2015	JANITORIAL SUPPLIES	100-550-65600.000	216.79
DAN'S TIRE & AUTO SERV	297254	09/01/2015	7520 - TUBE	100-550-66300.000	20.64
PACIFIC COAST BATTERY SERVI...	297275	09/01/2015	PD UNIT - BATTERY	100-215-66200.000	163.57
OFFICE DEPOT	297272	09/01/2015	D. PARK RESTROMM	100-550-65600.000	87.11
OFFICE DEPOT	297097	07/29/2015	WATER BOTTLES	100-111-61400.000	14.52
WELLS FARGO BANK	297164	08/04/2015	MICROSOFT	100-110-63200.000	216.00
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	100-550-64100.000	405.19
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	100-550-64200.000	2.90
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	100-551-64100.211	80.07
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	100-551-64200.211	15.69
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	100-590-64100.000	252.89
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	100-590-64200.000	13.73
WELLS FARGO BANK	297164	08/04/2015	CM REPORT	100-110-63200.000	25.00
WELLS FARGO BANK	297164	08/04/2015	MICROSOFT	100-125-63200.000	60.00
WELLS FARGO BANK	297164	08/04/2015	MICROSOFT	100-125-63200.000	24.00
KING CITY VETERINARY HOSPIT...	297269	09/01/2015	VET SERVICES	100-230-63400.000	51.50
AMERIPRIDE	297243	09/01/2015	CLEANING TOWELS	100-111-65600.000	10.38
AMERIPRIDE	297243	09/01/2015	UNIFORMS	100-310-65200.000	81.25
AMERIPRIDE	297243	09/01/2015	SHOP MOP	100-310-65600.000	1.50
AMERIPRIDE	297243	09/01/2015	SHOP TOWELS	100-311-66200.000	5.24
O'REILLY AUTO PARTS	297274	09/01/2015	VEHICLE SHOP SUPPLIES	100-311-66200.000	57.56
O'REILLY AUTO PARTS	297274	09/01/2015	TOOLS	100-311-65700.000	54.30
KELLY-MOORE PAINT COMPANY	297268	09/01/2015	GRAFFITI PAINT	100-550-65900.000	184.56
HYDRO TURF, INC.	297264	09/01/2015	5TH ST PARK TIMER	100-550-65700.000	150.48
CITY OF GREENFIELD	297251	09/01/2015	597 EL CAMINO REAL LS	100-111-64300.000	25.64
CITY OF GREENFIELD	297251	09/01/2015	899 CHERRY AVENUE - CVC BKFL	100-111-64300.000	22.59
CITY OF GREENFIELD	297251	09/01/2015	599 EL CAMINO REAL	100-111-64300.000	49.61
TRI-CITIES DISPOSAL	297174	08/05/2015	JULY 2015	100-191-64400.000	76,551.59
CITY OF GREENFIELD	297251	09/01/2015	540 BAYWOOD DR-CITY PARK	100-550-64300.000	210.10
CITY OF GREENFIELD	297251	09/01/2015	455 TENTH ST PRIMAVERA PARK	100-550-64300.000	289.55
CITY OF GREENFIELD	297251	09/01/2015	221 PINOT AVE - CITY PARK	100-550-64300.000	94.45
CITY OF GREENFIELD	297251	09/01/2015	890 TYLER AVE - CITY PARK	100-550-64300.000	674.50
CITY OF GREENFIELD	297251	09/01/2015	100 FIFTH STREET PARK	100-550-64300.000	19.38
CITY OF GREENFIELD	297251	09/01/2015	303 EL CAMINO REAL MUSEUM...	100-550-64300.000	61.86
CITY OF GREENFIELD	297251	09/01/2015	801 APRICOT STREET PARK	100-550-64300.000	93.88
CITY OF GREENFIELD	297251	09/01/2015	920 WALNUT AVE - CORP YARD	100-550-64400.000	118.94

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
CITY OF GREENFIELD	297251	09/01/2015	1351 OAK AVE FIRE PROTECTION	100-551-64300.000	22.59
CITY OF GREENFIELD	297251	09/01/2015	1351 OAK AVE / COMMUNITY C...	100-551-64300.000	25.56
CITY OF GREENFIELD	297251	09/01/2015	215 EL CAMINO REAL N	100-551-64300.211	16.90
CITY OF GREENFIELD	297251	09/01/2015	1351 OAK AVE / COMMUNITY C...	100-551-64400.000	193.89
CITY OF GREENFIELD	297251	09/01/2015	215 EL CAMINO REAL N	100-551-64400.211	36.07
CITY OF GREENFIELD	297251	09/01/2015	131 THIRTEENTH ST DAY CARE	100-590-64300.000	26.81
TRI-CITIES DISPOSAL	297291	09/01/2015	OVER WEIGHT CHARGE - PD DE...	100-215-63400.000	114.43
Government Staffing Services, I...	297189	08/12/2015	TEMP SERVICES - JUAN HERRERA	100-190-63300.000	3,990.00
L+G, LLP Attorneys at Law	297193	08/12/2015	JULY 2015	100-150-63100.000	5,000.00
L+G, LLP Attorneys at Law	297193	08/12/2015	COURT COPIES	100-150-63100.000	50.00
ROBIN WARBEY CONSULTING	297285	09/01/2015	JULY 2015	100-125-63200.000	4,600.00
ROBIN WARBEY CONSULTING	297285	09/01/2015	TECH SUPPLIES - JULY 2015	100-125-65300.000	878.90
ROBIN WARBEY CONSULTING	297285	09/01/2015	TECH SUPPLIES - JULY 2015	100-201-65300.000	24.11
ROBIN WARBEY CONSULTING	297285	09/01/2015	TECH SUPPLIES - JULY 2015	100-215-65300.000	48.03
GREENFIELD TRUE VALUE	297260	09/01/2015	AC FILTER	100-551-65900.000	6.62
GREENFIELD TRUE VALUE	297260	09/01/2015	WALL MOUNTS	100-111-65900.000	1.62
MBS BUSINESS SYSTEMS	297270	09/01/2015	COPIER CHARGES	100-111-61200.000	689.39
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	100-110-52510.000	11.12
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	100-170-52510.000	5.56
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	100-190-52510.000	5.56
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	100-215-52510.000	5.56
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	100-310-52510.000	11.12
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	100-601-52510.000	5.56
SEIU 521	297034	07/29/2015	Union Dues	100-22420	119.44
STATE STREET BANK & TRUST C...	DFT0001315	07/31/2015	Defer Comp-GPOA	100-22430	200.00
STATE STREET BANK & TRUST C...	DFT0001316	07/31/2015	Defer Comp-GPSA	100-22430	300.00
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	100-22430	340.50
STATE STREET BANK & TRUST C...	DFT0001318	07/31/2015	Defer Comp-Mid Management	100-22430	25.00
STATE STREET BANK & TRUST C...	DFT0001319	07/31/2015	Defer Comp-Misc Employees	100-22430	86.52
G P O A	297032	07/29/2015	GPOA DUES	100-22410	250.00
GREENFIELD POLICE SUPERVIS...	297033	07/29/2015	GPSA DUES	100-22415	200.00
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	100-22225	501.15
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	100-22215	1,640.52
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	100-22215	7,014.80
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	100-22220	2,273.21
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	100-22210	7,060.49
BEN-E-LECT	297167	08/05/2015	AUGUST 2015	100-22320	1,247.00
OFFICE DEPOT	297197	08/12/2015	OFFICE SUPPLIES	100-111-65100.000	43.57
PARTS & SERVICE CENTER	297099	07/29/2015	P-23 TRAILER LAMP	100-550-66300.000	17.01
GREENFIELD TRUE VALUE	297089	07/29/2015	JANITORIAL SUPPLIES	100-111-65600.000	34.63
FOOD 4 LESS	297256	09/01/2015	FOOD FOR 4C4P MEETING	100-201-65100.000	71.00
OFFICE DEPOT	297197	08/12/2015	OFFICE SUPPLIES	100-110-61400.000	47.66
OFFICE DEPOT	297197	08/12/2015	OFFICE SUPPLIES	100-310-61400.000	120.46
OFFICE DEPOT	297197	08/12/2015	SHOP - HAND SANITIZER	100-550-65200.000	14.55
SONIAN, INC.	297103	07/29/2015	JULY 2015	100-125-63200.000	198.00
MONTEREY BAY UNIFIED AIR P...	297096	07/29/2015	ANNUAL CONTRIBUTION	100-101-68300.000	5,229.70
AMERIPRIDE	297076	07/29/2015	CLEANING TOWELS	100-111-65600.000	10.38
AMERIPRIDE	297076	07/29/2015	UNIFORMS	100-310-65200.000	81.25
AMERIPRIDE	297076	07/29/2015	SHOP MOP	100-310-65600.000	1.50
AMERIPRIDE	297076	07/29/2015	SHOP TOWELS/FENDER COVERS	100-311-66200.000	5.24
GREENFIELD TRUE VALUE	297089	07/29/2015	TAILPIECE	100-590-65900.000	4.07
OFFICE DEPOT	297197	08/12/2015	OFFICE SUPPLIES & GLOVES	100-110-61400.000	309.57
OFFICE DEPOT	297197	08/12/2015	OFFICE SUPPLIES & GLOVES	100-111-65200.000	18.58
ANTHEM - BLUE CROSS	297244	09/01/2015	SEPTEMBER 2015 INSURANCE	100-22320	32,502.00
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	100-550-95411.000	4,200.52
ALL SAFE INTEGRATED SYSTEMS	297184	08/12/2015	FIRE MONITORING - DAY CARE	100-590-63900.000	120.00
STERICYCLE, INC.	297289	09/01/2015	STERI-SAFE COMPLIANCE SOLUT...	100-215-63400.000	147.81
COBRA GUARD, INC.	297253	09/01/2015	AUGUST 2015	100-22320	47.60
ALL SAFE INTEGRATED SYSTEMS	297184	08/12/2015	FIRE MONITORING - COMMUNI...	100-551-63900.000	120.00
ALL SAFE INTEGRATED SYSTEMS	297184	08/12/2015	BURGLARY MONITORING	100-110-63900.000	126.00

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TELCO AUTOMATION, INC.	297290	09/01/2015	TELEPHONE SERVICE & PARTS 8...	100-111-64500.000	1,405.78
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	100-110-64600.000	213.81
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	100-230-64600.000	38.84
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	100-230-64900.000	38.01
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	100-550-64600.000	112.83
GREENFIELD TRUE VALUE	297260	09/01/2015	FRAME MOUNTING	100-201-65900.000	3.00
GREENFIELD TRUE VALUE	297260	09/01/2015	ANTENA MOUNTING	100-201-65900.000	13.42
Public Safety Consultants, Inc	297202	08/12/2015	Public Safety Consultants, Inc.	100-110-63900.000	1,000.00
ROBERT'S GLASS SHOP	297284	09/01/2015	MIRRORS FOR EXERCISE ROOM	100-111-65900.000	1,509.14
SEIU 521	297183	08/12/2015	Union Dues	100-22420	118.55
STATE STREET BANK & TRUST C...	DFT0001336	08/14/2015	Defer Comp-GPOA	100-22430	250.00
STATE STREET BANK & TRUST C...	DFT0001337	08/14/2015	Defer Comp-GPSA	100-22430	500.00
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	100-22430	605.40
STATE STREET BANK & TRUST C...	DFT0001339	08/14/2015	Defer Comp-Mid Management	100-22430	50.00
STATE STREET BANK & TRUST C...	DFT0001340	08/14/2015	Defer Comp-Misc Employees	100-22430	86.52
G P O A	297181	08/12/2015	GPOA DUES	100-22410	250.00
CITY OF GREENFIELD	297180	08/12/2015	Misc Withholding	100-22490	41.10
GREENFIELD POLICE SUPERVIS...	297182	08/12/2015	GPSA DUES	100-22415	200.00
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	100-22225	499.37
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	100-22215	1,634.84
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	100-22215	6,990.36
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	100-22220	2,226.40
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	100-22210	6,970.24
FOUR SEASONS CARPET CLEANI...	297257	09/01/2015	Four Seasons Carpet Cleaning	100-111-63900.000	615.50
TELCO AUTOMATION, INC.	297290	09/01/2015	AUGUST 2015	100-111-64500.000	1,623.00
HDL COREN & CONE	297262	09/01/2015	JULY - SEPTEMBER 2015 PROPE...	100-190-63300.000	1,800.00
AMERICAN FAMILY LIFE	DFT0001359	08/27/2015	SUPPLEMENTAL BENEFITS	100-22440	1,290.09
SEIU 521	297219	08/27/2015	Union Dues	100-22420	118.75
STATE STREET BANK & TRUST C...	DFT0001348	08/28/2015	Defer Comp-GPOA	100-22430	200.00
STATE STREET BANK & TRUST C...	DFT0001349	08/28/2015	Defer Comp-GPSA	100-22430	300.00
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	100-22430	403.50
STATE STREET BANK & TRUST C...	DFT0001351	08/28/2015	Defer Comp-Mid Management	100-22430	50.00
STATE STREET BANK & TRUST C...	DFT0001352	08/28/2015	Defer Comp-Misc Employees	100-22430	86.50
G P O A	297217	08/27/2015	GPOA DUES	100-22410	250.00
GREENFIELD POLICE SUPERVIS...	297218	08/27/2015	GPSA DUES	100-22415	200.00
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	100-22225	505.26
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	100-22215	1,653.90
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	100-22215	7,071.38
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	100-22220	2,278.46
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	100-22210	7,079.03
WILLIAM C. STATLER	297175	08/05/2015	COST ALLOCATION PLAN	100-190-73595.000	4,887.50
REDSHIFT	297283	09/01/2015	FINANCE CHARGES	100-310-65900.000	3.07
REDSHIFT	297283	09/01/2015	INTERNET SERVICES	100-550-64900.000	16.23
PARTS & SERVICE CENTER	297279	09/01/2015	SAFETY FILTER	100-311-65700.000	15.92
GREENFIELD TRUE VALUE	297260	09/01/2015	FLAG CABLE	100-111-65900.000	4.96
BOSS AUTO BODY	297168	08/05/2015	VEHICLE REPAIRS	100-111-63700.000	5,703.15
PARTS & SERVICE CENTER	297279	09/01/2015	7315-FUSE	100-215-66200.000	3.40
CASEY PRINTING	297248	09/01/2015	PD REPORT CARDS	100-215-61200.000	257.52
SALINAS VALLEY SOLID WASTE ...	297286	09/01/2015	JULY 2015 SERVICES	100-191-64400.000	52,534.81
VAL'S PLUMBING AND HEATING	297295	09/01/2015	Val's Plumbing & Heating Inc.	100-111-63700.000	1,415.04
STATE OF CA DEPT. OF JUSTICE	297288	09/01/2015	FINGERPRINTS	100-190-68100.000	32.00
STATE OF CA DEPT. OF JUSTICE	297288	09/01/2015	FINGERPRINTS	100-201-65400.000	32.00
STATE OF CA DEPT. OF JUSTICE	297288	09/01/2015	FINGERPRINTS	100-201-65400.000	64.00
STATE OF CA DEPT. OF JUSTICE	297288	09/01/2015	FINGERPRINTS	100-201-65400.000	32.00
STATE OF CA DEPT. OF JUSTICE	297288	09/01/2015	FINGERPRINTS	100-215-65400.000	49.00
PARTS & SERVICE CENTER	297279	09/01/2015	7302-AIR/OIL FILTER	100-215-66200.000	11.96
PARTS & SERVICE CENTER	297279	09/01/2015	7321-OIL FILTER	100-215-66200.000	5.14
PARTS & SERVICE CENTER	297279	09/01/2015	7302-BRAKES/ROTOR	100-215-66200.000	252.92
GREENFIELD TRUE VALUE	297260	09/01/2015	ANTENA MOUNTS	100-201-65900.000	12.43
AMERIPRIDE	297243	09/01/2015	CLEANING TOWELS	100-111-65600.000	10.38

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
AMERIPRIDE	297243	09/01/2015	UNIFORMS	100-310-65200.000	81.25
AMERIPRIDE	297243	09/01/2015	SHOP MOP	100-310-65600.000	1.50
AMERIPRIDE	297243	09/01/2015	SHOP TOWELS	100-311-66200.000	5.24
VISION TECHNOLOGY SOLUTIO...	297297	09/01/2015	AUGUST 2015	100-125-63200.000	243.10
IZZY'S AUTO REPAIR	297266	09/01/2015	7306 - SMOG	100-215-66200.000	28.00
IZZY'S AUTO REPAIR	297266	09/01/2015	7301 - SMOG	100-215-66200.000	28.00
OFFICE TEAM	297273	09/01/2015	TEMP SERVICES	100-190-63900.000	796.25
CHEVRON, U.S.A.	297249	09/01/2015	GASOLINE	100-215-66100.000	14.84
SONIAN, INC.	297287	09/01/2015	AUGUST 2015	100-125-63200.000	198.00
PARTS & SERVICE CENTER	297279	09/01/2015	7306-GAS CAP	100-215-66200.000	20.29
CENTRAL DRUG SYSTEM	297187	08/12/2015	RANDOM DRUG TESTING - PW	100-310-63900.000	107.50
O'REILLY AUTO PARTS	297274	09/01/2015	CAR WASH	100-311-66200.000	16.28
Government Staffing Services, I...	297189	08/12/2015	TEMP SERVICES - JUAN HERRERA	100-190-63300.000	3,895.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>771,048.83</b>

**Fund: 200 - SUPPLEMENTAL LAW ENFORCEMENT**

MONTEREY COUNTY INFORMA...	297051	07/29/2015	RADIO INSTALLATION FOR UNIT...	200-902-81510.321	10,299.29
TRACNET CORP.	297239	08/27/2015	TRACNET ANNUAL MAINTENAN...	200-205-61700.321	13,711.65
PNC EQUIPMENT FINANCE	297100	07/29/2015	2 - PNC SEMI ANNUAL RADIO P...	200-205-64700.321	14,542.95
DOWNTOWN FORD SALES	297083	07/29/2015	100 WATT SIREN	200-902-81510.321	574.28
DOWNTOWN FORD SALES	297083	07/29/2015	BASE PRICE	200-902-81510.321	57,836.60
DOWNTOWN FORD SALES	297083	07/29/2015	SPOT LIGHTS (LED)	200-902-81510.321	1,185.80
DOWNTOWN FORD SALES	297083	07/29/2015	AUXILLARY AIR CONDITIONING	200-902-81510.321	1,166.20
DOWNTOWN FORD SALES	297083	07/29/2015	DOME LIGHT	200-902-81510.321	98.00
DOWNTOWN FORD SALES	297083	07/29/2015	KEYED ALIKE	200-902-81510.321	98.00
DOWNTOWN FORD SALES	297083	07/29/2015	FRONT HEADLAMP LIGHTING S...	200-902-81510.321	1,748.32
DOWNTOWN FORD SALES	297083	07/29/2015	PREWIRE FOR GRILL LAMP, SIR...	200-902-81510.321	99.96
DOWNTOWN FORD SALES	297083	07/29/2015	READY FOR THE ROAD PACKAGE	200-902-81510.321	6,695.36
ADAMSON POLICE PRODUCTS	297242	09/01/2015	VEHICLE EQUIPMENT	200-902-81510.321	3,331.34
<b>Fund 200 - SUPPLEMENTAL LAW ENFORCEMENT Total:</b>					<b>111,387.75</b>

**Fund: 201 - POLICE - OTHER GRANTS**

MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	201-205-52300.322	4,650.00
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	201-22225	6.07
G P O A	297028	07/16/2015	GPOA DUES	201-22410	100.00
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	201-22215	156.98
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	201-22215	671.28
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	201-22220	187.69
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	201-22210	578.82
G P O A	297032	07/29/2015	GPOA DUES	201-22410	100.00
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	201-22225	45.61
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	201-22215	146.98
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	201-22215	628.44
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	201-22220	157.12
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	201-22210	502.43
G P O A	297181	08/12/2015	GPOA DUES	201-22410	100.00
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	201-22225	45.21
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	201-22215	145.66
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	201-22215	622.80
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	201-22220	132.27
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	201-22210	346.60
G P O A	297217	08/27/2015	GPOA DUES	201-22410	100.00
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	201-22225	47.18
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	201-22215	152.02
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	201-22215	650.02
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	201-22220	147.93
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	201-22210	376.86
<b>Fund 201 - POLICE - OTHER GRANTS Total:</b>					<b>10,797.97</b>

**Fund: 213 - PARKS**

PACIFIC COAST LAND DESIGN, I...	297055	07/29/2015	TASK 8 CONSTRUCTION DOCU...	213-905-87513.000	3,981.50
PACIFIC COAST LAND DESIGN, I...	297055	07/29/2015	TASK 7 DESIGN DEVELOPMENT ...	213-905-87513.000	54.00

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
PACIFIC COAST LAND DESIGN, I...	297055	07/29/2015	DESIGN CHANGES	213-905-87513.000	3,225.00
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	213-22430	1.56
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	213-22225	0.22
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	213-22215	0.70
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	213-22215	2.98
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	213-22220	1.35
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	213-22210	3.83
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	213-22430	8.75
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	213-22225	0.86
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	213-22215	2.78
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	213-22215	11.88
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	213-22220	5.40
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	213-22210	15.31
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	213-22430	25.00
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	213-22225	3.64
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	213-22215	11.72
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	213-22215	50.12
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	213-22220	23.69
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	213-22210	66.37
PACIFIC COAST LAND DESIGN, I...	297276	09/01/2015	TASK 8 CONSTRUCTION DOCU...	213-905-87513.000	1,428.00
PACIFIC COAST LAND DESIGN, I...	297276	09/01/2015	DESIGN CHANGES	213-905-87513.000	1,020.00
<b>Fund 213 - PARKS Total:</b>					<b>9,944.66</b>

**Fund: 215 - CDBG Fund**

THE SALINAS CALIFORNIAN	297068	07/29/2015	CDBG & PLANNING	215-310-73535.435	285.86
THE SALINAS CALIFORNIAN	297068	07/29/2015	CDBG & PLANNING	215-501-68500.431	170.16
MNS ENGINEERS, INC.	297226	08/27/2015	WWTP AERATOR	215-950-85515.432	200.00
MNS ENGINEERS, INC.	297214	08/12/2015	WATER MASTER PLAN	215-310-73535.435	200.00
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	215-22430	7.81
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	215-22225	1.08
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	215-22215	3.48
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	215-22215	14.86
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	215-22220	6.75
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	215-22210	19.13
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	215-22430	17.50
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	215-22225	1.73
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	215-22215	5.56
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	215-22215	23.78
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	215-22220	10.79
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	215-22210	30.61
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	215-22430	9.38
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	215-22225	1.36
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	215-22215	4.40
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	215-22215	18.80
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	215-22220	8.88
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	215-22210	24.89
<b>Fund 215 - CDBG Fund Total:</b>					<b>1,066.81</b>

**Fund: 220 - Measure X Supplemental Sales & Use Tax Fund**

U.S. BANK	297071	07/29/2015	CLEANING KITS,SQUARE PATCH...	220-215-71400.000	263.72
U.S. BANK	297071	07/29/2015	CLEANING KITS,SQUARE PATCH...	220-215-71400.000	230.73
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	220-215-52300.000	20,240.00
FIRST NIGHT MONTEREY, INC.	297169	08/05/2015	First Night Monterey	220-551-72621.211	12,500.00
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	220-22225	25.01
STATE STREET BANK & TRUST C...	DFT0001302	07/17/2015	Defer Comp-GPOA	220-22430	100.00
DEPT OF CHILD SUPPORT SERVI...	DFT0001307	07/17/2015	Misc Withholding	220-22450	1,377.68
G P O A	297028	07/16/2015	GPOA DUES	220-22410	300.00
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	220-22215	530.58
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	220-22215	2,268.70
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	220-22220	850.72
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	220-22210	2,495.61
U.S. BANK	297292	09/01/2015	POLICESTORE.COM - BUTTSTOC...	220-215-71400.000	84.99

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U.S. BANK	297292	09/01/2015	GLOCK MAGAZINES	220-215-71400.000	6,882.48
CITY OF GREENFIELD	297251	09/01/2015	213 EL CAMINO REAL N	220-551-64300.000	14.14
STATE STREET BANK & TRUST C...	DFT0001315	07/31/2015	Defer Comp-GPOA	220-22430	100.00
DEPT OF CHILD SUPPORT SERVI...	DFT0001320	07/31/2015	Misc Withholding	220-22450	1,377.68
G P O A	297032	07/29/2015	GPOA DUES	220-22410	300.00
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	220-22225	144.71
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	220-22215	408.30
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	220-22215	1,745.90
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	220-22220	601.40
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	220-22210	1,762.64
STATE STREET BANK & TRUST C...	DFT0001336	08/14/2015	Defer Comp-GPOA	220-22430	150.00
DEPT OF CHILD SUPPORT SERVI...	DFT0001341	08/14/2015	Misc Withholding	220-22450	1,377.68
G P O A	297181	08/12/2015	GPOA DUES	220-22410	250.00
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	220-22225	120.53
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	220-22215	388.34
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	220-22215	1,660.62
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	220-22220	514.09
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	220-22210	1,545.36
GREGORY ALLEN	297241	08/28/2015	Professional Services	220-215-63400.000	5,180.00
STATE STREET BANK & TRUST C...	DFT0001348	08/28/2015	Defer Comp-GPOA	220-22430	100.00
DEPT OF CHILD SUPPORT SERVI...	DFT0001353	08/28/2015	Misc Withholding	220-22450	1,320.22
G P O A	297217	08/27/2015	GPOA DUES	220-22410	250.00
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	220-22225	118.23
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	220-22215	380.94
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	220-22215	1,628.90
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	220-22220	503.17
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	220-22210	1,547.45
<b>Fund 220 - Measure X Supplemental Sales &amp; Use Tax Fund Total:</b>					<b>71,640.52</b>
<b>Fund: 221 - TRAFFIC IMPACT FUND</b>					
MNS ENGINEERS, INC.	297214	08/12/2015	WALNUT AVENUE INTERIM	221-903-83126.000	2,845.00
PAPICH CONSTRUCTION	297179	08/05/2015	WALNUT AVENUE INTERIM	221-903-83126.000	41,220.00
<b>Fund 221 - TRAFFIC IMPACT FUND Total:</b>					<b>44,065.00</b>
<b>Fund: 222 - PARK IMPACT FUND</b>					
MNS ENGINEERS, INC.	297214	08/12/2015	PARK ENHANCEMENT	222-905-87515.000	1,604.38
<b>Fund 222 - PARK IMPACT FUND Total:</b>					<b>1,604.38</b>
<b>Fund: 230 - GAS TAX FUND</b>					
ASSOCIATED TRAFFIC SAFETY	297035	07/29/2015	CHANNEFLEX (DELINEATORS)	230-320-65700.000	1,137.86
ASSOCIATED TRAFFIC SAFETY	297035	07/29/2015	BUTYL PAD 8"X8" BLACK	230-320-65700.000	140.00
GREEN RUBBER-KENNEDY AG	297212	08/12/2015	PIPE HOSE	230-320-65700.000	16.85
SAN BENITO SUPPLY	297062	07/29/2015	BASE ROCK - POTHOLES	230-320-65700.000	282.85
C & N ELECTRIC AND OUTDOOR	297036	07/29/2015	PRUNNING HELMET - ALVAREZ	230-320-65200.000	70.27
U.S. BANK	297071	07/29/2015	PESTICIDE APPLICATORS PAPA ...	230-320-67200.000	15.00
SOUTH COUNTY TIRE	297065	07/29/2015	9804- TIRES	230-320-66200.000	269.86
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	230-320-52510.000	1,341.31
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	230-320-64100.000	191.14
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	230-320-64200.000	3.79
PACIFIC GAS & ELECTRIC	297056	07/29/2015	TRAFFIC LIGHTS WALNUT/3RD	230-320-64100.000	126.14
PACIFIC GAS & ELECTRIC	297056	07/29/2015	TRAFFIC LIGHTS ECR/OAK	230-320-64100.000	47.93
PACIFIC GAS & ELECTRIC	297215	08/12/2015	TRAFFIC LIGHTS ECR/ELM	230-320-64100.000	49.36
PACIFIC GAS & ELECTRIC	297215	08/12/2015	TRAFFIC LIGHTS ECR/TYLER	230-320-64100.000	47.22
WALLACE GROUP	297073	07/29/2015	STORMWATER IMPROVEMENTS	230-320-63700.000	2,580.00
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	230-320-64600.000	26.11
REDSHIFT	297101	07/29/2015	INTERNET SERVICES	230-320-64900.000	16.23
PARTS & SERVICE CENTER	297099	07/29/2015	7805 - FUEL PUMP	230-320-66200.000	64.76
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	230-320-52300.000	7,020.00
GREENFIELD TRUE VALUE	297089	07/29/2015	COUPLING	230-320-65700.000	10.50
VEGETABLE GROWERS SUPPLY	297108	07/29/2015	BLACK LINERS	230-320-65600.000	20.86
PARTS & SERVICE CENTER	297099	07/29/2015	OFFICE DOOR KEYS	230-320-65900.000	3.26
SOUTH VALLEY LOCK & SAFE	297206	08/12/2015	SHOP - RE-KEY	230-320-63700.000	64.50

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
GREENFIELD TRUE VALUE	297191	08/12/2015	SCREWS - SIDEWALK REPAIR	230-320-65700.000	10.19
PACIFIC GAS & ELECTRIC	297199	08/12/2015	STREET LIGHTS HIGH SCHOOL	230-320-64100.000	346.75
GRAINGER	297190	08/12/2015	CORP YARD LIGHTING	230-320-65900.000	47.82
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	230-22225	-10.34
SEIU 521	297030	07/16/2015	Union Dues	230-22420	49.40
STATE STREET BANK & TRUST C...	DFT0001304	07/17/2015	Defer Comp-Management	230-22430	29.25
STATE STREET BANK & TRUST C...	DFT0001306	07/17/2015	Defer Comp-Misc Employees	230-22430	167.49
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	230-22215	202.36
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	230-22215	865.18
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	230-22220	156.28
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	230-22210	633.04
O'REILLY AUTO PARTS	297098	07/29/2015	7904-STOP LIGHT	230-320-66200.000	11.41
GRANITE CONSTRUCTION COM...	297086	07/29/2015	BASE ROCK	230-320-65700.000	657.86
GREENFIELD TRUE VALUE	297191	08/12/2015	SHOP - OUTSIDE LIGHTING	230-320-65900.000	3.88
ABACHERLI FENCE CO.	297074	07/29/2015	786 APRICOT PERC POND FENCE..	230-320-63700.000	495.00
ABACHERLI FENCE CO.	297074	07/29/2015	781 CHERRY AVE PERC POND	230-320-63700.000	2,630.00
EDGES ELECTRICAL GROUP	297188	08/12/2015	EXTERIOR LIGHTING	230-320-65900.000	20.01
MONTEREY COUNTY PETROLE...	297196	08/12/2015	GASOLINE	230-320-66100.000	568.19
PARTS & SERVICE CENTER	297200	08/12/2015	7924 - PREVENT MAINT	230-320-66200.000	19.97
PARTS & SERVICE CENTER	297200	08/12/2015	7924 - BRAKE PADS	230-320-66200.000	30.51
O'REILLY AUTO PARTS	297198	08/12/2015	7922 - BRAKES	230-320-66200.000	67.76
PACIFIC GAS & ELECTRIC	297277	09/01/2015	STREET LIGHTING	230-320-64100.000	6,236.08
U.S. BANK	297292	09/01/2015	HOME DEPOT - TOOL BUCKETS ...	230-320-65700.000	37.91
U.S. BANK	297292	09/01/2015	HOME DEPOT - HAMMERDRILL ...	230-320-65700.000	193.65
U.S. BANK	297292	09/01/2015	DRIVER LOG BOOKS - 7910/780...	230-320-66200.000	11.46
U.S. BANK	297292	09/01/2015	OSHA TRAINING	230-320-67200.000	169.80
GREENFIELD TRUE VALUE	297191	08/12/2015	LUMBER - GUTTER REPAIR	230-320-65700.000	52.09
GREENFIELD TRUE VALUE	297260	09/01/2015	IRRIGATION SUPPLIES	230-320-65700.000	8.95
INDEPENDENT STATIONERS	297265	09/01/2015	JANITORIAL SUPPLIES	230-320-65600.000	53.69
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	230-320-64100.000	190.24
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	230-320-64200.000	2.90
CITY OF GREENFIELD	297251	09/01/2015	786 APRICOT STREET	230-320-64300.000	3.84
CITY OF GREENFIELD	297251	09/01/2015	200 RAVA PARKWAY PARK	230-320-64300.000	1,659.93
CITY OF GREENFIELD	297251	09/01/2015	1245 APPLE AVE - PERC POND	230-320-64300.000	0.06
CITY OF GREENFIELD	297251	09/01/2015	263 PALO VERDE ST - PERC PO...	230-320-64300.000	0.12
CITY OF GREENFIELD	297251	09/01/2015	920 WALNUT AVE - CORP YARD	230-320-64400.000	118.94
SEIU 521	297034	07/29/2015	Union Dues	230-22420	49.37
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	230-22430	28.15
STATE STREET BANK & TRUST C...	DFT0001319	07/31/2015	Defer Comp-Misc Employees	230-22430	167.51
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	230-22225	52.17
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	230-22215	168.14
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	230-22215	718.94
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	230-22220	93.22
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	230-22210	442.12
PARTS & SERVICE CENTER	297099	07/29/2015	7924-TRI REFLECT	230-320-66200.000	27.97
OFFICE DEPOT	297197	08/12/2015	SHOP - HAND SANITIZER	230-320-65200.000	14.53
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	230-320-95411.000	4,200.52
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	230-320-64600.000	112.83
SEIU 521	297183	08/12/2015	Union Dues	230-22420	49.38
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	230-22430	37.88
STATE STREET BANK & TRUST C...	DFT0001340	08/14/2015	Defer Comp-Misc Employees	230-22430	167.48
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	230-22225	50.26
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	230-22215	161.96
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	230-22215	692.58
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	230-22220	80.86
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	230-22210	396.92
SEIU 521	297219	08/27/2015	Union Dues	230-22420	49.37
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	230-22430	25.23
STATE STREET BANK & TRUST C...	DFT0001352	08/28/2015	Defer Comp-Misc Employees	230-22430	167.50
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	230-22225	51.72

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	230-22215	166.68
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	230-22215	712.54
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	230-22220	90.41
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	230-22210	433.33
REDSHIFT	297283	09/01/2015	INTERNET SERVICES	230-320-64900.000	16.23
PARTS & SERVICE CENTER	297279	09/01/2015	7805-SEAT CUSHION	230-320-66200.000	64.68
<b>Fund 230 - GAS TAX FUND Total:</b>					<b>38,777.95</b>

**Fund: 240 - LOCAL TRANSPORTATION FUND**

MNS ENGINEERS, INC.	297214	08/12/2015	SAFE ROUTES	240-903-89505.491	200.00
<b>Fund 240 - LOCAL TRANSPORTATION FUND Total:</b>					<b>200.00</b>

**Fund: 263 - LLM #1 - LEXINGTON**

EL CAMINO ELECTRIC	297176	08/05/2015	LEXINGTON SUBDIVISION LIGHT...	263-360-63700.000	724.78
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	263-360-52510.000	35.57
PACIFIC GAS & ELECTRIC	297056	07/29/2015	LLMD LEXINGTON	263-360-64100.000	121.59
PACIFIC GAS & ELECTRIC	297215	08/12/2015	VINEYARD GREEN SUBDIVISION	263-360-64100.000	116.57
MNS ENGINEERS, INC.	297214	08/12/2015	SPECIAL DISTRICT ASSESSMENT	263-360-63600.000	112.50
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	263-360-52300.000	90.00
PACIFIC GAS & ELECTRIC	297199	08/12/2015	LLMD MARIPOSA	263-360-64100.000	52.31
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	263-22225	-0.22
STATE STREET BANK & TRUST C...	DFT0001304	07/17/2015	Defer Comp-Management	263-22430	1.62
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	263-22215	3.92
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	263-22215	16.78
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	263-22220	3.54
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	263-22210	11.78
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	LEXINGTON SQUARE	263-360-63700.000	1,500.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	MARIPOSA PLACE SUBDIVISION	263-360-63700.000	620.00
U.S. BANK	297292	09/01/2015	LIGHT REPLACEMENT	263-360-65700.000	14.00
CITY OF GREENFIELD	297251	09/01/2015	0000 GIANOLINI PARKWAY	263-360-64300.000	67.38
CITY OF GREENFIELD	297251	09/01/2015	326 WILSON CIRCLE	263-360-64300.000	314.54
CITY OF GREENFIELD	297251	09/01/2015	324 WILSON CIRCLE	263-360-64300.000	2.94
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	263-22430	1.56
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	263-22225	0.98
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	263-22215	3.14
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	263-22215	13.48
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	263-22220	1.77
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	263-22210	6.56
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	263-22430	2.10
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	263-22225	0.98
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	263-22215	3.10
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	263-22215	13.36
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	263-22220	1.72
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	263-22210	6.42
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	263-22430	1.40
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	263-22225	0.96
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	263-22215	3.14
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	263-22215	13.30
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	263-22220	1.74
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	263-22210	6.46
<b>Fund 263 - LLM #1 - LEXINGTON Total:</b>					<b>3,891.77</b>

**Fund: 264 - LLM #2 - TERRA VERDE, ETC**

EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	264-360-52510.000	82.99
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	264-360-64100.000	361.49
PACIFIC GAS & ELECTRIC	297056	07/29/2015	ST. CHRISTOPHER PARK	264-360-64100.000	52.45
PACIFIC GAS & ELECTRIC	297215	08/12/2015	HUERTA RESIDENTIAL/VASQUEZ..	264-360-64100.000	176.36
PACIFIC GAS & ELECTRIC	297215	08/12/2015	ST. CHARLES COMMERCIAL AREA	264-360-64100.000	239.60
AT&T MOBILITY	297209	08/12/2015	CODE BLUE PARK	264-360-65900.000	11.25
MNS ENGINEERS, INC.	297214	08/12/2015	PARK ENHANCEMENT	264-360-72704.000	283.12
MNS ENGINEERS, INC.	297214	08/12/2015	SPECIAL DISTRICT ASSESSMENT	264-360-63600.000	112.50
MNS ENGINEERS, INC.	297214	08/12/2015	SPECIAL DISTRICT ASSESSMENT	264-360-63600.000	112.50

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	264-360-52300.000	180.00
VEGETABLE GROWERS SUPPLY	297108	07/29/2015	BLACK LINERS	264-360-65600.000	20.85
PACIFIC GAS & ELECTRIC	297199	08/12/2015	LLMD LAS MANZANITAS	264-360-64100.000	33.07
PACIFIC GAS & ELECTRIC	297199	08/12/2015	LLMD LAS MANZANITAS	264-360-64100.000	9.82
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	264-22225	-0.62
STATE STREET BANK & TRUST C...	DFT0001304	07/17/2015	Defer Comp-Management	264-22430	1.62
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	264-22215	6.64
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	264-22215	28.44
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	264-22220	3.99
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	264-22210	14.33
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	TERRA VERDE SUBDIVISION	264-360-63700.000	1,500.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	ST CHRISTOPHER PARK	264-360-63700.000	975.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	ST CHARLES GAZEBO	264-360-63700.000	1,000.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	LA VINA SUBDIVISION	264-360-63700.000	3,100.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	TRADITIONS SUBDIVISION	264-360-63700.000	2,800.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	ST CHARLES SUBDIVISION	264-360-63700.000	2,275.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	BAROLO PARK	264-360-63700.000	175.00
SMITH & ENRIGHT LANDSCAPI...	297171	08/05/2015	JULY'S EXTRAS	264-360-63700.000	471.27
GREENFIELD TRUE VALUE	297260	09/01/2015	GRAFFITTI REMOVAL	264-360-65700.000	30.71
GREENFIELD TRUE VALUE	297260	09/01/2015	GRAFFITTI REMOVAL	264-360-65700.000	3.87
PACIFIC GAS & ELECTRIC	297277	09/01/2015	STREET LIGHTING	264-360-64100.000	619.58
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	264-360-64100.000	371.83
KELLY-MOORE PAINT COMPANY	297268	09/01/2015	GRAFFITI PAINT	264-360-65700.000	184.57
CITY OF GREENFIELD	297251	09/01/2015	317 MORENO STREET	264-360-64300.000	44.06
CITY OF GREENFIELD	297251	09/01/2015	632 VAZQUEZ AVENUE	264-360-64300.000	35.15
CITY OF GREENFIELD	297251	09/01/2015	246 BORZINI CIRCLE	264-360-64300.000	666.83
CITY OF GREENFIELD	297251	09/01/2015	18 S EL CAMINO REAL - MEDIAN	264-360-64300.000	41.56
CITY OF GREENFIELD	297251	09/01/2015	98 S EL CAMINO REAL/PARK	264-360-64300.000	1,617.48
CITY OF GREENFIELD	297251	09/01/2015	20 WALKER LANE ISLAND	264-360-64300.000	39.11
CITY OF GREENFIELD	297251	09/01/2015	300 LAS MANZANITAS DRIVE	264-360-64300.000	17.96
CITY OF GREENFIELD	297251	09/01/2015	235 THORP/WALNUT TREE LINE	264-360-64300.000	2.40
CITY OF GREENFIELD	297251	09/01/2015	634 ST CHRISTOPHER LANE	264-360-64300.000	587.80
CITY OF GREENFIELD	297251	09/01/2015	385 THORP AVE	264-360-64300.000	90.24
CITY OF GREENFIELD	297251	09/01/2015	207 TUSCANY AVENUE PARK	264-360-64300.000	1,931.00
CITY OF GREENFIELD	297251	09/01/2015	355 THORP AVENUE - TREE LINE	264-360-64300.000	5.64
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	264-22430	1.56
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	264-22225	1.82
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	264-22215	5.88
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	264-22215	25.10
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	264-22220	2.19
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	264-22210	9.06
GREENFIELD TRUE VALUE	297260	09/01/2015	CENTENIAL PARK FLAG SUPPLIES	264-360-65700.000	14.51
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	264-22430	2.10
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	264-22225	1.82
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	264-22215	5.84
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	264-22215	24.96
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	264-22220	2.14
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	264-22210	8.91
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	264-22430	1.40
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	264-22225	1.80
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	264-22215	5.86
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	264-22215	24.90
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	264-22220	2.17
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	264-22210	8.95
<b>Fund 264 - LLM #2 - TERRA VERDE, ETC Total:</b>					<b>20,467.43</b>
<b>Fund: 265 - SMD #1</b>					
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	265-360-52510.000	70.81
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	265-360-52300.000	300.00
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	265-22225	-0.78
SEIU 521	297030	07/16/2015	Union Dues	265-22420	2.85

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
STATE STREET BANK & TRUST C...	DFT0001306	07/17/2015	Defer Comp-Misc Employees	265-22430	10.50
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	265-22215	7.90
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	265-22215	33.68
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	265-22220	3.57
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	265-22210	18.51
SEIU 521	297034	07/29/2015	Union Dues	265-22420	2.85
STATE STREET BANK & TRUST C...	DFT0001319	07/31/2015	Defer Comp-Misc Employees	265-22430	10.52
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	265-22225	2.36
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	265-22215	7.56
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	265-22215	32.34
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	265-22220	3.50
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	265-22210	17.25
SEIU 521	297183	08/12/2015	Union Dues	265-22420	2.85
STATE STREET BANK & TRUST C...	DFT0001340	08/14/2015	Defer Comp-Misc Employees	265-22430	10.50
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	265-22225	2.28
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	265-22215	7.30
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	265-22215	31.34
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	265-22220	2.91
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	265-22210	15.21
SEIU 521	297219	08/27/2015	Union Dues	265-22420	2.85
STATE STREET BANK & TRUST C...	DFT0001352	08/28/2015	Defer Comp-Misc Employees	265-22430	10.50
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	265-22225	2.34
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	265-22215	7.52
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	265-22215	32.14
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	265-22220	3.35
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	265-22210	16.84

Fund 265 - SMD #1 Total: 671.35

## Fund: 266 - SMD #2

EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	266-360-52510.000	70.81
MNS ENGINEERS, INC.	297214	08/12/2015	SPECIAL DISTRICT ASSESSMENT	266-360-63600.000	112.50
JOHN SEMSEN LANDSCAPING C...	297092	07/29/2015	LANDSCAPE SERVICES AT SSMD...	266-360-63700.000	2,500.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	266-360-52300.000	300.00
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	266-22225	-0.75
SEIU 521	297030	07/16/2015	Union Dues	266-22420	2.83
STATE STREET BANK & TRUST C...	DFT0001306	07/17/2015	Defer Comp-Misc Employees	266-22430	10.49
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	266-22215	7.84
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	266-22215	33.70
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	266-22220	3.56
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	266-22210	18.52
SEIU 521	297034	07/29/2015	Union Dues	266-22420	2.84
STATE STREET BANK & TRUST C...	DFT0001319	07/31/2015	Defer Comp-Misc Employees	266-22430	10.45
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	266-22225	2.33
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	266-22215	7.58
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	266-22215	32.36
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	266-22220	3.46
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	266-22210	17.26
SEIU 521	297183	08/12/2015	Union Dues	266-22420	2.83
STATE STREET BANK & TRUST C...	DFT0001340	08/14/2015	Defer Comp-Misc Employees	266-22430	10.50
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	266-22225	2.27
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	266-22215	7.36
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	266-22215	31.32
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	266-22220	2.83
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	266-22210	15.20
SEIU 521	297219	08/27/2015	Union Dues	266-22420	2.83
STATE STREET BANK & TRUST C...	DFT0001352	08/28/2015	Defer Comp-Misc Employees	266-22430	10.50
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	266-22225	2.32
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	266-22215	7.42
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	266-22215	32.16
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	266-22220	3.32

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	266-22210	16.80
				<b>Fund 266 - SMD #2 Total:</b>	<b>3,283.44</b>
<b>Fund: 291 - HOME GRANT</b>					
THE SALINAS CALIFORNIAN	297068	07/29/2015	CDBG & PLANNING	291-610-68500.000	170.15
				<b>Fund 291 - HOME GRANT Total:</b>	<b>170.15</b>
<b>Fund: 297 - GREENFIELD SCIENCE WORKSHOP</b>					
GREENFIELD TRUE VALUE	297220	08/27/2015	PVC FITTINGS FOR ROCKET LAU...	297-597-65500.292	1.25
WELLS FARGO BANK	DFT0001366	09/02/2015	FOOD FOR LAST GARDEN DAY	297-597-65500.292	22.92
WELLS FARGO BANK	DFT0001366	09/02/2015	ICE FOR HIKING TRIP	297-597-65500.292	5.42
WELLS FARGO BANK	DFT0001366	09/02/2015	FOOD FOR LAST GARDEN DAY	297-597-65500.292	29.43
WELLS FARGO BANK	DFT0001366	09/02/2015	BLADES FOR SCROLL SAW	297-597-65500.292	10.90
WELLS FARGO BANK	DFT0001366	09/02/2015	HOT GLUE FOR GENERAL USE	297-597-65500.292	507.42
WELLS FARGO BANK	DFT0001366	09/02/2015	TAPE & RUBBERBANDS FOR GE...	297-597-65500.292	88.22
WELLS FARGO BANK	DFT0001366	09/02/2015	CRAFT SUPPLIES	297-597-65500.292	425.70
WELLS FARGO BANK	DFT0001366	09/02/2015	HARBOR FREIGHT TOOLS - SAFE...	297-597-65500.292	67.29
WELLS FARGO BANK	DFT0001366	09/02/2015	WALMART - PUMPS FOR WATER...	297-597-65500.292	32.61
WELLS FARGO BANK	DFT0001366	09/02/2015	SMART&FINAL - DETERGANT F...	297-597-65500.292	24.05
WELLS FARGO BANK	DFT0001366	09/02/2015	RUBBER CEMENT & PATCH KIT	297-597-65500.292	33.88
WELLS FARGO BANK	DFT0001366	09/02/2015	FOODS CO - BAMBOO SKEWERS...	297-597-65500.292	6.91
WELLS FARGO BANK	DFT0001366	09/02/2015	ORGANIZERS FOR FY 2015-2016	297-597-65500.292	21.52
WELLS FARGO BANK	DFT0001366	09/02/2015	PRAXAIR DIST. - DRY ICE ACTIVI...	297-597-65500.292	11.72
WELLS FARGO BANK	DFT0001366	09/02/2015	GARDEN WORKDAY - GAS	297-597-65500.292	35.12
WELLS FARGO BANK	DFT0001366	09/02/2015	DRY ICE FOR CLASS	297-597-65500.292	17.13
WELLS FARGO BANK	DFT0001366	09/02/2015	DRY ICE ACTIVITY	297-597-65500.292	17.13
WELLS FARGO BANK	DFT0001366	09/02/2015	SMART&FINAL - FOOD & WATE...	297-597-65500.292	24.89
WELLS FARGO BANK	DFT0001366	09/02/2015	INFLATING PUMP NEEDLE ADA...	297-597-65500.292	6.99
WELLS FARGO BANK	DFT0001366	09/02/2015	FOOD	297-597-65500.292	74.18
WELLS FARGO BANK	DFT0001366	09/02/2015	PENCIL SHARPENERS FOR GENE...	297-597-65500.292	2.00
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	297-597-64100.292	189.27
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	297-597-64200.292	8.11
GREENFIELD TRUE VALUE	297220	08/27/2015	PVC FITTINGS FOR ROCKET LAU...	297-597-65500.292	2.66
GREENFIELD TRUE VALUE	297220	08/27/2015	CHAIN BREAKER FOR BIKES	297-597-65500.292	5.31
GREENFIELD TRUE VALUE	297220	08/27/2015	SPRAY PAINT FOR BIKES	297-597-65500.292	3.79
REDSHIFT	297101	07/29/2015	INTERNET SERVICES	297-597-64900.000	99.99
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	297-597-52300.290	1,890.00
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	297-22225	-13.44
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	297-22215	66.10
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	297-22215	282.60
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	297-22220	37.91
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	297-22210	166.25
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	SCREWS FOR GENERAL USE	297-597-65500.292	130.82
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	TOOLS/SAW BLADES	297-597-65500.292	59.86
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	PAINT SAMPLES - BUILDING LO...	297-597-65500.292	15.19
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	SQW BLADE FOR CIRCULAR SAW	297-597-65500.292	21.79
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	PAINT SUPPLIES FOR BUILDING ...	297-597-65500.292	26.87
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	RETURNED BOOTS 3/10/15	297-597-65500.292	-57.05
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	PAINT SAMPLES - BUILDING LO...	297-597-65500.292	7.60
HOME DEPOT CREDIT SERVICES	297263	09/01/2015	RETURNED SAW BLADE - INCOR...	297-597-65500.292	-15.25
U.S. BANK	297292	09/01/2015	FASTRIP - GAS FOR ARROYO SE...	297-597-65500.292	35.00
U.S. BANK	297292	09/01/2015	FASTRIP - ICE FOR ARROYO SEC...	297-597-65500.292	2.29
U.S. BANK	297292	09/01/2015	KELLY-MOORE PAINTS - PAINT ...	297-597-65500.292	58.42
U.S. BANK	297292	09/01/2015	KELLY-MOORE PAINTS - PAINT ...	297-597-65500.292	11.58
U.S. BANK	297292	09/01/2015	SITE RESERVATION - CAMPING ...	297-597-65500.292	159.00
U.S. BANK	297292	09/01/2015	KELLY-MOORE PAINTS - PAINT ...	297-597-65500.292	65.14
U.S. BANK	297292	09/01/2015	FOODSCO - FOOD FOR ARROYO...	297-597-65500.292	25.91
U.S. BANK	297292	09/01/2015	FOODS CO - FOOD FOR ARROYO...	297-597-65500.292	16.31
U.S. BANK	297292	09/01/2015	SMART&FINAL - CLEANING SUP...	297-597-65500.292	36.29
U.S. BANK	297292	09/01/2015	BEAR WOODS SUPPLY - BLADES...	297-597-65500.292	37.72
U.S. BANK	297292	09/01/2015	FASTRIP - GAS FOR ARROYO SE...	297-597-65500.292	30.01
U.S. BANK	297292	09/01/2015	HARBOR REIGHT TOOLS - SAND...	297-597-65500.292	13.08

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
U.S. BANK	297292	09/01/2015	AMAZON - LAMINATOR & LAM...	297-597-65500.292	53.90
U.S. BANK	297292	09/01/2015	SMART&FINAL - BALLOONS	297-597-65500.292	8.02
U.S. BANK	297292	09/01/2015	HARBOR FREIGHT TOOLS - BLA...	297-597-65500.292	10.90
U.S. BANK	297292	09/01/2015	KELLY-MOORE PAINTS - PAINT ...	297-597-65500.292	38.53
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	297-597-64100.292	208.16
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	297-597-64200.292	7.84
CITY OF GREENFIELD	297251	09/01/2015	45 EL CAMINO REAL	297-597-64300.292	20.05
CITY OF GREENFIELD	297251	09/01/2015	45 EL CAMINO REAL	297-597-64400.292	58.62
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	297-22225	13.71
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	297-22215	44.18
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	297-22215	188.88
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	297-22220	37.91
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	297-22210	151.33
ALL SAFE INTEGRATED SYSTEMS	297184	08/12/2015	ALARM MONITORING - SCIENCE...	297-597-63900.000	72.00
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	297-22225	13.71
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	297-22215	44.18
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	297-22215	188.88
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	297-22220	37.91
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	297-22210	151.33
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	297-22225	13.71
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	297-22215	44.18
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	297-22215	188.88
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	297-22220	37.91
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	297-22210	151.33
REDSHIFT	297283	09/01/2015	INTERNET SERVICES	297-597-64900.000	99.99
<b>Fund 297 - GREENFIELD SCIENCE WORKSHOP Total:</b>					<b>6,771.85</b>

**Fund: 411 - Municipal Finance Corporation Debt Service - 50% P**

CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	411-49510.000	-4,200.52
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	411-49530.000	-4,200.52
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	411-49553.000	-4,200.52
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	411-49554.000	-4,200.52
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	411-709-91310.000	604.88
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	411-709-91410.000	16,197.21
<b>Fund 411 - Municipal Finance Corporation Debt Service - 50% P Total:</b>					<b>0.01</b>

**Fund: 503 - SEWER FUND**

U.S. BANK	297071	07/29/2015	RANCHO - WATER FOR GENERA...	503-335-65100.000	9.39
U.S. BANK	297071	07/29/2015	PESTICIDE APPLICATORS PAPA ...	503-335-67200.000	15.00
TYLER TECHNOLOGIES	297070	07/29/2015	INSITE TRANSACTION FESS - UTI...	503-191-63300.000	634.37
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	503-191-52510.000	31.93
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	503-330-52510.000	148.72
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	503-333-52510.000	475.03
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	503-335-52510.000	377.63
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	503-333-64100.000	736.40
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	503-335-64100.000	4,959.56
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	503-335-64200.000	3.80
CASEY PRINTING	297037	07/29/2015	JUNE 2015 MONTHLY BILLING	503-191-61200.000	209.30
CASEY PRINTING	297037	07/29/2015	JUNE 2015 MONTHLY BILLING	503-191-63800.000	209.29
WALLACE GROUP	297073	07/29/2015	Task 2 Implement Pond Restora...	503-330-6390a.000	3,780.09
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	503-330-64600.000	24.77
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	503-330-64900.000	19.01
REDSHIFT	297101	07/29/2015	INTERNET SERVICES	503-330-64900.000	36.24
BEN-E-LECT	297081	07/29/2015	JULY 2015	503-191-52510.000	2.76
CALIFORNIA INFRASTRUCTURE ...	DFT0001373	07/31/2015	WASTE WATER EXPANSION PP...	503-705-63300.000	5,903.90
CALIFORNIA INFRASTRUCTURE ...	DFT0001373	07/31/2015	WASTE WATER EXPANSION PP...	503-705-91210.000	63,339.18
CALIFORNIA INFRASTRUCTURE ...	DFT0001373	07/31/2015	WASTE WATER EXPANSION PP...	503-705-91310.000	30,992.99
GREEN RUBBER-KENNEDY AG	297087	07/29/2015	SWR SUPPLIES	503-335-65700.000	146.18
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	503-191-52300.000	810.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	503-330-52300.000	750.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	503-333-52300.000	6,090.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	503-335-52300.000	3,600.00

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
PARTS & SERVICE CENTER	297099	07/29/2015	OFFICE DOOR KEYS	503-330-65900.000	3.26
SOUTH VALLEY LOCK & SAFE	297206	08/12/2015	SHOP - RE-KEY	503-330-63700.000	64.50
PARTS & SERVICE CENTER	297099	07/29/2015	KEYS FOR OFFICES ON SHOP YA...	503-335-65900.000	18.47
AMERICAN FAMILY LIFE	DFT0001313	07/17/2015	SUPPLEMENTAL BENEFITS - JUN...	503-22440	19.45
IVAN BARRON	297091	07/29/2015	BOOT ALLOWANCE REIMBURS...	503-335-65200.000	130.00
GRAINGER	297190	08/12/2015	CORP YARD LIGHTING	503-330-65900.000	47.82
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	503-22225	6.94
SEIU 521	297030	07/16/2015	Union Dues	503-22420	76.76
STATE STREET BANK & TRUST C...	DFT0001304	07/17/2015	Defer Comp-Management	503-22430	48.75
STATE STREET BANK & TRUST C...	DFT0001305	07/17/2015	Defer Comp-Mid Management	503-22430	66.04
STATE STREET BANK & TRUST C...	DFT0001306	07/17/2015	Defer Comp-Misc Employees	503-22430	105.05
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	503-22215	358.46
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	503-22215	1,532.44
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	503-22220	435.97
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	503-22210	1,439.04
SWRCB - OFFICE OF OPERATOR ...	297104	07/29/2015	WASTEWATER TREATMENT EX...	503-335-67400.000	140.00
SWRCB - OFFICE OF OPERATOR ...	297104	07/29/2015	WASTEWATER TREATMENT EX...	503-335-67400.000	140.00
GREENFIELD TRUE VALUE	297191	08/12/2015	SHOP - OUTSIDE LIGHTING	503-330-65900.000	3.88
PRAXAIR DISTRIBUTION, INC.	297201	08/12/2015	INDUSTRIAL ACETYLENE	503-333-65700.000	29.43
PRAXAIR DISTRIBUTION, INC.	297201	08/12/2015	INDUSTRIAL ACETYLENE	503-335-65700.000	29.43
EDGES ELECTRICAL GROUP	297188	08/12/2015	EXTERIOR LIGHTING	503-330-65900.000	20.02
MONTEREY COUNTY PETROLE...	297196	08/12/2015	GASOLINE	503-330-66100.000	131.82
CASEY PRINTING	297248	09/01/2015	CITY OF GRENFIELD #10 WIND...	503-191-61200.000	892.35
CASEY PRINTING	297248	09/01/2015	CITY OF GRENFIELD #9 REGULAR..	503-191-61200.000	938.52
U.S. BANK	297292	09/01/2015	DRIVER LOG BOOKS - 7910/780...	503-330-66200.000	3.79
U.S. BANK	297292	09/01/2015	HOME DEPOT - TOOL BUCKETS ...	503-333-65700.000	8.22
U.S. BANK	297292	09/01/2015	OSHA TRAINING	503-333-67200.000	169.80
U.S. BANK	297292	09/01/2015	HOME DEPOT - TOOL BUCKETS ...	503-335-65700.000	8.22
U.S. BANK	297292	09/01/2015	OSHA TRAINING	503-335-67200.000	169.80
U.S. BANK	297292	09/01/2015	WASTE WATER CERT. CLASS - L...	503-333-67400.000	3.75
U.S. BANK	297292	09/01/2015	WASTE WATER CERT. CLASS - L...	503-333-67400.000	28.04
U.S. BANK	297292	09/01/2015	WASTE WATER CERT. CLASS - L...	503-333-67400.000	8.90
U.S. BANK	297292	09/01/2015	WASTE WATER CERT. CLASS - L...	503-335-67400.000	3.75
U.S. BANK	297292	09/01/2015	WASTE WATER CERT. CLASS - L...	503-335-67400.000	8.90
U.S. BANK	297292	09/01/2015	WASTE WATER CERT. CLASS - L...	503-335-67400.000	28.04
INDEPENDENT STATIONERS	297265	09/01/2015	JANITORIAL SUPPLIES	503-330-65600.000	53.69
PINNACLE HEALTHCARE	297282	09/01/2015	3935471-7 - PHYSICAL/A. ALVA...	503-330-63900.000	70.00
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	503-333-64100.000	753.39
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	503-333-64200.000	2.90
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	503-335-64100.000	5,542.55
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	503-335-64200.000	2.89
CITY OF GREENFIELD	297251	09/01/2015	920 WALNUT AVE - CORP YARD	503-330-64300.000	47.08
CITY OF GREENFIELD	297251	09/01/2015	920 WALNUT AVE - CORP YARD	503-330-64400.000	118.94
ROBIN WARBEY CONSULTING	297285	09/01/2015	TECH SUPPLIES - JULY 2015	503-191-65300.000	481.26
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	503-191-52510.000	2.76
SEIU 521	297034	07/29/2015	Union Dues	503-22420	76.75
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	503-22430	46.92
STATE STREET BANK & TRUST C...	DFT0001318	07/31/2015	Defer Comp-Mid Management	503-22430	33.00
STATE STREET BANK & TRUST C...	DFT0001319	07/31/2015	Defer Comp-Misc Employees	503-22430	105.03
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	503-22225	71.41
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	503-22215	230.08
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	503-22215	983.64
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	503-22220	142.35
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	503-22210	628.66
OFFICE DEPOT	297197	08/12/2015	SHOP - HAND SANITIZER	503-330-65200.000	14.55
TYLER TECHNOLOGIES	297208	08/12/2015	UTILITY BILLING ONLINE COMP...	503-191-63300.000	37.50
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	503-330-95411.000	4,200.52
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	503-330-64600.000	93.10
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	503-330-64900.000	19.01
SEIU 521	297183	08/12/2015	Union Dues	503-22420	72.57

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	503-22430	63.13
STATE STREET BANK & TRUST C...	DFT0001339	08/14/2015	Defer Comp-Mid Management	503-22430	66.00
STATE STREET BANK & TRUST C...	DFT0001340	08/14/2015	Defer Comp-Misc Employees	503-22430	105.02
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	503-22225	71.02
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	503-22215	228.74
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	503-22215	977.98
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	503-22220	143.68
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	503-22210	627.59
AMERICAN FAMILY LIFE	DFT0001359	08/27/2015	SUPPLEMENTAL BENEFITS	503-22440	29.17
SEIU 521	297219	08/27/2015	Union Dues	503-22420	66.23
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	503-22430	42.05
STATE STREET BANK & TRUST C...	DFT0001351	08/28/2015	Defer Comp-Mid Management	503-22430	33.02
STATE STREET BANK & TRUST C...	DFT0001352	08/28/2015	Defer Comp-Misc Employees	503-22430	90.00
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	503-22225	63.88
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	503-22215	205.90
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	503-22215	880.20
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	503-22220	127.24
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	503-22210	593.70
REDSHIFT	297283	09/01/2015	INTERNET SERVICES	503-330-64900.000	36.24
HACH COMPANY	297261	09/01/2015	PH BUFFER SOLUTION	503-335-65700.000	123.16
				<b>Fund 503 - SEWER FUND Total:</b>	<b>148,829.65</b>

## Fund: 504 - WATER FUND

PARTS & SERVICE CENTER	297057	07/29/2015	7910 - PREVENT MAINT	504-345-66200.000	70.27
U.S. BANK	297071	07/29/2015	PESTICIDE APPLICATORS PAPA ...	504-345-67200.000	15.00
U.S. BANK	297071	07/29/2015	PESTICIDE APPLICATORS PAPA ...	504-345-67200.000	15.00
TYLER TECHNOLOGIES	297070	07/29/2015	INSITE TRANSACTION FESS - UTI...	504-191-63300.000	634.38
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	504-191-52510.000	31.92
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	504-340-52510.000	463.43
EMPLOYER ELECT	297027	07/16/2015	JUNE 2015 REIMBURSEMENT	504-345-52510.000	55.01
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	504-345-64100.000	9,457.64
PACIFIC GAS & ELECTRIC	297056	07/29/2015	MONTHLY UTILITES	504-345-64200.000	3.79
CASEY PRINTING	297037	07/29/2015	JUNE 2015 WATER CONSUMPT...	504-340-65100.254	468.17
CASEY PRINTING	297037	07/29/2015	JUNE 2015 MONTHLY BILLING	504-191-61200.000	209.29
CASEY PRINTING	297037	07/29/2015	JUNE 2015 MONTHLY BILLING	504-191-63800.000	209.29
MNS ENGINEERS, INC.	297226	08/27/2015	ROCHA	504-345-63800.000	400.00
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	504-340-64600.000	24.77
VERIZON WIRELESS	297072	07/29/2015	CELL PHONES - PUBLIC WORKS	504-340-64900.000	19.00
HD SUPPLY WATERWORKS	297044	07/29/2015	"5/8 MASTER METERS	504-950-86101.000	4,181.88
REDSHIFT	297101	07/29/2015	INTERNET SERVICES	504-340-64900.000	36.20
BEN-E-LECT	297081	07/29/2015	JULY 2015	504-191-52510.000	2.76
CALIFORNIA INFRASTRUCTURE ...	DFT0001373	07/31/2015	WATER EXPANSION PROJECT L...	504-705-63300.000	8,541.75
CALIFORNIA INFRASTRUCTURE ...	DFT0001373	07/31/2015	WATER EXPANSION PROJECT L...	504-705-91210.000	91,638.93
CALIFORNIA INFRASTRUCTURE ...	DFT0001373	07/31/2015	WATER EXPANSION PROJECT L...	504-705-91310.000	44,840.57
HYDRO TURF, INC.	297090	07/29/2015	ECR MEDIAN CONSERVATION	504-340-65100.254	219.45
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	504-191-52300.000	810.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	504-340-52300.000	750.00
MONTEREY BAY AREA SELF INS...	297095	07/29/2015	Work Comp Premium first 100K	504-345-52300.000	3,480.00
PACIFIC GAS & ELECTRIC	297199	08/12/2015	10TH STREET WELL	504-345-64100.000	9,054.83
PARTS & SERVICE CENTER	297099	07/29/2015	OFFICE DOOR KEYS	504-340-65900.000	3.26
SOUTH VALLEY LOCK & SAFE	297206	08/12/2015	SHOP - RE-KEY	504-340-63700.000	64.50
SHORE CHEMICAL COMPANY, I...	297204	08/12/2015	SODIUM HYPOCHLORITE	504-345-65700.000	1,713.32
PACIFIC GAS & ELECTRIC	297199	08/12/2015	13TH/OAK WELL	504-345-64100.000	4,400.91
PACIFIC GAS & ELECTRIC	297199	08/12/2015	13TH/OAK WELL	504-345-64200.000	8.12
PARTS & SERVICE CENTER	297099	07/29/2015	KEYS FOR OFFICES ON SHOP YA...	504-340-65900.000	36.93
AMERICAN FAMILY LIFE	DFT0001313	07/17/2015	SUPPLEMENTAL BENEFITS - JUN...	504-22440	19.45
ARTURO FELIX	297079	07/29/2015	CONSERVATION MEETING - ME...	504-340-65100.254	24.66
GRAINGER	297190	08/12/2015	CORP YARD LIGHTING	504-340-65900.000	47.82
GREENFIELD TRUE VALUE	297191	08/12/2015	WELLS 1 & 6 LIGHT BULBS	504-345-65900.000	31.47
STATE OF CALIFORNIA EDD	DFT0001308	07/17/2015	SDI	504-22225	5.17
SEIU 521	297030	07/16/2015	Union Dues	504-22420	47.04

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STATE STREET BANK & TRUST C...	DFT0001304	07/17/2015	Defer Comp-Management	504-22430	48.76
STATE STREET BANK & TRUST C...	DFT0001305	07/17/2015	Defer Comp-Mid Management	504-22430	33.96
STATE STREET BANK & TRUST C...	DFT0001306	07/17/2015	Defer Comp-Misc Employees	504-22430	49.95
Internal Revenue Service	DFT0001309	07/17/2015	Medicare	504-22215	233.00
Internal Revenue Service	DFT0001310	07/17/2015	Social Security	504-22215	996.22
STATE OF CALIFORNIA EDD	DFT0001311	07/17/2015	State Withholding	504-22220	245.82
Internal Revenue Service	DFT0001312	07/17/2015	Federal Tax Withholding	504-22210	857.15
PARTS & SERVICE CENTER	297099	07/29/2015	7910 - LENS	504-345-66200.000	12.08
GRANITE CONSTRUCTION COM...	297086	07/29/2015	BASE ROCK	504-345-65700.000	657.87
GREENFIELD TRUE VALUE	297191	08/12/2015	SHOP - OUTSIDE LIGHTING	504-340-65900.000	3.88
PRAXAIR DISTRIBUTION, INC.	297201	08/12/2015	INDUSTRIAL ACETYLENE	504-345-65700.000	29.43
EDGES ELECTRICAL GROUP	297188	08/12/2015	EXTERIOR LIGHTING	504-340-65900.000	20.02
EDGES ELECTRICAL GROUP	297188	08/12/2015	WELLS 1 & 6 EXTERIOR LIGHTING	504-345-65900.000	123.69
PARTS & SERVICE CENTER	297200	08/12/2015	7923 - VEHICLE MAINT	504-340-66200.000	118.62
MONTEREY COUNTY PETROLE...	297196	08/12/2015	GASOLINE	504-340-66100.000	367.03
IZZY'S AUTO REPAIR	297192	08/12/2015	7923 - VEHICLE REPAIR	504-340-66200.000	40.00
CASEY PRINTING	297248	09/01/2015	CITY OF GREENFIELD #10 WIND...	504-191-61200.000	892.36
CASEY PRINTING	297248	09/01/2015	CITY OF GREENFIELD #9 REGULAR...	504-191-61200.000	938.52
DAN'S TIRE & AUTO SERV	297254	09/01/2015	7910 - TIRE REPAIR	504-340-66200.000	30.00
U.S. BANK	297292	09/01/2015	CONSERVATION MEETING - TA...	504-340-65100.254	6.69
U.S. BANK	297292	09/01/2015	CONSERVATION MEETING - JAC...	504-340-65100.254	7.63
U.S. BANK	297292	09/01/2015	DRIVER LOG BOOKS - 7910/780...	504-340-66200.000	3.79
U.S. BANK	297292	09/01/2015	OSHA TRAINING	504-340-67200.000	169.80
U.S. BANK	297292	09/01/2015	HOME DEPOT - TOOL BUCKETS ...	504-345-65700.000	8.22
U.S. BANK	297292	09/01/2015	HOME DEPOT - HAMMERDRILL ...	504-345-65700.000	193.65
PARTS & SERVICE CENTER	297279	09/01/2015	7910-BRAKES	504-340-66200.000	68.66
SWRCB - OFFICE OF OPERATOR ...	297173	08/05/2015	WATER TREATMENT CERTIFICAT...	504-340-67400.000	60.00
SWRCB - OFFICE OF OPERATOR ...	297173	08/05/2015	WATER DISTRIBUTION CERTIFIC...	504-340-67400.000	80.00
GRAINGER	297259	09/01/2015	CHLORINE GAUGES	504-345-65700.000	198.31
MICHAEL K. NUNLEY & ASSOCIA...	297271	09/01/2015	BOOSTER PUMP PRESSURE TEST	504-345-63800.000	80.00
INDEPENDENT STATIONERS	297265	09/01/2015	JANITORIAL SUPPLIES	504-340-65600.000	53.68
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	504-345-64100.000	9,319.81
PACIFIC GAS & ELECTRIC	297277	09/01/2015	MONTHLY UTILITIES	504-345-64200.000	2.90
FERGUSON ENTERPRISES INC. 7...	297255	09/01/2015	METER READING SOFTWARE M...	504-345-61700.000	995.00
PACIFIC TRUCK PARTS, INC.	297278	09/01/2015	7910 - BOLTS	504-340-66200.000	15.98
CITY OF GREENFIELD	297251	09/01/2015	920 WALNUT AVE - CORP YARD	504-340-64400.000	118.95
ROBIN WARBEY CONSULTING	297285	09/01/2015	TECH SUPPLIES - JULY 2015	504-191-65300.000	481.26
BEN-E-LECT	297246	09/01/2015	AUGUST 2015	504-191-52510.000	2.76
SEIU 521	297034	07/29/2015	Union Dues	504-22420	47.05
STATE STREET BANK & TRUST C...	DFT0001317	07/31/2015	Defer Comp-Management	504-22430	46.94
STATE STREET BANK & TRUST C...	DFT0001318	07/31/2015	Defer Comp-Mid Management	504-22430	17.00
STATE STREET BANK & TRUST C...	DFT0001319	07/31/2015	Defer Comp-Misc Employees	504-22430	49.97
STATE OF CALIFORNIA EDD	DFT0001321	07/31/2015	SDI	504-22225	45.58
Internal Revenue Service	DFT0001322	07/31/2015	Medicare	504-22215	146.90
Internal Revenue Service	DFT0001323	07/31/2015	Social Security	504-22215	628.16
STATE OF CALIFORNIA EDD	DFT0001324	07/31/2015	State Withholding	504-22220	76.33
Internal Revenue Service	DFT0001325	07/31/2015	Federal Tax Withholding	504-22210	369.92
AT&T	297080	07/29/2015	WATER LINES	504-345-64500.000	68.60
OFFICE DEPOT	297197	08/12/2015	SHOP - HAND SANITIZER	504-340-65200.000	14.55
TYLER TECHNOLOGIES	297208	08/12/2015	UTILITY BILLING ONLINE COMP...	504-191-63300.000	37.50
CITY NATIONAL BANK	297250	09/01/2015	LEASE #11-004	504-340-95411.000	4,200.52
BLUE TARP FINANCIAL, INC.	297247	09/01/2015	7912 - LADDER RACK	504-340-66200.000	311.30
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	504-340-64600.000	93.09
VERIZON WIRELESS	297296	09/01/2015	CELL PHONES - PW	504-340-64900.000	19.00
SEIU 521	297183	08/12/2015	Union Dues	504-22420	42.83
STATE STREET BANK & TRUST C...	DFT0001338	08/14/2015	Defer Comp-Management	504-22430	63.14
STATE STREET BANK & TRUST C...	DFT0001339	08/14/2015	Defer Comp-Mid Management	504-22430	34.00
STATE STREET BANK & TRUST C...	DFT0001340	08/14/2015	Defer Comp-Misc Employees	504-22430	49.98
STATE OF CALIFORNIA EDD	DFT0001342	08/14/2015	SDI	504-22225	43.91
Internal Revenue Service	DFT0001343	08/14/2015	Medicare	504-22215	141.64

## Expense Approval Report

Payment Dates: 7/10/2015 - 9/4/2015

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Internal Revenue Service	DFT0001344	08/14/2015	Social Security	504-22215	605.56
STATE OF CALIFORNIA EDD	DFT0001345	08/14/2015	State Withholding	504-22220	73.48
Internal Revenue Service	DFT0001346	08/14/2015	Federal Tax Withholding	504-22210	351.23
JOSE E. GALLEGOS	297267	09/01/2015	TOILET REBATE	504-340-68200.254	150.00
PAULA SANCHEZ MORALES	297280	09/01/2015	TOILET REBATE - 3 TOILETS INS...	504-340-68200.254	450.00
AMERICAN FAMILY LIFE	DFT0001359	08/27/2015	SUPPLEMENTAL BENEFITS	504-22440	29.18
SEIU 521	297219	08/27/2015	Union Dues	504-22420	36.57
STATE STREET BANK & TRUST C...	DFT0001350	08/28/2015	Defer Comp-Management	504-22430	42.04
STATE STREET BANK & TRUST C...	DFT0001351	08/28/2015	Defer Comp-Mid Management	504-22430	16.98
STATE STREET BANK & TRUST C...	DFT0001352	08/28/2015	Defer Comp-Misc Employees	504-22430	35.00
STATE OF CALIFORNIA EDD	DFT0001354	08/28/2015	SDI	504-22225	39.02
Internal Revenue Service	DFT0001355	08/28/2015	Medicare	504-22215	125.56
Internal Revenue Service	DFT0001356	08/28/2015	Social Security	504-22215	537.40
STATE OF CALIFORNIA EDD	DFT0001357	08/28/2015	State Withholding	504-22220	71.06
Internal Revenue Service	DFT0001358	08/28/2015	Federal Tax Withholding	504-22210	345.83
REDSHIFT	297283	09/01/2015	INTERNET SERVICES	504-340-64900.000	36.20
MONICA RIOS	297195	08/12/2015	WASHER REBATE	504-340-68200.254	150.00
AT&T	297245	09/01/2015	WATER LINES	504-345-64500.000	69.51
IZZY'S AUTO REPAIR	297266	09/01/2015	7914 - SMOG	504-340-66200.000	28.00
KELLY-MOORE PAINT COMPANY	297268	09/01/2015	WELLS 1 & 6 PAINT	504-345-65700.000	697.91
				<b>Fund 504 - WATER FUND Total:</b>	<b>210,039.87</b>
<b>Fund: 705 - SUCCESSOR ADMINISTRATIVE FUND</b>					
GREENFIELD UNION SCHOOL DI...	297221	08/27/2015	UNFUNDED PRIOR-YEAR PASS...	705-820-79990.000	134,822.00
SOUTH MONTEREY COUNTY JO...	297235	08/27/2015	UNFUNDED PRIOR-YEAR PASS...	705-820-79990.000	40,970.00
HARTNELL COMMUNITY COLLE...	297223	08/27/2015	UNFUNDED PRIOR-YEAR PASS...	705-820-79990.000	28,772.00
MONTEREY COUNTY OFFICE OF...	297231	08/27/2015	UNFUNDED PRIOR-YEAR PASS...	705-820-79990.000	9,744.00
UNION BANK, N.A.	DFT0001299	07/10/2015	REFUNDING BONDS, SERIES 20...	705-820-95742.000	39,287.93
UNION BANK, N.A.	DFT0001371	07/30/2015	TAX ALLOCATION BONDS	705-820-95746.000	449,814.89
				<b>Fund 705 - SUCCESSOR ADMINISTRATIVE FUND Total:</b>	<b>703,410.82</b>
<b>Fund: 742 - Successor Agency 2002 Bond Debt Service Fund</b>					
UNION BANK, N.A.	DFT0001299	07/10/2015	REFUNDING BONDS, SERIES 20...	742-49570.000	-39,287.93
UNION BANK, N.A.	DFT0001299	07/10/2015	REFUNDING BONDS, SERIES 20...	742-820-91310.000	20,001.05
UNION BANK, N.A.	DFT0001299	07/10/2015	REFUNDING BONDS, SERIES 20...	742-820-91310.000	19,286.88
				<b>Fund 742 - Successor Agency 2002 Bond Debt Service Fund Total:</b>	<b>0.00</b>
<b>Fund: 746 - Successor Agency 2006 Bond Debt Service Fund</b>					
UNION BANK, N.A.	DFT0001371	07/30/2015	TAX ALLOCATION BONDS	746-49570.000	-449,814.89
UNION BANK, N.A.	DFT0001371	07/30/2015	TAX ALLOCATION BONDS	746-820-91310.000	449,814.89
				<b>Fund 746 - Successor Agency 2006 Bond Debt Service Fund Total:</b>	<b>0.00</b>
<b>Grand Total:</b>					<b>2,158,070.21</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	771,048.83
200 - SUPPLEMENTAL LAW ENFORCEMENT	111,387.75
201 - POLICE - OTHER GRANTS	10,797.97
213 - PARKS	9,944.66
215 - CDBG Fund	1,066.81
220 - Measure X Supplemental Sales & Use Tax Fund	71,640.52
221 - TRAFFIC IMPACT FUND	44,065.00
222 - PARK IMPACT FUND	1,604.38
230 - GAS TAX FUND	38,777.95
240 - LOCAL TRANSPORTATION FUND	200.00
263 - LLM #1 - LEXINGTON	3,891.77
264 - LLM #2 - TERRA VERDE, ETC	20,467.43
265 - SMD #1	671.35
266 - SMD #2	3,283.44
291 - HOME GRANT	170.15
297 - GREENFIELD SCIENCE WORKSHOP	6,771.85
411 - Municipal Finance Corporation Debt Service - 50% P	0.01
503 - SEWER FUND	148,829.65
504 - WATER FUND	210,039.87
705 - SUCCESSOR ADMINISTRATIVE FUND	703,410.82
742 - Successor Agency 2002 Bond Debt Service Fund	0.00
746 - Successor Agency 2006 Bond Debt Service Fund	0.00
<b>Grand Total:</b>	<b>2,158,070.21</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-101-52300.000	Workers' Compensation	480.00
100-101-63100.000	Administration Services	120.00
100-101-66100.111	Gasoline & Oil - Mayor	662.09
100-101-67100.000	Meetings & Conferences	500.00
100-101-67100.111	Meetings & Conference -...	1,071.15
100-101-67300.000	Other Meals & Travel	20.96
100-101-67300.111	Other Meals & Travel - M...	38.34
100-101-68300.000	Memberships	14,025.98
100-110-52300.000	Workers' Compensation	4,800.00
100-110-52510.000	Health Insurance	173.83
100-110-61300.000	Advertising	216.27
100-110-61400.000	Office Supplies	446.62
100-110-63100.000	Administration Services	381.36
100-110-63200.000	Technology Services	379.99
100-110-63900.000	General Services	4,626.00
100-110-64600.000	Cell Phone Charges	255.75
100-110-65100.000	General Operating Suppli...	1,870.37
100-110-65900.000	Building Maintenance Su...	1,803.15
100-110-66100.000	Gasoline & Oil	316.74
100-110-66200.000	Vehicle Maintenance	105.61
100-110-67100.000	Meetings & Conferences	1,538.59
100-110-67200.000	Other Training	871.60
100-110-67300.000	Other Meals & Travel	50.00
100-110-68300.000	Memberships	1,280.00
100-111-52300.000	Workers' Compensation	330.00
100-111-61100.000	Postage	500.00
100-111-61200.000	Printing and Copying	689.39
100-111-61400.000	Office Supplies	336.54
100-111-63700.000	Public Works Services	13,404.19
100-111-63900.000	General Services	765.50
100-111-64100.000	Electricity	3,323.54

## Account Summary

Account Number	Account Name	Payment Amount
100-111-64200.000	Gas Utility	175.36
100-111-64300.000	Water Utility	97.84
100-111-64500.000	Phone Charges	4,651.78
100-111-65100.000	General Operating Suppli...	73.16
100-111-65200.000	Uniforms / Personnel Equ...	18.58
100-111-65600.000	Janitorial Supplies	96.91
100-111-65900.000	Building Maintenance Su...	2,149.53
100-111-66100.000	Gasoline & Oil	16.03
100-115-62100.000	Insurance	89,283.12
100-125-63200.000	Technology Services	5,867.10
100-125-64900.000	Other Utilities	940.00
100-125-65300.000	Technology Supplies	878.90
100-150-63100.000	Administration Services	7,047.50
100-170-52300.000	Workers' Compensation	1,890.00
100-170-52510.000	Health Insurance	31.21
100-170-68400.000	Municipal Election Costs	7,511.79
100-190-52200.000	Unemployment Insurance	1,330.00
100-190-52300.000	Workers' Compensation	3,690.00
100-190-52510.000	Health Insurance	904.00
100-190-61400.000	Office Supplies	58.58
100-190-63300.000	Financial Services	36,755.00
100-190-63900.000	General Services	796.25
100-190-67100.000	Meetings & Conferences	560.00
100-190-68100.000	Recruitment	32.00
100-190-68300.000	Memberships	50.00
100-190-73595.000	Cost Allocation Plan	4,887.50
100-191-64400.000	Waste Disposal	132,178.44
100-201-52300.000	Workers' Compensation	8,940.00
100-201-52510.000	Health Insurance	2,252.71
100-201-61200.000	Printing and Copying	408.93
100-201-61400.000	Office Supplies	516.59
100-201-63900.000	General Services	440.00
100-201-64400.000	Waste Disposal	86.83
100-201-64600.000	Cell Phone Charges	108.79
100-201-65100.000	General Operating Suppli...	1,053.36
100-201-65300.000	Technology Supplies	24.11
100-201-65400.000	Police Supplies	128.00
100-201-65900.000	Building Maintenance Su...	28.85
100-201-66100.000	Gasoline & Oil	254.29
100-201-68100.000	Recruitment	234.85
100-201-68200.000	Community Outreach	193.50
100-201-68300.000	Memberships	315.00
100-215-52300.000	Workers' Compensation	22,250.00
100-215-52510.000	Health Insurance	1,906.78
100-215-61200.000	Printing and Copying	257.52
100-215-61400.000	Office Supplies	528.80
100-215-63400.000	Police Services	108,513.98
100-215-64500.000	Phone Charges	10,811.97
100-215-64600.000	Cell Phone Charges	432.45
100-215-64700.000	Radios	1,367.06
100-215-65100.000	General Operating Suppli...	285.84
100-215-65300.000	Technology Supplies	48.03
100-215-65400.000	Police Supplies	1,845.70
100-215-66100.000	Gasoline & Oil	1,333.27
100-215-66200.000	Vehicle Maintenance	3,299.85
100-215-67200.000	Other Training	610.00
100-215-68100.000	Recruitment	2,582.44
100-215-91210.000	Principal	12,746.50

## Account Summary

Account Number	Account Name	Payment Amount
100-22210	Federal Withholding Tax ...	30,307.52
100-22215	FICA Payable	36,061.26
100-22220	State Withholding Tax Pa...	9,885.22
100-22225	S.D.I. Payable	1,351.92
100-22320	Medical Benefits Payable	69,707.60
100-22340	Long-Term Disability Paya...	992.60
100-22410	G.P.O.A. Union Dues Paya...	1,000.00
100-22415	G.P.S.A. Union Dues Payab...	800.00
100-22420	S.E.I.U. Union Dues Payab...	475.03
100-22430	Deferred Comp Payable	4,540.46
100-22440	AFLAC Insurance Payable	2,150.15
100-22490	Miscellaneous Withholding	106.10
100-230-52300.000	Workers' Compensation	480.00
100-230-63400.000	Animal Control Services	5,335.36
100-230-64600.000	Cell Phone Charges	77.76
100-230-64900.000	Other Utilities	76.02
100-230-65400.000	Police Supplies	420.91
100-230-66100.000	Gasoline & Oil	418.57
100-24604	EIR Deposit - Tunzi Project	2,507.50
100-24605	EIR Deposit - Scheid Viney...	1,811.25
100-24646	Sub Dep - Blair Townhom...	555.00
100-24694	Magnolia Senior Apartme...	2,900.00
100-26001	Suspense Account	1,294.47
100-26165	State Building Standards ...	1.00
100-310-52300.000	Workers' Compensation	420.00
100-310-52510.000	Health Insurance	40.83
100-310-61200.000	Printing and Copying	160.42
100-310-61400.000	Office Supplies	120.46
100-310-63900.000	General Services	107.50
100-310-65100.000	General Operating Suppli...	220.58
100-310-65200.000	Uniforms/Personnel Equi...	1,027.50
100-310-65600.000	Janitorial Supplies	9.00
100-310-65900.000	Building Maintenance Su...	7.42
100-311-52300.000	Workers' Compensation	2,430.00
100-311-52510.000	Health Insurance	837.00
100-311-65700.000	Public Works Supplies	129.79
100-311-66100.000	Gasoline & Oil	907.19
100-311-66200.000	Vehicle Maintenance	379.11
100-41521.000	SB1186 ADA Fee	89.40
100-42105.000	Construction Permits	222.50
100-44285.000	AB717 Education Fee	7.84
100-44650.000	Solid Waste Surcharge Re...	3,936.00
100-550-52300.000	Workers' Compensation	1,500.00
100-550-52510.000	Health Insurance	196.65
100-550-63700.000	Public Works Services	64.49
100-550-64100.000	Electricity	617.98
100-550-64200.000	Gas Utility	6.69
100-550-64300.000	Water Utility	1,443.72
100-550-64400.000	Waste Disposal	118.94
100-550-64600.000	Cell Phone Charges	138.94
100-550-64900.000	Other Utilities	32.46
100-550-65100.000	General Operating Suppli...	6.76
100-550-65200.000	Uniforms/Personnel Equi...	14.55
100-550-65600.000	Janitorial Supplies	324.76
100-550-65700.000	Public Works Supplies	183.78
100-550-65900.000	Building Maintenance Su...	259.52
100-550-66200.000	Vehicle Maintenance	333.24
100-550-66300.000	General Operations Equi...	37.65

## Account Summary

Account Number	Account Name	Payment Amount
100-550-67200.000	Other Training	169.80
100-550-95411.000	Transfer to PW Equipment..	4,200.52
100-551-62100.000	Special Event Insurance	214.80
100-551-63900.000	General Services	120.00
100-551-64100.211	Electricity	165.10
100-551-64200.211	Gas Utility	32.46
100-551-64300.000	Water Utility	48.15
100-551-64300.211	Water Utility	16.90
100-551-64400.000	Waste Disposal	193.89
100-551-64400.211	Waste Disposal	36.07
100-551-65900.000	Building Maintenance Su...	241.53
100-590-63900.000	General Services	120.00
100-590-64100.000	Electricity	458.90
100-590-64200.000	Gas Utility	29.89
100-590-64300.000	Water Utility	26.81
100-590-65900.000	Building Maintenance Su...	4.07
100-601-52300.000	Workers' Compensation	1,830.00
100-601-52510.000	Health Insurance	1,235.24
100-601-61300.000	Advertising	370.64
100-601-61400.000	Office Supplies	29.56
100-601-63100.000	Adminstration Servicess	0.99
100-601-63600.000	Community Development...	20,805.00
100-601-63900.000	General Services	9,525.00
100-601-68300.000	Memberships	425.00
200-205-61700.321	Software Maintenance Ch...	13,711.65
200-205-64700.321	Radios - SLESF	14,542.95
200-902-81510.321	Vehicles	83,133.15
201-205-52300.322	Workers' Compensation	4,650.00
201-22210	Federal Withholding Tax ...	1,804.71
201-22215	FICA Payable	3,174.18
201-22220	State Withholding Tax Pa...	625.01
201-22225	S.D.I. Payable	144.07
201-22410	G.P.O.A. Union Dues Paya...	400.00
213-22210	Federal Withholding Tax ...	85.51
213-22215	FICA Payable	80.18
213-22220	State Withholding Tax Pa...	30.44
213-22225	S.D.I. Payable	4.72
213-22430	Deferred Comp Payable	35.31
213-905-87513.000	Prop 84 Greenfield Comm...	9,708.50
215-22210	Federal Withholding Tax ...	74.63
215-22215	FICA Payable	70.88
215-22220	State Withholding Tax Pa...	26.42
215-22225	S.D.I. Payable	4.17
215-22430	Deferred Comp Payable	34.69
215-310-73535.435	CDBG Planning Studies	485.86
215-501-68500.431	Direct Administration	170.16
215-950-85515.432	CDBG Wastewater Treat...	200.00
220-215-52300.000	Workers' Compensation	20,240.00
220-215-63400.000	Police Services	5,180.00
220-215-71400.000	Police Equipment	7,461.92
220-22210	Federal Withholding Tax ...	7,351.06
220-22215	FICA Payable	9,012.28
220-22220	State Withholding Tax Pa...	2,469.38
220-22225	S.D.I. Payable	408.48
220-22410	G.P.O.A. Union Dues Paya...	1,100.00
220-22430	Deferred Comp Payable	450.00
220-22450	Wage Garnishments Paya...	5,453.26
220-551-64300.000	Water Utility	14.14

## Account Summary

Account Number	Account Name	Payment Amount
220-551-72621.211	Arts Center Local Match	12,500.00
221-903-83126.000	Walnut Avenue Interim Ex...	44,065.00
222-905-87515.000	Playground Enhancement...	1,604.38
230-22210	Federal Withholding Tax ...	1,905.41
230-22215	FICA Payable	3,688.38
230-22220	State Withholding Tax Pa...	420.77
230-22225	S.D.I. Payable	143.81
230-22420	S.E.I.U. Union Dues Payab...	197.52
230-22430	Deferred Comp Payable	790.49
230-320-52300.000	Workers' Compensation	7,020.00
230-320-52510.000	Health Insurance	1,341.31
230-320-63700.000	Public Works Services	5,769.50
230-320-64100.000	Electricity	7,234.86
230-320-64200.000	Gas Utility	6.69
230-320-64300.000	Water Utility	1,663.95
230-320-64400.000	Waste Disposal	118.94
230-320-64600.000	Cell Phone Charges	138.94
230-320-64900.000	Other Utilities	32.46
230-320-65200.000	Uniforms / Personnel Equ...	84.80
230-320-65600.000	Janitorial Supplies	74.55
230-320-65700.000	Public Works Supplies	2,548.71
230-320-65900.000	Building Maintenance Su...	74.97
230-320-66100.000	Gasoline & Oil	568.19
230-320-66200.000	Vehicle Maintenance	568.38
230-320-67200.000	Other Training	184.80
230-320-95411.000	Transfer to PW Equipment...	4,200.52
240-903-89505.491	Safe Routes to School Pro...	200.00
263-22210	Federal Withholding Tax ...	31.22
263-22215	FICA Payable	70.22
263-22220	State Withholding Tax Pa...	8.77
263-22225	S.D.I. Payable	2.70
263-22430	Deferred Comp Payable	6.68
263-360-52300.000	Workers' Compensation	90.00
263-360-52510.000	Health Insurance	35.57
263-360-63600.000	Assessment District Consu...	112.50
263-360-63700.000	Public Works Services	2,844.78
263-360-64100.000	Electricity	290.47
263-360-64300.000	Water Utility	384.86
263-360-65700.000	Public Works Supplies	14.00
264-22210	Federal Withholding Tax ...	41.25
264-22215	FICA Payable	127.62
264-22220	State Withholding Tax Pa...	10.49
264-22225	S.D.I. Payable	4.82
264-22430	Deferred Comp Payable	6.68
264-360-52300.000	Workers' Compensation	180.00
264-360-52510.000	Health Insurance	82.99
264-360-63600.000	Assessment District Consu...	225.00
264-360-63700.000	Public Works Services	12,296.27
264-360-64100.000	Electricity	1,864.20
264-360-64300.000	Water Utility	5,079.23
264-360-65600.000	Janitorial Supplies	20.85
264-360-65700.000	Public Works Supplies	233.66
264-360-65900.000	Building Maintenance Su...	11.25
264-360-72704.000	LLMD #2 Projects	283.12
265-22210	Federal Withholding Tax ...	67.81
265-22215	FICA Payable	159.78
265-22220	State Withholding Tax Pa...	13.33
265-22225	S.D.I. Payable	6.20

## Account Summary

Account Number	Account Name	Payment Amount
265-22420	S.E.I.U. Union Dues Payab...	11.40
265-22430	Deferred Comp Payable	42.02
265-360-52300.000	Workers' Compensation	300.00
265-360-52510.000	Health Insurance	70.81
266-22210	Federal Withholding Tax ...	67.78
266-22215	FICA Payable	159.74
266-22220	State Withholding Tax Pa...	13.17
266-22225	S.D.I. Payable	6.17
266-22420	S.E.I.U. Union Dues Payab...	11.33
266-22430	Deferred Comp Payable	41.94
266-360-52300.000	Workers' Compensation	300.00
266-360-52510.000	Health Insurance	70.81
266-360-63600.000	Assessment District Consu...	112.50
266-360-63700.000	Public Works Services	2,500.00
291-610-68500.000	Direct Administration	170.15
297-22210	Federal Withholding Tax ...	620.24
297-22215	FICA Payable	1,047.88
297-22220	State Withholding Tax Pa...	151.64
297-22225	S.D.I. Payable	27.69
297-597-52300.290	Workers' Compensation	1,890.00
297-597-63900.000	General Services	72.00
297-597-64100.292	Electricity	397.43
297-597-64200.292	Gas Utility	15.95
297-597-64300.292	Water Utility	20.05
297-597-64400.292	Waste Disposal	58.62
297-597-64900.000	Other Utilities	199.98
297-597-65500.292	Recreation Supplies	2,270.37
411-49510.000	Transfer from General Fu...	-4,200.52
411-49530.000	Transfer from Gas Tax Fu...	-4,200.52
411-49553.000	Transfer from Sewer Fund	-4,200.52
411-49554.000	Transfer from Water Fund	-4,200.52
411-709-91310.000	Interest	604.88
411-709-91410.000	Capital Lease Payments	16,197.21
503-191-52300.000	Workers' Compensation	810.00
503-191-52510.000	Health Insurance	37.45
503-191-61200.000	Printing and Copying	2,040.17
503-191-63300.000	Utility Billing Financial Ser...	671.87
503-191-63800.000	Utility Bill Services	209.29
503-191-65300.000	Technology Supplies	481.26
503-22210	Federal Withholding Tax ...	3,288.99
503-22215	FICA Payable	5,397.44
503-22220	State Withholding Tax Pa...	849.24
503-22225	S.D.I. Payable	213.25
503-22420	S.E.I.U. Union Dues Payab...	292.31
503-22430	Deferred Comp Payable	804.01
503-22440	AFLAC Insurance Payable	48.62
503-330-52300.000	Workers' Compensation	750.00
503-330-52510.000	Health Insurance	148.72
503-330-63700.000	Public Works Services	64.50
503-330-63900.000	General Services	70.00
503-330-6390a.000	Contractual Services	3,780.09
503-330-64300.000	Water Utility	47.08
503-330-64400.000	Waste Disposal	118.94
503-330-64600.000	Cell Phone Charges	117.87
503-330-64900.000	Other Utilities	110.50
503-330-65200.000	Uniforms / Personnel Equ...	14.55
503-330-65600.000	Janitorial Supplies	53.69
503-330-65900.000	Building Maintenance Su...	74.98

## Account Summary

Account Number	Account Name	Payment Amount
503-330-66100.000	Gasoline & Oil	131.82
503-330-66200.000	Vehicle Maintenance	3.79
503-330-95411.000	Transfer to PW Equipment..	4,200.52
503-333-52300.000	Workers' Compensation	6,090.00
503-333-52510.000	Health Insurance	475.03
503-333-64100.000	Electricity	1,489.79
503-333-64200.000	Gas Utility	2.90
503-333-65700.000	Public Works Supplies	37.65
503-333-67200.000	Other Training	169.80
503-333-67400.000	Certifications	40.69
503-335-52300.000	Workers' Compensation	3,600.00
503-335-52510.000	Health Insurance	377.63
503-335-64100.000	Electricity	10,502.11
503-335-64200.000	Gas Utility	6.69
503-335-65100.000	General Operating Suppli...	9.39
503-335-65200.000	Uniforms / Personnel Equ...	130.00
503-335-65700.000	Public Works Supplies	306.99
503-335-65900.000	Building Maintenance Su...	18.47
503-335-67200.000	Other Training	184.80
503-335-67400.000	Certifications	320.69
503-705-63300.000	Financial Services - Loan F...	5,903.90
503-705-91210.000	Principal	63,339.18
503-705-91310.000	Interest Expense	30,992.99
504-191-52300.000	Workers' Compensation	810.00
504-191-52510.000	Health Insurance	37.44
504-191-61200.000	Printing and Copying	2,040.17
504-191-63300.000	Utility Billing Financial Ser...	671.88
504-191-63800.000	Utility Bill Services	209.29
504-191-65300.000	Technology Supplies	481.26
504-22210	Federal Withholding Tax ...	1,924.13
504-22215	FICA Payable	3,414.44
504-22220	State Withholding Tax Pa...	466.69
504-22225	S.D.I. Payable	133.68
504-22420	S.E.I.U. Union Dues Payab...	173.49
504-22430	Deferred Comp Payable	487.72
504-22440	AFLAC Insurance Payable	48.63
504-340-52300.000	Workers' Compensation	750.00
504-340-52510.000	Health Insurance	463.43
504-340-63700.000	Public Works Services	64.50
504-340-64400.000	Waste Disposal	118.95
504-340-64600.000	Cell Phone Charges	117.86
504-340-64900.000	Other Utilities	110.40
504-340-65100.254	Water Conservation Suppl...	726.60
504-340-65200.000	Uniforms / Personnel Equ...	14.55
504-340-65600.000	Janitorial Supplies	53.68
504-340-65900.000	Building Maintenance Su...	111.91
504-340-66100.000	Gasoline & Oil	367.03
504-340-66200.000	Vehicle Maintenance	616.35
504-340-67200.000	Other Training	169.80
504-340-67400.000	Certifications	140.00
504-340-68200.254	Water Conservation Reba...	750.00
504-340-95411.000	Transfer to PW Equipment..	4,200.52
504-345-52300.000	Workers' Compensaton	3,480.00
504-345-52510.000	Health Insurance	55.01
504-345-61700.000	Software Maintenance Ch...	995.00
504-345-63800.000	Water Production Services	480.00
504-345-64100.000	Electricity	32,233.19
504-345-64200.000	Gas Utility	14.81

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
504-345-64500.000	Phone Charges	138.11
504-345-65700.000	Water Production Supplies	3,498.71
504-345-65900.000	Building Maintenance Su...	155.16
504-345-66200.000	Vehicle Maintenance	82.35
504-345-67200.000	Other Training	30.00
504-705-63300.000	Financial Services - Loan F...	8,541.75
504-705-91210.000	Principal	91,638.93
504-705-91310.000	Interest Expense	44,840.57
504-950-86101.000	Annual Meter Replaceme...	4,181.88
705-820-79990.000	Payment of Prior Year Pas...	214,308.00
705-820-95742.000	Transfer to Successor Age...	39,287.93
705-820-95746.000	Transfer to Successor Age...	449,814.89
742-49570.000	Transfer from Successor A...	-39,287.93
742-820-91310.000	Interest	39,287.93
746-49570.000	Transfer from Successor A...	-449,814.89
746-820-91310.000	Interest	449,814.89
	<b>Grand Total:</b>	<b>2,158,070.21</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	2,158,070.21
	<b>Grand Total:</b>
	<b>2,158,070.21</b>

**CITY COUNCIL  
MINUTES**

**CITY COUNCIL MEETING OF JULY 14, 2015**

**CALL TO ORDER**

Mayor Huerta called the meeting to order at 6:07 p.m.

**ROLL CALL**

**PRESENT:** Mayor Huerta, Mayor Pro-tem Rodriguez, Councilmembers Torres and Santibañez

**ABSENT:** Councilmember Walker

**STAFF:** City Manager Stanton, City Attorney Diaz, Community Services Director Steinmann, Chief Fresé, Administrative Services Director Corgill, City Clerk Rathbun

**GUESTS:** Brent Slama, Jeff Blair, Philip, Natalie Herendeer, Linda Taylor, Doug Halley, Olivia Passek Halley, Penny Cadenaz, Ramon Mora, Frank Hernandez, Vicente Paniagua, Tom Christensen, Michel Tidwell

**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to excuse Councilmember Walker. All in favor. Motion carried.

**AGENDA REVIEW**

No changes were made.

**PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA**

Linda Taylor spoke regarding a ticket she received for parking a RV in front of her home and asked if the City could grant permission to park it in front of her home because she needed for her son with medical issues. Mayor Huerta asked that she contact the City Manager.

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**CONSENT CALENDAR**

**A MOTION** by Councilmember Torres, seconded by Mayor Pro-tem Rodriguez to approve the consent calendar including Approval of the City of Greenfield Warrants #296786 through #297024 and Bank Drafts #1231 through #1290 in the amount of \$1,265,533.89; approve Minutes of the June 9, 2015 City Council Meeting and adoption of **Resolution #2015-39, "A Resolution of the City Council of the City of Greenfield Declaring a One Month Recess Commencing August 1, 2015 through August 31, 2015"** and adoption of **Resolution #2015-40, "A Resolution of the City Council of the City of Greenfield Establishing the Public Works Parks Maintenance Worker and Public Works Utility Worker I-II Positions and Amending the Employee Salary and Classification Plan"**. All in favor. Motion carried.

**MAYOR'S PRESENTATIONS, PROCLAMATIONS, COMMUNICATIONS, RESOLUTIONS**

**PRESENTATION BY GREENFIELD LITTLE LEAGUE**

Brent Slama, Greenfield Little League President, spoke regarding the 2015 Little League season and had a power point presentation. He also stated that the Greenfield Angels, 8-9 year olds, won the 4C4P Tournament for South County and presented the City Council with the 4C4P Championship trophy.

**PRESENTATION BY LEGAL SERVICES FOR SENIORS**

Natalie Herendeer, Legal Services for Seniors, gave a presentation regarding the services that they provide and stated she was in Greenfield twice a week at the Greenfield Library.

**PUBLIC HEARINGS**

**CONTINUATION - A PUBLIC HEARING AND ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING THE TENTATIVE MAP FOR THE BLAIR SUBDIVISION CONSISTING OF PROPERTY LOCATED ON ORCHARD STREET AS PART OF THE ORIGINAL WOODRIDGE II SUBDIVISION, (SUB 2002-01) RESOLUTION #2015-41**

Staff Report was given by Community Services Director Steinmann.

Mayor Huerta continued the public hearing at 6:52 p.m.

Jeff Blair, applicant, gave brief description regarding the proposed subdivision.

Mayor Huerta closed the public hearing at 7:01 p.m.

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**A MOTION** by Councilmember Santibañez, seconded by Mayor Pro-tem Rodriguez to adopt **Resolution #2015-41, "A Resolution of the City Council of the City of Greenfield Approving the Tentative Map for the Blair Subdivision Consisting of Property Located on Orchard Street as Part of the Original Woodridge II Subdivision, (SUB 2002-01)".** All in favor. Motion carried.

**CITY COUNCIL BUSINESS**

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING THE FINAL MAP FOR THE BLAIR SUBDIVISION CONSISTING OF PROPERTY LOCATED ON ORCHARD STREET AS PART OF ORIGINAL WOODRIDGE II SUBDIVISION, (SUB 2002-01)  
RESOLUTION #2015-42**

Staff Report was given by Community Services Director Steinmann.

**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to adopt **Resolution #2015-42, "A Resolution of the City Council of the City of Greenfield Approving the Final Map for the Blair Subdivision Consisting of Property Located on Orchard Street as Part of the Original Woodridge II Subdivision(SUB 2002-01)".** All in favor. Motion carried.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ENTERING INTO AN AGREEMENT FOR THE OPERATION AND MAINTENANCE OF PATRIOT PARK – SOCCER PARK AND RECREATION PROGRAM BETWEEN THE CITY OF GREENFIELD AND CENTRAL COAST YOUTH SPORTS ORGANIZATION  
RESOLUTION #2015-43**

Staff Report was given by City Manager Stanton.

Eric Johnsen, Central Coast Youth Sports Organization, gave a power point presentation.

**A MOTION** by Councilmember Santibañez, seconded by Mayor Pro-tem Rodriguez to adopt **Resolution #2015-43, "A Resolution of the City Council of the City of Greenfield Entering into an Agreement for the Operation and Maintenance of Patriot Park – Soccer Park and Recreation Program Between the City of Greenfield and Central Coast Youth Sports Organization".** All in favor. Motion carried.

**APPOINTMENT OF DESIGNATION OF VOTING DELEGATES AND ALTERNATES FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE**

Staff Report was given by City Manager Stanton.

**City Council Minutes**  
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**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Santibañez to appoint Mayor Huerta as the Voting Delegate and Councilmember Torres as the Alternate for the League of California Cities Annual Conference. All in favor Motion carried.

**ACCEPT AND FILE THE 2013/2014 FISCAL YEAR AUDIT**

Staff Report was given by Administrative Services Director Corgill.

City Council received and filed the 2013/2014 Fiscal Year Audit.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD AUTHORIZING THE CITY MANAGER AND THE COMMUNITY SERVICES DIRECTOR TO ADJUST THE WATER SURCHARGE AND WATER METER CONNECTION CHARGES ON A CASE-BY-CASE BASIS FOR THE MULTI-FAMILY RESIDENTIAL PROPERTIES UNDER CERTAIN CONDITIONS OF UNDUE FINANCIAL HARDSHIP**

Staff Report was given by Community Services Director Steinmann.

The following spoke against the surcharge for multi-family residential properties (apartment complexes): Tom Christensen, Doug Halley, Olivia Halley, Sal Nieto and Michael Tidwell.

There was discussion among the City Council and staff regarding the surcharge for multi-family residential properties. City Attorney Diaz suggested that the City look at other cities on how they were charging apartment complexes.

**A MOTION** by Councilmember Torres to place an item on the next agenda freezing the water surcharge for apartment complexes. Motion died for lack of second.

**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to place on the next agenda an item to place a freeze on the water surcharge for multi-family residential properties by a master meter. All in favor. Motion carried.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD AWARDING A PROFESSIONAL SERVICES CONTRACT TO SSA LANDSCAPE ARCHITECTS FOR CIVIC CENTER LANDSCAPE DESIGN SERVICES AND PROTOTYPICAL RESIDENTIAL LANDSCAPE SCHEMES UNDER THE WATER SURCHARGE PROGRAM  
RESOLUTION #2015-45**

Staff Report was given by Community Services Director Steinmann.

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**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Santibañez to adopt **Resolution #2015-45, "A Resolution of the City Council of the City of Greenfield Awarding a Professional Services Contract to SSA Landscape Architects for Civic Center Landscape Design Services and Prototypical Residential Landscape Schemes Under the Water Surcharge Program"**. All in favor. Motion carried.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES FOR TEMPORARY POLICE COMMANDER SERVICES BETWEEN GREGORY ALLEN AND CITY OF GREENFIELD AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT TO BEHALF OF THE CITY OF GREENFIELD RESOLUTION #2015-46**

Staff Report was given by Chief of Police Frese.

**A MOTION** by Councilmember Torres, seconded by Councilmember Santibañez to adopt, **Resolution #2015-46, "A Resolution of the City Council of the City of Greenfield Approving an Agreement for Professional Services for Temporary Police Commander Services Between Gregory Allen and City of Greenfield and Authorizing the City Manager to Execute the Agreement to Behalf of the City of Greenfield"**. All in favor. Motion carried.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING A JOINT EXERCISE OF POWERS AGREEMENT AND COOPERATION AGREEMENT WITH MONTEREY COUNTY TO UNDERTAKE OR TO ASSIST IN THE UNDERTAKING OF ESSENTIAL ACTIVITIES PURSUANT TO TITLE I OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED, FOR THE PERIOD OF OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2018 RESOLUTION #2015-47**

Staff Report was given by Community Services Director Steinmann.

**A MOTION** by Councilmember Santibañez, seconded by Councilmember Torres to adopt **Resolution #2015-47, "A Resolution of the City Council of the City of Greenfield Approving a Joint Exercise of Powers Agreement and Cooperation Agreement with Monterey County to Undertake or to Assist in the Undertaking of Essential Activities Pursuant to Title I of the Housing and Community Development Act of 1974, as Amended, for the Period of October 1, 2015 through September 30, 2018"**. All in favor. Motion carried.

**CONSIDERATION OF SALES TAX MEASURES**

Staff Report was given by City Manager Stanton.

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There was discussion among the City Council and staff regarding the sales tax measures and other revenue source options.

Mayor Pro-tem Rodriguez suggested that the Council have Measure X extend without an end date and the additional tax have an end date of five to ten years. Councilmember Santibañez suggested that the additional tax be five years. Mayor Huerta stated that the voters know that Measure X was needed and agreed with no expiration date for Measure X.

It was the consensus of the City Council to propose to the voters to extend Measure X without a sunset and the additional sales tax for a five year sunset.

**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to proceed with the sales tax measures and schedule the public hearing on July 28, 2015 regarding the sales tax measures. All in favor. Motion carried.

**DISCUSSION REGARDING CITY CREDIT CARD AND TRAVEL POLICY FOR CITY COUNCIL MEMBERS**

Staff Report was given by City Manager Stanton.

Councilmember Santibañez suggested that there be policies regarding the city credit cards and travel.

It was the consensus of the City Council to have Councilmember Santibañez and City Manager Stanton to work on the credit card and travel policy for the City Council.

**BRIEF REPORTS ON CONFERENCES, SEMINARS, AND MEETINGS ATTENDED BY MAYOR AND CITY COUNCIL**

Mayor Huerta stated that he would be sending the Transportation Agency for Monterey County highlights to the Council.

Councilmember Santibanez stated that Monterey Salinas Transit was awarded a \$10 million grant and it would be used to extend the facility.

City Manager Stanton reported that the Budget & Finance Committee met and did recommend the  $\frac{3}{4}$  sales tax and measure x extension and stated they would be very involved in the process.

**COMMENTS FROM CITY COUNCIL**

Mayor Huerta stated that he attended the city picnic and enjoyed being out there. He also stated that he wanted to have a discussion regarding surveillance cameras for the City.

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**CITY MANAGER REPORT**

City Manager Stanton stated that on Thursday night in Gonzales there would be a discussion regarding a study on how the cities were handling their solid waste. She also reported regarding the communications/radio system for public safety and stated that it was very expensive with Monterey County. She stated that she had volunteered to sit on that committee and stated that it would be a major investment of her time because they meet every other week, 4 to 6 hours.

City Manager Stanton stated that she had also volunteered to be the president of the Monterey Bay Area Managers Group. She stated that the City Managers group had been discussing a county-wide sales tax measure for TAMC and what the benefit would be for each City. She stated that Gonzales, Greenfield and Soledad were at a decision point regarding the renewal of the franchise agreement with Tri-Cities disposal. She also reported that the solar project was going well with TerraOp and would be getting ready to talk financing very soon. She also reported that the project regarding the wind turbines was on hold and might not move forward because there were some issues with PG&E.

City Manager Stanton reported on the Ag Tech Summit.

**ADJOURNMENT**

Mayor Huerta adjourned the meeting at 10:24 p.m.

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Mayor of the City of Greenfield

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City Clerk of the City of Greenfield

**CITY COUNCIL  
MINUTES**

**CITY COUNCIL SPECIAL MEETING OF JULY 28, 2015**

**CALL TO ORDER**

Mayor Huerta called the meeting to order at 6:05 p.m.

**ROLL CALL**

**PRESENT:** Mayor Huerta, Mayor Pro-tem Rodriguez, Councilmembers Walker, Torres and Santibañez

**ABSENT:** None

**STAFF:** City Manager Stanton, City Attorney Sullivan, Community Services Director Steinmann, Administrative Services Director Corgill, City Clerk Rathbun, Police Officer Mendoza

**GUESTS:** Doug Halley, Olivia Passek Halley, Michael Tidwell, Juergen Smith, Tonya Campos, Leonel Rangel

**AGENDA REVIEW**

No changes were made.

**PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS ONLY ON THE AGENDA**

No comments were received.

**MAYOR'S PRESENTATIONS, PROCLAMATIONS, COMMUNICATIONS, RESOLUTIONS**

**APPROVAL OF A PROCLAMATION OF THE CITY OF GREENFIELD IN RECOGNITION OF NATIONAL NIGHT OUT**

Staff report was given by Officer Mendoza.

Police Explorers Leonel Rangel and Tonya Campos read the proclamation.

Mayor Huerta proclaimed August 4<sup>th</sup> as National Night Out.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD URGING THE STATE TO PROVIDE NEW SUSTAINABLE FUNDING FOR STATE AND LOCAL TRANSPORTATION INFRASTRUCTURE  
RESOLUTION #2015-52**

Report was given by Mayor Huerta

**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to adopt **Resolution #2015-52, "A Resolution of the City Council of the City of Greenfield Urging the State to Provide New Sustainable Funding for State and Local Transportation Infrastructure"**. All in favor. Motion carried.

## **PUBLIC HEARINGS**

**PUBLIC HEARING AND ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD CALLING AND GIVING NOTICE OF THE HOLDING OF A MUNICIPAL ELECTION TO ASK THE VOTERS OF THE CITY OF GREENFIELD TO APPROVE AN EXTENSION OF THE TRANSACTIONS AND USE TAX OF ONE PERCENT; FINDING AND DECLARING THAT AN EMERGENCY EXISTS THAT REQUIRES ASKING THE VOTERS TO APPROVE A TRANSACTIONS AND USE TAX BEFORE THE NEXT REGULAR ELECTION; REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF MONTEREY**

**CONSOLIDATE THE ELECTION WITH THE ESTABLISHED ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2015 AND REQUESTING THAT THE COUNTY OF MONTEREY CONDUCT SUCH AN ELECTION ON THE CITY'S BEHALF**

**RESOLUTION #2015-48**

Staff report was given by City Manager Stanton.

Mayor Huerta opened the public hearing at 6:20 p.m.

No comments were received.

Mayor Huerta closed the public hearing at 6:21 p.m.

**A MOTION** by Councilmember Walker, seconded by Mayor Pro-tem Rodriguez to adopt **Resolution #2015-48, " A Resolution of the City Council of the City of Greenfield Calling and Giving Notice of the Holding of a Municipal Election to Ask the Voters of the City of Greenfield to Approve an Extension of the Transactions and Use Tax of One Percent; Finding and Declaring that an Emergency Exists that Requires Asking the Voters to Approve a Transactions and Use Tax Before the Next Regular Election; Requesting that the Board of Supervisors of the County of Monterey Consolidate the Election with the Established Election to be Held on Tuesday, November 3, 2015 and Requesting that the County of Monterey Conduct such an Election on the City's Behalf"**. All in favor. Motion carried.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ADOPTING WRITTEN ARGUMENTS IN FAVOR OF THE GREENFIELD CONTINUATION OF ESSENTIAL CITY SERVICES FUNDING MEASURE, AN EXTENSION OF THE TRANSACTION AND USE TAX OF ONE PERCENT  
RESOLUTION #2015-49**

Staff report was given by City Manager Stanton.

**A MOTION** by Councilmember Walker, seconded by Mayor Pro-tem Rodriguez to adopt **Resolution #2015-49, " A Resolution of the City Council of the City of Greenfield Adopting Written Arguments in Favor of the Greenfield Continuation of Essential City Services Funding Measure, an Extension of the Transaction and Use Tax of One Percent"**. All in favor. Motion carried.

**PUBLIC HEARING AND ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD CALLING AND GIVING NOTICE OF THE HOLDING OF A MUNICIPAL ELECTION TO ASK THE VOTERS OF THE CITY OF GREENFIELD TO APPROVE A "2015 CITY SERVICES TRANSACTIONS AND USE TAX" OF THREE QUARTERS OF ONE PERCENT; REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF MONTEREY CONSOLIDATE THE ELECTION WITH THE ESTABLISHED ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2015 AND REQUESTING THAT THE COUNTY OF MONTEREY CONDUCT SUCH AN ELECTION ON THE CITY'S BEHALF  
RESOLUTION #2015-50**

Staff report was given by City Manager Stanton.

Mayor Huerta opened the public hearing at 6:36 p.m.

No comments were received.

Mayor Huerta closed the public hearing at 6:37 p.m.

**A MOTION** by Councilmember Torres, seconded by Mayor Pro-tem Rodriguez to adopt **Resolution #2015-50, " A Resolution of the City Council of the City of Greenfield Calling and Giving Notice of the Holding of a Municipal Election to Ask the Voters of the City of Greenfield to Approve a "2015 City Services Transactions and Use Tax" of Three Quarters of One Percent; Requesting that the Board of Supervisors of the County of Monterey Consolidate the Election with the Established Election to be Held on Tuesday, November 3, 2015 and Requesting that the County of Monterey Conduct Such an Election on the City's Behalf"**. All in favor. Motion carried.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ADOPTING WRITTEN ARGUMENTS IN FAVOR OF THE NOVEMBER 3, 2015 "2015 CITY SERVICES TRANSACTIONS AND USE TAX" MEASURE  
RESOLUTION #2015-51**

Staff report was given by City Manager Stanton.

**A MOTION** by Councilmember Torres, seconded by Mayor Pro-tem Rodriguez to adopt **Resolution #2015-51, " A Resolution of the City Council of the City of Greenfield Adopting Written Arguments in Favor of the November 3, 2015 "2015 City Services Transactions and Use Tax" Measure"**. All in favor. Motion carried.

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ADOPTING NEW BUSINESS LICENSE APPLICATION ADMINISTRATION AND INSPECTION FEES  
RESOLUTION #2015-53**

Staff report was given by Community Services Director Steinmann.

Mayor Huerta opened the public hearing at 6:43 p.m.

No comments were received.

Mayor Huerta closed the public hearing at 6:44 p.m.

**A MOTION** by Councilmember Santibañez, seconded by Councilmember Walker to adopt **Resolution #2015-53, " A Resolution of the City Council of the City of Greenfield Adopting New Business License Application Administration and Inspection Fees"**. All in favor. Motion carried.

**CITY COUNCIL BUSINESS**

**ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ADJUSTING HOW THE MONTHLY WATER CONSUMPTION CHARGES AND WATER SURCHARGE ARE CALCULATED FOR MULTI-FAMILY RESIDENTIAL PROPERTIES WITH A SINGLE MASTER WATER METER  
RESOLUTION #2015-44**

Staff report was given by Community Services Director Steinmann.

**A MOTION** by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to adopt **Resolution #2015-44, " A Resolution of the City Council of the City of Greenfield Adjusting How the Monthly Water Consumption Charges and Water Surcharge are Calculated for Multi-Family Residential Properties with a Single Master Water Meter"**. All in favor. Motion carried.

**CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS  
AGENCY DESIGNATED REPRESENTATIVE: CITY MANAGER  
EMPLOYEE ORGANIZATION: SERVICE EMPLOYEES INTERNATIONAL UNION,  
LOCAL 521**

**CONFERENCE WITH LABOR NEGOTIATORS  
AGENCY DESIGNATED REPRESENTATIVE: CITY MANAGER  
EMPLOYEE ORGANIZATION: GREENFIELD POLICE SUPERVISORS  
ASSOCIATION**

**CONFERENCE WITH LABOR NEGOTIATORS  
AGENCY DESIGNATED REPRESENTATIVE: CITY MANAGER  
EMPLOYEE ORGANIZATION: GREENFIELD POLICE OFFICERS ASSOCIATION**

Meeting adjourned to closed session at 6:56 p.m.

**RECONVENE TO OPEN SESSION**

Meeting reconvened to open session at 8:11 p.m.

City Attorney Sullivan stated that instructions were given to staff regarding negotiations. There was no reportable action taken.

**BRIEF REPORTS ON CONFERENCES, SEMINARS, AND MEETINGS  
ATTENDED BY MAYOR AND CITY COUNCIL**

Mayor Huerta reminded the Council regarding attending the annual league of California Cities conference.

**COMMENTS FROM CITY COUNCIL**

Councilmember Santibañez commented on how nice the new stops signs were on Walnut Avenue. She also stated that the House of Representatives had passed a new bill regarding eliminating federal funding for police to all police departments that have status of a sanctuary city. She stated that the City had that resolution on file and wasn't sure if it would affect the City. She suggested that the City review that resolution. Mayor Huerta agreed that the Council review the resolution that was passed in 2001 because he wouldn't want the City to lose any funds because of it.

Councilmember Walker stated that there was a new trend in regards to the drought and stated that homeowners were painting their lawn, green and it looked pretty good and that it was environmental friendly. He asked if the City had any codes against residents doing this.

Mayor Pro-tem Rodriguez stated that the Council had learned a lesson in regards to dealing with property owners with items such as the water surcharge. He suggested that staff speak with the property owners prior to implementing programs/fees that would impact the property owners.

### **CITY MANAGER REPORT**

City Manager Stanton stated that she was devoting a large amount of time to the 911 emergency system issue. She stated that the City needed to be involved in the process and be part of the committee because there was a substantial amount of money at stake.

City Manager Stanton reported regarding the Cities were disposing of their solid waste and stated that the City Managers would be making a recommendation regarding solid waste and the impact that it would be having on Greenfield and the capacity of the landfills. She also stated that there was still Enterprise Zone meetings going on and stated that the Board had approved supporting a \$55,000 expenditure to join the National Resource Network.

### **ADJOURNMENT**

Mayor adjourned the meeting adjourned at 8:30 p.m.

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Mayor of the City of Greenfield

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City Clerk of the City of Greenfield



## City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**DATE:** August 25, 2015

**AGENDA DATE:** September 1, 2015

**PREPARED BY:** Ann F. Rathbun, City Clerk

**TITLE:** **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING A LOAN PROGRAM FOR CALPERS 457 DEFERRED COMPENSATION PLAN 450-543**

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### **BACKGROUND AND ANALYSIS**

The City of Greenfield has a deferred compensation plan available for all employees. The Internal Revenue Service, Internal Revenue Code 457, controls what these plans can do with funds collected without taxation. Resolution #2005-31 established the CalPERS 457 Deferred Compensation Plan. If approved, this plan will be administered by the CalPERS staff, not City staff. The maximum loan amount must be less than 50% of the vested account balance as of the Valuation Date of the loan or \$50,000. Loans from these plans following specific rules and are approved by CalPERS.

### **FINANCIAL AND BUDGET IMPACT**

There is no budget impact if approved or denied.

### **RECOMMENDATION**

Staff recommends the City Council approve the Loan Program for CalPERS 457 Deferred Compensation Plan 450543.

### **PROPOSED MOTION**

**I MOVE TO ADOPT RESOLUTION #2015-54, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING A LOAN PROGRAM FOR CALPERS 457 DEFERRED COMPENSATION PLAN 450-543**

**RESOLUTION NO. 2015-54**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD  
APPROVING A LOAN PROGRAM FOR CALPERS 457 DEFERRED  
COMPENSATION PLAN 450-543**

**WHEREAS**, the City of Greenfield as an Employer (“Employer”) approved Resolution 2005-31, A Resolution of the City Council of the City of Greenfield Amending Resolution #2001-01 to Include a Deferred Compensation and Match for Executive and Management Employees; and

**WHEREAS**, the City Council adopted the Deferred Compensation Plan (“Plan”) as a valuable benefit to its employees; and

**WHEREAS**, the City Council determined the Plan serves the interest of the Employer by enabling it to provide reasonable retirement security, and by assisting the attraction and retention of competent employees; and

**WHEREAS**, the Employer has determined that permitting participants in the Plan to take loans from the Plan will serve these objectives.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of the City of Greenfield as follows:

1. The City Council will permit loans from the Plan
2. The City Manager is authorized and directed to complete such documents as necessary to initiate and manage the Plan and Loan Program.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield at a regular meeting duly held on the 8<sup>th</sup> of September, 2015 by the following vote:

**AYES, and in favor, thereof, Councilmembers:**

**NOES, Councilmembers:**

**ABSENT, Councilmembers:**

\_\_\_\_\_  
Mayor of the City of Greenfield

Attest:

\_\_\_\_\_  
City Clerk of the City of Greenfield

# Loan Feature

Planning for the unexpected can be difficult. Before you decide to tap into your CalPERS Supplemental Income 457 Plan account, make sure you understand how a loan could impact your retirement savings.

## Who may apply for a loan?

Any participant, whose Agency has adopted the Loan Provision, may take a loan from their account with the CalPERS Supplemental Income 457 Plan (the "Plan"). You will need to contact your Agency or the Plan Information Line **1-800-260-0659** to learn if your Agency has adopted the Loan Provision.

## What are the fees associated with applying for a loan?

- The charge is \$50 per loan application paid by the participant. This fee is deducted from your Plan account.
- There are no annual maintenance fees or asset-based fees assigned to the loan.

The following may help you in determining if requesting a loan is really the best method for you to meet those unexpected expenses:

## Taking a loan from the Plan

### How do you apply for a loan?

As a participant in the Plan, you may apply for a loan over the Plan Information Line at **1-800-260-0659** or Web Sites at <https://calpers.voyaplans.com>

### What happens if and when the loan is approved?

Once the application is submitted and approved the following will occur:

- You will receive the loan check along with a Truth-in-Lending Disclosure Statement.
- The promissory note and security agreement will be printed on the back of the loan check.
- The notice will contain the amount financed, the finance charge, the loan's annual percentage rate, the repayment procedure, the security interest and a copy for you to keep for your records.

### What are the minimum and maximum loan amounts?

The minimum loan amount is \$1,000.

The maximum loan amount is the lesser of:

- 50% of your vested account balance as of the Valuation Date of the loan or, \$50,000
  - The Valuation Date is the business day immediately preceding the date on which the loan is approved
- This amount is then reduced by your highest outstanding loan balance, if any, over the last 12 months.

### How is the maximum loan amount calculated?

The IRS Limits the amount you may take from multiple plans for loans. For the purpose of determining the maximum loan amount available to you, any loan from any other plan maintained by a participating employer will be treated as if it were a loan made from this Plan. The maximum loan amount is the lesser of: (1) 50 percent of your vested account balance as of the Valuation Date immediately preceding the date on which the loan is approved, or (2) \$50,000, less the highest outstanding loan balance over the last 12 months. By submitting this loan you are stating that you are in compliance with these regulations.

### How is the money taken out of my Plan investment offerings?

Loan disbursements will be taken pro rata across all the money sources and investment funds in your account, excluding SMA Funds.

### Will I have to pay taxes on the loan amount as if it was a distribution from my account?

No. Amounts borrowed through the Plan are not taxable distributions and are not subject to federal withholding taxes as long as the loan is repaid in full.

### Will I have to pay interest on my loan?

Yes, you will pay interest on your loan at a rate of the Prime Rate plus one percent, as printed in the Wall Street Journal on the last business day of the prior month. These interest payments will go back into your account; however, you will not be able to deduct this interest on your income tax return.

- The Service Members Civil Relief Act (an update to the Soldiers' and Sailors' Civil Relief Act of 1940) imposes a 6% maximum limit on the interest rate charged to military service members for loans during the duration of active military service. For more information, contact a Participant Service Representative at **1-800-260-0569**, Monday through Friday, 6:00 a.m. to 5:00 p.m. Pacific Time, except on New York Stock Exchange holidays.

## How a loan may affect your savings

Pros	Cons
You have access to the money in your Plan account.	The amount of the interest may be less than the money you would have earned had you invested the loan balance.
You pay yourself back with interest that may be lower than a bank interest rate.	Your loan repayments are made with after-tax dollars.
No credit check.	Many participants decrease or stop contributions while paying back a loan which negatively impacts your retirement savings.

# Requesting a Loan

There are three ways to apply for a loan:

- 1** Log on to the CalPERS website at <https://calpers.voyaplans.com>, enter your login information, and select your Plan.
  - Under the *My Account* tab, click on *Loans*, then *Request a Loan*.
  - You will be required to provide your password to request a loan.
- 2** Call the CalPERS Plan Information Line at **1-800-260-0659**, option 1 and use the automated service to request a loan.
- 3** Call the CalPERS Plan Information Line at **1-800-260-0659**, and speak with a Participant Service Representative. Representatives are available Monday through Friday, 6:00 a.m. to 5:00 p.m. Pacific Time, except on New York Stock Exchange holidays.

**Upon approval, your loan application will be processed and a check will be mailed usually within 2 business days.**

## Loan Repayments

### How long may I take to repay the loan?

- The minimum time period for borrowing is one year.
- The maximum time period for borrowing is 5 years.

### How do I repay the loan?

You will repay yourself with interest through payroll deductions that are automatically deducted from your employer's payroll system.

- Payments will begin with the regular payroll beginning the second month, or as soon thereafter as is administratively practicable.
- Payroll contributions and payments, including after-tax repayments, will be submitted through the my|CalPERS system.

### How are payments applied to my account?

Loan repayments will be reinvested according to your current investment elections.

### May I payoff the loan in full?

Yes, you may prepay your loan in full at any time by paying the outstanding loan balance by cashier's check or certified check made payable to: CalPERS Supplemental Income 457 Plan.

- Partial payments are not allowed.

### What if I am called to Military Duty?

If you are called to military duty, loan repayment and the default process will be suspended. The loan repayment period is extended for the period of time you are on active military duty under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

### Under what circumstances may my loan be immediately due and payable?

- Upon death, unpaid leave of absence, insufficient paycheck funds, retirement or termination of employment, your outstanding loan balance will be immediately due and payable.
- Failure to repay upon death, disability, retirement or termination will be deemed a distribution and will be reported as earned income and a 1099R will be issued.

## Loan Restrictions

### How many loans may be taken out?

- For all CalPERS Supplemental Income 457 Plans, the maximum number of loans permitted at one time is one.
- No new loan may be taken until the outstanding loan is paid off.
- Loan refinancing is not allowed.
- Loans can not be taken on the self-managed Personal Choice Retirement Account's Investments

### If I have a loan outstanding may I transfer monies between participating employers' plans?

- If you have an outstanding loan with the CalPERS 457 Plan and request a transfer of your account to another CalPERS 457 Plan maintained by a participating employer, CalPERS will process the transfer of your unencumbered account balance less the outstanding loan balance payable to the CalPERS 457 Plan.
  - Further transfer requests will not be processed until your loan with the CalPERS 457 Plan has been repaid in full.
- If you have an outstanding loan from any other plan provider maintained by a CalPERS 457 participating employer, CalPERS will accept a transfer of your unencumbered account balance from the other plan, less the amount of the outstanding loan balance payable to the other plan.

### May I use something besides my Plan account as collateral for a loan?

No. A loan may only be secured by an interest in your vested account balance.

## Loan Default

### What happens if I fail to make a scheduled payment?

CalPERS will treat a loan in default if any scheduled repayment remains unpaid after the expiration of the maximum grace period — the last day of the calendar quarter following the calendar quarter in which the required repayment was due, or if there is outstanding principal existing on the loan after the last scheduled repayment date.

### What happens if I enter into default on my loan?

If your loan is defaulted, your vested account balance will be offset by the outstanding loan balance to the extent that a distribution from your account is permissible under the Plan.

- The distribution made for the loan repayment will be reported as earned income and a 1099R will be issued.



## *City Council Memorandum*

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**MEMORANDUM:** August 24, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**PREPARED BY:** Mic Steinmann, Community Services Director

**TITLE:** **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ESTABLISHING A BUILDING OFFICIAL/CODE ENFORCEMENT POSITION AND AMENDING THE EMPLOYEE SALARY AND CLASSIFICATION PLAN**

### **BACKGROUND**

Since October 2014, the City of Greenfield has contracted with MNS Engineers for Building Official and Building Inspection services. MNS provides on-site inspection services two days per week, for approximately 16 hours of services per week. The cost of those services has been \$39,174 from October 2014 through May 2015, an average of \$9,794 per month. During this same timeframe, the City has collected \$73,266 in building/construction permit fees – the funding source against which the MNS services are charged – an average of \$10,467 per month.

With the permit fee structure adopted by the City Council in December 2014 and more concerted efforts on the part of staff to collect those fees at the time permits are issued, the building/construction permit fees collected since October 2014 have exceeded the cost of the services provided by MNS. This is exactly as intended when the City adopted a new permit fee schedule and contracted with MNS Engineers for building official and inspection services.

For the current fiscal year, the previous code enforcement position was unfunded and its previous budget appropriation reallocated to the Measure X Fund to fund additional law enforcement positions within the Police Department. With this reallocation and the loss of the code enforcement officer position, code enforcement activities have, of necessity, taken a lower priority. The Police Department has stepped up enforcement of parking and vehicle regulations, a function previously provided by the code enforcement officer, but other code enforcement activities have not been replaced.

The revenues currently being collected for building and construction permits and the cost of the services provided by MNS Engineers provides the City with an opportunity to create a new Building Official/Code Enforcement position that can provide both building official/inspection and code enforcement services. It is estimated that the salary and benefits for a new Building Official/Code Enforcement position will be approximately \$100,000 per year (the exact amount depends on the final salary for this position and the actual cost of health benefits). This is less than the anticipated building and construction permit fees of \$125,000 per year. With this position, it will be possible to provide the same level of inspection services provided by MNS Engineers (approximately two days per week) plus provide additional, dedicated code enforcement services. MNS would continue to provide services as City Engineer but would no longer be required, or requested, to provide building official and inspection services.

### **BUDGET AND FINANCIAL IMPACT**

The Building Official/Code Enforcement position will be funded through the building and construction permit fees assessed by the City, through code enforcement program fines and collections, and, if a residential rental property inspection program is enacted by the City, through the fees associated with that program. This is a General Fund position as are its funding revenues. The permit fees, code enforcement fines and collections, and residential rental property inspection program fees will fully fund this position. This position will have no net effect on the City's General Fund.

### **RECOMMENDATION**

The City is required to adopt all job descriptions and salary ranges for all positions. The job description for the new Building Official/Code Enforcement position is included with this memorandum and attached resolution. To expand the level of building official/inspection and code enforcement services, it is recommended the City Council adopt the attached resolution to establish the Building Official/Code Enforcement position and to revise the City of Greenfield's Salary and Classification Plan.

### **POTENTIAL MOTION**

**I MOVE TO ADOPT RESOLUTION #2015-55, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ESTABLISHING A BUILDING OFFICIAL/CODE ENFORCEMENT POSITION AND AMENDING THE EMPLOYEE SALARY AND CLASSIFICATION PLAN**

**RESOLUTION NO. 2015-55**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ESTABLISHING A BUILDING OFFICIAL/CODE ENFORCEMENT POSITION AND AMENDING THE EMPLOYEE SALARY AND CLASSIFICATION PLAN**

**WHEREAS**, the City of Greenfield hereby establishes a Building Official/Code Enforcement position; and

**WHEREAS**, Municipal Code Section 2.24 provides that adjustments of the salary and classification plan be by resolution; and

**WHEREAS**, Personnel Rules, Rule 3 – Classification Plan, Section. Administration of the Classification Plan states that the Personnel Officer shall administer the classification plan with all amendments or revisions to the plan subject to approval of the City Council; and

**WHEREAS**, the City Council desires to amend the range for the following position title:

Salary

Building Official/Code Enforcement	\$3,888 - \$5,013
------------------------------------	-------------------

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and City Council of the City of Greenfield that the classification plan is amended effective October 1, 2015.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 8<sup>th</sup> day of September 2015, by the following vote:

**AYES**, and all in favor, therefore, Councilmembers:

**NOES**, Councilmembers:

**ABSENT**, Councilmembers:

\_\_\_\_\_  
John P. Huerta, Jr., Mayor

Attest:

\_\_\_\_\_  
Ann F. Rathbun, City Clerk

**CITY OF GREENFIELD MONTHLY  
SALARY SCHEDULE**

**SEIU Employees**

<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Customer Services Assistant	\$2,576	\$3,287
Office/Planning Technician Office Specialist II Police Services Technician Public Works Office Specialist II	\$2,914	\$3,720
Water Technician	\$3,062	\$3,908
Public Works Parks Maintenance Worker	\$3,062	\$3,908
Public Works Utility Worker I-II	\$3,062	\$3,908
Public Works Service Worker I	\$3,062	\$3,908
Public Works Service Worker II	\$3,583	\$4,044
Public Works Service Worker III	\$3,833	\$4,206
Public Works Service Worker IV	\$4,167	\$4,416
Finance Technician Mechanic	\$3,298	\$4,208

**Greenfield Police Officers' Association**

<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Police Officer I	\$4,370	\$5,312
Police Officer II	\$4,825	\$5,865
Police Officer III	\$5,325	\$6,472

**Greenfield Police Supervisors' Association**

<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Police Records Supervisor	\$3,753	\$4,802
Police Sergeant I	\$5,538	\$6,731
Police Sergeant II	\$5,815	\$7,068
Police Sergeant III	\$6,113	\$7,431

**Unrepresented Employees**

<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Public Works Administrative Assistant	\$2,914	\$3,720
Public Works Foreman	\$3,387	\$4,322
Community Service Workshop Coordinator	\$3,437	\$4,386
Accountant	\$3,750	\$5,417
Utilities Systems Asst. Superintendent Building Official/Code Enforcement	\$3,888	\$5,013
Executive Assistant	\$4,085	\$5,214
City Clerk	\$4,856	\$6,321
Administrative Services Director	\$5,360	\$6,841
Community Services Director	\$6,862	\$8,758

<b><u>Position</u></b>	<b><u>Annual</u></b>
Police Commander	\$110,000
Chief of Police	\$130,000
City Manager	\$145,000

<b><u>Part-time Positions</u></b>	<b><u>Hourly Rate</u></b>
Crossing Guards	\$10.00
Science Workshop Student Instructor	\$11.00 - \$15.00
Science Workshop Aid	\$11.99
Science Workshop Teacher	\$20.00



## City of Greenfield

# BUILDING OFFICIAL/CODE ENFORCEMENT

Effective Date: 9.2015

### DISTINGUISHING FEATURES OF THE CLASS

The fundamental reason this classification exists is to (1) review and approve applications for construction permits for residential and moderately complex commercial projects such as tenant improvements, remodels, and small structures based on applicable codes, ordinances, and administrative directives enforced by the Community Services Department; (2) provide construction inspection services, including building and public works inspections; (3) enforce land use ordinances, issue citations, write inspection reports, make compliance recommendations for safety and building statutes, and implement public information initiatives for compliance with applicable regulations, and (4) provide rental property inspections to identify deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units, and ensure compliance with all applicable building, housing, zoning, and health and safety codes and ordinances. Under the direction of the Community Services Director, work independently and make decisions requiring broad technical expertise.

### ESSENTIAL FUNCTIONS

#### Building Official

- Advise construction permit applicants as to whether proposed construction conforms to building, plumbing, mechanical, and electrical codes, zoning ordinances, and related regulations and directives.
- Review plans, specifications, and other data for building permits, approve or deny applications for residential, commercial, and industrial construction permits, ensure permits meet requirements and are issued in accordance with established procedures, and determine appropriate building permit and inspection fees.
- Interpret codes and inform applicants of construction code and zoning requirements.
- Inspect materials, grades, and other work for new and existing residential, commercial and industrial properties for conformance with codes, regulations, plans, specifications, details, and standard construction practices related to foundations, framing, electrical, plumbing, access, life safety, energy compliance and other functional elements.
- Observe work in progress to ensure that procedures are followed and materials used conform to specifications.
- For City construction and maintenance projects performed by contractors, compute monthly estimates of work completed and recommends payment for contractors.



## City of Greenfield

- Ensure that proper safety and traffic control procedures are followed.
- Confer with and provide information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolve complaints and problems.
- Investigate complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; review buildings for business usage and for occupancy after fires or other occurrences.
- Perform rental property inspections to identify deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units; advise owners of required rehabilitation; and ensure compliance with all applicable building, housing, zoning, and or health and safety codes and ordinances.
- Issue certificates of compliance under the City's Residential Rental Inspection program.
- Prepare a variety of correspondence, reports, procedures, and other written materials.
- Other duties as assigned.

### Code Enforcement

- Perform field inspections and office duties, ensuring compliance with the city's land use, housing, zoning, abatement, dangerous buildings, and nuisance ordinances.
- Perform field surveys and investigate complaints of possible code and ordinance violations; contact property and business owners to schedule and conduct on-site inspections.
- Advise violators of ordinance requirements and seek to gain voluntary compliance.
- Take photographs and gather all pertinent facts from the parties involved; issue notices of violations and, when necessary, citations; maintain records of inspections and enforcement efforts; and prepare required documentation for legal actions.
- Testify in court proceedings regarding code violations; perform follow-up actions as needed to ensure compliance; confer with related agencies and city departments on disposition of complaints and code violations; and prepare reports and correspondence related to code enforcement inspections, violations, and other activities.
- Implement code compliance programs including public liaison and information initiatives to educate the public regarding City ordinances.
- Prepare reports regarding code compliance activities, cases, and resolutions.
- Implement condition compliance procedures to ensure that project applicants and property owners comply with conditions of approval for discretionary land use permits and design reviews.
- Interact with legal counsel regarding the initiation and implementation of legal sanctions when voluntary compliance cannot be achieved.
- Other duties as assigned.



## City of Greenfield

### General

- Respond to the more difficult questions and concerns from the general public; provide information as appropriate; and resolve public service complaints.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties; estimate time, materials and equipment necessary for the successful completion of the project; and acquire necessary resources as appropriate.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- City codes, ordinances, and directives, including building, electrical, mechanical, plumbing, life safety, energy, and zoning requirements applicable to building and construction trades.
- Federal, state and local laws, regulations and procedures related to code enforcement.
- Various construction materials and practices, methods, and stages of construction.
- Mathematical principles required to perform related technical calculations.
- Symbols and terminology used in architectural and engineering drawings.
- Practices for documenting inspections and correcting violations.
- Techniques and methods of housing and commercial inspection to identify building, zoning, and health and safety concerns.
- Effective analytical and interviewing techniques.
- Technical report writing skills and citation insurance procedures.
- Public relations and conflict resolution skills.
- Personal safety practices.

#### Ability to:

- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Read and accurately interpret plans and specifications.
- Comprehend and make inferences from written material.
- Make decisions in accordance with plans and specifications and City policy and procedures.
- Observe or monitor work/procedures to determine compliance with prescribed specifications or safety standards.
- Interpret and understand applicable city and state building codes and zoning ordinances and regulations.



## City of Greenfield

- Work independently and as part of a team.
- Conduct investigations and maintain accurate records of findings; prepare clear, concise and accurate correspondence and reports; and communicate report findings before the City Council and courts of law.
- Advise property owners and general public on compliance with codes.
- Establish and maintain effective working relationships with property owners, developers, the general public, co-workers, and other public agencies.
- Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.
- Consult and remain informed of current literature, information sources and research techniques in the fields of building inspection and code enforcement.
- Identify municipal code violations and respond appropriately based on established policies and direction.
- Analyze and compile technical and statistical information and identify alternative solutions; evaluate consequences of proposed actions; and implement recommendations.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Observe safety principles and work in a safe manner.
- Techniques for dealing with and solving problems presented by individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the phone.
- Bilingual English/Spanish required.

### ACCEPTABLE EXPERIENCE AND TRAINING

#### Education and Experience

Completion of high school/GED supplemented by certificates of proficiency in code enforcement and building inspection (see Licenses and Certifications below) and four years' experience performing residential and commercial building inspection and code enforcement services.

#### Licenses and Certifications

- Must possess a valid California Class C driver's license with a satisfactory driving record.
- Must possess ICC Building Inspector or Plans Examiner certification, both residential and commercial.



## **City of Greenfield**

- Within twelve months of start of employment must possess certification as a Code Enforcement Officer from California Association of Code Enforcement Officers, California Code Enforcement Corporation, or similar certification approved by the California Association of Code Enforcement Officers.
- The following certifications are desirable:
  - ICC Electrical Plans Examiner or Inspector
  - ICC Mechanical Plans Examiner or Inspector
  - ICC Plumbing Plans Examiner or Inspector
  - ICC Accessibility Inspector/Plans Examiner or Inspector

### **WORKING CONDITIONS**

Must be available for regular standby assignments, able to work emergency overtime as required and respond to emergencies in the time period specified by City Administration, and some weekend and evening work is required. Must be willing to work outdoors in all weather conditions, with exposure to traffic and potentially hazardous conditions and toxic chemicals. Ability to traverse by foot on uneven, muddy, wet, and rocky surfaces. Will climb ladders, walk on uneven terrain, and work in confined spaces. Will spend time each day driving from location to location to conduct inspections. Will work in office and field environments.



## City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**MEMORANDUM:** September 1, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**FROM:** Adele Frese, Chief of Police

**TITLE:** **APPROVAL TO ADOPT RESOLUTION NO. 2015-56, AUTHORIZING THE DESTRUCTION OF MISCELLANEOUS PROPERTY AND EQUIPMENT**

### **BACKGROUND:**

The property and equipment listed on "Attachment A" is in the possession of the Greenfield Police Department. The property and equipment is outdated and is no longer being used by the Greenfield Police Department.

Therefore, staff is requesting authorization to dispose the property listed in "Attachment A" in a manner that will be best advantage to the City of Greenfield.

### **BUDGET AND FINANCIAL IMPACT:**

No financial impact.

### **REVIEWED AND RECOMMENDED:**

The Chief of Police and City Manager recommend that the City Council adopt Resolution No. 2015-56 authorizing the destruction of miscellaneous property and equipment.

### **POTENTIAL MOTION:**

**I MOVE TO APPROVE/DENY ADOPTION OF RESOLUTION NO. 2015-56, AUTHORIZING THE DESTRUCTION OF MISCELLANEOUS PROPERTY AND EQUIPMENT.**

### **ATTACHMENTS:**

Attachment "A" – Resolution

Attachment "B" – List of Miscellaneous Property and Equipment

**RESOLUTION NO. 2015-56**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD  
AUTHORIZING THE DESTRUCTION OF  
MISCELLANEOUS PROPERTY AND EQUIPMENT**

**BE IT RESOLVED** by the City Council of the City of Greenfield that City is hereby authorized to destroy the miscellaneous property and equipment as described in Exhibit "A" attached.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield at a regular meeting duly held on the 8<sup>th</sup> day of September, 2015, by the following vote:

**AYES, and in favor thereof, Councilmembers:**

**NOES, Councilmembers:**

**ABSENT, Councilmembers:**

\_\_\_\_\_  
Mayor of the City of Greenfield

Attest:

\_\_\_\_\_  
City Clerk of the City of Greenfield

## Attachment A

### FIELD DAY SURPLUS

HORACE SMALL APPAREL DUTY JACKET (LARGE)	FLYING CROSS PANTS (1) (size 40)
FLYING CROSS DUTY JACKET (SMALL)	FLYING CROSS PANTS (1) (size40 R)
FLYING CROSS LONG SLEEVE SHIRT (1) (SIZE 34)	FLYING CROSS PANTS (1) (size 42)
FLYING CROSS LONG SLEEVE SHIRT (1) (SIZE 37)	FLYING CROSS PANTS (1) (UNK SIZE)
FLYING CROSS LONG SLEEVE SHIRTS (2)	DUTY BELT (30)
FLYING CROSS SHORT SLEEVE SHIRTS (4)	DUTY BELT (32)
TIES (3)	DUTY BELT (34)
BDU HATS (10)	DUTY BELT (36)
NAVY BLUE BDU TOPS (2) (LARGE)	DUTY BELT (36-38)
FLYING CROSS PANTS (1) (size 34 R)	DUTY BELT (40)
FLYING CROSS PANTS (3) (size 38 R)	DUTY BELT (M)
GUN BELT (32)	NYLON (L)
GUN BELT (34)	NYLON (M)
GUN BELT (36)	NYLON (XL)
GUN BELT (40)	SURPLUS PISTOLS HOLSTERS (20)
GUN BELT (44)	UNIFORMS (36)
GUN BELT (46)	RADIOS (26)
FLASHLIGHTS (13)	SURPLUS BELTS (28)
TASER HOLSTERS (11)	CHARGING BASES (22)
BELT KEEPERS (16)	POWER CORDS (27)
BDU PANTS (1)	MAGAZINE POUCHES (12)
OVERALL (WEAR GUARDS)	SURPLUS CUFF CASES (10)

OC HOLDERS (7)  
FLASHLIGHT HOLDERS (5)  
SILENT KEY HOLDERS (9)  
DRESS HATS (12)  
ORANGE BATTERIES (4)  
ZAP BATTERIES (3)  
COMPUTER MONITOR (3)  
COMPUTER STANDS (5)  
SONY DIGITAL 8 RECORDERS (4)  
MINOLTA CAMERA (2)  
SONY MPG MOVIE AND CAMERA (1)  
SURPLUS BATTERY (1)  
ONE CHAIR (1)  
METAL SHELVES ( )  
BLACK MOUNTAIN BIKE (1)  
VEHICLE IN CAMERA (4)  
FIELD PHONE (9)  
FIELD PHONE RELAY BOARD (2)  
THROW PHONE NOT WORKING (1)  
METAL SHELVES (12)  
DIGITAL CAMERA ZOOM (1)  
PREMIUM CPU STAND (1)  
METAL BARS (8)  
TELEPHONE (1)  
CAR RADIOS (9)  
ANTENNA (8)  
RADIO HOLDERS (48)  
HANDCUFF HOLDERS (13)  
RADIO BATTERIES (87)  
RADIO MIKES (42)  
NEXTEL (11)  
NEXTEL CHARGING CORDS (7)  
PAGERS (10)  
TAPE RECORDERS (MINI) (2)  
TAPE RECORDERS (BIG) (1)  
SURPLUS METAL FRAMES (1)  
WIRELESS OFFICE HEADSET SYSTEM (3)  
VARIABLE DIGITAL ZOOM (1)  
KEYBOARD (1)  
SEROLOGICAL RESEARCH (1)  
INSTITUTIVE (1)  
FINGERPRINT CAMERA (1)  
EMPTY CRAFTSMAN TOOLBOX (1)  
COMMUTER DOCKING STATION (1)  
LAPTOPS (2)  
CHARGERS (2)  
DESK ORGANIZERS (10)

**INVENTORY ITEMS IN CONTAINER**

RIOT CONTROL KITS (4) BAGS	RAIN JACKETS (4)
CLEAR RIOT SHIELDS (7)	INSULATION GLOVES (1)
HAZMAT SUITS (10)	MILITARY BELT (1)
HAZMAT BOOTS (9)	BELT KEEPERS (22)
CERT RESCUE BAGS (17)	DRINKING DEVICE INSULATION KIT (6)
RED CROSS RESCUE PACKS (6)	FLASHLIGHT HOLDER (2)
NIMS INCIDENT BAGS (2)	OPEN RING BATON HOLDER (6)
GASMASK (1)	SCREWS FOR CHAIN STRAP (1)
ASP TRAINING SHIELD	GASMASK CARRIER (4)
PERISCOPE (1)	CANTEEN COVERS (10)
BINOCULARS (2)	CAP COVER (12)
SCOTT CANTEEN (5)	REFLECTIVE VEST (2)
HANDCUFF CASE (2)	SILVER BELT BUCKLE (9)
MAGAZINE HOLDER (2)	BAND BLACK CAT EYE (1)
NYLON DUTY BELT (1)	LASER TRAINING EQUIPMENT
GLOSS DUTY BELT (1)	INFRARED THERMOMETER WITH LASER
OC HOLDER (1)	AHURA SCIENTIFIC
RADIO HOLDER (2)	PELICAN 1400 CASE
PISTOL HOLDER (1)	MSA
NYLON HOLSTER (1)	CALIBRATION KIT
CA FLAG (2)	SPOTTING SCOPE (2)
CLIP-ON-TIES (2)	N95 AIR MASKS 9 BOXES
POLICE JACKETS (4)	BATONS (12)
BELTS (11)	

**A PROCLAMATION OF THE MAYOR OF THE CITY OF GREENFIELD  
PROCLAIMING OCTOBER 2 – OCTOBER 11, 2015 AS  
BINATIONAL HEALTH WEEK**

**WHEREAS**, the Secretariats of Health and of Foreign Affairs of Mexico, the Ministries of Foreign Affairs of Canada, Guatemala, Honduras, Colombia, Ecuador, Bolivia and Peru, the Institute for Mexicans Abroad, the Mexican Social Security Institute, the United States-Mexico Border Health Commission, and the Health Initiative of the Americas, a program of the University of California at Berkeley, School of Public Health have organized to improve access to health services for the underserved Latino population in the United States of America; and

**WHEREAS**, improving health in migrant populations requires multiple approaches in service, design, delivery and funding priorities, and most fundamentally requires strong bi-national commitment; and

**WHEREAS**, Binational Health Week reflects coordinated efforts between the United States, Mexico, Canada, Guatemala, El Salvador, Honduras, Colombia, Ecuador, and Peru to improve the quality of life of underserved populations by expanding their access to health care, increasing their health insurance coverage, and reducing their unmet health needs; and

**WHEREAS**, Monterey County Binational Health Week is a multiagency collaborative effort between Mexican Secretary of Health and Foreign Affairs, and the active participation of state county and local organizations such as; Employment Development Department, Monterey County Health Department, Clinica de Salud del Valle de Salinas, California Rural legal Assistance, Mexican American Opportunity Foundation, Community Action Partnership of San Luis Obispo, Center for Community Advocacy and Entravision.

**WHEREAS**, Binational Health Week provides an opportunity to highlight critical multidisciplinary health issues that affect the Latino community within Monterey County, and throughout the United States.

**NOW, THEREFORE**, I Mayor *John Huerta Jr.*, on behalf of the Greenfield City Council proclaim the week of **October 2 to October 11, 2015** as “*The Fifteenth Annual Binational Health Week*” throughout the City of Greenfield.

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**John Huerta, Jr,  
Mayor of the City of Greenfield**

## National Alcohol and Drug Addiction Recovery and Prevention Month Proclamation

**WHEREAS**, treatment and recovery improve the community's welfare and provide a renewed outlook on life for those who struggle with substance use disorders and their family and friends; and

**WHEREAS**, 23.2 million people aged 12 or older in the United States needed treatment for a substance use disorder in 2012, and 5.4 million adults also suffered from a concurrent mental illness; and

**WHEREAS**, studies have indicated that 8.9 percent of people who made an effort to get treatment, but did not receive it, were concerned that receiving treatment might cause neighbors or community members to have negative opinions of them. However, most say they would not have a negative opinion of a relative or friend in recovery from an addiction; and

**WHEREAS**, resources exist online and in our community to increase people's awareness about how substance use disorders affect children, families, and our society; and

**WHEREAS**, such education is essential to overcoming misconceptions and achieving long-term recovery; and

**WHEREAS**, to help achieve this goal, the U.S. Department of Health and Human Services, the Substance Abuse and Mental Health Services Administration, the White House Office of National Drug Control Policy, and **Sun Street Centers** invite all residents of **Greenfield** to participate in the 26<sup>th</sup> anniversary of **National Alcohol and Drug Addiction Recovery Month**); and

**NOW, THEREFORE, I, Mayor John Huerta** by virtue of the authority vested in me by the laws of **Greenfield, CA** do hereby proclaim the month of September 2015 as

### ***National Alcohol and Drug Addiction Recovery Month***

in **Greenfield, CA** and call upon the people of **Greenfield, CA** to observe this month with appropriate programs, activities, and ceremonies supporting this year's theme, "***Join the Voices for Recovery: Together We Learn, Together We Heal.***"

**IN WITNESS WHEREOF**, I have hereunto set my hand this **8<sup>th</sup> day of September** in the year of our Lord two thousand fifteen, and of the Independence of the United States of America the two hundred and thirty-fifth.

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**John Huerta, Jr., Mayor of the City of Greenfield**



# Planning Commission Report

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**DATE:** August 24, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**FROM:** Mic Steinmann, Community Services Director

**TITLE:** **APPLICATION FOR APPROVAL OF TENTATIVE MAP FOR THE OAK TERRACE SUBDIVISION CONSISTING OF PROPERTY LOCATED ON TERRACE DRIVE**

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## **AUTHORITY AND PROCEDURES**

The requirements for tentative maps are set forth in the California Government Code, Subdivision Map Act, §§ 66452 – 66452.24 and Chapter 16.16 of the Greenfield Municipal Code. Sections 16.16.100, 16.16.110, and 17.14.050 of the municipal code establish the City Council as the final approving authority for tentative subdivision maps. The Planning Commission is charged with responsibility to review tentative map applications; make a report to the City Council with respect to the design of the subdivision and the kind, nature, and extent of the proposed improvements; and make findings and recommendations for approval, conditional approval, or denial of the proposed tentative map to the City Council. The City Council shall not approve or conditionally approve a tentative map unless it finds that the proposed subdivision, together with the provisions for its design and improvement, is consistent with the general plan, zoning and subdivisions codes, and any applicable specific plan. The Subdivision Map Act and the subdivisions code specify that the City Council shall not approve or conditionally approve a tentative map if it makes any of a number of specified findings.

## **BACKGROUND AND ANALYSIS**

The parcels that are the subject of this subdivision and tentative map are located along Terrace Drive at Oak Avenue between 3<sup>rd</sup> and 4<sup>th</sup> Streets in the City of Greenfield, APNs: 024-072-049, -050, -051, -052, -053, and -054. Development of this subdivision began in the mid-2000s with the approval of a vested tentative map with conditions of approval by the City Council on September 6, 2005, Resolution No. 2005-83. On July 18, 2006, the City Council approved a final map and subdivision improvement agreement, Resolution No. 2006-57. The original project consisted of five single-family residential parcels, a private park, and a private street.

The private park and street, adjoining landscape strip and below grade stormwater detention basin, were to be maintained by a homeowner's association formed among the five residential property owners.

Following approval of the final map and subdivision improvement agreement by the City Council, the property owners obtained further approvals and permits for the construction of on-site infrastructure improvements. The site was graded, building pads formed, and underground infrastructure constructed for required utilities, including water, sewer, storm water, electrical, and telephone. Driveway curb cuts and sidewalks along the on-site private street were also constructed. These site and infrastructure improvements can be readily seen in the photographs attached to this report. There has been no further development of the project.

At this time it is the desire of the current property owner, Mr. John Pekema, to reconfigure the existing property lines to provide a total of six parcels for single-family residential development, to dedicate the private street to the City, to eliminate the requirement for a private neighborhood park and allow that parcel to be developed for a single-family residence, and to eliminate the requirement for a homeowner's association. To modify the development in this manner, new tentative and final maps are required to reconfigure the parcels for single-family residential development, eliminate the private park, dedicate the street to the City of Greenfield, and grant to the City utility easements. Modification of the conditions of approval will also be required. Prior to approval of a new final map, modification of the previous subdivision improvement agreements will also be required.

The Planning Commission held public hearing on this application on August 4, 2015. The Planning Commission adopted a resolution on August 19, 2015, recommending the City Council approve the tentative map application subject to a number of conditions. The application is now before the City Council for its consideration.

### Site Description

The six existing legal parcels total approximately 30,000 square feet or 0.69 acres. Five parcels have been designated as Lots 1 – 5 for single-family residential development. The sixth parcel, Parcel A, was previously designated for development of the private neighborhood park. As currently configured, the residential parcels range in size from 4,253 square feet to 6,702 square feet. The park parcel is 4,250 square feet. The original topography of the site was nearly flat and contained no significant natural hills, ridges, ravines, or other topographic features. There are no watercourses or wetlands on the property or in the vicinity, nor are there any trees of substantial stature or significance. Infrastructure for on-site utilities is already in place, as are graded building pads for each residential building. Driveway curb cuts and sidewalks along Terrace Drive have been constructed. A streetlight and fire hydrant at the end of Terrace Drive adjacent to the "private park" parcel were installed. An underground stormwater detention basin has also been constructed as has a landscape strip between Terrace Drive and the eastern property line.

The proposed site configuration consists of six single-family residential lots and a public street. This is an increase of one additional legal lot for residential development. The dedication to the

City of the street and landscape strip requires reconfiguration of the property lines. Delineation of utility easements is also required. The reconfigured residential lots will range from approximately 2,689 square feet to 3,710 square feet. The buildable area for each of the original existing five lots is the same as reflected in the existing recorded final map. The proposed site configuration does not, therefore, reduce the buildable area of any existing approved lot.

### Conformance with the General Plan and Zoning Ordinance

The General Plan denotes the project site as Medium Density Residential, and the zoning designation is R-M, Multiple Family Residential. The medium density multifamily zoning district includes higher density single-family and lower density multi-family residential housing types, such as smaller lot single-family homes, duplexes, townhomes, condominiums, row houses, and garden apartments. Development standards for this district allow significant design flexibility to encourage a broad range of housing types and are intended to ensure compatibility and connectivity with surrounding neighborhoods and uses. Residential structures are typically one and two stories in height with greater lot coverage than the low density single-family residential districts.

Residential densities in this zoning district are 7 to 15 dwelling units per acre. At the maximum allowed density of 15 dwelling units per acre, the resulting average lot size is approximately 2,900 square feet. The proposed project consists of six single-family homes on 0.69 acres. This equates to 8.7 dwelling units per acre. The proposed six residential lots total 18,395 square feet, which equates to an average of 3,066 square feet per lot. This is slightly larger than the average lot size that results from a maximum density of 15 dwelling units per acre (2,900 square feet). The six proposed lots and their sizes result in average lot sizes and a housing density consistent with the general plan and zoning code for the R-M zoning district.

As this project proceeds through the development review and approval process, all development standards for the R-M zoning district (*see* Zoning Code § 17.30.040) will be met as a condition of further project approval. These development standards include those pertaining to accessory structures, landscaping, resource efficiency, lighting, parking, and signage.

### Infrastructure Needs

The City of Greenfield will provide water and sewer services; PG&E will provide natural gas and electricity; AT&T will provide telephone service; and Charter Cable Company will provide cable service. Storm water drainage will be directed to Terrace Drive where run-off will be collected by two on-site culverts that lead to an on-site underground detention basin parallel to Terrace Drive. All utility and site infrastructure improvements will be designed and constructed in conformance with City standards.

### Dedications, Public Improvements, Maintenance

Originally, this subdivision included Terrace Drive as a private street that would be maintained by a homeowner's association. This is a three-quarter width street – it is not a standard street because sufficient site area is not available. The roadway is 32 feet curb to curb, allowing for two

12 foot travel lanes and an 8 foot parallel parking lane on the east side of Terrace Court. This road profile was previously approved by the Greenfield Fire Protection District, the Greenfield Police Department, and the Public Works Department as adequate for emergency access. In the future, if and when the property immediately to the east becomes available, an additional 16 foot right of way would allow the street to be widened to 60 feet, the standard residential street standard. The current proposal is for the existing street to be dedicated to the City of Greenfield. Future maintenance will be the responsibility of the City. The tentative map has identified a five foot wide public utility easement along Terrace Drive. With the conversion of the “private park” parcel into a buildable lot, the terminus of Terrace Drive will be reconfigured. All design and construction will be in conformance with City standards and any reconfiguration will be approved by the Greenfield Fire Protection District, the Greenfield Police Department, and the Public Works Department prior to the issuance of construction permits.

### Community/Neighborhood Impacts

With the payment of required development and impact fees, the proposed development will have less than significant impacts on City services including water, sewer, trash, police, fire, and schools. The location of this project will serve as a buffer between the single-family residential units east along Oak Avenue and the mobile home park immediately to the west.

### Inclusionary Housing

The current tentative map application proposes converting the lot previously designated for a private park to a buildable lot for the construction of one additional single family residence. The City’s inclusionary housing ordinance only applies to subdivisions that provide five or more new housing units. The current tentative map creates one additional residential lot. The inclusionary housing ordinance does not, therefore, apply to this current proposed subdivision modification.

### Conformance with Subdivisions Code and State Subdivision Map Act

The tentative map submitted with this application was prepared in compliance with the requirements of §§ 16.16.020 and 16.16.030 of the City of Greenfield Subdivisions Code and the State Government Code, Subdivision Map Act, §§ 66452 – 66452.24. The tentative map complies with all local and state requirements for approval of the proposed tentative map.

### Conditions of Approval

The approval of the Oak Terrace subdivision in 2005 was subject to a number of conditions of approval. With the proposed property line reconfigurations, public street dedications, and the elimination of the private park, those previous conditions of approval also require modification to reflect these changes. The recommended changes to the conditions of approval are included with the attached resolution. The Planning Commission approved these recommended changes at its August 19, 2015, meeting.

## **CEQA**

The proposed project is exempt from the requirements of CEQA pursuant to Section 15332 of the CEQA guidelines governing infill development projects (California Code of Regulations, Title 14, Chapter 3).

## **RECOMMENDATION**

The development of the Oak Terrace subdivision as a five single-family residential project with a private neighborhood park has been previously reviewed and approved by both the Planning Commission and the City Council. It is the desire of the property owner to modify this project to allow construction of a sixth single-family residence on the site previously reserved for a private park and to dedicate the street, stormwater detention system, and adjoining landscape strip to the City, rather than retaining those under private ownership, thereby necessitating the creation of a homeowner's association for their on-going maintenance and operation.

A homeowner's association comprised of five homeowners would be of questionable viability. This is especially true when it would be the responsibility of that association to maintain and operate a private street, a below grade stormwater detention system, a landscape strip, and a private park. More likely than not, within a few years after its creation, the street, the landscape strip, and the park would begin to fall into states of disrepair and the homeowner's association would not maintain these improvements in an appropriate manner. It is also questionable whether a private park that will serve only five single-family residences is viable or even appropriate. The original concept of creating a privately maintained street, landscape strip, below grade stormwater detention system, and neighborhood park was probably not well considered. Allowing, or requiring, the maintenance and operation of private streets, utilities, stormwater detention basins, and parks is not a situation that would generally be in the best interest of the City. The City should discourage such private ownership and the necessity of creating homeowner's associations for their on-gong operation and maintenance, rather than requiring or encouraging such activities.

It is recommended the City Council adopt a resolution approving approve the new tentative map for the Oak Terrace subdivision subject to a number of specified conditions of approval.

## **PROPOSED MOTION**

I MOVE THAT THE CITY COUNCIL ADOPT RESOLUTION 2015-57 APPROVING THE TENTATIVE MAP FOR THE OAK TERRACE SUBDIVISION SUBJECT TO THE SPECIFIED CONDITIONS OF APPROVAL.

Attachment A – Site Photos

Attachment B – Tentative Map Drawings

Attachment C – City Council Resolution No. 2005-83 (September 6, 2005)

Attachment D – Final Map (October 17, 2007)

**CITY OF GREENFIELD CITY COUNCIL  
RESOLUTION NO. 2015-57**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GREENFIELD APPROVING THE TENTATIVE MAP FOR THE OAK  
TERRACE SUBDIVISION SUBJECT TO SPECIFIED CONDITIONS OF  
APPROVAL**

**WHEREAS**, California Government Code, Subdivision Map Act, §§ 66452 – 66452.24 and Chapter 16.16 of the Greenfield Municipal Code set forth requirements for subdivisions and tentative maps; and

**WHEREAS**, the City of Greenfield Municipal Code establishes the City Council as the designated Approving Authority for subdivisions and tentative maps; and

**WHEREAS**, the City of Greenfield Municipal Code charges the Planning Commission with responsibility to review tentative map applications; make a report to the City Council with respect to the design of the subdivision and the kind, nature, and extent of the proposed improvements; and make findings and recommendations for approval, conditional approval, or denial of the proposed tentative map to the City Council; and

**WHEREAS**, an application has been submitted by Coats Consulting and Mr. John Pekema for the creation of a subdivision and tentative map for certain partially developed property consisting of property located along Terrace Drive at Oak Avenue between 3<sup>rd</sup> and 4<sup>th</sup> Streets in the City of Greenfield, APNs 024-072-049, -050, -051, -052, -053, and -054; and

**WHEREAS**, the tentative map application consists of a project that was previously approved by the City Council in 2005, Resolution No. 2005-83, consisting of five single-family residences, a private park, and a private street; and

**WHEREAS**, the City Council approved a final map and subdivision improvements agreement on July 18, 2006, Resolution No. 2006-57; and

**WHEREAS**, the property owner now wishes to modify the previously approved project to allow the development of six single-family residential units, elimination of the requirement for a private park, and dedication of the street and stormwater detention system to the City of Greenfield; and

**WHEREAS**, to modify the project as desired by the property owner, new tentative and final maps are required; and

**WHEREAS**, the Planning Commission on August 19, 2015, adopted Resolution 2015-05 recommending the City Council approve such tentative map subject to certain specified conditions of approval; and

**WHEREAS**, the City of Greenfield Planning Director has reviewed and analyzed the requested tentative map and has recommended the City Council adopt a resolution approving such tentative map subject to certain specified conditions of approval, consistent with the recommending resolution of the Planning Commission; and

**WHEREAS**, the application for the proposed tentative map was heard, reviewed, and discussed by the City Council at a duly noticed public hearing;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City Council of the City of Greenfield has considered all written and verbal evidence regarding this proposed tentative map at the public hearing and has made the following findings:

1. **FINDING:** The proposed project is substantially in conformance with the City of Greenfield General Plan, Subdivisions Code, Zoning Code, and other Municipal Code requirements and standards.
  - a. The General Plan denotes the project site as Medium Density Residential, and the zoning designation is R-M, Multiple Family Residential. The medium density multifamily zoning district includes higher density single-family and lower density multi-family residential housing types, such as smaller lot single-family homes, duplexes, townhomes, condominiums, row houses, and garden apartments. Residential densities in this zoning district are 7 to 15 dwelling units per acre. The proposed project consists of six single-family residential units on 0.69 acres. This equates to 8.7 dwelling units per acre.
  - b. As this project proceeds through the development review and approval process, all development standards for the R-M zoning district (Zoning Code § 17.30.040) will be met as a condition of further project approvals. These development standards include those pertaining to accessory structures, landscaping, resource efficiency, lighting, parking, and signage.
  - c. All utility and site infrastructure improvements will be designed and constructed in conformance with City Standards.
  - d. The proposed tentative map creates one additional residential lot. The City's inclusionary housing ordinance (Zoning Code chapter 17.51) applies only to subdivisions that create five or more residential lots.
  - e. The July 18, 2006, Subdivision Improvements Agreement executed by the City of Greenfield and the previous subdividers/owners of the proposed project site will be amended to reflect the changed conditions of the tentative map and the associated conditions of approval. With the adoption of the specified conditions of approval and the amended Subdivision Improvements Agreement, the project will not be in conflict with the Zoning Code.

2. FINDING: The site is physically suitable for the type and density of development proposed.
  - a. The natural topography of the site is nearly flat, vacant, and located outside any flood plain.
  - b. The proximity of the site to existing development and City services make infrastructure improvements to serve the site feasible economically and physically. As part of the project's previous approvals, utilities have already been extended into the site, street improvements have been constructed along Oak Avenue and for the interior Terrace Drive, including curb, sidewalks, and driveway curb cuts.
3. FINDING: The proposed project will not cause substantial environmental damage, nor substantially or unavoidably injure fish or wildlife or their habitat.
  - a. The project site was analyzed at the maximum allowable density in the 2005 Greenfield General Plan and associated Environmental Impact Report.
  - b. The property is located within the developed area of the City of Greenfield.
4. FINDING: The establishment, maintenance, and operation of the project and type of its improvements will not, under the circumstances, be detrimental to the health, safety, peace, morals, comfort, or general welfare of the persons residing or working in the neighborhood of the proposed development, or to its future residents, or to the general welfare of the City.
  - a. This project has been previously reviewed by all responsible City, County, and Regional agencies, and conditions of approval have been previously applied as deemed necessary by the Planning Commission and City Council to ensure the continuing public health, safety, peace, morals, comfort, and general welfare of the persons residing in the neighborhood and those of the City of Greenfield.
  - b. All infrastructure requirements have been reviewed and a determination has been made that the site can and will be provided with the required municipal services and utilities.
  - c. Infrastructure for on-site utilities and stormwater detention is already in place. Driveway curb cuts and sidewalks along Terrace Drive have been constructed.
5. FINDING: The payment of school impact fees and park in-lieu fees is an adequate measure for the accommodation of school and park and recreation facilities for residents of this site.
  - a. The proposed subdivision will pay all required park in-lieu fees to meet the City's park requirements for this project.

- b. The proposed subdivision will pay all required school impact fees to address school impacts from the residential development of the site.
6. FINDING: All requirements of the California Environmental Quality Act have been met.
- a. This project is categorically exempt from CEQA per section 15332, in-fill development projects.
  - b. Applicable conditions of approval from this project's prior tentative map approvals are included in the current conditions of approval for this project.

**BE IT FURTHER RESOLVED** that the City Council of the City of Greenfield approves the proposed tentative map for the Oak Terrace subdivision for the reconfiguration of five existing single-family residential lots and the creation of a sixth single-family residential lot on 30,000 square feet of land on Oak Avenue, APNs 024-072-049, -050, -051, -052, -053, and -054, in the City of Greenfield, California, subject to the conditions of approval attached to this resolution.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield, at a duly noticed public hearing held on the 8<sup>th</sup> day of September 2015, by the following vote:

**AYES**, and all in favor, therefore, Councilmembers:

**NOES**, Councilmembers:

**ABSENT**, Councilmembers:

---

John P. Huerta, Jr.  
Mayor

Attest:

---

Ann F. Rathbun  
City Clerk

**CITY OF GREENFIELD  
EXHIBIT "A"  
CONDITIONS OF APPROVAL**

**COATS/THORP ~~PUD~~/SUBDIVISION VESTING TENTATIVE MAP**

**SUB 2005-02**

**City Council- September 6, 2005**

**AMENDED , 2015**

**GENERAL**

1. A note shall be placed on the plans stating that all utilities shall be placed underground and any associated easements for utilities shall be shown on the Final Map.
2. The subdivider and/or developer shall comply with all of the provisions of the approved Tentative Map as modified to conform with the requirements of this amended Conditions of Approval, all pertinent provisions of the Municipal Code, including, but not limited to applicable provisions of Chapter 16 and Title 19 "Impact Mitigation Fees" for sewer, water, traffic, parks, general facilities, community centers, fire protection, and police services, as well as payment to the School District for school impact fees. ~~Sewer and Water~~ Impact fees shall be paid in accordance with the most recent adopted impact fee ordinance at the time of occupancy.
3. The Tentative Map shall be modified to reflect the redesignation of Parcel A from dedication as a neighborhood park to Lot 6 for housing development. The availability of Lot 6 for housing development will require realignment of Terrace Drive and shall be shown on the Final Map.
- 2.4. The Tentative Map shall be modified to reflect the dedication and transfer of title of Terrace Drive to the City of Greenfield for street and roadway purposes. This dedication and transfer of title will require lot line adjustments for each parcel, which shall be shown on modified Tentative Map and the Final Map.

**PRIOR TO RECORDATION OF FINAL MAP**

- 3.5. All plans and profiles of improvements shall be approved by the Director of Public Works and the City Engineer prior to the filing of the final map, and the construction of said improvements shall be in accordance with the City Specifications and shall be inspected by the Director of Public Works or his authorized agent, subject to fees appropriate for the services.
- 4.6. All utilities shall be placed underground and any associated easements for utilities shall be shown on the Final Map.

~~5.7.~~ Fire hydrant shall be provided by the developer at location(s) within the subdivision to be approved by the Fire Chief and the Director of Public Works, and shown on the Final Map.

~~6.8.~~ The developer shall prepare Subdivision Improvement Plans to be approved by the City Engineer and the Public Works Director. The Improvement Plans shall include all required on- and off-site public improvements including, but not limited to the utilities, fire hydrants, street lights, street landscaping, project fencing, water system, sanitary sewer system, storm water drainage system including the detention basin, and street improvements which include three-quarter width street improvements including pavement to the existing pavement along Oak Avenue.

9. The on-site street improvements and roadway shall be dedicated to and title transferred to the City of Greenfield for street and roadway purposes. The dedication shall be shown on the Final Map and necessary deeds and other documents transferring title to Terrace Drive to the City shall be prepared by the developer, approved by the City, and recorded with the Monterey County Recorder's Office.

~~7.~~ ~~A Home Owners Association (HOA) agreement shall be prepared by the developer, subject to approval by the City Attorney and Public Works Director. All costs associated with the creation of the HOA by the City shall be the responsibility of the developer. The HOA shall include an escalation clause to address increases in the future cost of maintenance and replacement. The developer shall be responsible to maintain the items included within the HOA until the fees have been collected for the HOA.~~

~~8.10.~~ The storm water detention/percolation and drainage system must be designed, constructed and monitored in accordance with City and State regulations, subject to the final review and approval of the City Engineer and Public Works Director. The project's final design system will include routing of storm water runoff to off-site drainage facilities when the pond's design capacity is exceeded to avoid impacting adjacent lands. Curb and gutter shall be installed to the storm drain located on Oak Avenue to facilitate movement of water offsite when needed. Storm water detention and drainage facilities shall be constructed at the beginning of the subdivision improvement construction process to collect runoff and sediment during the grading and construction on site. Final basin configuration shall include perimeter fencing and heavy landscaping. ~~The basin shall be maintained through the required Home Owners Association.~~

~~9.11.~~ All utility easements, including a Public Utilities Easement on the front of all of the lots for telephone, electric, cable, shall be provided on the Final Map. This configuration must meet the requirements of the utility companies and the Director of Public Works and/or City Engineer.

~~10.12.~~ Prior to the City's acceptance of the Final Map, the Developer shall contact the Greenfield U.S. Postmaster to locate in the subdivision placement of "Neighborhood Delivery and Collection Boxes" (NDCBUs). Any required easements shall be dedicated and shown on the Final Map within a public utility easement, as approved by City Staff and the Postmaster, Greenfield Post Office.

~~11.~~ ~~The project developer shall be required to install a combination of turf, trees, shrubs, and structures in the proposed Neighborhood Park to be maintained by the Home Owners Association. Prior to recording of the Final Map the developer shall submit for the approval of the Planning Commission, a Final Landscape Plan for the landscaping of the park, planting strips, and the detention basin. All landscaping shall utilize drought tolerant species and water efficient irrigation systems.~~

~~12.13.~~ Fire hydrants spaced as required by the Fire Chief shall be provided by the developer at locations within the subdivision to be approved by the Fire Chief and the Director of Public Works, and shown on the Final Map.

~~13.14.~~ The reproducible Mylar and electronic files of the plans and profiles of said improvements shall be furnished to the Public Works Department and shall become the property of the City of Greenfield at the time of approval.

~~14.15.~~ No permits or work shall commence on the subject property until approval of the final map unless otherwise approved by the Public Works Director.

~~15.16.~~ Preparation of the final improvement plans and construction of the homes and non-residential structures shall proceed in compliance with all applicable state and federal laws, City ordinances and the ordinances or regulations of other jurisdictions where applicable.

## **PRIOR TO THE ISSUANCE OF GRADING AND BUILDING PERMITS**

~~16.17.~~ The developer shall prepare Subdivision Improvement Plans to be approved by the City Engineer and the Public Works Director prior to issuance of grading or building permits. The Improvement Plans shall include all required on- and off-site public improvements including, but not limited to the water system, sanitary sewer system, storm water drainage system, street improvements and other utilities, street landscaping, and project fencing.

~~17.18.~~ Prior to issuance of building or grading permits, plans showing how the sewer line at Oak Avenue will be linked to the subdivision shall be provided to the Director of Public Works for review and approval.

~~18.19.~~ The proposed percolation system shall demonstrate capacity for serving this subdivision. Design calculations shall be provided to the City Engineer and Public

Works Director for review and approval along with detailed design, prior to submittal of the Final Map. The curb and gutter that shall be constructed to guide storm water overflow to the Oak Avenue storm drain shall be completed with street improvements which include three quarter width street improvements including pavement to the existing pavement along Oak Avenue.

~~19.~~20. A detailed soils report shall be prepared prior to site development by a qualified soils engineer and the recommendations of the engineer, as contained in the report, shall be followed for site preparation, grading, foundation support and structural loading designs so that all future site development designs shall be able to withstand earthquake ground movement as required by the most recent edition of the Uniform Building Code (UBC) consistent with the location of the projects in relation to known earthquake faults. All excavated and graded material shall be sufficiently watered, using non-potable water when logistically possible, to prevent excessive dust.

~~20.~~21. Site grading and the required detention basin shall be installed in accordance with the approved improvement plan, to collect runoff and sediment during the grading and construction on site.

~~21.~~22. The use of dust and litter control measures during all construction, as well as during construction of housing units shall be required. The measures proposed for use shall be submitted to the Public Works Director for approval. Developer shall provide \$5,000.00 cash deposit with City to secure compliance with litter and dust control measures. This deposit shall be made before any construction or site preparation activity shall be allowed to begin.

~~22.~~23. Prior to the issuance of building permits, the developer or applicants shall pay all applicable fees, to be calculated using the fee scale in place at the time of building occupancy, including impact fees for fire, and schools for each of the lots as they are developed. Prior to Certificate of Occupancy, all other required impact fees including but not limited to sewer, water, traffic, park, general facilities, community center and police impact fees shall be paid for each lot as developed. Park fees are also due at the time of occupancy.

~~23. In lieu park fees shall be required for the subdivision. The neighborhood park does not count towards any of the park requirement since it is a private park. The neighborhood park shall be improved at the applicant's expense. The applicant shall pay the in lieu fee, as calculated by the City Council, prior to the first occupancy permits being issued.~~

24. Existing on-site wells shall be capped and sealed consistent with state law and County of Monterey procedures. Septic Systems that may be present onsite shall be demolished according to Monterey County Health Standards.

25. The Public Works Director shall ~~verify~~confirm the capacity of wastewater treatment and disposal facilities to serve the needs of development of the project site~~—the satisfaction of the Director of Public Works.~~
26. The project Applicant shall submit a Geotechnical Report prepared by a qualified professional prior to development of the project site. The geotechnical report should include comprehensive geologic, seismic, and/or soils and engineering studies. Recommendations of the report shall be incorporated into the final building plans subject to review and approval by the Greenfield Building and Planning Department.

#### **DURING CONSTRUCTION AND PRIOR TO FINAL BUILDING INSPECTION**

27. If stains or odors indicating potential chemical contamination of soils are discovered during the development of the project site, all activities shall stop within the area of staining and/or odors. The applicant or contractor shall immediately contact the City ~~Public Works Planning~~ Director and ~~City Engineer D&M Consulting Engineers, or other qualified engineer,~~ to make a determination as to the extent of contamination and to whether a remediation plan needs to be completed to address potential contamination of the soil.
28. To reduce the effects of construction noise, the applicant shall require construction contractors to limit high noise-producing activities to the least noise-sensitive times of day and week (e.g., 7:00 am to 6:00 pm, Monday through Friday). The applicant may request permission to continue with construction through the weekend. If made, said request shall be submitted in writing for review and approval by the Director of Public Works and shall be pursuant to the limitations that the Public Works Director determines are appropriate. The City Building Official/~~Planning Manager~~ shall conduct monitoring of construction activities to ensure compliance. If any ~~extremely loud noises~~ (noises which exceed the NUC General Performance Standards for noise, Section 17.54.030), are to occur and are known of beforehand (i.e., continuous drilling and or large earthmoving), 24 hour notice shall be given to all neighbors within 500 feet of the project site, as well as posting a notice on site.
29. Construction contractors shall implement a dust abatement program to be reviewed and approved by the Director of Public Works prior to issuance of building or grading permits. The program shall include the following:
  - Water all active construction sites at least twice daily. Frequency should be based on the type of operation, soil, and wind exposure.
  - Prohibit all grading activities during periods of high wind (over 15 mph).
  - Apply non-toxic soil stabilizers or cover storage piles and inactive construction areas (disturbed lands within construction projects that are unused for at least four consecutive days.)
  - Plant vegetative ground cover in disturbed areas as soon as possible.

- Cover all trucks hauling dirt, sand, or loose materials, or maintain at least 2 feet of freeboard.
  - Sweep streets if visible soil material is carried out from the construction site.
  - Post a publicly visible sign that specifies the telephone number and person to contact regarding dust complaints. This person shall respond to complaints and take corrective action within 48 hours. The phone number of the Monterey Bay Unified Air Pollution Control District shall be visible to ensure compliance with Rule 402 (Nuisance).
30. If, during the course of construction, cultural, archaeological, historical or paleontological resources are uncovered at the site (surface or subsurface resources) work shall be halted immediately within 50 meters (165 feet) of the find until a qualified professional archaeologist can evaluate it. The Public Works Director ~~Greenfield Planning and Building Department~~ and a qualified archaeologist (i.e., an archaeologist registered with the Society of Professional Archaeologists) shall be immediately contacted by the responsible individual present on-site. When contacted, the Public Works Director ~~project planner~~ and the archaeologist shall immediately visit the site to determine the extent of the resources and to develop proper mitigation measures required for the discovery.
  31. In the event of discovery or recognition of any human remains in any location other than a dedicated cemetery, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent remains until the coroner of Monterey County has determined whether the remains are subject to the coroner's authority. This is in accordance with Section 7050.5 of the California Health and Safety Code. If the human remains are of Native American origin, the coroner must notify the Native American Heritage Commission within 24 hours of identification. Pursuant to Section 5097.98 of the Public Resource Code, the Native American Heritage Commission will identify a "Native American Most Likely Descendent" to inspect the site and provide recommendations for the proper treatment of the remains and any associated grave goods.
  32. Prior to Certificates of Occupancy, the water system shall be designed and constructed in accordance with City standards and State law and shall be installed by the developer and accepted by the City.
  33. Prior to Certificates of Occupancy, all water mains, sanitary sewers and their appurtenances, storm water drainage lines, and any other utilities to be located beneath the public street, shall be installed, with service laterals up to the property line for each individual lot included within the tract, prior to surfacing the streets.
  34. Prior to the issuance of Certificates of Occupancy, all public improvements including the installation of landscaping, construction of the detention basin, installation of street improvements, installation of utilities, and installation of fencing shall be

completed to the satisfaction of the City Engineer and, Public Works Director, ~~and Planning Manager.~~

35. Installation and testing of the sewer lines, water systems and fire hydrants must be conducted in accordance with AWWA and standard specifications.

36. All grading within the boundaries of the subdivision shall be done under the direction and supervision of a soils engineer. Upon completion of all grading, a final soils report shall be submitted to the Public Works Department by the soils engineer, certifying compliance with the City's grading ordinance. The report shall include locations and elevations of field density tests, summaries of field and laboratory tests, and any other substantiating data developed by the soils engineer.

~~37. The developers and/or the Home Owners Association will be responsible for the maintenance of the detention system, subject to inspection by the City to ensure proper operation and maintenance.~~

~~38. Prior to issuance of Certificates of Occupancy, the Developer shall implement a Home Owners Association to provide for maintenance of the roadway within the development. Other options may be provided for the maintenance of the roadway as permitted by the City and as determined by the City Manager, Planning Manager, and City Attorney.~~

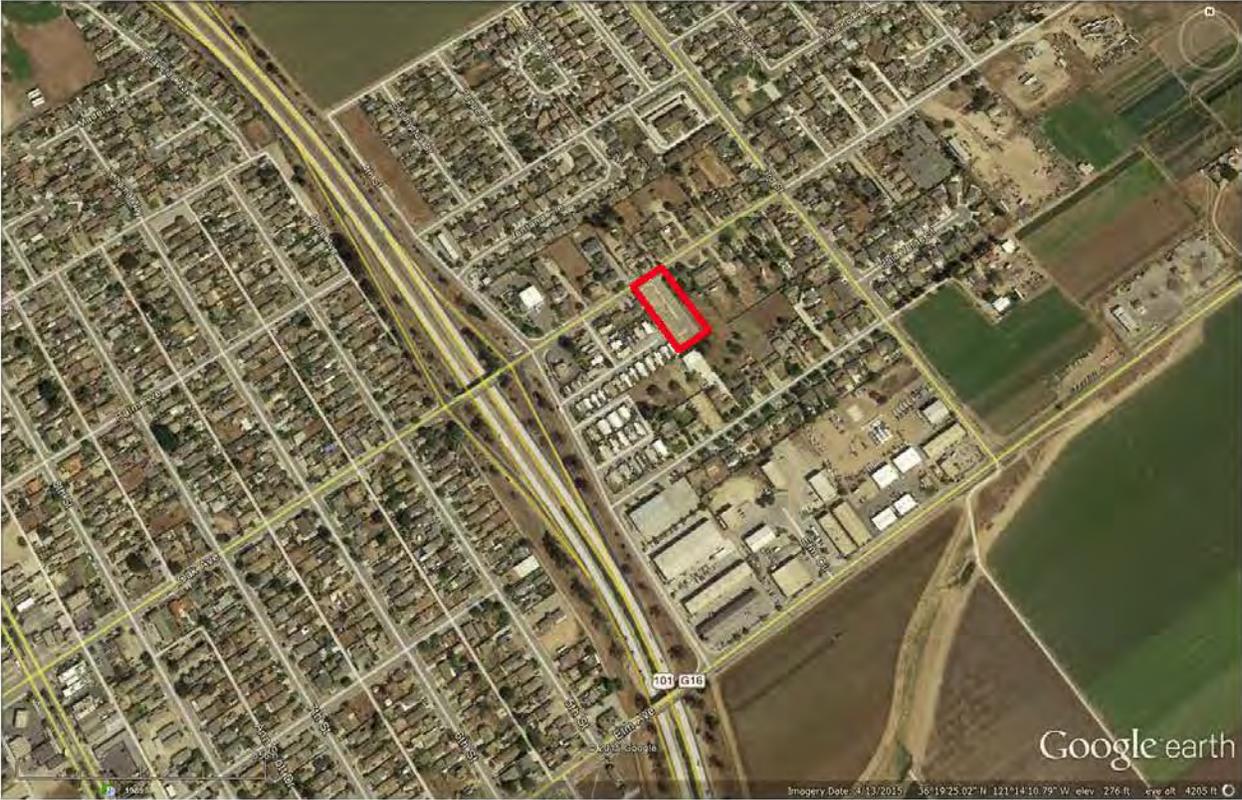
~~39.~~37. Prior to issuance of Certificates of Occupancy, the Developer shall install all required street name and traffic control signs as required, in accordance with the specification of the Public Works Director, the improvement plans, and the approval of the Police Chief.

38. The Building Official will confirm that all fixtures and appliances in the yards and structures shall be water conserving and low-flow, subject to the approval of the Building Official and consistent with the City's water conservation ordinance. Toilets shall have maximum water usage of 1.6 gallons per flush. Showers shall consume a maximum of 2.5 gallons per minute.

~~40.~~39. Permanent monuments shall be furnished and installed by the subdivider as required by the Director of Public Works and detailed in Section 16.20.050 of the Municipal Code.

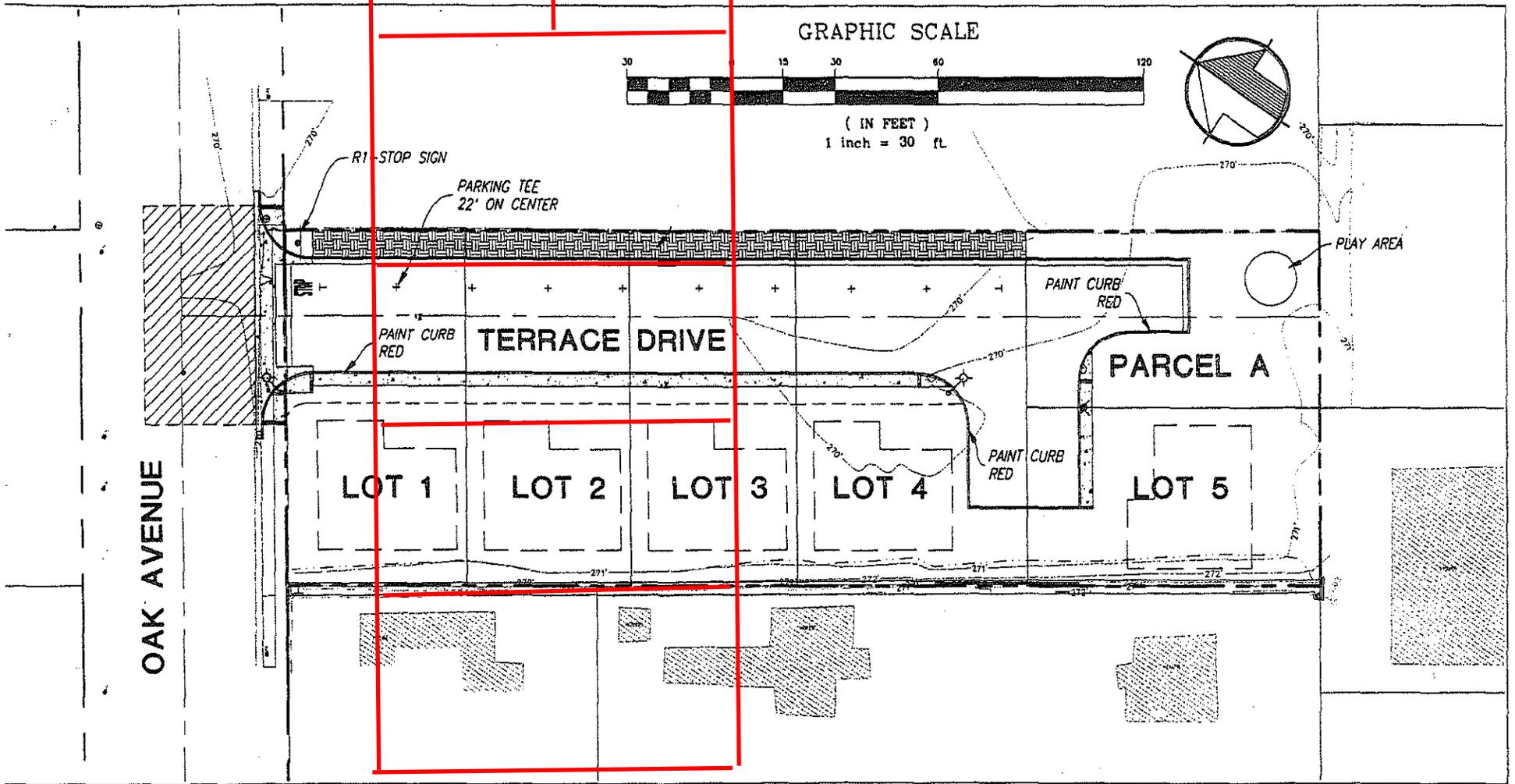
~~41. Compliance with the inclusionary housing ordinance is required.~~

**Attachment A  
Site Photos  
Oak Terrace (Oak Avenue and Terrace Drive)**





**Attachment B**  
**Tentative Map Drawings**

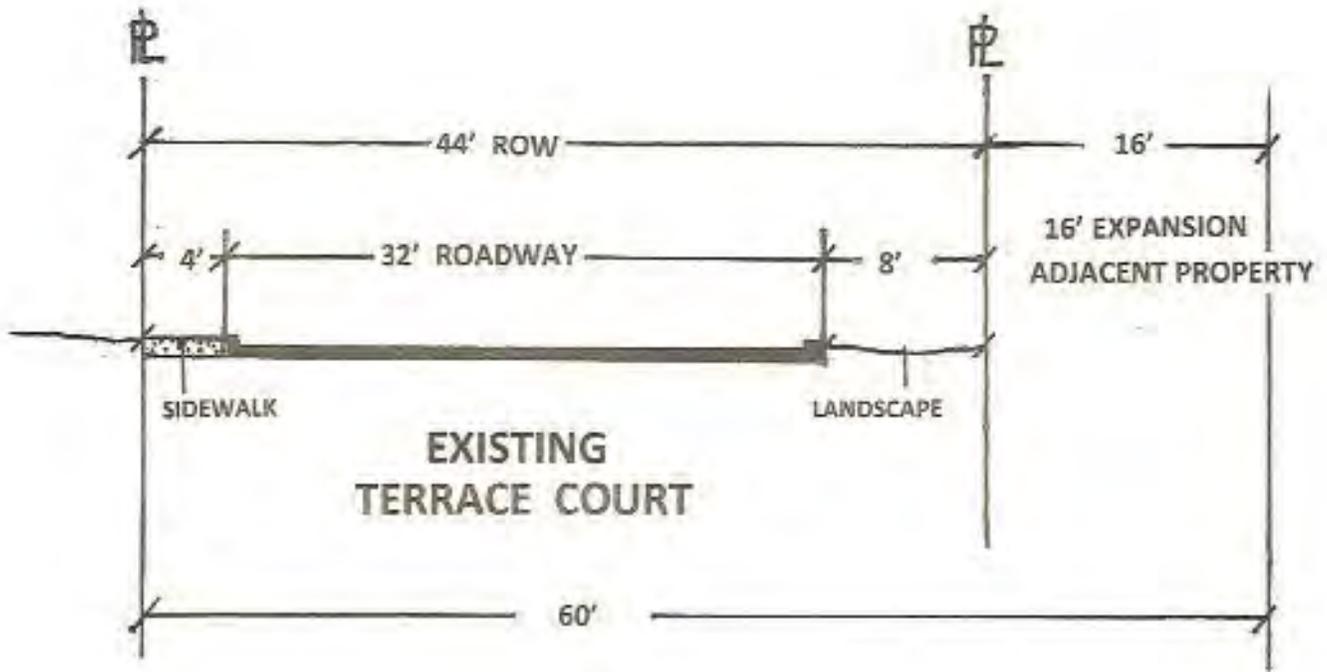


EXISTING





# LAND'S OF PEKEMA – Oak Terrace



**Attachment C**  
**City Council Resolution No. 2005-83 (September 6, 2005)**

**CITY OF GREENFIELD**

**RESOLUTION NO. 2005-83**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD  
APPROVING THE PLANNED UNIT DEVELOPMENT AND A TENTATIVE MAP FOR  
A RESIDENTIAL SUBDIVISION OF A 30,000 SQ. FT. SITE INTO 5 RESIDENTIAL  
LOTS AND A PRIVATE NEIGHBORHOOD PARK**

**Project:** Coats/Thorp Planned Unit Development and Subdivision  
**APN(s):** 024-072-002

WHEREAS, an application for a Planned Unit Development for the development of 5 single-family residences and supporting parkland and infrastructure on a 30,000 sq. ft. site was submitted to the City of Greenfield Planning and Building Inspection Department; and

WHEREAS, Geary Coats has also made application to the City of Greenfield Planning and Building Inspection Department to subdivide the 30,000 sq. ft. site into 5 single-family lots, park, stormwater percolation system, and appropriate street dedication;

WHEREAS, the Planning Commission has considered, at a duly noticed public hearing, the Planned Unit Development and Tentative Map application; and

WHEREAS, the Planning Commission must make a recommendation to the City Council of the City of Greenfield regarding the proposed subdivision, the Planned Unit Development and the associated environmental review prior to the City Council taking action on the application; and

WHEREAS, the City Council has considered, at a duly noticed public hearing, the recommendation of the Planning Commission to approve the Planned Unit Development and Tentative Map application.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the City Council of the City of Greenfield has considered the recommendation made by the Planning Commission and all written and verbal evidence regarding this application at the public hearing has made the following findings regarding the proposed application:

1. FINDING: That the proposed Planned Unit Development will demonstrate creative and innovative design, provide community amenities, and develop a project that is considered superior to that which might have been developed under the strict application of the Zoning Ordinance. The smaller lot sizes will provide a unique and relatively affordable alternative to standard single-family residences and will offer homeownership opportunities to an expanded populace. The requested variations are appropriate in light of the additional design and community amenities that are achieved through the greater project.

2. FINDING: That the proposed subdivision's design and improvement is substantially in conformance with the City of Greenfield's Zoning Ordinance and other Municipal Code requirements and standards.
  - (a) The proposed new subdivision is consistent with the City's zoning Ordinance in that the creation of medium density residential neighborhoods reflects the intent of the ordinance to encourage increased density and efficient use of residential land.
  - (b) A Planned Unit Development has been approved as part of this project and the individual zoning standards proposed in this subdivision have been deemed to be appropriate for the project. As such, the project is not in conflict with the Zoning Ordinance.
  - (c) The subdivision includes a private roadway, new water, sewer, storm drain, utility lines, private park, and stormwater percolation facilities designed in conformance with City Standards. All improvements to City utilities will be constructed to City standards both on and off the site. Those improvement plans will be subject to City Council Approval with the Final Map.
  
3. FINDING: That the site is physically suitable for the type and density of development proposed.
  - (a) The site is nearly flat, vacant and located outside the flood plain. Its proximity to existing development and City services make infrastructure improvements to serve the site feasible economically and physically.
  - (b) The Planning Commission has reviewed the designs of the single-family homes, as part of the Planned Unit Development review, to ensure that the design is appropriate for the proposed density.
  - (c) A Public Street (Oak Avenue) already exists along the frontage of the site and it will be improved as part of this project, with a new street connecting to it on the north side of the proposed subdivision.
  
4. FINDING: That the subdivision design and its proposed improvements will not cause substantial environmental damage, nor substantially or unavoidably injure fish or wildlife or their habitat.
  - (a) This project is categorically exempt from CEQA per Section 15332, in-fill development projects.
  - (b) The subject property was analyzed at the maximum allowable density in the 2005 Greenfield General Plan and associated Environmental Impact Report.
  - (c) This property is located within the redevelopment area of Greenfield.
  
5. FINDING: The establishment, maintenance and operation of the subdivision and type of its improvements will not, under the circumstances be detrimental to health, safety, peace, morals, comfort and general welfare of the persons residing or working in the neighborhood of the proposed development, or to its future residents, or to the general welfare of the City.
  - (a) This project has been reviewed by all responsible, City, County, and Regional agencies, and conditions of approval have been applied as deemed necessary by

the Planning and Public Works Staff to ensure the continuing public health, safety and orderly development of the surrounding area.

- (b) All infrastructure has been reviewed and a determination has been made that the site can and will be provided with the required municipal services and installation required for project approval.

6. FINDING: That the payment of school impact fees is an adequate measure for the accommodation of school facilities for residents of this site and those in its vicinity.

- (a) The school impact fees from this project will help to address school impacts from the residential development of the site.

BE IT FURTHER RESOLVED that the City Council approved the proposed Planned Unit Development and Tentative Map to create 5 single-family lots, a percolation system, and a private park on 30,000 sq. ft. of land on Oak Avenue to serve the housing needs of its population.

PASSED AND ADOPTED by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 6th day of September 2005, by the following vote:

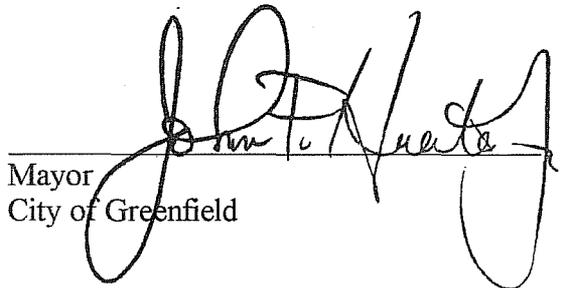
AYES, and all in favor, therefore, Councilmembers: Mayor Huerta, Councilmembers Teneyuque, Moreno, Vazquez & Gonzalez

NOES, Councilmembers: None

ABSENT, Councilmembers: None



City Clerk  
City of Greenfield



Mayor  
City of Greenfield

**CITY OF GREENFIELD**  
**EXHIBIT "A"**  
**CONDITIONS OF APPROVAL**

**COATS/THORP PUD/SUBDIVISION VESTING TENTATIVE MAP**  
**SUB 2005-02**

**City Council – September 6, 2005**

***GENERAL***

1. A note shall be placed on the plans stating that all utilities shall be placed underground and any associated easements for utilities shall be shown on the Final Map.
2. The subdivider and/or developer shall comply with all of the provisions of the approved Tentative Map, all pertinent provisions of the Municipal Code, including, but not limited to applicable provisions of Chapter 16 and Title 19 "Impact Mitigation Fees" for sewer, water, traffic, parks, general facilities, community centers, fire protection, and police services, as well as payment to the School District for school impact fees. Sewer and Water impact fees shall be paid in accordance with the most recent adopted impact fee ordinance at the time of occupancy.

***PRIOR TO RECORDATION OF FINAL MAP***

3. All plans and profiles of improvements shall be approved by the Director of Public Works and the City Engineer prior to the filing of the final map, and the construction of said improvements shall be in accordance with the City Specifications and shall be inspected by the Director of Public Works or his authorized agent, subject to fees appropriate for the services.
4. All utilities shall be placed underground and any associated easements for utilities shall be shown on the Final Map.
5. Fire hydrant shall be provided by the developer at locations within the subdivision to be approved by the Fire Chief and the Director of Public Works, and shown on the Final Map.
6. The developer shall prepare Subdivision Improvement Plans to be approved by the City Engineer and the Public Works Director. The Improvement Plans shall include all required on- and off-site public improvements including, but not limited to the utilities, fire hydrants, street lights, street landscaping, project fencing, water system, sanitary sewer system, storm water drainage system including the detention basin, and street improvements which include three-quarter width street improvements including pavement to the existing pavement along Oak Avenue.
7. A Home Owners Association (HOA) agreement shall be prepared by the developer, subject to approval by the City Attorney and Public Works Director. All costs associated with the creation of the HOA by the City shall be the responsibility of the developer. The HOA shall include an escalation clause to address increases in the future cost of maintenance and

replacement. The developer shall be responsible to maintain the items included within the HOA until the fees have been collected for the HOA.

8. The storm water detention/percolation system must be designed, constructed and monitored in accordance with City regulations, subject to the final review and approval of the City Engineer and Public Works Director. The project's final design system will include routing of storm water runoff to off-site drainage facilities when the pond's design capacity is exceeded to avoid impacting adjacent lands. Curb and gutter shall be installed to the storm drain located on Oak Avenue to facilitate movement of water offsite when needed. Storm water detention facilities shall be constructed at the beginning of the subdivision improvement construction process to collect runoff and sediment during the grading and construction on site. Final basin configuration shall include perimeter fencing and heavy landscaping. The basin shall be maintained through the required Home Owners Association.
9. All utility easements, including a Public Utilities Easement on the front of all of the lots for telephone, electric, cable, shall be provided on the Final Map. This configuration must meet the requirements of the utility companies and the Director of Public Works and/or City Engineer.
10. Prior to the City's acceptance of the Final Map, the Developer shall contact the Greenfield U.S. Postmaster to locate in the subdivision placement of "Neighborhood Delivery and Collection Boxes (NDCBU's). Any required easements shall be dedicated and shown on the Final Map within a public utility easement, as approved by City Staff and the Postmaster, Greenfield Post Office.
11. The project developer shall be required to install a combination of turf, trees, shrubs, and structures in the proposed Neighborhood Park to be maintained by the Home Owners Association. Prior to recording of the Final Map the developer shall submit for the approval of the Planning Commission, a Final Landscape Plan for the landscaping of the park, planting strips, and the detention basin. All landscaping shall utilize drought tolerant species and water efficient irrigation systems.
12. Fire hydrants spaced as required by the Fire Chief shall be provided by the developer at locations within the subdivision to be approved by the Fire Chief and the Director of Public Works, and shown on the Final Map.
13. The reproducible Mylar and electronic files of the plans and profiles of said improvements shall be furnished to the Public Works Department and shall become the property of the City of Greenfield at the time of approval.
14. No permits or work shall commence on the subject property until approval of the final map unless otherwise approved by the Public Works Director.

15. Preparation of the final improvement plans and construction of the homes and non-residential structures shall proceed in compliance with all applicable state and federal laws, City ordinances and the ordinances or regulations of other jurisdictions where applicable.

### **PRIOR TO THE ISSUANCE OF GRADING AND BUILDING PERMITS**

16. The developer shall prepare Subdivision Improvement Plans to be approved by the City Engineer and the Public Works Director prior to issuance of grading or building permits. The Improvement Plans shall include all required on- and off-site public improvements including, but not limited to the water system, sanitary sewer system, storm water drainage system, street improvements and other utilities, street landscaping, and project fencing.
17. Prior to issuance of building or grading permits, plans showing how the sewer line at Oak Avenue will be linked to the subdivision shall be provided to the Director of Public Works for review and approval.
18. The proposed percolation system shall demonstrate capacity for serving this subdivision. Design calculations shall be provided to the City Engineer and Public Works Director for review and approval along with detailed design, prior to submittal of the Final Map. The curb and gutter that shall be constructed to guide overflow to the Oak Avenue storm drain shall be completed with street improvements which include three quarter width street improvements including pavement to the existing pavement along Oak Avenue.
19. A detailed soils report shall be prepared prior to site development by a qualified soils engineer and the recommendations of the engineer, as contained in the report, shall be followed for site preparation, grading, foundation support and structural loading designs so that all future site development designs shall be able to withstand earthquake ground movement as required by the most recent edition of the Uniform Building Code (UBC) consistent with the location of the projects in relation to known earthquake faults. All excavated and graded material shall be sufficiently watered, using non-potable water when logistically possible, to prevent excessive dust.
20. Site grading and the required detention basin shall be installed in accordance with the approved improvement plan, to collect runoff and sediment during the grading and construction on site.
21. The use of dust and litter control measures during all construction, as well as during construction of housing units shall be required. The measures proposed for use shall be submitted to the Public Works Director for approval. Developer shall provide \$5000.00 cash deposit with City to secure compliance with litter and dust control measures. This deposit shall be made before any construction or site preparation activity shall be allowed to begin.
22. Prior to the issuance of building permits the developer or applicants shall pay all applicable fees, to be calculated using the fee scale in place at the time of building occupancy, including impact fees for fire, and schools for each of the lots as they are developed. Prior

to Certificate of Occupancy, all other required impact fees including but not limited to sewer, water, traffic, park, general facilities, community center and police impact fees shall be paid for each lot as developed. Park fees are also due at the time of occupancy.

23. In lieu park fees shall be required for the subdivision. The neighborhood park does not count towards any of the park requirement since it is a private park. The neighborhood park shall be improved at the applicant's expense. The applicant shall pay the in-lieu fee, as calculated by the City Council, prior to the first occupancy permits being issued.
24. Existing on-site wells shall be capped and sealed consistent with state law and County of Monterey procedures. Septic Systems that may be present onsite shall be demolished according to Monterey County Health Standards.
25. The Public Works Director shall verify capacity of wastewater treatment and disposal facilities to the satisfaction of the Director of Public Works.
26. The project Applicant shall submit a Geotechnical Report prepared by a qualified professional prior to development of the project site. The geotechnical report should include comprehensive geologic, seismic, and/or soils and engineering studies. Recommendations of the report shall be incorporated into the final building plans subject to review and approval by the Greenfield Building and Planning Department.

***DURING CONSTRUCTION AND PRIOR TO FINAL BUILDING INSPECTION***

27. If stains or odors indicating potential chemical contamination of soils are discovered during the development of the project site, all activities shall stop within the area of staining and/or odors. The applicant or contractor shall immediately contact the City Planning Director and D&M Consulting Engineers, or other qualified engineer, to make a determination as to the extent of contamination and to whether a remediation plan needs to be completed to address potential contamination of the soil.
28. To reduce the effects of construction noise, the applicant shall require construction contractors to limit high noise-producing activities to the least noise-sensitive times of day and week (e.g., 7:00 am to 6:00 pm, Monday through Friday). The applicant may request permission to continue with construction through the weekend. If made, said request shall be submitted in writing for review and approval by the Director of Public Works and shall be pursuant to the limitations that the Public Works Director determines are appropriate. The City Building Official/Planning Manager shall conduct monitoring of construction activities to ensure compliance with. . If any extremely loud noises (noises which exceed the NUC General Performance Standards for noise, Section 17.54.030) are to occur and are known of before hand (i.e. continuous drilling and or large earthmoving 24 hour notice shall be given to all neighbors within 500 feet of the project site, as well as posting a notice on site.
29. Construction contractors shall implement a dust abatement program to be reviewed and approved by the Director of Public Works prior to issuance of building or grading permits. The program shall include the following:

- Water all active construction sites at least twice daily. Frequency should be based on the type of operation, soil, and wind exposure.
- Prohibit all grading activities during periods of high wind (over 15 mph).
- Apply non-toxic soil stabilizers or cover storage piles and inactive construction areas (disturbed lands within construction projects that are unused for at least four consecutive days.)
- Plant vegetative ground cover in disturbed areas as soon as possible.
- Cover all trucks hauling dirt, sand, or loose materials, or maintain at least 2 feet of freeboard.
- Sweep streets if visible soil material is carried out from the construction site.
- Post a publicly visible sign that specifies the telephone number and person to contact regarding dust complaints. This person shall respond to complaints and take corrective action within 48 hours. The phone number of the Monterey Bay Unified Air Pollution Control District shall be visible to ensure compliance with Rule 402 (Nuisance).

- 30.** If, during the course of construction, cultural, archaeological, historical or paleontological resources are uncovered at the site (surface or subsurface resources) work shall be halted immediately within 50 meters (165 feet) of the find until a qualified professional archaeologist can evaluate it. The Greenfield Planning and Building Department and a qualified archaeologist (i.e., an archaeologist registered with the Society of Professional Archaeologists) shall be immediately contacted by the responsible individual present on-site. When contacted, the project planner and the archaeologist shall immediately visit the site to determine the extent of the resources and to develop proper mitigation measures required for the discovery.
- 31.** In the event of discovery or recognition of any human remains in any location other than a dedicated cemetery, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent remains until the coroner of Monterey County has determined whether the remains are subject to the coroner's authority. This is in accordance with Section 7050.5 of the California Health and Safety Code. If the human remains are of Native American origin, the coroner must notify the Native American Heritage Commission within 24 hours of identification. Pursuant to Section 5097.98 of the Public Resource Code, the Native American Heritage Commission will identify a "Native American Most Likely Descendent" to inspect the site and provide recommendations for the proper treatment of the remains and any associated grave goods.
- 32.** Prior to Certificates of Occupancy, the water system shall be designed and constructed in accordance with City standards and State law and shall be installed by the developer and accepted by the City.
- 33.** Prior to Certificates of Occupancy, all water mains, sanitary sewers and their appurtenances, storm water drainage lines, and any other utilities to be located beneath the public street, shall be installed, with service laterals up to the property line for each individual lot included within the tract, prior to surfacing the streets.

34. Prior to the issuance of Certificates of Occupancy, all public improvements including the installation of landscaping, construction of the detention basin, installation of street improvements, installation of utilities, installation of fencing shall be completed to the satisfaction of the City Engineer, Public Works Director, and Planning Manager.
35. Installation and testing of the sewer lines, water systems and fire hydrants must be conducted in accordance with AWWA and standard specifications.
36. All grading within the boundaries of the subdivision shall be done under the direction and supervision of a soils engineer. Upon completion of all grading, a final soils report shall be submitted to the Public Works Department by the soils engineer, certifying compliance with the City's grading ordinance. The report shall include locations and elevations of field density tests, summaries of field and laboratory tests, and any other substantiating data developed by the soils engineer.
37. The developers and/or the Home Owners Association will be responsible for the maintenance of the detention system, subject to inspection by the City to ensure proper operation and maintenance.
38. Prior to issuance of Certificates of Occupancy, the Developer shall implement a Home Owners Association to provide for maintenance of the roadway within the development. Other options may be provided for the maintenance of the roadway as permitted by the City and as determined by the City Manager, Planning Manager, and City Attorney.
39. Prior to issuance of Certificates of Occupancy, the Developer shall install all required street name and traffic control signs as required, in accordance with the specification of the Public Works Director, the improvement plans, and the approval of the Police Chief.
40. The Building Official will confirm that all fixtures and appliances in the yards and structures shall be water conserving and low-flow, subject to the approval of the Building Official and consistent with the City's water conservation ordinance. Toilets shall have maximum water usage of 1.6 gallons per flush. Showers shall consume a maximum of 2.5 gallons per minute.
41. Permanent monuments shall be furnished and installed by the subdivider as required by the Director of Public Works and detailed in Section 16.20.050 of the Municipal Code.
42. Compliance with the inclusionary housing ordinance is required.

**Attachment D**  
**Final Map (October 17, 2007)**

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF, OR HAVE SOME RIGHT, TITLE, AND/OR INTEREST IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP...

WE HEREBY DEDICATE FOR PUBLIC USE AND OFFER FOR DEDICATION TO THE CITY OF GREENFIELD EASEMENTS FOR PUBLIC UTILITIES INCLUDING BUT NOT LIMITED TO ELECTRICITY, GAS, COMMUNICATION, WATER, STORM DRAINAGE...

WE ALSO HEREBY RESERVE FOR THE HOMEOWNERS OF TRACT \_\_\_\_\_ FOR PRIVATE PARK PURPOSES THAT PARCEL OF LAND DESIGNATED HEREON AS PARCEL A "PRIVATE PARK"...

WE ALSO HEREBY RESERVE FOR THE HOMEOWNERS OF TRACT \_\_\_\_\_ FOR LANDSCAPE PURPOSES THAT STRIP OF LAND DESIGNATED HEREON AS "LANDSCAPE EASEMENT"...

WE ALSO HEREBY RESERVE FOR THE HOMEOWNERS OF TRACT \_\_\_\_\_ RECIPROCAL RIGHTS OF INGRESS AND EGRESS, AND FOR THE INSTALLATION, MAINTENANCE, REPAIR OR REPLACEMENT OF STREETS, CURB, GUTTER, SIDEWALK...

ADJACENT AGRICULTURAL USE: THIS SUBDIVISION IS ADJACENT TO PROPERTY USED FOR AGRICULTURAL PURPOSES. RESIDENTS OF THE SUBDIVISION MAY BE SUBJECT TO INCONVENIENCE OR DISCOMFORT ARISING FROM THE USE OF AGRICULTURAL CHEMICALS...

OWNER: TWC, LLC

Signature of Gentry Coats, OWNER

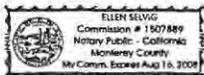
OWNER'S ACKNOWLEDGMENT

STATE OF CALIFORNIA ss. COUNTY OF MONTEREY

ON 05/24/2006 BEFORE ME, ELLEN SELVIG A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY APPEARED GENTRY COATS, PERSONALLY KNOWN TO ME (OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/they EXECUTED THE SAME IN HIS/HER/their AUTHORIZED CAPACITIE(S), AND THAT BY HIS/HER/their SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S) OR THE ENTITY UPON WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL

Notary Signature: Ellen Selvig, Commission Expiration: 08/16/2008



TRACT NO. 1494 OAK TERRACE SUBDIVISION BEING A SUBDIVISION OF LOT 766 "MAP OF CLARK COLONY," FILED IN MAP BOOK 1 OF CITIES AND TOWNS, AT PAGE 66, IN THE CITY OF GREENFIELD, MONTEREY COUNTY, CALIFORNIA

PREPARED FOR TWC, LLC CREEGAN & D'ANGELO CONSULTING ENGINEERING MONTEREY, CALIFORNIA MAY 2006

SURVEYOR'S STATEMENT

I, LYNN KOVACH, PROFESSIONAL LAND SURVEYOR, HEREBY STATE THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION DURING OCTOBER, 2005, THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN...

Signature of Lynn Kovach, PROFESSIONAL LAND SURVEYOR NO. 5321 OF THE STATE OF CALIFORNIA EXPIRES: 12-31-08



CITY ENGINEER'S STATEMENT

I, MICHAEL BANNER, CITY ENGINEER OF THE CITY OF GREENFIELD, HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT THE SUBDIVISION SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF AS APPROVED BY THE CITY COUNCIL OF THE CITY OF GREENFIELD, CALIFORNIA, ON SEPTEMBER 6, 2005...

Signature of Michael Banner, CITY ENGINEER, CITY OF GREENFIELD, REGISTERED CIVIL ENGINEER NO. C21472, REGISTRATION EXPIRES 9/30/2009, DATE: OCTOBER 4, 2007

STATEMENT OF SECRETARY OF PLANNING COMMISSION

I, MARK McLEAN, SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF GREENFIELD, CALIFORNIA, HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT THE SUBDIVISION AS SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE APPROVED TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF...

Signature of Mark McLean, SECRETARY, PLANNING COMMISSION OF THE CITY OF GREENFIELD, DATE: MAY 31, 2006

STATEMENT OF CITY CLERK

I, ANN RATHERLIN, CITY CLERK OF THE CITY OF GREENFIELD, COUNTY OF MONTEREY, STATE OF CALIFORNIA, HEREBY STATE THAT THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVED THE WITHIN SUBDIVISION MAP ON JULY 14, 2006, AND ACCEPTED ON BEHALF OF THE PUBLIC THE STREETS AND EASEMENTS OFFERED FOR DEDICATION FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF THE OFFER OF DEDICATION.

Signature of Ann Ratherlin, CITY CLERK, CITY OF GREENFIELD, DATE: AUG 21, 2006

COUNTY RECORDER'S STATEMENT

FILED FOR RECORD AT THE REQUEST OF MONTEREY COUNTY SURVEYORS, THIS 17TH DAY OF October, 2007 AT 14 MINUTES PAST 8 A.M., IN VOLUME 24 OF CITIES AND TOWNS AT PAGE 12, RECORDS OF MONTEREY COUNTY, CALIFORNIA.

Signature of Stephen L. Vagnini, COUNTY RECORDER

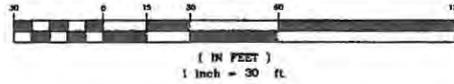
BY Lynn Mounsey DEPUTY SERIAL NO. 2057079284 FEE: \$0.00

TRACT NO. 1494

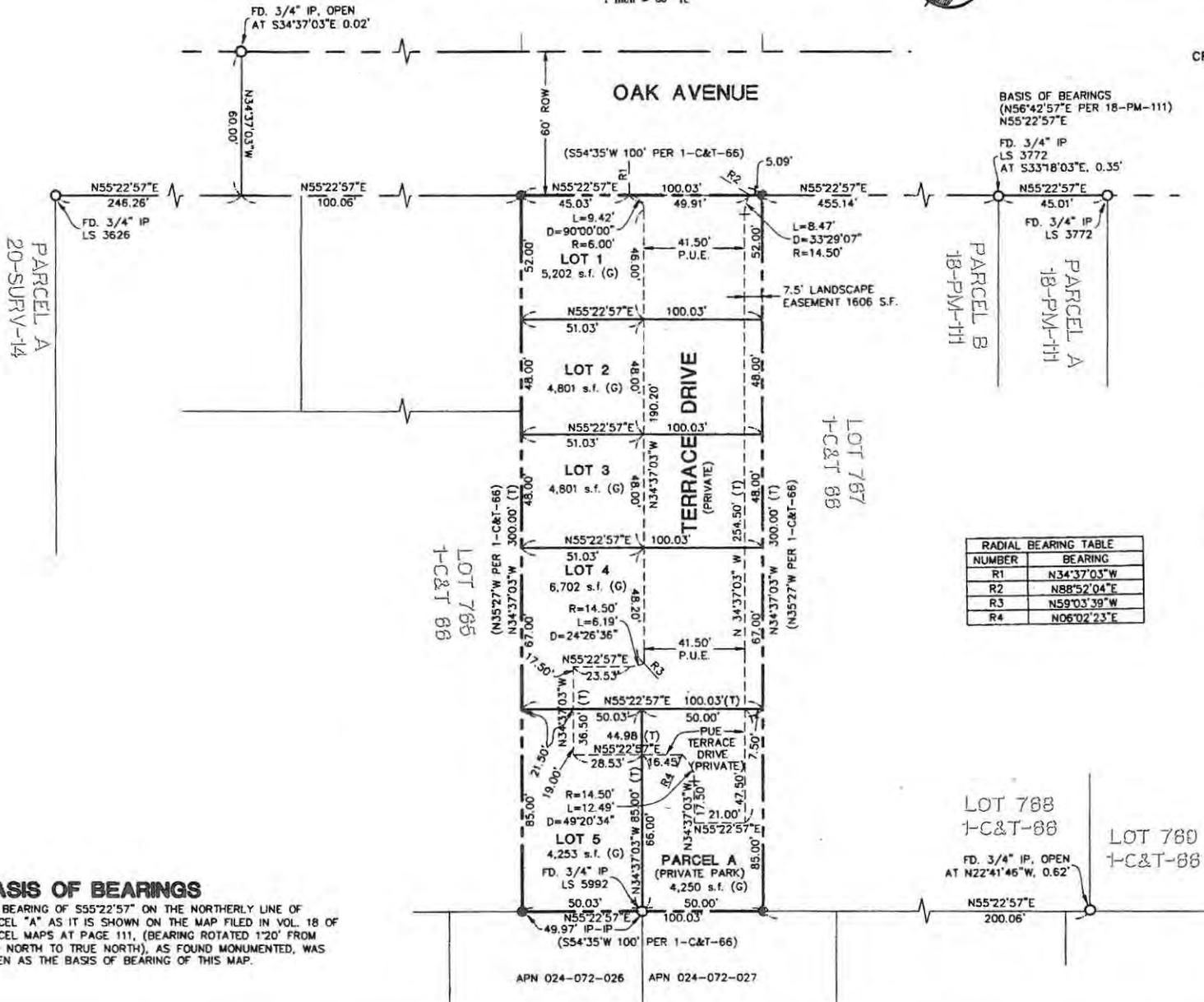
OAK TERRACE SUBDIVISION  
 BEING A SUBDIVISION OF LOT 766 "MAP OF CLARK COLONY," FILED  
 IN MAP BOOK 1 OF CITIES AND TOWNS, AT PAGE 66, IN THE CITY  
 OF GREENFIELD, MONTEREY COUNTY,  
 CALIFORNIA

PREPARED FOR TWC, LLC  
 CREEGAN & D'ANGELO CONSULTING ENGINEERING  
 MONTEREY, CALIFORNIA  
 MAY 2006

GRAPHIC SCALE



OAK AVENUE



BASIS OF BEARINGS  
 (N56°42'57"E PER 18-PM-111)  
 N55°22'57"E

FD. 3/4" IP  
 LS 3772  
 AT S33°18'03"E, 0.35'

LEGEND

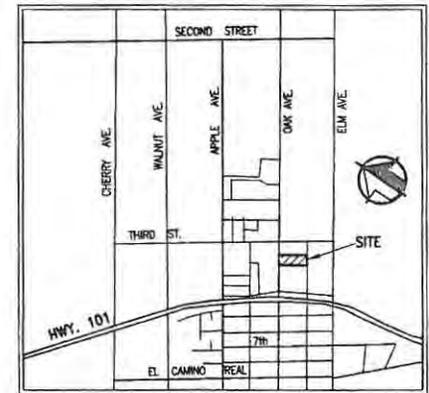
- ( ) RECORD DATA AS NOTED
- o FOUND IRON PIPE AS NOTED
- SET 5/8" REBAR TAGGED LS 5321
- M-M MONUMENT TO MONUMENT
- (T) TOTAL DISTANCE
- P.U.E. PUBLIC UTILITY EASEMENT
- P/L PROPERTY LINE
- IP IRON PIPE
- (G) GROSS AREA
- DISTINCTIVE BORDER
- LOT OR PARCEL LINE
- - - EASEMENT LINE

NOTES:  
 5/8" REBAR TAGGED LS 5321 SHALL BE SET AT  
 ALL LOT CORNERS OF THIS TRACT MAP.

NUMBER	BEARING
R1	N34°37'03"W
R2	N88°52'04"E
R3	N59°03'39"W
R4	N06°02'23"E

BASIS OF BEARINGS

THE BEARING OF S55°22'57" ON THE NORTHERLY LINE OF  
 PARCEL "A" AS IT IS SHOWN ON THE MAP FILED IN VOL. 18 OF  
 PARCEL MAPS AT PAGE 111, (BEARING ROTATED 1°20' FROM  
 GRID NORTH TO TRUE NORTH), AS FOUND MONUMENTED, WAS  
 TAKEN AS THE BASIS OF BEARING OF THIS MAP.



VICINITY MAP-CITY OF GREENFIELD  
 NOT TO SCALE



# City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**DATE:** August 26, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**PREPARED BY:** Mic Steinmann, Community Resources Director

**TITLE:** **FIRST READING OF AN ORDINANCE ADDING CHAPTERS 8.26 AND 8.27 TO THE CITY OF GREENFIELD MUNICIPAL CODE ESTABLISHING A RESIDENTIAL RENTAL INSPECTION PROGRAM AND A RESIDENTIAL RENTAL TENANT DISPLACEMENT PROGRAM**

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## **BACKGROUND AND ANALYSIS**

During 2014 when the City had a full-time code enforcement officer, numerous substandard residential housing condition complaints were received and investigated, including illegal garage conversions. The existence of such substandard living conditions in any community creates an unhealthy and unsafe living environment for the occupants of those residences, resulting in blighted conditions that have a negative impact on neighborhoods, property values, and the quality of life in this community. To address these issues, many cities throughout the country have adopted residential rental inspection programs as part of their code enforcement activities. Code enforcement, which is an exercise of a government's "police power," is an inherent power of government to act to protect the health, safety, and welfare of its citizens.

A very informative proactive rental inspection program guide has recently been published by ChangeLab Solutions, a nonprofit organization that provides legal information on matters relating to public health. The following extensive quotes from that publication (a copy of which is attached to this memorandum) succinctly summarize the need for and value of such programs:

"Substandard conditions in the home are responsible for a wide array of significant health problems, such as childhood lead poisoning; exacerbated asthma and respiratory conditions that result from exposure to mold, pests, and other household allergens; and increased rates of injury and mortality among the elderly. As rental housing is more likely to be substandard than owner-

occupied housing, tenants are at higher-than-average risk. Local governments can play a critical role in improving resident health by implementing programs to improve the quality of their housing stock.

“Most localities maintain code enforcement programs to ensure the safety and welfare of their citizens. Traditionally, these programs have been complaint-based; that is, in response to a resident complaint about a substandard housing condition, a municipal code enforcement officer will conduct a housing inspection and, if the complaint is substantiated, the officer will begin enforcement proceedings.

“Proactive rental inspection (PRI) programs are different. Under a PRI program, most covered rental units are inspected on a periodic basis to ensure that they are safe and habitable, and that property values are maintained. Typically, inspections take place at designated intervals, though they may also be triggered by an event, such as a change in tenancy. While the hallmark of proactive rental inspection programs is that inspections are not complaint-based, localities with proactive rental inspection programs generally conduct complaint-based inspections too.

“By relieving tenants of the burden of having to force reticent landlords to make needed repairs, systematic inspections can help ensure that a locality’s rental housing stock is maintained and that residents live in healthy conditions. In addition, by ensuring that landlords are aware of poor conditions before they worsen, systematic code enforcement encourages preventative maintenance, which is more cost effective than deferred maintenance, and thereby helps landlords to maintain their properties.

“Often, the most vulnerable tenants don’t complain. Some tenants are unaware that they have a right to safe and habitable housing. They may not know about existing tenant protections or code enforcement programs. Or they may have language barriers or disabilities that make it difficult to navigate the code enforcement system. Many tenants may be afraid to complain about their housing for fear of increased rent or landlord retaliation (such as eviction). Residents may be undocumented or have limited income that hampers their ability to move. As a result of these barriers, the housing inhabited by the most vulnerable populations, which is frequently the worst housing, is often the most likely to fall through the cracks of a complaint-based code enforcement system.

“One of the lessons localities have drawn from the foreclosure crisis is that it is crucial to prevent concentration of blighted properties, in part because poorly maintained, substandard housing can have a negative effect on neighboring property values. By addressing housing conditions proactively, and by quickly identifying and targeting exterior substandard conditions alongside interior code violations, proactive rental inspection programs can ensure that properties don’t become blighted, thereby preserving property values. From a financial standpoint, this benefits landlords and homeowners. Maintaining neighborhood property values also benefits the entire locality because it preserves the local tax base.

“Most states have laws that protect tenants from landlord retaliation when they submit complaints regarding housing safety. California law, for example, prohibits a landlord from retaliating against a tenant for complaining to an appropriate agency about the habitability of a

rental unit. The law prohibits retaliatory rent increases, service decreases, eviction, or threats of such. In some states, localities include protections within their local laws. However, even when tenants have legal protections, they may be hindered from asserting these protections due to limited resources and insufficient availability of affordable or free legal services for low-income tenants. Proactive PRI programs may help to reduce tenant fear of landlord retaliation, as well as actual retaliation, since the inspections and compliance actions are prompted by a municipal program rather than by tenant complaints.”

The City’s activities related to rental property inspections and investigation of substandard housing conditions have in the past been complaint-based. There has not been a concerted effort to proactively identify and inspect properties for code compliance. Although numerous substandard housing conditions have been investigated, it is believed these represent only a small fraction of the substandard housing stock that exists in this community. This is an area where it is critical more concerted efforts and resources be allocated to enhance our neighborhoods, maintain property values, improve the quality of life for our entire community, and ensure that all residents live in safe, sanitary, and habitable conditions. This is a fundamental component of the City’s inherent “police power” to protect the health, safety, and welfare of its citizens.

The proposed ordinances will establish for the City of Greenfield a residential rental inspection program and a residential rental tenant displacement program. The key features of the rental inspection program include:

1. The rental inspection program applies to all owners of residential rental properties; it does not apply to rooms rented to single individuals in an owner-occupied single family residence, hotel or motel units, or units inspected by other governmental authorities for housing and safety standards, i.e., mobile home parks.
2. All rental properties subject to this program shall be registered with the City, which registration shall be renewed on an annual basis and upon change of ownership.
3. The City shall inspect the interior of all residential rental dwelling units and tenant common areas at the time of the unit’s first registration and once every three (3) years thereafter, and the exterior of all residential rental buildings and outside yard and common areas once every year, for compliance with all applicable building, housing and sanitation codes and ordinances.
4. The City Council shall establish by resolution registration, inspection, and re-inspection fees to be used to defray the costs of the administration and enforcement of this program.
5. If a violation is found during an inspection or a violation is not corrected within thirty (30) days from the date of the notice of violation, such unit may be inspected once each year.

6. If a building, housing, sanitation, or health and safety code violation is identified during any inspection, the property owner will be advised of the violation, the action which must be undertaken and completed to remedy the violation, and a schedule established for re-inspection to verify correction of the violation.
7. Upon successful completion of an inspection or re-inspection, a certificate of compliance will be issued establishing that the unit is in compliance with applicable building, housing, and sanitation code or ordinance requirements, which certificate shall be valid for three years.
8. If entry to inspect a residential unit or property is refused by the property owner or tenant, the City shall have recourse to every remedy provided by law to secure lawful entry, including securing an inspection warrant. If there is reasonable cause to believe that the residential rental dwelling unit or property is so hazardous, unsafe or dangerous as to require immediate inspection to safeguard the public health or safety, the City shall have the right to immediately enter and inspect the premises and may use any reasonable means required to effect the entry and make an inspection.
9. It is unlawful for a landlord to evict a tenant in retaliation against the tenant for exercising his or her right to file a complaint with the City advising that a building, housing or sanitation code or ordinance violation or permit violation may exist on the property.
10. Violations of the City's residential rental inspection program may be subject to an administrative citation or prosecuted as a misdemeanor.
11. If the violation is so extensive and of such a nature that the immediate health and safety of the residents of the dwelling unit is endangered, an order requiring the vacation of the dwelling unit shall be issued.
12. Actions by the City to enforce the residential rental inspection program may be appealed to the Code Enforcement Board or other entity authorized by the City Council.

The key features of the residential tenant displacement and relocation assistance program include:

1. The State Housing Law provides that tenants of residential rental property who are displaced from a residential rental unit as a result of an order to vacate the property as a result of a violation of the State Housing Law so extensive and of such a nature that the immediate health and safety of the residents is endangered, shall be entitled to receive relocation benefits from the owner of the residential rental property.

2. The relocation payment to be made by the owner of the rental property shall be equal to two months of the fair market rent for the area as determined by the Department of Housing and Urban Development, plus any utility service deposits.
3. Relocation benefits are to be paid generally within ten (10) days of the City's issuance of a notice to vacate, and if not so paid the amount to be paid shall be 1½ times the amount otherwise due.
4. A tenant shall not be entitled to relocation benefits if the tenant, or a guest of the tenant, caused or substantially contributed to the condition giving rise to the order to vacate, or if the condition was the result of a fire, flood, earthquake, or other event beyond the control of the owner.
5. The tenant required to vacate a residential rental unit shall have the right of first refusal to reoccupy the unit once it becomes habitable or replacement housing developed on the site.
6. If the owner fails or refuses to pay relocation payments to a displaced tenant, the City may advance the tenant those relocation payments and recover from the owner any amount so paid plus an additional amount equal to one-half the amount paid plus the City's actual costs of administering the payment of benefits to the displaced tenant.
7. Violation of the City's residential rental tenant displacement and relocation program is a misdemeanor, with a fine up to \$5,000 or imprisonment for up to one year.
8. Actions by the City to enforce the residential rental tenant displacement and relocation program may be appealed to the Code Enforcement Board or other entity authorized by the City Council.

The inspections under the residential rental inspection program will be conducted by the City's building official/code enforcement position (a new position created by resolution of the City Council under a separate agenda item for this September 8 City Council meeting). As this program is implemented, along with the building inspection and code enforcement responsibilities of the building official/code enforcement position, the workload of that position will be monitored to determine if it is necessary to ask the City Council to authorize the creation of an additional inspector/code enforcement position to be able to provide timely rental property inspections, building and construction permit inspections, and other on-going code enforcement services.

### **BUDGET AND FINANCIAL IMPACT**

A proactive residential rental inspection program will be a self-funded program – achieved through the establishment of appropriate fees for annual registration and periodic inspections of

each rental unit. The fees will be assessed on and paid by the owners/landlords of each residential rental property. There will be no net impact on the City's General Fund.

**RECOMMENDATION**

It is recommended that the City Council hold public hearing on, read by title only, and introduce the proposed ordinance to establish a residential rental property inspection program and a residential rental tenant displacement program. California Government Code section 36934 specifies that an ordinance shall not be passed within five (5) days of its introduction. Therefore, the proposed ordinance will be schedule for a second reading and passage at the City Council's October 13 public meeting. At that time a resolution will also be submitted to the City Council establishing the fees for this self-funded program. The proposed fees will be generally as follows:

Annual Registration (per property).....	\$107
Inspection – Initial and Annual (per unit).....	\$135
Re-Inspection (per unit) .....	\$170
Annual Fee for 3-Year Inspection Cycle (per unit) .....	\$45

Prior to the next scheduled hearing on these ordinances, the City Manager and Community Services Director will forward copies of the proposed ordinances to a number of major rental property owners in the City to solicit their comments. Those property owners will also be invited to attend the City Council meeting when the ordinances will have a second reading and consideration by the City Council for their passage. Any comments received from rental property owners prior to that scheduled meeting will be summarized and presented to the City Council as part of the staff report transmitting the ordinances to the City Council for its consideration and passage.

**PROPOSED MOTION**

**I MOVE TO READ BY TITLE ONLY AND INTRODUCE AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ADDING TO THE GREENFIELD MUNICIPAL CODE CHAPTER 8.26 ESTABLISHING A RESIDENTIAL RENTAL INSPECTION PROGRAM AND CHAPTER 8.27 ESTABLISHING A RESIDENTIAL RENTAL TENANT DISPLACEMENT PROGRAM.**

**ORDINANCE NO.**

**ORDINANCE OF THE CITY OF GREENFIELD ADDING TO THE CITY OF GREENFIELD MUNICIPAL CODE CHAPTER 8.26 ADOPTING A RESIDENTIAL RENTAL INSPECTION AND MAINTENANCE PROGRAM AND CHAPTER 8.27 ADOPTING A RESIDENTIAL RENTAL TENANT DISPLACEMENT AND RELOCATION ASSISTANCE PROGRAM**

**WHEREAS**, there exists in the City of Greenfield substandard, over-crowded, unsafe and/or unsanitary residential rental buildings and dwelling units, the physical conditions and characteristics of which violate state and local building, housing, zoning, and health and safety codes and ordinances and render them unfit or unsafe for human occupancy and habitation; and

**WHEREAS**, these residential rental buildings and units are detrimental to or jeopardize the health, safety, and welfare of their occupants and of the public and serve to seriously compromise the integrity and residential quality of City neighborhoods through such factors as deferred property maintenance, overcrowding, a proliferation of vehicles attributable to the multiple tenants who rent these properties and the accumulation of excess trash and debris on or about the properties; and

**WHEREAS**, it has been observed by City staff that in general the most egregious violations of building, housing, zoning, and health and safety codes and negative impacts as a result of overcrowding are experienced in rental housing; and

**WHEREAS**, the existence of such residential rental buildings and dwelling units threaten the social stability and economic integrity of the neighborhoods in which these buildings are located; necessitates disproportionate expenditures of public funds for code enforcement and remedial action; impairs the efficient and economical exercise of governmental powers and functions; and disrupts peaceful and quiet enjoyment of residential areas and neighborhoods; and

**WHEREAS**, the City Council desires to safeguard the stock of decent, safe, and sanitary rental housing in the City through a partnership of owners, tenants, the City, and the community; and

**WHEREAS**, the development, implementation, and enforcement of a residential rental property inspection program is intended to identify such deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units; ensure the rehabilitation or elimination of those buildings and dwelling units that do not meet minimum building, housing, zoning, or health and safety code standards, or are not otherwise safe to occupy; and preserve and enhance the quality of life for residents living in such rental buildings and dwelling units and the neighborhoods in which these structures are located; and

**WHEREAS**, the City of Greenfield does not have such a residential rental property inspection program; and it is the desire of the City Council to adopt such a program; and

**WHEREAS**, the California Health and Safety Code, sections 17910, et seq., the “State Housing Law,” requires the building department of every city to enforce within its jurisdiction all the provisions published in the State Building Standards Code and the provisions of the State Housing Law; and

**WHEREAS**, the California Health and Safety Code, sections 1795-1795.10, provides that tenants, who are displaced from residential rental property as a result of an order to vacate by a local enforcement agency as a result of a violation of the State Housing Law so extensive and of such a nature that the immediate health and safety of the residents is endangered, are entitled to receive relocation benefits from the owner of the residential rental property; and

**WHEREAS**, it is the desire and intent of the City Council to adopt, implement, and enforce a tenant displacement and relocation assistance program consistent with the requirements of the State Housing Law;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GREENFIELD DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Ordinance:** Chapter 8.26 is added to the City of Greenfield Municipal Code to read as follows:

**Chapter 8.26  
Residential Rental Dwelling Unit Inspection and Maintenance Program**

Sections:

- 8.26.010 Findings and Purpose
- 8.26.020 Definitions
- 8.26.030 Scope
- 8.26.040 Residential Rental Property Inspection Program Registration
- 8.26.050 Residential Rental Property Inspection Program Fees
- 8.26.060 Inspections
- 8.26.070 Voluntary Inspection Requests; Complaints
- 8.26.080 Residential Rental Inspection Certification – Dwelling Unit
- 8.26.090 Residential Rental Inspection Certification – Building and Exterior
- 8.26.100 Refusal to Permit Inspection
- 8.26.110 Retaliatory Eviction
- 8.26.120 Violation, Enforcement, and Penalties
- 8.26.130 Regulations Nonexclusive
- 8.26.140 Appeals
- 8.26.150 Conflicts

**8.26.010 Findings and Purpose**

A. The City Council finds and declares that there exist in the City substandard, overcrowded, unsafe and/or unsanitary residential rental buildings and dwelling units, the physical

conditions and characteristics of which violate state and local building, housing, zoning, and health and safety codes and ordinances and render them unfit or unsafe for human occupancy and habitation. These residential rental buildings and units are detrimental to or jeopardize the health, safety, and welfare of their occupants and of the public and serve to seriously compromise the integrity and residential quality of City neighborhoods through such factors as deferred property maintenance, overcrowding, a proliferation of vehicles attributable to the multiple tenants who rent these properties and the accumulation of excess trash and debris on or about the properties.

B. The City Council further finds and declares that the existence of such residential rental buildings and dwelling units threaten the social stability and economic integrity of the neighborhoods in which these buildings are located; necessitates disproportionate expenditures of public funds for code enforcement and remedial action; impairs the efficient and economical exercise of governmental powers and functions; and disrupts peaceful and quiet enjoyment of residential areas and neighborhoods.

The City Council further finds and declares the desire to safeguard the stock of decent, safe and sanitary rental housing in the City through a partnership of owners, tenants, the City and the community.

C. The rental inspection program required by this chapter is intended to address the conditions described in this section. The purpose of this chapter is to identify such deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units and to ensure the rehabilitation or elimination of those buildings and dwelling units that do not meet minimum building, housing, zoning, and health and safety code standards, or are not otherwise safe to occupy. It is intended that residential dwelling units will be maintained in a safe and sanitary condition at the level consistent with the codes of the period in which they were constructed. However, unpermitted additions and alterations must comply with current codes adopted by the City of Greenfield. This chapter is further intended to preserve and enhance the quality of life for residents living in such rental buildings and dwelling units and the neighborhoods in which these structures are located.

#### **8.26.020 Definitions**

As used in this chapter, the following terms and phrases are defined as follows:

A. "Building, housing and sanitation codes or ordinances" shall refer to: the current adopted codes specified in Title 15 of the Greenfield Municipal Code, the California Fire Code and International Fire Code, all as modified, adopted and codified in the Greenfield Municipal Code. The phrase "building, housing and sanitation codes or ordinances" shall also refer to the City of Greenfield Zoning Code as codified in Title 17 of the Greenfield Municipal Code, the City of Greenfield Subdivision Ordinance as codified in Title 16 of the Greenfield Municipal Code, and all provisions of California statutory law and the Greenfield Municipal Code pertaining to property-related sanitation, health, safety and nuisance, as well as state regulations promulgated pursuant to California statutory law, for which the City has enforcement authority.

B. "Director" shall refer to the City's Director of Community Services, the director of its successor department or agency, or other City department designated by the City Manager or the City Council with responsibility and authority for the enforcement of the provisions of this chapter.

C. "Owner" shall mean any person who owns one (1) or more residential rental dwelling units.

D. "Person" means and includes any individual, partnership of any kind, corporation, limited liability company, association, joint venture or other organization or entity, however formed, as well as trustees, heirs, executors, administrators, or assigns, or any combination of such persons. The terms "person", "owner", "operator," and "landlord" may herein be used interchangeably.

E. "Residential Rental Dwelling Unit" shall mean a building or portion of a building that is rented or leased to tenants for residential purposes on a non-transient basis (when one or more tenants reside on the property or rents or leases the property for thirty consecutive days or longer) and which is owned in whole or in part by a landlord. This shall include but not be limited to single family residences, duplexes, triplexes, apartment houses, townhouses, condominiums, boarding houses, lodging houses, rooming houses, single room occupancy units, small ownership units, garages and accessory buildings used for residential purposes, and hotel and motel units in the City of Greenfield.

F. "Residential Rental Property" (see "Residential Rental Dwelling Unit").

G. "Substandard Building" is as defined in California Health and Safety Code section 17920.3 and shall mean any building or portion thereof, including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists any of the following listed conditions to an extent that endangers the life, limb, health, property, safety, or welfare of the public or the occupants thereof:

1. Inadequate sanitation shall include, but not be limited to, the following:
  - a. Lack of, or improper water closet, lavatory, or bathtub or shower in a dwelling unit.
  - b. Lack of, or improper water closets, lavatories, and bathtubs or showers per number of guests in a hotel.
  - c. Lack of, or improper kitchen sink.
  - d. Lack of hot and cold running water to plumbing fixtures in a hotel.
  - e. Lack of hot and cold running water to plumbing fixtures in a dwelling unit.
  - f. Lack of adequate heating.

- g. Lack of, or improper operation of, required ventilating equipment.
  - h. Lack of minimum amounts of natural light and ventilation required by this code.
  - i. Room and space dimensions less than required by this code.
  - j. Lack of required electrical lighting.
  - k. Dampness of habitable rooms.
  - l. Infestation of insects, vermin, or rodents as determined by a health officer or, if an agreement does not exist with an agency that has a health officer, the infestation can be determined by a code enforcement officer, as defined in Section 829.5 of the Penal Code, upon successful completion of a course of study in the appropriate subject matter as determined by the local jurisdiction.
  - m. General dilapidation or improper maintenance.
  - n. Lack of connection to required sewage disposal system.
  - o. Lack of adequate garbage and rubbish storage and removal facilities, as determined by a health officer or, if an agreement does not exist with an agency that has a health officer, the lack of adequate garbage and rubbish removal facilities can be determined by a code enforcement officer as defined in Section 829.5 of the Penal Code.
2. Structural hazards shall include, but not be limited to, the following:
- a. Deteriorated or inadequate foundations.
  - b. Defective or deteriorated flooring or floor supports.
  - c. Flooring or floor supports of insufficient size to carry imposed loads with safety.
  - d. Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
  - e. Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
  - f. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members which sag, split, or buckle due to defective material or deterioration.



9. All materials of construction, except those that are specifically allowed or approved by this code, and that have been adequately maintained in good and safe condition.
10. Those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health, or safety hazards.
11. Any building or portion thereof that is determined to be an unsafe building due to inadequate maintenance, in accordance with the latest edition of the Uniform Building Code.
12. All buildings or portions thereof not provided with adequate exit facilities as required by this code, except those buildings or portions thereof whose exit facilities conformed with all applicable laws at the time of their construction and that have been adequately maintained and increased in relation to any increase in occupant load, alteration or addition, or any change in occupancy. When an unsafe condition exists through lack of, or improper location of, exits, additional exits may be required to be installed.
13. All buildings or portions thereof that are not provided with the fire-resistive construction or fire-extinguishing systems or equipment required by this code, except those buildings or portions thereof that conformed with all applicable laws at the time of their construction and whose fire-resistive integrity and fire-extinguishing systems or equipment have been adequately maintained and improved in relation to any increase in occupant load, alteration or addition, or any change in occupancy.
14. All buildings or portions thereof occupied for living, sleeping, cooking, or dining purposes that were not designed or intended to be used for those occupancies.
15. Inadequate structural resistance to horizontal forces.

#### **8.26.030 Scope**

- A. The provisions of this chapter shall apply to all owners of residential rental properties located within the City of Greenfield.
- B. The provisions of this chapter shall not apply to rooms rented to single individuals in an owner-occupied single family residence; hotel or motel units subject to the transient occupancy tax ordinance codified at chapter 3 of this code; and units inspected by another governmental authority for housing and safety standards. Rooms rented to single individuals in an owner-occupied single family residence do not include garages or other accessory structures.

#### **8.26.040 Residential Rental Property Inspection Program Registration**

A. Each owner or operator, on behalf of the owner, shall initially register for the residential rental property inspection program on a form provided by the City's Community Services Department. Initial registration of residential rental properties which are subject to this chapter shall be due within sixty (60) days of the effective date of this chapter. Registration of residential rental properties which become subject to this chapter after the effective date of this chapter shall be due within sixty (60) days of the date that the residential rental property was constructed, acquired or converted into a residential rental property.

B. The registration of each property subject to this chapter shall be renewed on an annual basis on or before July 1 of each calendar year.

C. When ownership of a property changes, the previous owner shall notify the Community Services Department within thirty (30) days of the change in ownership. The new owner shall within said thirty (30) day period re-register the property.

D. All initial, renewal, and change of ownership registrations shall be subject to verification by the Director. All information on said registrations shall be submitted under penalty of perjury. Any person who makes a false statement in the registration or submits false information in connection with a registration shall be guilty of an infraction.

#### **8.26.050 Residential Rental Property Inspection Program Fees**

A. The City Council shall establish by resolution registration, inspection, and re-inspection fees to be used to defray the costs of the administration and enforcement of this chapter.

B. The inspection fees include the cost of the initial inspection and each compliance re-inspection, if necessary. The owner shall pay a separate re-inspection fee for each compliance re-inspection.

C. The registration, inspection, and re-inspection fees shall be received by the City before an inspection will be performed. All fees are non-refundable.

D. For residential rental properties whose initial or change of ownership registration first becomes effective after January 1, the initial or change of ownership registration fee shall be reduced by one-half.

E. The residential rental property program fees required by this chapter are in addition to and not in lieu of any general business license tax or fee that might be required by Title 5 of this code.

#### **8.26.060 Inspections**

A. The City shall inspect the interior of all residential rental dwelling units and tenant common areas at the time of the unit's first registration under this chapter and once every three

(3) years thereafter, and the exterior of all residential rental buildings and outside yard and common areas once every year, for compliance with all applicable building, housing and sanitation codes and ordinances. If a violation is found during an inspection or a violation is not corrected within thirty (30) days from the date of the notice of violation, such unit may be inspected once each year.

B. Within thirty (30) calendar days of registering a property, including initial registration and upon change of ownership, the unit or units and common areas specified in the registration documents shall be inspected as provided for herein.

C. When during an inspection, a building, housing, sanitation, or health and safety code violation, or violation of any title, chapter or section of this Municipal Code, is noted, the City inspector shall document the violation, advise the owner or operator of the violation and of the action which must be undertaken and completed in order to remedy the violation, and schedule a re-inspection to verify correction of the violation.

D. Owners shall provide access to all required areas of a residential rental property for inspection within ten (10) calendar days of a written inspection request from the City's Community Services Department. This time period may be extended upon the approval of the Director or his or her designee. Notice shall be sent to the owner by U. S. mail, first class, postage prepaid, at the address listed on the registration form filed with the City. Notice shall also be sent to the occupant(s) of the unit by U.S. mail, first class, postage prepaid, at the unit address.

E. If the residential rental dwelling unit is legally occupied by a tenant or other occupant, the owner shall notify the tenant or occupant and request that the tenant or occupant allow the inspection. The owner shall make every effort to make the unit(s) subject to this chapter available to the City for inspection. The owner shall not be in violation of this section if the tenant or occupant refuses to allow the inspection.

F. If during the inspection or any subsequent inspection there are building, housing or sanitation code or ordinance violations, or permit violations, on the property which prevent the City inspector from issuing a rental housing inspection certification, one or more re-inspections of the property may be required before a rental housing inspection certification is issued.

#### **8.26.070 Voluntary Inspection Requests; Complaints**

A. Voluntary Inspection Requests: Nothing in this chapter shall be construed to prohibit an owner or occupant from voluntarily requesting an inspection pursuant to this chapter to determine whether a unit complies with applicable laws, even though such inspection may not be required pursuant to this chapter. Such voluntary inspection requests shall be subject to all of the provisions of this chapter, including, but not limited to, the provisions governing applications and fees.

B. Complaints: Upon receipt of a complaint of violation(s) of any applicable laws, the City shall inspect the pertinent unit(s) and/or area(s) of the property. All violations shall be corrected

and re-inspected within the time specified in the notice of violation. Where a violation is confirmed as the result of a complaint, said complaint shall be subject to all of the provisions of this chapter, including, but not limited to, the provisions governing applications and fees. The City retains the discretion to respond only to complaints it determines to be reasonable and within the purview of this chapter.

#### **8.26.080 Residential Rental Inspection Certification – Dwelling Unit**

A. Certificate Of Compliance – Dwelling Unit: Upon the successful completion of an inspection, subsequent inspection or re-inspection of the residential rental dwelling unit establishing that the unit and its occupancy are in compliance with all applicable building, housing and sanitation code or ordinance requirements, the City shall issue to the owner or operator a rental housing dwelling unit inspection certification verifying code/ordinance compliance. The certificate of compliance shall specify the date of issuance, the unit address, the legal use and occupancy of the unit, the name of the unit owner to whom the certificate of compliance is issued, and that the unit complies with all applicable laws, so far as could be determined by the inspection. A certificate of compliance shall not be issued until any existing code violations have been corrected and any required permits have been obtained, a current application is on file with the Community Services Department, and all registration and inspection fees have been paid in full.

B. Expiration: The residential rental dwelling unit inspection certification shall be valid for three (3) years from its date of issuance.

C. Inspection: During the three (3) year period for which the residential rental dwelling unit inspection certification is valid, the dwelling unit shall not be subject to a subsequent inspection. Notwithstanding the foregoing, a rental housing inspection certification shall not preclude City investigation or inspection of the dwelling unit or property if during the rental housing inspection certification period a code violation on the dwelling unit or property is reported to the City or otherwise observed by the City on the property.

D. Renewal: The owner of a unit subject to this chapter shall apply for a certificate of compliance and pay all required fees not less than thirty (30) days prior to the scheduled expiration of the certificate of compliance. The owner of the unit shall re-register and meet all requirements and pay all fees for a new certificate of compliance. Upon registration, the unit shall be inspected pursuant to the provisions of this section. If the unit complies with the provisions of this section, a new certificate of compliance shall be issued.

#### **8.26.090 Residential Rental Inspection Certification – Building and Exterior**

A. Certificate Of Compliance – Building, Common Area, and Exterior: Upon the successful completion of an inspection, subsequent inspection or re-inspection of the residential rental building, common areas, and exterior establishing that the property and its occupancy are in compliance with all applicable building, housing and sanitation code or ordinance requirements, the City shall issue to the owner or operator a rental housing building inspection certification verifying code/ordinance compliance. The certificate of compliance shall specify the date of

issuance, the property address, the legal use and occupancy of the property, the name of the property owner to whom the certificate of compliance is issued, and that the property complies with all applicable laws, so far as could be determined by the inspection. A certificate of compliance shall not be issued until any existing code violations have been corrected and any required permits have been obtained, a current application is on file with the Community Services Department, and all registration and inspection fees have been paid in full.

B. Expiration: The residential rental building, common areas, and exterior inspection certification shall be valid for three (3) years from its date of issuance.

C. Inspection: During the three (3) year period for which the residential rental building, common areas, and exterior inspection certification is valid, the building, common areas, and exterior shall not be subject to a subsequent inspection, except as otherwise provided for in section 8.26.070 or elsewhere in this code. Notwithstanding the foregoing, a rental housing inspection certification shall not preclude City investigation or inspection of the building, common areas, or exterior of the property if during the rental housing inspection certification period a code violation on the property is reported to the City or otherwise observed by the City on the property.

D. Renewal: The owner of a unit subject to this chapter shall apply for a certificate of compliance and pay all required fees not less than thirty (30) days prior to the scheduled expiration of the certificate of compliance. The owner of the property shall re-register and meet all requirements and pay all fees for a new certificate of compliance. Upon registration, the property shall be inspected pursuant to the provisions of this section. If the property complies with the provisions of this section, a new certificate of compliance shall be issued.

#### **8.26.100 Refusal to Permit Inspection**

A. If an inspection is scheduled and entry is thereafter refused or cannot be obtained, the inspector shall have recourse to every remedy provided by law to secure lawful entry and inspect the premises, including but not limited to, securing an inspection warrant pursuant to California Code of Civil Procedure Sections 1822.50 through 1822.57. The inspector shall provide notice that a warrant has been issued to both the owner/operator and the tenant or occupant at least twenty-four (24) hours before the warrant is executed, unless the judicial officer issuing the warrant specifies otherwise.

B. Notwithstanding the foregoing, if the inspector has reasonable cause to believe that the residential rental dwelling unit or property is so hazardous, unsafe or dangerous as to require immediate inspection to safeguard the public health or safety, the inspector shall have the right to immediately enter and inspect the premises and may use any reasonable means required to effect the entry and make an inspection.

#### **8.26.110 Retaliatory Eviction**

It shall be unlawful for a landlord to recover possession of a residential rental dwelling unit in retaliation against a tenant for exercising his or her right to file a complaint with the City

advising that a building, housing or sanitation code or ordinance violation or permit violation may exist on the property.

#### **8.26.120 Violation, Enforcement, and Penalties**

A. Failure To Comply: Failure to comply with the regulations of this chapter shall constitute a violation of this code and may be enforced in any combination as permitted by law and this code. Violations of this chapter shall be treated as a strict liability offense regardless of intent. Each day a violation exists shall constitute a separate violation.

B. Failure To Pay: In addition to any remedies the City may elect to pursue pursuant to Title 1 of this code, for failure to pay the initial or annual residential rental property program fee when due, the Director of Finance shall add a penalty of twenty (20) percent of the registration fee on the first day of the month following the due date and ten (10) percent for each month thereafter while the fee remains unpaid, provided that the amount of the penalty shall not exceed fifty (50) percent of the amount of the fee due.

C. Failure To Register: If an owner fails to register for the residential rental property inspection program as required by this chapter, the fee due shall be that amount due and payable from the first date when registration under this chapter was due, together with the penalty prescribed in subsection (B).

D. Administrative Citation: If upon re-inspection of a residential rental dwelling unit or property as required by this chapter to verify correction of a violation, the violation has not been corrected, an administrative citation for the violation may be issued to the owner of the property in accordance with the provisions of chapter 1.25 of this code.

E. Misdemeanor: As specified in Section 1.12.010 of this code, any violation of any provision of this code may be prosecuted by the City Attorney as a misdemeanor. At the discretion of the City Attorney, any misdemeanor may be prosecuted as an infraction. In lieu of issuing an administrative citation, the inspector may refer the violation to the City Attorney for prosecution.

F. Order to Vacate: If the violation is so extensive and of such a nature that the immediate health and safety of the residents of the dwelling unit is endangered, an order requiring the vacation of the dwelling unit shall be issued. Any tenant who is displaced or subject to displacement from a residential rental unit as a result of such order requiring the vacation of the residential unit shall be entitled to receive relocation benefits from the owner as specified in section 8.27 of this title.

#### **8.26.130 Regulations Nonexclusive**

The provisions of this chapter regulating inspection of residential rental dwelling units and properties are not intended to be exclusive. Compliance with this chapter shall not excuse noncompliance with any other applicable provision, requirement, or regulation of this code or any applicable state or federal law. Nothing in this chapter shall limit or preclude inspection by

appropriate authorities for compliance with any such other provision, requirement or regulation of this code or any applicable state or federal law.

#### **8.26.140 Appeals**

A. If a City inspector or other City official makes a determination that a residential rental dwelling unit or property is in violation of a building, fire, zoning, housing or sanitation code or ordinance, the owner of that unit or property may appeal that determination pursuant to the procedures set forth in this subsection. The appeal must be in writing and filed with the Director within ten (10) calendar days from the date of the decision with the appeal fee established by resolution of the City Council. The appeal shall specifically identify the decision which is the subject of that appeal and the reasons why, in the appellant's opinion, the decision is erroneous. Failure of the Director to receive a timely notice of appeal constitutes a waiver of the right to contest any such decision. In this event, the decision is final and binding.

B. Appeals under this subsection shall be heard as follows:

1. The hearing shall be conducted by the Code Enforcement Board or other entity authorized by the City Council by resolution. Such hearing shall occur not less than fifteen (15) days nor more than sixty (60) days from the date the request for an appeal hearing was filed, unless the City determines that the matter is urgent or that good cause exists for an extension of time, in which case the hearing date may be shortened or extended, as warranted by the circumstances.

2. The hearing entity shall consider all credible and relevant evidence including, but not limited to, applicable staff reports, objections or protests relative to the decision, and written or oral testimony or other evidence presented by the owner, the occupant, any officer, employee, or agent of the City, and any other interested party.

3. Upon the conclusion of the hearing, the hearing entity shall, on the basis of the evidence presented at the hearing, determine what action, if any, should be taken, including, but not limited to, whether the decision should be upheld, modified, or reversed. The determination of the hearing entity shall be final.

4. A copy of the hearing entity decision shall be served upon the owner or operator of the residential rental dwelling unit by U. S. mail or by personal delivery.

#### **8.26.150 Conflicts**

A. If the provisions, requirements, or regulations of this chapter conflict with or contravene any other provision, requirement, or regulation of this code, except those set forth in chapter 8.27 of this code, the provisions, requirements, or regulations of this chapter shall prevail as to all matters and questions arising out of the subject matter of this chapter.

B. In those instances where the provisions of chapter 8.27 of this code are also applicable, the provisions of that chapter, including but not limited to the remedies set forth therein, shall prevail over any conflicting or contravening provision, requirement, or regulation of this chapter.

**SECTION 2. Ordinance:** Chapter 8.27 is added to the City of Greenfield Municipal Code to read as follows:

**Chapter 8.27  
Residential Rental Dwelling Unit Tenant Displacement and Relocation Assistance Program**

Sections:

8.27.010	Findings and Purpose
8.27.020	Definitions
8.27.030	Enforcement
8.27.040	Tenant Relocation Benefits
8.27.050	Tenant Relocation Benefits Advanced by City
8.27.060	Appeals
8.27.070	Remedies
8.27.080	Conflicts

**8.27.010 Findings and Purpose**

A. The City Council finds and declares that there exist in the City substandard, overcrowded, unsafe and/or unsanitary residential rental buildings and dwelling units, the physical conditions and characteristics of which violate state and local building, housing, zoning, and health and safety codes and ordinances and render them unfit or unsafe for human occupancy and habitation. Tenants who are required to vacate such rental properties due to unsafe or hazardous living conditions, or due to illegal use of the structure as a residence, oftentimes confront difficulties in finding temporary housing while such structure is being repaired and/or difficulties in finding other permanent affordable housing; thereby creating a financial hardship for those tenants. Property owners who do not maintain rental properties and who allow such properties to become unsafe or hazardous should bear responsibility for the hardship their actions create for the tenants of those properties.

B. Under the California Health and Safety Code, sections 17910, et seq., the “State Housing Law,” the City is required to enforce within its jurisdiction all the provisions published in the State Building Standards Code and the provisions of the State Housing Law. The State Housing Law provides that tenants of residential rental property who are displaced or subject to displacement from a residential rental unit as a result of an order to vacate or an order requiring the vacation of a residential unit by a local enforcement agency as a result of a violation of the State Housing Law so extensive and of such a nature that the immediate health and safety of the residents is endangered, shall be entitled to receive relocation benefits from the owner of the residential rental property as specified in that law. It is the responsibility of the local enforcement agency to determine the eligibility of tenants for benefits under the Health and Safety Code sections 17975-17975.10 of the State Housing Law.

C. The tenant displacement and relocation assistance program required by this chapter is intended to implement those provisions of the State Housing Law for which the City is responsible for enforcing. This chapter is further intended to ensure that tenants who are displaced from residential rental property by an order to vacate, where the condition giving rise to the order to vacate was not caused or substantially contributed to by the tenant, are provided the tenant relocation benefits to which the tenant is entitled under the State Housing Law.

#### **8.27.020 Definitions**

A. "Director" shall refer to the City's Director of Community Services, the director of its successor department or agency, or other City department designated by the City Manager or the City Council as the local enforcement agency with responsibility and authority for the enforcement of the provisions of this chapter.

B. "Local Enforcement Agency" shall mean the Community Services Department, its Building Inspection and Code Enforcement sections, their successor departments or agencies, or other City department, official, or employee designated by the City Manager or the City Council with responsibility and authority for the enforcement of the provisions of this chapter.

C. "Residential Rental Dwelling Unit" shall mean a building or portion of a building that is rented or leased to tenants for residential purposes on a non-transient basis (when one or more tenants reside on the property or rents or leases the property for thirty consecutive days or longer) and which is owned in whole or in part by a landlord. This shall include but not be limited to single family residences, duplexes, triplexes, apartment houses, townhouses, condominiums, boarding houses, lodging houses, rooming houses, single room occupancy units, small ownership units, garages and accessory buildings used for residential purposes, and hotel and motel units in the City of Greenfield.

D. "Residential Rental Property" (see "Residential Rental Dwelling Unit").

E. "State Housing Law" shall mean the California Health and Safety Code, sections 17910-17998.3, as enacted as of the date this chapter is effective and as may thereafter be modified or amended.

F. "Substandard Building" is defined as any building or portion thereof, including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists any of the listed conditions set forth in section 8.26.020, subsection G, of this code, to an extent that endangers the life, limb, health, property, safety, or welfare of the public or the occupants thereof shall be deemed and hereby is declared to be a substandard building.

#### **8.27.030 Enforcement**

The local enforcement agency is responsible for enforcing the provisions of this chapter, those of chapter 8.26, and the State Housing Law provisions of sections 17910, et seq., of the California Health and Safety Code, the State Housing Law. The local enforcement agency is responsible for determining the existence of State Housing Law violations and issuing an order to vacate or

an order requiring the vacation of a residential rental unit when, under its determination, the violation of any provision of this chapter, those of chapter 8.26, or the State Housing Law are so extensive and of such a nature that the immediate health and safety of the residents of that residential rental property is endangered.

#### **8.27.040 Tenant Relocation Benefits**

A. Any tenant who is displaced or subject to displacement from a residential rental unit as a result of an order to vacate or an order requiring the vacation of a residential unit issued by the local enforcement agency pursuant to its authority under this chapter, those of chapter 8.26 of this code, or under the State Housing Law, as a result of a violation so extensive and of such a nature that the immediate health and safety of the residents is endangered, shall be entitled to receive relocation benefits from the owner as specified in this chapter and the State Housing Law. The local enforcement agency shall determine the eligibility of tenants for benefits pursuant to this chapter.

B. Payment of Relocation Benefits:

1. The relocation benefits required by this chapter shall be paid by the owner of the residential rental property or designated agent to the tenant within 10 days after the date that the order to vacate is first mailed to the owner and posted on the premises, or at least 20 days prior to the vacation date set forth in the order to vacate, whichever occurs later.

2. If there are fewer than 10 days between the first posting and mailing of the order to vacate and the vacation date, the relocation benefits shall be paid by the owner or designated agent to the tenant within 24 hours after the notice is posted and mailed. The local enforcement agency shall attempt to provide telephonic or written notice to the owner to notify the owner that the benefits are payable immediately. Failure to provide the notice as specified in this paragraph shall not relieve the owner of any obligations imposed by this chapter.

3. If a tenant is entitled to relocation benefits pursuant to this chapter, the local enforcement agency shall provide either telephonic or written notice to the tenant of his or her entitlement to the benefits. Written notice may be satisfied by posting a written notice on the premises stating that tenants may be entitled to relocation benefits.

C. The relocation payment shall be made available by the owner or designated agent to the tenant in each residential unit and shall be a sum equal to two months of the established fair market rent for the area as determined by the Department of Housing and Urban Development pursuant to Section 1437f of Title 42 of the United States Code. In addition, the relocation payment shall include an amount, as determined by the local enforcement agency, sufficient for utility service deposits. The relocation benefits shall be paid by the owner or designated agent in addition to the return, as required by law, of any security deposits held by the owner. The relocation benefits shall be payable on a per residential unit basis.

D. Any owner or designated agent who does not make timely payment as specified herein shall be liable to the tenant for an amount equal to 1½ times the relocation benefits payable pursuant to the immediately preceding paragraph C hereof. This paragraph D shall not apply when relocation benefits are payable fewer than 10 days after the date the order to vacate is first mailed and posted on the premises, if the owner or designated agent makes the payment no later than 10 days after the order is first mailed and posted.

E. Owner Not Liable for Benefits

1. No relocation benefits pursuant to this chapter shall be payable to any tenant who has caused or substantially contributed to the condition giving rise to the order to vacate, as determined by the local enforcement agency, nor shall any relocation benefits be payable to a tenant if any guest or invitee of the tenant has caused or substantially contributed to the condition giving rise to the order to vacate, as determined by the local enforcement agency. The local enforcement agency shall make the determination whether a tenant, tenant's guest, or invitee caused or substantially contributed to the condition, giving rise to the order to vacate at the same time that the order to vacate the tenants is made.

2. An owner or designated agent shall not be liable for relocation benefits if the local enforcement agency determines that the unit or structure became unsafe or hazardous as the result of a fire, flood, earthquake, or other event beyond the control of the owner or the designated agent and the owner or designated agent did not cause or contribute to the condition.

3. An owner or designated agent shall not be liable to make any payment as prescribed herein if the local enforcement agency does not provide for an appeals process for the order to pay relocation benefits.

F. Right of First Refusal

1. Any tenant evicted or required to vacate any residential structure pursuant to the provisions of this chapter shall be given the right of first refusal to reoccupy a residential structure on the site once said structure becomes habitable, or once housing is redeveloped on the site.

2. The owner of said structure shall, at the time the tenant vacates, provide written notice advising the tenant of the right of first refusal. Said notice shall include a current address and telephone number which can be used by the tenant to contact the owner.

3. It shall be the tenant's responsibility to provide the owner of said structure with contact information consisting of the tenant's current address and/or telephone number to be used for future notification, and to provide updated contact information to the owner upon change of said information.

4. Thereafter, when said structure, or a redeveloped structure on the same site, becomes habitable, the property owner shall give written notice to the tenant advising said tenant that the structure is ready for occupancy. Said written notice shall be made by certified mail, return receipt requested.

5. If the property owner cannot locate a previous tenant after two attempts over a period of two weeks, the property owner shall be deemed to have complied with the right of first refusal provision of this chapter, and the tenant's right of first refusal shall thereafter be forfeited.

G. Any order by a local agency that requires a tenant's displacement and is issued to an owner, designated agent, or tenant, shall be accompanied by a summary of the provisions of this chapter. Failure to provide a summary shall not relieve any person of the obligations imposed by this chapter.

#### **8.27.050 Tenant Relocation Benefits Advanced by City**

A. If the owner or designated agent fails, neglects, or refuses to pay relocation payments to a displaced tenant or a tenant subject to displacement, except in the situations described in paragraph E of section 8.27.040 of this code, the local enforcement agency may advance relocation payments as specified in paragraph C of section 8.27.040 of this code. If the local enforcement agency offers to so advance relocation payments, the local enforcement agency shall be entitled to recover from the owner any amount paid to a tenant pursuant to this section. The local enforcement agency shall also be entitled to recover from the owner or designated agent an additional amount equal to the sum of one-half the amount so paid, but not to exceed ten thousand dollars (\$10,000), as a penalty for failure to make timely payment to the displaced tenant, and the local enforcement agency's actual costs, including direct and indirect costs, of administering the provision of benefits to the displaced tenant.

B. Any amounts paid by the local enforcement agency and any applicable penalties and actual costs may also be placed as a lien against the property by the local enforcement agency by recording the lien in the county recorder's office of the county in which the real property is located.

C. Any local enforcement agency that elects, pursuant to paragraph A hereof, to advance relocation payments to displaced tenants when the owner or designated agent fails, neglects, or refuses to pay relocation payments to displaced tenants, shall prior to instituting any action to collect from the owner or designated agent relocation benefits paid pursuant to this section, or to impose a lien therefor, send to the owner or designated agent by first-class mail, postage prepaid, at the owner's address as shown on the last equalized assessment roll, an itemized accounting of all benefits paid by the local enforcement agency to the owner's tenants, and any penalties or costs the local enforcement agency is seeking to recover as authorized pursuant to paragraph A. If the owner or designated agent contends that not all of the benefits are chargeable to the owner or designated agent because the recipients were not displaced tenants, no benefits were payable pursuant to paragraph E of section 8.27.040 of this code, or on other grounds, the owner or designated agent shall submit a written appeal to the director of the local enforcement agency

within 20 days after receipt by the owner or designated agent of the itemized accounting. The director, or the director's designee, shall hold an administrative hearing for the purpose of determining the amount of benefits paid that are chargeable to the owner or designated agent, and any penalties or costs the local enforcement agency may recover pursuant to paragraph A. The final decision of the local appellate body shall be subject to Section 1094.5 of the Code of Civil Procedure. If the owner fails to obtain a more favorable decision than that set forth in the itemized accounting, the owner or designated agent shall be liable to the local enforcement agency for the costs of the administrative hearing and appeal, not to exceed five thousand dollars (\$5,000). The failure to receive the itemized accounting shall not relieve the owner of any obligation to the City.

D. Nothing in this chapter shall be construed to require the local enforcement agency to pay any relocation benefits to any tenant, or assume any obligation, requirement, or duty of the owner pursuant to this chapter.

E. Notwithstanding subparagraph 2 of paragraph B of section 8.27.040 of this code and paragraph A of this section, if there are fewer than 10 days between the first posting and mailing of the order to vacate and the vacation date, and if the local enforcement agency advances relocation benefits to any tenants, prior to the expiration of the 10-day period, the owner shall not be required to reimburse the local enforcement agency for a charge identified on the itemized accounting described in paragraph C hereof if the owner contests the charge within 30 days after the itemized accounting is mailed to the owner or designated agent pursuant to paragraph C hereof. The owner or designated agent shall pay the charge that was the subject of the appeal pursuant to paragraph C hereof within 30 days after an adverse decision by the director of the local enforcement agency on the appeal is mailed to the owner.

### **8.27.060 Appeals**

A. Any appeal of a decision by the local enforcement agency made under the authority of this chapter shall be made pursuant to the procedures set forth in this subsection. The appeal must be in writing and filed with the Director within ten (10) calendar days from the date of the decision with the appeal fee established by resolution of the City Council. The appeal shall specifically identify the decision which is the subject of that appeal and the reasons why, in the appellant's opinion, the decision is erroneous. Failure of the Director to receive a timely notice of appeal constitutes a waiver of the right to contest any such decision. In this event, the decision is final and binding.

B. Appeals under this section shall be heard as follows:

1. The hearing shall be conducted by the Code Enforcement Board or other entity authorized by the City Council by resolution. The hearing entity shall consider all relevant evidence including, but not limited to, applicable staff reports and objections or protests relative to the decision.

2. Upon the conclusion of the hearing, the hearing entity shall, on the basis of the evidence presented at the hearing, determine whether the decision should be upheld, or

whether the decision was erroneous and therefore should be modified or reversed. The determination of the hearing entity shall be final.

3. A copy of the hearing entity decision shall be served upon the owner or designated agent of the residential rental unit by United States mail or by personal delivery.

### **8.27.070 Remedies**

A. The remedies under this chapter are cumulative and in addition to any other remedies available under federal, state, or local law.

B. Any person who violates any of the provisions of this chapter, the building standards published in the State Building Standards Code relating to the provisions of the State Housing Law, any other rule or regulation promulgated pursuant to the provisions of the State Housing Law, or any other regulation or ordinance adopted by the City to implement or enforce any provision of this chapter or those of the State Housing Law, is guilty of a misdemeanor, punishable in accordance with California Health and Safety Code sections 17995-17995.5:

1. First Conviction: A fine not to exceed one thousand dollars (\$1,000) or imprisonment not exceeding six months, or both such fine and imprisonment. (Health and Safety Code section 17995)

2. Second and Subsequent Conviction within Five Year Period: A fine not to exceed five thousand dollars (\$5,000) or imprisonment not exceeding six months, or both such fine and imprisonment. (Health and Safety Code section 17995.1)

3. Contempt of Court Order or Injunction for Second and Subsequent Conviction within Five Year Period: A fine not to exceed five thousand dollars (\$5,000) or imprisonment not exceeding six months, or both such fine and imprisonment. (Health and Safety Code section 17995.2)

4. Second and Subsequent Conviction within Five Year Period for Violation that Endangers the Immediate Health and Safety of Residents or the Public Due to Habitual Neglect and Flagrant Lack of Concern for Health and Safety of Residents and the Public: A fine not to exceed five thousand dollars (\$5,000) and imprisonment of not less than six months but not exceeding one year. (Health and Safety Code section 17995.3)

5. Second and Subsequent Contempt of Court Order or Injunction within Five Year Period for Violation that Endangers the Immediate Health and Safety of Residents or the Public Due to Habitual Neglect and Flagrant Lack of Concern for Health and Safety of Residents and the Public: A fine not to exceed five thousand dollars (\$5,000) and imprisonment not exceeding six months. (Health and Safety Code section 17995.4)

**8.27.080 Conflicts**

A. If the provisions, requirements, or regulations of this chapter conflict with or contravene any other provision, requirement, or regulation of this code, the provisions, requirements, or regulations of this chapter shall prevail as to all matters and questions arising out of the subject matter of this chapter.

B. If the provisions, requirements, or regulations of this chapter conflict with or contravene any provision, requirement, or regulation of the State Housing Law, the provisions, requirements, or regulations of the State Housing Law shall prevail as to all matters and questions arising out of the subject matter of this chapter.

**SECTION 3. SEVERABILITY:** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held invalid by a court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Greenfield declares that it would have passed this ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

**SECTION 4. EFFECTIVE DATE:** This Ordinance shall take effect thirty (30) days from and after its passage and adoption by the City Council of the City of Greenfield.

**INTRODUCED** at a regular meeting of the City Council of the City of Greenfield held on the 8<sup>th</sup> day of September, 2015.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield, at a regular meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2015, by the following vote:

**AYES, and all in favor, thereof, Councilmembers:**

**NOES, Councilmembers:**

**ABSENT, Councilmembers:**

\_\_\_\_\_  
John P. Huerta, Jr., Mayor

Attest:

\_\_\_\_\_  
Ann F. Rathbun, City Clerk



# A Guide to Proactive Rental Inspection Programs



## ACKNOWLEDGMENTS

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## SUBSTANDARD HOUSING AND HEALTH

Substandard housing conditions pose an acute risk to young children, seniors, and people with chronic illnesses.<sup>1,2,3</sup> Nationwide, more than 23 million people have asthma; it is the most common chronic ailment among children in the United States.<sup>4,5</sup> By one estimate, 39% of asthma cases in children under 6 can be traced to residential exposure to indoor air hazards.<sup>6</sup> Housing-related injuries result in roughly 4 million emergency room visits and 70,000 hospital admissions.<sup>7</sup> Nationwide, in 2000, there were an estimated 1.8 million falls leading to emergency room visits among those age 65 and older; the majority of falls take place within the home.<sup>8</sup> Exposure to lead paint chips and related dust are the leading cause of elevated lead levels in children in the U.S.<sup>9</sup>

## LOCALITIES: TOWNS, CITIES, COUNTIES AND OTHER FORMS OF LOCAL GOVERNMENT

Throughout this document, the term “localities” refers to towns, cities, counties, and other forms of local government. State and local law will determine which local governmental body governs relevant code enforcement activities.

## INTRODUCTION

Substandard conditions in the home are responsible for a wide array of significant health problems, such as childhood lead poisoning; exacerbated asthma and respiratory conditions that result from exposure to mold, pests, and other household allergens; and increased rates of injury and mortality among the elderly. As rental housing is more likely to be substandard than owner-occupied housing, tenants are at higher-than-average risk. Local governments can play a critical role in improving resident health by implementing programs to improve the quality of their housing stock.

Most localities maintain code enforcement programs to ensure the safety and welfare of their citizens. Traditionally, these programs have been complaint-based; that is, in response to a resident complaint about a substandard housing condition, a municipal code enforcement officer will conduct a housing inspection and, if the complaint is substantiated, the officer will begin enforcement proceedings.

Proactive rental inspection (PRI) programs are different. Under a PRI program, most covered rental units are inspected on a periodic basis to ensure that they are safe and habitable, and that property values are maintained. Typically, inspections take place at designated intervals, though they may also be triggered by an event, such as a change in tenancy. While the hallmark of proactive rental inspection programs is that inspections are not complaint-based, localities with proactive rental inspection programs generally conduct complaint-based inspections too.

This guide:

1. describes the advantages of proactive rental inspection programs;
2. details the components of PRI programs and provides an overview of options for program design;
3. examines challenges that may arise in implementing PRI; and
4. suggests broader strategies for success when adopting a PRI program.



### PRI BY ANY OTHER NAME...

Proactive rental inspection (PRI) programs may go by any number of names. For example, they may be referred to as “systematic code enforcement,” “periodic code enforcement,” “rental housing inspection,” or “rental registration and licensing.” It is the regular, mandatory nature of inspections that differentiates these types of programs from complaint-based rental housing inspection programs.

### REDUCING COMPLAINT-BASED INSPECTIONS

According to the author of a study examining North Carolina proactive rental inspection programs, “[t]he number of complaints a city receives about substandard housing is an important measure of program effectiveness. If inspections programs result in code compliance, a city should receive fewer complaints. Greensboro’s program began in 2004 . . . after a high of 1,427 housing complaints in 2005, the number of complaints fell by 61 percent to 871 in 2007.”<sup>10</sup> In the city of Asheville (which was also included in the study), the number of complaints between 2001 and 2003 fell from 227 to 60.<sup>11</sup> After the program was discontinued, the number of complaints increased again, reaching 189 in 2007.<sup>12</sup>

## ADVANTAGES OF PROACTIVE RENTAL INSPECTION (PRI) PROGRAMS

In many instances, PRI programs may be more effective than complaint-based programs in ensuring safe and healthy housing, preserving housing stock, protecting vulnerable tenants, and maintaining neighborhood property values.

### PRI Programs Preserve Safe and Healthy Rental Housing

By relieving tenants of the burden of having to force reticent landlords to make needed repairs, systematic inspections can help ensure that a locality’s rental housing stock is maintained and that residents live in healthy conditions.

Between the establishment of Los Angeles’s Systematic Code Enforcement Program (SCEP) in 1998 and 2005, “more than 90 percent of the city’s multifamily housing stock [was] inspected and more than one and half million habitability violations [were] corrected. The result [was] an estimated \$1.3 billion re-investment by owners in the city’s existing housing stock.”<sup>13</sup>

For example, between 2008 and 2013, under Sacramento’s Rental Housing Inspection Program, housing and dangerous building cases were reduced by 22 percent.<sup>14</sup>

According to a study of PRI programs in five North Carolina cities, the City of Greensboro alone brought more than 8,700 rental properties up to minimum standards in four years under its proactive rental inspection program (RUCO).<sup>15, 16, 17</sup>

In addition, by ensuring that landlords are aware of poor conditions before they worsen, systematic code enforcement encourages preventative maintenance, which is more cost effective than deferred maintenance, and thereby helps landlords to maintain their properties.<sup>18</sup>

### PRI Programs Help Protect the Most Vulnerable Tenants

Often, the most vulnerable tenants don’t complain.<sup>19, 20, 21, 22</sup> Some tenants are unaware that they have a right to safe and habitable housing. They may not know about existing tenant protections or code enforcement programs. Or they may have language barriers or disabilities that make it difficult to navigate the code enforcement system. Many tenants may be afraid to complain about their housing for fear of increased rent or landlord retaliation (such as eviction). Residents may be undocumented or have limited income that hampers their ability to move.

As a result of these barriers, the housing inhabited by the most vulnerable populations, which is frequently the worst housing, is often the most likely to fall through the cracks of a complaint-based code enforcement system. In 2009, Linda Argo, the Director of the Department of Consumer and Regulatory Affairs (DCRA) for the District of Columbia, testified before the D.C. City Council about the need for their proactive rental inspection

### PROTECTING TENANTS FROM RETALIATORY ACTIONS

Most states have laws that protect tenants from landlord retaliation when they submit complaints regarding housing safety. California law, for example, prohibits a landlord from retaliating against a tenant for complaining to an appropriate agency about the habitability of a rental unit.<sup>23</sup> The law prohibits retaliatory rent increases, service decreases, eviction, or threats of such.<sup>24</sup> In some states, localities include protections within their local laws.

However, even when tenants have legal protections, they may be hindered from asserting these protections due to limited resources and insufficient availability of affordable or free legal services for low-income tenants.<sup>25</sup>

Proactive PRI programs may help to reduce tenant fear of landlord retaliation, as well as actual retaliation, since the inspections and compliance actions are prompted by a municipal program rather than by tenant complaints.



program. She explained, “[i]t’s quite clear that a complaint-based system is no longer sufficient if we want to maintain safe housing conditions for all residents, especially our most vulnerable - the poor, the elderly, the non-English speakers.”<sup>26</sup> She noted that “[f]or the vast majority of properties named in the slumlord lawsuits [initiated by the Attorney General], DCRA had not received any recent complaints from residents of those buildings. And for the worst of the properties, we never received a single complaint.”<sup>27</sup>

### PRI Programs May Preserve Neighborhood Property Values (and a Locality’s Property Tax Base)

One of the lessons localities have drawn from the foreclosure crisis is that it is crucial to prevent concentration of blighted properties, in part because poorly maintained, substandard housing can have a negative effect on neighboring property values. By addressing housing conditions proactively, and by quickly identifying and targeting exterior substandard conditions alongside interior code violations, proactive rental inspection programs can ensure that properties don’t become blighted, thereby preserving property values. From a financial standpoint, this benefits landlords and homeowners. Maintaining neighborhood property values also benefits the entire locality because it preserves the local tax base.

## STATE LAW, PREEMPTION AND PROACTIVE RENTAL INSPECTIONS

Code enforcement is an exercise of a government's "police power." Police power is the inherent power of government to act to protect the health, safety, and welfare of its citizens. The extent of the police power that a locality may exercise is dependent on its state constitutional or statutory law.

In a few states, the law may establish that code enforcement is administered by the state.<sup>28</sup> In most states, however, code enforcement occurs at the city or county level. In some states, state law expressly authorizes localities to establish a code enforcement program. In other states, the state constitution or state law may give localities broad "home rule" power - the authority to enact laws, such as a proactive rental inspection program - without a specific delegation of power from the legislature.

State legislatures can also preempt the authority of localities to enact proactive rental inspection programs by enacting state laws that override or limit a locality's authority to establish a program. Some states, including Arizona, Georgia, North Carolina, and Tennessee, prohibit or significantly restrict systematic interior inspections of rental units.<sup>29</sup> Greensboro, North Carolina had a successful proactive rental inspection program until the legislature preempted the city's authority to operate that program.<sup>30, 31</sup>

It is important to review your state law to determine if the authority to start a PRI program resides with your locality or with your state.

## UNDERSTANDING PRI PROGRAMS

There is no standard PRI program. Programs vary according to the types of rental housing in a locality, the needs of the particular locality, the availability of resources, and (to an extent) state law. This guide provides an overview of the key components of PRI programs and the different ways localities have implemented them.

Though details vary, PRI programs typically share a basic program structure:

- **Registration.** The locality requires property owners to register their rental properties or to obtain a certificate or license in order to rent housing units.
- **Periodic Inspections.** The locality requires periodic inspections of all covered rental properties. Inspections occur on a periodic basis, usually every few years, to ensure that the housing is adequately maintained.
- **Enforcement.** If a property fails inspection, the locality initiates enforcement measures.



**✓ Practice Tip**

Phasing in the initial inspections over time or targeting particular neighborhoods can help to ease the transition from a complaint-based program to a systematic one.<sup>32</sup>

**PHASING IN PRI PROGRAMS**

A PRI program requires a substantial initial investment of time and resources. An early audit of Los Angeles' program found that the goal of inspecting every multi-unit rental property every three years was not achievable at first because of backlogs and the length of time inspections took. The auditor recommended several strategies, including inspecting the oldest properties first, conducting initial drive-by exterior reviews, focusing on properties with histories of complaints and/or non-compliant owners/tenants, and establishing staggered review schedules from three to five or more years based on selected criteria (e.g., rent, location, history).<sup>33</sup>

**Types of Rental Housing Included Within the Program**

A locality must also decide on the types of rental housing to include in its program. The types of housing included are usually determined by the most pressing needs in the community and by the availability of resources for inspection and enforcement.

**Targeting Particular Neighborhoods**

Some localities, particularly when first initiating a rental housing inspection program, target particular neighborhoods or areas. This can enable a locality to focus limited resources where they are most needed.

Sacramento, for example, piloted a rental housing inspection program by targeting two neighborhoods, each of which contained a large number of rental properties with a high incidence of dangerous building cases, code enforcement cases, and police and fire calls for service.<sup>34</sup> The program was successful and, in 2008, Sacramento expanded the program citywide.<sup>35</sup>

Similarly, Kansas City, MO expanded its program incrementally, implementing the program initially in areas where 30 percent or more of the housing units were rentals, the housing inventory was basically sound but exhibited substantial deterioration, and neighborhood residents had expressed interest in a systematic housing inspection program.<sup>36</sup>

Beginning in 1986, St. Louis required a certificate of inspection with each change in tenancy in certain housing conservation districts.<sup>37, 38</sup> This policy was expanded to cover the entire city in 2012 because it had proven successful in sustaining and improving the quality of residential housing, and city officials determined that it could be helpful in enforcing minimum housing standards and securing the health and safety of all St. Louis residents.<sup>39</sup>





### Targeting Properties Based on Number of Units

Localities often limit a program’s scope to properties that contain a specified minimum number of units.

LOCALITY	Rental Properties Covered by PRI, By # of Units on the Property
Seattle, WA	1 or more units
Los Angeles, CA	2 or more units
Washington, DC	3 or more units
San Francisco, CA (exterior inspection)	3 or more units (and hotels with 6 or more units)
Grand Rapids, MI	1 or more units
Santa Cruz, CA	1 or more units

**Multi-unit properties:** Most programs cover multi-unit rental properties, but some programs restrict that coverage to properties with a certain number of units. Los Angeles’s Systematic Code Enforcement Program applies to residential properties with two or more units, so long as at least one of those units is rented or offered for rent.<sup>44</sup> Washington DC’s proactive inspection program applies to all multi-family rental properties with more than three units.<sup>45</sup> San Francisco conducts periodic inspections of the exterior and common areas of residential buildings with three or more dwelling units and hotels consisting of six or more guest rooms.<sup>46</sup> In contrast, Seattle’s registration and inspection provisions apply to rental housing properties irrespective of size or number of units.<sup>47</sup>

**Single-family homes:** Some PRI programs cover single-family homes. Recently, Grand Rapids expanded its registration and inspection program for multi-family properties to include single-family rental housing and abandoned and vacant residential properties.<sup>48</sup> Reporting that the number of families living in single-family rental units increased from 4,568 to 7,771 between 2006 and 2009, the working group recommended adding single-family rental units in order to: (1) ensure that substandard housing did not disproportionately impact families with children; (2) increase market equity for all investment property owners by promoting consistent code compliance across all types of rental housing; and (3) ensure a standard of quality and affordability for all rental units, particularly in the central city, to promote urban neighborhoods.<sup>49</sup> Santa Cruz, a college town where single-family homes are often rented to groups of students, also includes single-family rental homes within its program.<sup>50</sup>

### Other Commonly-Exempted Units

Localities have also adopted a variety of other ways to focus their rental inspection resources.

**Owner-occupied:** Several localities exempt buildings if the property owner lives in one of the units.<sup>51</sup> Boston, for example, exempts buildings of six or fewer units if the owner occupies one of the units.<sup>52</sup> The rationale for this exemption is that buildings where the landowner resides are likely to be adequately maintained.

 **Practice Tip**

When targeting neighborhoods, a locality should use criteria that pertain to the quality of housing and/or the need for inspection, such as those criteria employed by Sacramento and Kansas City, MO, as described above. Classifications or targeting based on the race, color, religion, sex, familial status, national origin, or disability status of residents may result in discrimination claims.<sup>40, 41, 42, 43</sup>

**Government regulated or subsidized:** Many localities, including Boston and Seattle, exempt federal, state, or locality-owned or managed buildings, as well as Section Eight and other subsidized housing, because these housing categories are subject to other inspection requirements.<sup>54</sup> Should the frequency of these other mandated inspections be reduced,<sup>55, 56</sup> it may be advisable to extend municipal rental inspection programs to cover these properties.

**New-construction:** Some localities exempt newly-built housing, as it is presumed to be in good condition. In Santa Cruz, for example, housing built within the preceding five years is exempt from the inspection program.<sup>57</sup>

**Hotels and motels:** Non-residential hotels, motels, and other transient housing are also commonly exempted from rental housing inspection ordinances.<sup>58, 59</sup> However, given that vulnerable tenants may live in these types of properties on a long-term basis, it may be important to include them in municipal periodic rental inspection programs if no other standards are applied to ensure that they remain in habitable condition.

## Registration and Licensing of Rental Property

### Rental Registration

In order to implement a PRI program, a locality needs to know what rental properties exist and who owns them.<sup>60</sup> To determine this, many localities require owners to register their rental properties or units.

Registration requirements are common in systematic rental housing inspection programs, but can also be implemented independently, or in conjunction with other city administrative functions such as business licensing.

In addition to informing a locality of the location of rental housing, information gathered during registration may help a locality to inventory its rental housing stock, which can be valuable for planning purposes. For example, registration and licensing can allow municipal housing, commerce, and planning agencies to monitor fluctuations in the number of rental units over time, which may help them plan for growth or reduction, or manage situations like the foreclosure crisis.

**Frequency of renewal:** Localities vary in how frequently they require registration renewal. For example, Kansas City, MO requires annual registration.<sup>61</sup> Some localities require registration to be updated when there is a change in ownership, in addition to or in place of renewal on a fixed term basis.

**Registration fees:** Many localities charge fees for property registration (detailed in a later section). Some localities do not charge a fee, but a failure to register may result in significant enforcement fees.<sup>62</sup>

### Rental Licensing

In lieu of a registration requirement, some localities require property owners to obtain a license before renting a housing unit. To ensure the habitability of rental units prior to tenant occupancy, localities may require an inspection as a prerequisite to a license.

## VACANT PROPERTY REGISTRATION

Some localities, such as Grand Rapids, require owners to register all rental property - including vacant and abandoned properties.<sup>53</sup> Requiring the registration of vacant and abandoned property can help prevent blight in neighborhoods, especially in localities with high foreclosure or vacancy rates.

 **Practice Tip**

In the PRI context, the terms license and registration may be used interchangeably from one locality to the next. Sometimes municipal rental housing registration requirements are standalone - not tied to additional regulatory schemes - and primarily serve the purpose of allowing a locality to index and gather information about its rental properties. In other instances, municipal rental housing registration requirements are the same as license requirements and are part of a locality's rental housing inspection program. Some municipal PRI programs use the term "certificate of compliance" or "certificate of occupancy" in lieu of the term "license."

Therefore, it is important to look beyond PRI program titles and terminology to understand the actual design and function of a program.

Examples of communities that use a licensing approach are Boulder, CO and Baltimore County, MD.<sup>63</sup>

Ann Arbor prohibits occupancy of a dwelling unless it has a valid certificate of compliance. After a property has been inspected and is determined to be in conformance with the code, the property owner is responsible for applying for the certificate of compliance.<sup>64</sup> Ann Arbor also has provisions for the issuance of a temporary certificate of compliance if, due to inspection service scheduling difficulties, an inspection cannot be conducted prior to the expiration of a current certificate.<sup>65</sup>

In Washington, D.C., to obtain a license to operate a housing business, an owner must allow an inspection of the property to determine that it is in compliance with all applicable building and housing laws and regulations.<sup>66</sup>

Similarly, Boulder utilizes a licensing scheme to ensure compliance with the city's property maintenance code prior to occupancy.<sup>67</sup> Boulder has provided that in cases where an inspection uncovers deficiencies that cannot be corrected prior to occupancy, the owner or operator may apply for a temporary license, which is issued for a limited time if the number and severity of violations does not constitute an imminent health and safety hazard to the public or to occupants.<sup>68</sup>

**Frequency of Periodic Inspections**

Whether in conjunction with a registration system or a licensing requirement, the defining characteristic of PRI programs is routine inspection of rental housing. As described above, some localities require an inspection as a prerequisite to initial registration, licensing, or occupancy. Many PRI programs also require additional periodic inspections. The frequency with which localities elect to conduct these inspections is often heavily dependent on the extent of a locality's resources. In addition to periodic inspections, certain events may trigger, accelerate, or decelerate inspections.

LOCALITY	FREQUENCY OF INSPECTION
Los Angeles, CA	Every 3 years
Baltimore County, MD	Every 3 years
Boulder, CO	At registration. At renewal of license, which is required every 4 years. Upon transfer of ownership.
Ann Arbor, MI	Not more than 2.5 years
Kansas City, MO	Every 2 to 4 years, depending on compliance
Grand Rapids, MI	Every 2, 4 or 6 years, depending on compliance
Boston, MA	Every 5 years for most properties. Rental units belonging to chronic offender landlords inspected every three years. Problem properties inspected annually.

 **Practice Tip**

While a systematic rental housing inspection program may require inspections on a fixed cycle, the actual timeline on which municipal inspectors are able to work their way through inspections of covered housing may, in some cases, be longer.<sup>69</sup>

**Periodic Inspections on a Fixed Basis**

Many PRI programs require inspections on a cyclical basis, usually every few years. Baltimore County and Los Angeles require an inspection every three years.<sup>70</sup> Boulder requires an inspection at registration, upon renewal of a rental license - generally every four years - or upon transfer of ownership.<sup>71</sup> Ann Arbor specifies that the period between inspections shall be no longer than 2.5 years.<sup>72</sup>

**Inspection Frequency Based on Prior Compliance**

A number of localities set a baseline standard for the frequency of inspections and then allow for deviation from that standard based on a property's record of compliance. Several localities require less frequent inspections once a property owner establishes a record of compliance. In Kansas City, MO, for example, certificates of compliance are valid for two years; however, owners may be issued certificates for up to four years if there have been no violations since the last date of certification.<sup>73</sup>

Grand Rapids conducts inspections when owners apply for a certificate of compliance, which is a prerequisite for occupancy.<sup>74</sup> The certificate is valid for two, four, or six years, depending on the record of compliance, the presence or absence of violations, and the degree of compliance with the program's registration and fee requirements.<sup>75</sup> Grand Rapids will issue a six-year certificate if: the property has no violations and has not changed ownership since its last certification; the owner applies for an inspection and re-registers the property on time; and there are no outstanding fees, taxes, or assessments against the property.<sup>76</sup> A four-year certificate is issued if the owner applies for an inspection and re-registers the property on time, and the property is brought into compliance with the code prior to expiration of the current certificate or within the timeframe specified on any notice of violation.<sup>77</sup> In other cases, Grand Rapids will issue a two-year certificate.<sup>78</sup>

Boston requires that properties covered by its program are inspected at least once every five years, but it also has mechanisms to target bad actors and problem properties for more frequent inspection.<sup>79</sup> For example, in Boston, owners of problem properties - those which have received four or more sustained complaints for noise; or complaints for noxious, noisome, or unsanitary conditions; or police calls for arrestable offenses - must annually request an inspection from the city, and develop a management plan to remediate the property's persistent substandard conditions.<sup>80</sup> Additionally, Boston operates a chronic offender point system which tracks violations and assigns them a point value. Owners who have accrued a certain number of points are classified as chronic offenders and must request an inspection of each rental unit once every three years.<sup>81</sup>

**Self-Certification**

A number of localities allow property owners to "graduate" into self-certification programs if they have established a record of passing inspections with no violations. Self-certification programs can give localities a way to allocate their limited resources to properties most in need of inspections. It can also serve as an incentive for property owners to ensure that their property complies with all applicable codes.

For example, in Sacramento, all rental housing properties are subject to routine periodic inspection by the city.<sup>84</sup> Rental housing property may be placed in the self-certification program if: (1) the inspector has found no violations, or all violations identified in the initial inspection were abated within 30 days; (2) the property owner and local contact representative are in compliance with all of the provisions in the housing code; and (3) the property owner is not delinquent on any payments to the city of fees, penalties, or taxes.<sup>85</sup> Under Sacramento's self-certification program, property owners are responsible - annually and upon a change in tenancy - for inspecting their housing units, making repairs necessary to comply with the housing code, completing a self-certification form for each unit, and providing a copy of this form to the occupants of the respective units.<sup>86</sup> Rental units included within the self-certification program are still subject to random inspections.<sup>87</sup> Properties in the program receive a discount on the Rental Inspection Housing Program fee.<sup>88</sup>

Rental property owners in Santa Cruz can request to participate in the self-certification program if the property is well-maintained and has had no code violations in the preceding three years.<sup>89</sup> In order to remain in the program, owners must annually self-certify each residential dwelling unit and pay an annual self-certification fee.<sup>90</sup> While the city will generally inspect other units annually,<sup>91</sup> participants in the self-certification program are subject to a reduced inspection cycle: twenty percent of the units on each property (or at least one unit on smaller properties) are inspected not more than once every five years, so long as the property does not deteriorate to the point of no longer meeting eligibility standards for the self-certification program.<sup>92</sup>

 **Practice Tip**

Programs that only conduct inspections during vacancies will overlook units in poor shape, fail to discover conditions that residents might point out, and offer little protection to long-term tenants. In addition, because there is no tenant to verify that needed repairs are made, the locality may need to spend additional resources checking to make sure that property owners comply with repair orders, or repairs may not even be made.

Boston's program originally provided for inspection upon change in tenancy and depended on owners to report turnover to the city.<sup>82</sup> Notably, under that program, 98 percent of the city's 20,000-plus inspections were the result of tenant complaints rather than reported turnovers. Boston revised its program in 2012 to address this issue, adding regular inspections to all non-exempt rental properties.<sup>83</sup>

**Vacancy Inspections**

Some localities require inspections only when a unit is vacated due to a change in tenancy.<sup>93</sup> Inspections and repairs may be easier to conduct and less disruptive when a tenant is not present. In addition, by conducting repairs before a tenancy begins, a rental housing inspection program can help protect future tenants from being exposed to dangerous conditions, such as deteriorating lead-based paint or fire hazards.

**Notice of Inspection and Entry of Occupied Units**

**Notice of Inspection**

Unlike most complaint-based inspections, proactive rental inspections are undertaken without a request from the occupant. As a result, notice of a pending inspection serves an array of critical functions. By informing tenants about the purpose and process of inspections, notice can allay tenant fears, prepare tenants for a stranger to arrive at door, and encourage tenants to permit entry. Giving tenants notice of the scheduled date and time of an inspection can also increase the likelihood that a tenant will be home and available to permit the inspector to enter. Notice also provides localities with an opportunity to educate tenants and landlords about their rights and duties under the law. Finally, notice can alleviate some privacy concerns that residents may have by giving them the opportunity to, in advance of inspections, store personal items that are unrelated to code enforcement.

### ✓ Practice Tip

Notices should be clearly worded and provided in a manner that takes into account language and other communication barriers.<sup>94</sup>

In developing notices and other materials to support a periodic rental inspection program, it is important to look at local government policies for guidance on language access. Depending on the applicable federal, state, and local laws, translation of the notice into commonly spoken languages may not only be a best practice, it may be a requirement.



### LANDLORD ENTRY

States often have laws defining the reasons for which a landlord may enter a rental property, and the amount of notice a landlord must provide to a tenant before entry. Whether rental housing inspection is a permissible reason for entry depends on state and local law, and this should be considered in designing a proactive rental inspection program.

In addition to the legal question, there are also practical considerations that may impact whether a PRI program encourages or requires landlord presence at inspections. Tenants may be intimidated and not feel comfortable talking openly with an inspector in the presence of the property owner or manager.<sup>95</sup> This dynamic may reduce the ability of the code inspector to effectively identify substandard living conditions.

Some programs notify property owners and rely on them to give notice to tenants.<sup>96</sup> However, the critical goals of notice are better served by providing notice directly to tenants as well; in the cases where housing inspection is most needed to address egregious code violations, landlords may be least likely to communicate notice to tenants. Programs provide notice to tenants by mail, posting notice at the property, or both.<sup>97, 98, 99</sup>

### Tenant Consent to Inspector Entry

Under the 4<sup>th</sup> Amendment to the U.S. Constitution, tenants have the right to be secure in their homes against unreasonable searches. At the same time, state and local police power authorize laws that are reasonably related to the public health, safety, and welfare of residents. The U.S. Supreme Court has recognized that local inspection powers are of “indispensable importance to the maintenance of community health.”<sup>100</sup> There is a strong government interest in preventing “even the unintentional development of conditions which are hazardous to public health and safety.”<sup>101</sup>

A government agent’s entry into a private home without the tenant’s consent is presumed to be unreasonable, unless there are emergency circumstances or a warrant to justify the intrusion.<sup>102</sup> Therefore, an inspector must have affirmative consent from the resident prior to or at the time of the inspection. Programs may allow inspectors to obtain tenant consent for entry at the time of the inspection<sup>103</sup> or through a pre-inspection consent form.<sup>104</sup>

Under a complaint-based inspection program, where the inspection is generally requested by a tenant, securing permission is typically very straightforward. However, under a PRI program, it may be more complicated for inspectors to get consent to enter from the tenant, for a variety of reasons. For example, a tenant may be wary of government inspectors, have privacy concerns, or even not understand why an inspector has come to the residence. Moreover, the tenant may not be able to be present at the time of an inspection due to work or other obligations.

### ✓ Practice Tip

Education and outreach by municipal and community groups, discussed later, is often an effective strategy for gaining tenant trust and cooperation.

### MUNICIPAL INSPECTORS OR APPROVED PRIVATE INSPECTORS

PRI programs may deploy municipal inspection employees or contractors, or allow licensed third-party inspectors. Many programs, including those in Los Angeles, Fort Worth, and Sacramento, use municipal inspectors. Other localities, including Boulder and Baltimore, require property owners to contract with a licensed home inspector.<sup>105</sup> In Boston and Seattle, property owners may use public inspectors or authorized private inspectors.<sup>106</sup>

These differing practices may proceed from state law, historical practice, or a political or economic decision by a locality not to hire additional municipal employees. For example, in Washington, the state supreme court examined the rental inspection program of the City of Pasco, under which (1) landlords could choose from a range of public or private inspectors and (2) landlords did not need to furnish the city with details of the inspection report - only a certification of compliance based upon inspection.<sup>107</sup> The court found that this program did not constitute “state action” or violate state or constitutional protections against unreasonable search. This ruling has affected how other Washington cities have designed their rental inspection programs.

While tenants often give consent to the inspector to enter, a tenant may deny consent for any of the reasons mentioned above. Where necessary, PRI ordinances may empower the locality to seek an administrative inspection warrant from a court of competent jurisdiction.<sup>108, 109, 110</sup>

### Scope of Inspection

PRI programs must designate whether inspections will include: (1) exteriors of buildings; (2) interior common areas; and/or (3) individual units in a building.

#### Exterior Inspections

Many programs include exterior inspection, while some focus *exclusively* on exterior buildings, yards, and, sometimes, common areas of buildings. Exterior inspections can help to identify nuisances and blighted property, and prevent crime and fires. Analysis of data from the American Housing Survey, conducted by the Census Bureau for the U.S. Department of Housing and Urban Development, has found that exterior and interior conditions are related: the greater the number of certain exterior problems, the more likely that housing has associated interior problems. For example, a sagging roof portends interior problems with pests and moisture.<sup>111</sup> However, an exterior inspection alone cannot identify unsafe and substandard conditions, such as electrical, plumbing, and structural problems, that reside within the rental unit or the building’s stairs, hallways, and other common areas.<sup>112, 113</sup>

Kansas City, Missouri’s program conducts inspections of exteriors of buildings, accessory buildings, and yards; in multi-unit buildings, it also conducts inspections of common areas. It only inspects the interior of units that are vacant at the time of the inspection.<sup>114</sup>

San Francisco conducts periodic inspections of the exterior and common areas of apartment houses and hotels,<sup>115</sup> and will only inspect the interior of dwelling units upon the receipt of occupant complaints, or if it is determined that an interior inspection is reasonably necessary to determine whether a housing code violation exists.<sup>116</sup>

## ✓ Practice Tip

Beginning a PRI program with exterior inspections and vacant unit inspections may be one strategy for launching a program in communities with obstacles to systematic interior inspections.

## RESOURCES FOR HEALTHY HOUSING INSPECTIONS

U.S. Centers for Disease Control and Prevention's Healthy Housing Inspection Manual, developed for environmental health professionals, inspectors, and others, has a visual assessment data collection form as well as a resident questionnaire. The U.S. Department of Housing and Urban Development (HUD) has developed a rating tool for health and safety hazards based on a tool used in the United Kingdom.<sup>117</sup> The Pediatric Environmental Home Assessment was created to assist health professionals during home visits.<sup>118</sup>

## Interior Inspections

The most comprehensive systematic rental housing inspection programs mandate interior inspections of rental units, to ensure that the areas where tenants spend most of their time are in safe and healthy condition.

Most municipal code enforcement departments have procedures and checklists that identify what inspectors should look for when conducting an interior inspection of a residence.<sup>119, 120</sup> These materials, usually designed for complaint-based programs, can be easily adapted for proactive rental inspection programs. However, the process of implementing a systematic rental inspection program can also afford an opportunity to review other aspects of code enforcement, such as the scope of interior inspections, to ensure that the program effectively protects the health of residents.

**Sampling formulas:** Often, localities cannot devote all the resources necessary to inspect every unit in multi-unit buildings. Instead, these localities may use sampling formulas. In Sacramento, for example, the inspection of a multi-unit building includes all common areas and a random sampling of no less than ten percent of rental housing units.<sup>121</sup> If the inspector determines that a property is in violation of any standard, the inspector is authorized to inspect additional, or all, units of that property.<sup>122</sup>

Seattle uses a different formula: in buildings containing 20 or fewer units, a minimum of two units must be inspected. In buildings containing more than 20 units, 15 percent of the rental units must be inspected, up to 50 rental units in each building.<sup>123</sup>



### ✓ Practice Tip

It is important that code enforcement officials independently determine which units to sample, rather than letting owners select which units are to be inspected. This ensures that representative units, not just the best-maintained ones, are inspected.



### LEAD HAZARD INSPECTIONS

While lead-based paint was banned for residential use in 1978, lead remains a health hazard for those who live in housing constructed prior to 1978, particularly for children.

Some PRI programs specifically address lead hazards. Rochester, New York, for example, requires all multi-unit buildings to undergo visual assessment for deteriorated paint and bare soil violations as part of housing inspection.<sup>124</sup> Owners of housing containing five or fewer units in identified high-risk areas are responsible for having dust samples taken and tested, and submitting the results to the Lead Inspection Unit.<sup>125</sup> When enacting the law, Rochester established a citizen advisory group to assist with public education and implementation.<sup>126</sup> An independent evaluation of the ordinance found that by 2010 (four years after the law was enacted), the city had inspected nearly all pre-1978 rental units.<sup>127</sup> This evaluation suggests that the lead law contributed significantly to declines in children's blood lead levels.<sup>128</sup> In addition, 94% of units passed visual inspections and 89% of units tested passed dust wipe inspections - much higher rates than were predicted based on prior local and national studies - indicating lead safety of rental housing had improved since enactment of the law.<sup>129</sup> Finally, while property owners had concerns that the cost of complying with the law would cause widespread abandonment of rental properties due to low property values and narrow profit margins in Rochester's rental housing market, that scenario did not transpire.<sup>130</sup>

Washington DC's law requires rental property owners to obtain a clearance report from a licensed professional, indicating that there are no lead dust hazards or deteriorated paint in any pre-1979 homes that are to be occupied by a family with a child.<sup>131</sup>

## Enforcement to Address Code Violations

One of the most important elements of any rental inspection program - complaint-based or proactive - is enforcement when violations are discovered. Implementing appropriate remedies for identified code violations (and when a property owner fails to make repairs) helps ensure that program goals are met and tenants are protected from substandard housing conditions.

Localities use a range of tools to enforce property maintenance, housing, sanitary, and health laws. The methods a locality may use are often dependent on state law and on what powers the state delegates to localities.

Generally, the move from a complaint-based system to proactive rental inspection doesn't require major changes in the types of actions taken in response to violations. However, if a locality's existing complaint-based rental inspection program is facing enforcement challenges, the locality should take the opportunity to address these challenges in designing and implementing a more comprehensive program.

The primary goal of PRI programs is to ensure that housing is properly maintained. When an inspection reveals a substandard condition in a covered dwelling, most localities will issue a notice or order to comply, setting out the owner's rights and obligations, as well as the consequences of continued non-compliance.<sup>132</sup> The order will typically specify a time window for compliance. Los Angeles, for example, allows no more than 30 days for correction of non-serious violations, with the possibility of an extension if significant progress has been completed by the end of 30 days.<sup>133</sup> For violations that pose a serious risk to the health or safety of the occupants or the public, Los Angeles requires that the substandard condition must be abated (repaired) in no more than 14 days, with no possibility of extension.<sup>134</sup>

If a violation poses an imminent danger to the health or safety of tenants, most programs move quickly to remedy the situation. In Los Angeles, the city can order that the landlord fix the violation within 48 hours, and then re-inspect the building within the next 24 hours. If the condition has not been abated, the city is authorized to make the repair and then require the property owner to reimburse the city.<sup>135</sup>

Fines, which are a common component of program enforcement when an owner fails to make repairs in a timely manner, are discussed further in the **Funding PRI Programs** section (see page 19).

A few interesting enforcement approaches are described below:

### Rent Escrow Accounts

One interesting feature of the Los Angeles Systematic Code Enforcement Program is the city's Rent Escrow Account Program (REAP), which is activated when a property owner fails to fix code violations within the time allotted. After a hearing on the violations, the property units may be ordered into REAP by the manager of the Housing Department. When a property is in REAP, tenants receive a rent reduction for the cited code violations at the property and are given the option of paying their reduced monthly rent into an escrow account or to the landlord. The city records the Notice of REAP as a property lien,

#### Practice Tip

To prevent evictions and maximize the number of units that can be "saved" and preserved in the rental housing market, PRI programs should strive to exhaust all options for bringing a failing or illegal unit up to code.

### ✓ Practice Tip

For clarity, in developing a rental licensing program, a locality might consider specifying that an owner's failure to obtain a license is a valid defense that a tenant can use against eviction proceedings.



### CDBG FUNDING

Code enforcement is an eligible expense under Community Development Block Grants (CDBG), which are provided by HUD on a formula basis to entitlement communities (cities and urban counties), and to states for non-entitlement communities.<sup>136</sup> The International Code Council recently published guidelines for code officials regarding the use of CDBG funds for this purpose.<sup>137</sup>

which may restrict refinancing or sale of the property. The property owner is assessed a monthly administrative fee per rental unit. To clear the title of the REAP Notice, the property must come into compliance with codes and all fees due the Housing Department must be paid.<sup>138</sup> The Housing Department contracts with several nonprofit organizations to provide outreach to tenants about the program and to assist landlords in expediting compliance.<sup>139</sup>

### Registration as a Prerequisite to Eviction Actions

Anne Arundel County, MD, requires that property owners obtain a rental license before renting residential property consisting of two or more units.<sup>140</sup> In an eviction action brought by an owner who had failed to obtain the required license, the Maryland Court of Appeals, the state's supreme court, held that the owner could not evict a tenant before complying with the county licensing requirement.<sup>141</sup>

### Monitoring Substandard Properties

In 2007, faced with a backlog of unresolved substandard housing cases and a slow rate of compliance, the city of Lansing created a new program to track and monitor unsafe and substandard housing: the Neighborhood Enhancement Action Team (NEAT). NEAT tracks properties that have been 'tagged' as unsafe for habitation based on internal or external conditions. A tagged property is transferred to the NEAT program after 90 days of noncompliance. For every month that the violations are not addressed, the landlord incurs a \$150 fee. Property owners are not charged the fee if they can demonstrate progress toward habitability. This incentive has had a dramatic effect on the number of tagged properties in the city, which has steadily decreased from 740 in 2007 to 362 in 2013 (224 of which were NEAT properties). At the start of the program, about half of the properties had been tagged for 5-7 years; ten months into the program, the average length of time a property was tagged had dropped to 147 days.<sup>142</sup>

### Funding PRI Programs

Most systematic rental inspection programs are funded, solely or in part, by fees levied against property owners. Localities commonly impose fines and penalties for housing code violations or other program violations. Examples of fee schedules from a number of localities are described below.

**Registration, license, and program fees:** Localities commonly charge registration, program, licensing, or certificate fees to cover the costs of implementing and administering a proactive rental inspection program. These fees are often charged based on the size of the rental property. For example, they may be determined based on the number of rental units; or apportioned at different rates for small, medium or large buildings; or assessed by square footage.

Localities may charge these fees on a one-time or recurring basis, depending on the nature of the fee and the length of the program cycle. For example, Antioch, CA charges a one-time initial registration fee when a property enters the program.<sup>143</sup> In contrast, Santa Cruz, CA charges an annual registration fee and requires that landlords annually reregister all rental units.<sup>144</sup>

**Inspection fees:** In addition to registration, licensing, or programming fees, some localities assess inspection fees annually (or for each period of a program's cycle) for units subject to mandatory inspection; others assess inspection fees only when an inspection is to actually take place. Localities with self-certification programs may discount or waive the inspection fee for units that are owner-inspected, although they may charge a separate self-certification fee.

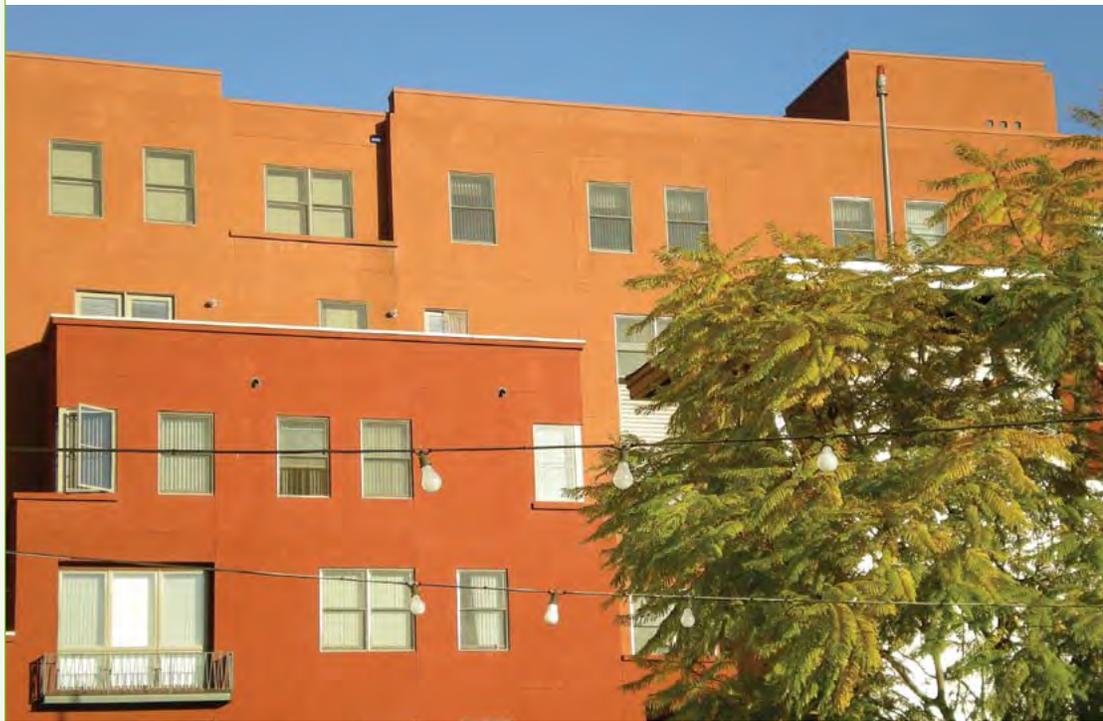
**Re-inspection fees:** Most localities charge a reinspection fee to cover the cost of additional inspections after violations are uncovered during an initial inspection. Targeting these costs to property owners not in compliance can keep fee costs down for landlords who do maintain their properties appropriately. As an incentive for owners to remedy code violations, some localities will only charge this fee on the second or subsequent reinspection, if violations have not been corrected within a specified period after the initial inspection.

**Other fees:** Some localities impose a fee for rescheduling or for missed appointments. Several localities impose penalties for late payment of any of the required fees. Where the locality provides for abatement of code violations, the abatement fee may cover the costs incurred by the locality, including administration and labor.

**Penalties/Fines for violation:** Localities may impose administrative or civil (monetary) penalties for violations of the proactive rental inspection program and property maintenance codes. Localities sometimes impose criminal fines as well.<sup>148</sup>

✓ **Practice Tip**

Relying heavily on penalties to sustain a program may result in an unpredictable funding stream. Sacramento began its PRI program with a focused pilot program. The city anticipated that the cost of the program would be offset by the revenue from fines and penalties.<sup>145</sup> However, with the implementation of the pilot program, property owners brought their properties into compliance more quickly than anticipated. As a result, the pilot program assessed significantly fewer penalties and generated less revenue than expected.<sup>146</sup> To help ensure that the program could be self-sustaining, Sacramento adopted a different fee schedule when implementing its city-wide program.<sup>147</sup>



A Sample of Fee Schedules for PRI Programs

	<b>KANSAS CITY, MO</b> Residential Rental Registration and Inspection Program <sup>149</sup>	<b>SACRAMENTO, CA</b> Rental Housing Inspection Program <sup>150</sup>	<b>BOULDER, CO</b> Rental Licensing Program <sup>151</sup>	<b>SANTA CRUZ, CA</b> Rental Dwelling Unit Inspection Program <sup>152</sup>	<b>WASHINGTON, DC</b> Rental Housing Business License <sup>153</sup>
<b>Program fee</b>		\$16 per year			\$35 per unit, for buildings with three or more units, charged at the issuance or renewal of the license (not to exceed \$2000 biennially)
<b>License or Registration fee</b>	No fee to register Delinquent registration fee for properties not registered by 1/31: \$50 in February, increasing by \$50 per month, to a maximum penalty of \$500 Additional \$200 per month per structure for failure to register		\$70 per building charged before a rental license is issued or renewed, covering all units within the building  In addition, \$70 per unit for units attached to a building but individually owned	\$45 per year per building	\$21.50 annually per unit at the initial issuance of the license
<b>Self-certification fee</b>		Inspection fee waived for units in self-cert program		20% of units @ \$20 per unit	
<b>Inspection fee</b>		\$127 per unit for rental housing units subject to mandatory inspections  \$127 per unit for each additional unit inspected because of a violation discovered on the property  \$80 rescheduling fee	\$250 per inspection performed	\$20 per unit, to cover the cost of an annual inspection and one compliance reinspection, if necessary  Not paid by units in the self-certification program	
<b>Reinspection fee</b>	\$100 for second and each subsequent re-inspection	\$127 per unit for reinspection of each rental housing unit that fails to correct violations within the required timeframe	\$107 per hour, payable if the owner fails to correct any violation after the first compliance reinspection		\$90 for any reinspection of a licensee's premises for routine housing code violations
<b>Penalties</b>	Localities may also impose civil and criminal penalties for violation of a rental housing inspection ordinance or other applicable city codes				

## Evaluation

Evaluation is an important, though often overlooked, component of government programs. The purpose of PRI programs is to preserve housing stock, improve habitability for tenants, and ensure that the locality receives property taxes. In these days of shrinking public resources, it is important to make certain that programs achieve their desired outcomes. Also, to ensure effective funding mechanisms, it is necessary to evaluate the costs of programs versus the revenue generated by their fees and penalties.

Under Boston's systematic rental inspection program, an annual report must be provided to the city council detailing the activities of the program, including the number of inspections requested and performed each month by the various types of inspectors, the total number of violations identified through inspections, the number of exemptions requested and granted, the number of violations prosecuted, the amount of fines levied and collected, and an overall assessment of the program and plans for improvements.<sup>154</sup>

Beginning in 2014, Seattle, which adopted a periodic rental inspection program in 2012, will require an annual report to the city council that will include an evaluation of properties' registration status (including details about any previously unidentified housing units that have been discovered); property owners' compliance in allowing inspections to be completed within the applicable 60-day timeframe; the results of inspections where properties have a previous history of violations; whether the program fees actually reflect the program costs; the number of inspections that have resulted from complaints; the extent to which the civil warrant process has been used; and any audits and findings on inspections.<sup>155</sup>

Kansas City, MO requires its city council to review its program provisions and requirements at least every two years to determine whether to maintain, modify, or terminate the program.<sup>156</sup>

Staff in Santa Cruz, CA will provide their city council with a report of rental housing units saved and lost following the first round of proactive registration and inspections.<sup>157</sup>

**VENTURA, CA:  
INNOVATIVE SOLUTIONS**

In the initial phase of the city’s proactive inspection program, inspectors in Ventura, CA found 15 illegal converted rental units—just a small fraction of the 300-500 such units that officials believe exist. In order to meet the city’s commitment to address substandard housing and promote a healthy environment, staff made an innovative recommendation, informed by a collaboration with community members: Grant amnesty to illegally converted units for 30 months, suspending all fines and penalties while owners brought the units up to code. Eligibility was confined to second units on properties that allowed residential use, with an occupancy date prior to the city council’s initial action.

Low-income landlords were also eligible for newly created Affordable Rental Housing Preservation Loans to cover the cost of compliance, on the condition that tenants be charged federally established affordable rates for the duration of the 15-year loan term.<sup>158</sup> The program includes an educational component, bases fees on the in-service date (when the property was first occupied), and waives zoning violations that do not impact health and safety, including setbacks, lot coverage, and on-site parking requirements. As of August 2013, the city had received 53 applications, and had inspected and approved 41 properties, with another 5 in process.<sup>159</sup>

## CHALLENGES WHEN IMPLEMENTING PRI PROGRAMS

PRI programs can yield important improvements in a locality’s housing stock. But they may also amplify many of the challenges that arise with traditional complaint-based programs, because (1) proactive inspection programs typically bring inspectors into contact with a much wider cross-section of a locality’s housing, and (2) inspections are not initiated exclusively by tenant complaints. In some cases, code enforcement activities can potentially result in displacement of tenants. This section examines some common challenges, and the following section offers strategies for addressing these challenges to maximize the effectiveness and benefits of PRI programs.

### Uninhabitable and “Illegal” Units

In extreme cases, an inspector may find substandard conditions that immediately threaten the health and safety of residents. PRI programs should include measures that require landlords to fix properties quickly; however, in the worst cases, the locality may require a tenant to vacate the property.

Inspectors may also encounter “illegal” units: units that have not been registered or licensed, and units that exist in violation of zoning or building codes. Where possible, localities should aim to bring units into compliance to preserve rental housing stock.

Where uninhabitable or illegal units cannot be brought into compliance, relocation programs and supportive social programs, discussed in more detail below, are critical to ensure that tenants remain housed.

### Tenant-Side Code Violations

Because PRI program inspectors are not only invited into rental housing units by tenants filing complaints, they are more likely to uncover tenant-side code violations or illegal occupancies than they would under complaint-based programs. Because the central goal of proactive rental inspection programs is to maintain housing in safe and healthy condition, code enforcement should prioritize remedying such violations rather than displacing tenants from their homes.

**Hoarding:** About three to five percent of Americans suffer from hoarding.<sup>160, 161, 162, 163</sup> Severe hoarding not only puts a tenant and other occupants of a housing unit at risk, but may place neighboring residents at risk of fire, disease, or infestation of vermin.<sup>164, 165, 166</sup> This disorder is not widely understood and localities often struggle with effective ways to address hoarding.<sup>167</sup> For example, one study out of New York found that “almost a quarter of individuals seeking help for housing problems from a community eviction prevention organization met the criteria for [hoarding disorder]; only about half of these individuals were receiving mental health treatment.”<sup>168</sup> However, as hoarding is a form of mental illness,<sup>169</sup> localities should identify ways to assist hoarders without rendering them homeless.<sup>170, 171</sup>

## DISPLACEMENT AND HEALTH

Like substandard conditions, housing instability, displacement, and homelessness have significant, negative impacts on health. Children and adults who experience housing instability and homelessness are at greater risk for poor health than those in stable housing.<sup>172</sup> Stable housing can improve mental health outcomes for residents, reduce stress-related health outcomes, and provide a stable foundation for accessing other critical social and health services.<sup>173</sup>

### ✓ Practice Tip

As localities aim to improve the health of families and communities through code enforcement, it is critical that they consider and address any potential for displacement, to ensure that health gains through better housing conditions are not paired with health losses through displacement.

For example, there are over 20 hoarding task forces across the state of Massachusetts, organized by a range of agencies, including county health departments, senior services agencies, housing authorities, local governments, and housing nonprofits. These task forces are supported by a Statewide Steering Committee on Hoarding (SSCH), facilitated by MassHousing, a housing nonprofit. The SSCH was created to bring together professionals from different sectors to address the complex psychological and policy issues associated with hoarding. To date, the SSCH has conducted trainings for over 2,000 people, and has developed a risk assessment tool.<sup>174, 175</sup>

**Overcrowding:** Overcrowding of units, especially in localities with expensive or tight housing markets, is another challenge for PRI programs. Low-income residents may have few alternatives to shared housing.<sup>176, 177</sup> However, where inspectors find that occupancy levels violate applicable codes, tenants may be displaced.

## Rent Increases

When property owners make substantial repairs to a rental unit, they may pass the cost of repairs along to tenants in the form of significant rent increases. However, by identifying conditions early, periodic rental inspection programs may also help limit the cost of deferred maintenance. In addition, some states have laws that prevent landlords from collecting rents if a municipal inspection has identified violations and repairs remain outstanding after a reasonable time.<sup>178</sup>





## STRATEGIES FOR SUCCESS

As increasing number of localities have enacted PRI programs, a number of strategies have emerged to address the above challenges and ensure successful programs. We highlight a few below.

### Involve Diverse Stakeholders in Designing the Program

As described above, PRI programs differ from locality to locality. The most effective programs are targeted to local housing stock characteristics and the specific concerns of the community. In taking this approach, proactive code inspections program should be designed with input from diverse stakeholder groups.<sup>179</sup> In Seattle, for example, the city council required the Department of Building Inspections to convene a Residential Rental Property Licensing and Inspection Stakeholder Group, which would issue recommendations for the Rental Registration and Inspection Ordinance.<sup>180</sup> The stakeholder group met almost a dozen times over a six-month period, with the assistance of a professional facilitator and mediator. The input of all represented groups was carefully documented.<sup>181</sup>

### Involve Community-Based Organizations in Implementation

Proactive rental housing inspection programs bring code enforcement officers into contact with a broader cross-section of residents than do complaint-based programs - including many residents who have not affirmatively sought out housing inspections. In order to help educate tenants and landlords about rental housing inspections, allay resident concerns, and ensure effective implementation of inspections, some localities have involved community members and nonprofit organizations in the implementation of their programs.



In Los Angeles, after repeated incidents in which city inspectors were unable to gain entry into homes for lead inspections, the Healthy Homes Collaborative, an association of community-based organizations, partnered with the Los Angeles Housing Department and the L.A. County Department of Public Health to ensure that violations are repaired safely. Under the partnership, a member of the collaborative visits selected homes prior to scheduled city inspections. The collaborative representative assists residents in preparing for inspections by educating residents about lead hazards and lead-safe work practices, providing information and referrals about blood lead testing and how to report unsafe repair work, listing potential defects, and informing residents of their legal rights.<sup>182</sup> Significantly, city inspectors who visited properties that were pre-visited by collaborative staff have gained entry 80 percent of the time, compared with 20 percent for homes that were not pre-visited.<sup>183</sup>

Similarly, with difficult cases, such as those involving hoarding, overcrowding, or potential displacement, housing inspectors should collaborate with social and legal services agencies and community organizations, which can assist tenants by helping them access critical supportive services.

### Provide Training for Code Enforcement Staff

As proactive rental inspection programs bring inspectors into wider contact with residents, it is very important that officers be able to interact effectively with a diverse population. In tandem with implementing proactive rental inspection programs, localities can provide training to code enforcement officers to ensure that they are prepared to: conduct inspections in a culturally sensitive manner; be attentive to the special concerns of particular groups (e.g., seniors, undocumented persons); and employ effective strategies to overcome language and other communication barriers. In particular, having multilingual inspectors and support staff ensures that all tenants are able to communicate effectively throughout the inspection process.

The Boston Inspectional Services Department briefs and trains other city staff who might interact with the program, such as the building division. Division heads are briefed on the program’s budget, staffing, and operations at biweekly meetings.<sup>184</sup>

### Provide Education, Outreach and Ongoing Support for Landlords and Tenants

Unlike complaint based-systems, PRI programs affirmatively aim to interface with most landlords and tenants. Ensuring that all parties understand the program and their obligations under the program helps to ease the transition.

A number of localities have developed programs to help educate landlords and tenants about the rental inspection program and their obligations; many also provide written materials and checklists for tenants and landlords on applicable housing code provisions. Other localities carry out far-reaching publicity campaigns, including billboards, posters on bus shelters,<sup>185</sup> and notices on property tax and water bills.<sup>186</sup> Los Angeles conducts a full range of workshops and monthly drop-in sessions to address questions.<sup>187</sup> Sacramento requires that owners distribute city-approved forms concerning tenants’ rights and

responsibilities before the commencement of any tenancy.<sup>188</sup> With the support of the mayor's office, Boston's Inspectional Services Department holds monthly landlord seminars to discuss the rental registration program and inspection process. These seminars are scheduled in the evening to encourage attendance.<sup>189, 190</sup> Kansas City, KS, staff are working with a local community college to develop an online training program for landlords.<sup>191</sup> Programs should also work with tenant housing organizations and legal aid organizations to ensure that tenants can understand and assert their rights.

### Implement Complementary Programs

Finally, PRI programs can be more effectively implemented when the locality also puts into place complementary programs to address related housing issues.

**Funded relocation:** Funded tenant relocation assistance programs help ensure that displacement resulting from code enforcement efforts doesn't result in housing instability and homelessness, which have significant negative health impacts.<sup>192, 193, 194</sup> Los Angeles, for example, has a Tenant Relocation Assistance Program, which entitles a tenant to financial assistance from the property owner to find new housing.<sup>195</sup> Often, relocation programs will provide different levels of funding for temporary and permanent displacement. In some instances, owners may be unable or unwilling to pay relocation fees to tenants promptly - or at all. For this reason, and because low-income tenants often lack sufficient assets to move readily, it is critical that localities set aside designated funds to pay tenants when landlords cannot. Municipal relocation ordinances sometimes allow the locality to place a lien on the property to recoup these relocation payments from the owner.



**Financial assistance for low-income landlords to make repairs:** There are some instances where low-income property owners may be unable to make repairs on rental properties, a situation magnified by the recent mortgage and credit crises. Financial assistance for low-income landlords can help ensure that needed repairs get made.

**Rent control:** As mentioned in the previous section, tenants may be subject to rent increases after a landlord conducts repairs to bring a unit into compliance. In some localities, where permitted under state law, rent control laws may protect tenants from sharp rent increases by limiting allowable pass-throughs of program fees. For example, in Los Angeles, landlords are permitted to pass through the registration and inspection fees onto tenants, but if they do so, they must pass the charges along as prorated monthly fees so that tenants can absorb the cost over the course of a year.<sup>196</sup> In addition, while localities with rent control ordinances allow landlords to recoup their capital improvement costs from tenants, they may require that the costs be recouped in a gradual fashion over a period of time, such as several years.<sup>197</sup>

**Public access to code violation information:** By providing tenants and the public with readily available registration status and code violation information about specific properties, localities can incentivize rental owners to comply with registration requirements and give the community tools for enforcement as well as critical information.

Grand Rapids provides online access to its lists of registered properties, allowing tenants or prospective tenants to easily find out whether properties are registered and whether registered properties have certificates of compliance.<sup>198</sup> Boston will maintain an online, searchable Chronic Offenders Registry that includes a list of landlords who regularly fail to correct problems.<sup>199</sup>

In an effort to increase prospective tenants' access to rental property information, Code for America, in collaboration with the City of San Francisco and other industry stakeholders, developed a reportable, uniform data standard for housing code violations.<sup>200</sup> By adopting a uniform data standard, San Francisco ensures that the data is available for use in additional applications - the sum effect of which is to increase consumer access to housing information. A number of other localities have also committed to adopting the standard, including Las Vegas, NV; Kansas City, MO; Gary and Bloomington, IN; Olathe, KS; and Bayside, WI.<sup>201</sup>

## CONCLUSION

Health and housing are tightly connected. To protect residents from an array of housing related health risks – such as asthma, allergies, lead poisoning, and injury – localities must ensure that local housing stock is well-maintained and in compliance with applicable housing and property maintenance codes. Proactive rental inspection programs can effectively achieve this by: addressing housing conditions before they become severe; protecting vulnerable tenants who often fall through the cracks of a complaint-cased system; and preserving critical housing stock. At the same time, PRI programs can benefit landlords and communities by protecting the property values of rental housing and neighboring homes.

There are many different ways to design a municipal PRI program. The most effective programs will be tailored to the characteristics of the local rental housing stock, factor in on-the-ground political and resource limitations, anticipate potential challenges in adoption and implementation, and incorporate broad-based strategies to ensure that local rental housing remains not only safe and healthy, but stable and affordable for all tenants.

- <sup>1</sup> Krieger J. and Higgins D., "Housing and Health: Time Again for Public Health Action." *Public Health Matters*, 92(5):758-768, 2002.
- <sup>2</sup> U.S. Department of Housing and Urban Development, Federal Healthy Homes Work Group, "Advancing Healthy Housing: A Strategy for Action." Page 14, 2013. Available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/advhh](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/advhh)
- <sup>3</sup> Marshall, S., Runyan, C., Yang, J., et al, "Prevalence of Selected Risk and Protective Factors for Falls in the Home." *American Journal of Preventative Medicine*. 28(1):95-101, 2005.
- <sup>4</sup> U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion, *Healthy People 2020*. Washington, DC. Available at: [www.healthypeople.gov/2020/topicsobjectives2020/overview.aspx?topicid=36](http://www.healthypeople.gov/2020/topicsobjectives2020/overview.aspx?topicid=36)
- <sup>5</sup> Pollack, C., Egerter, S., Sadegh-Nobari, T. et al, "Where We Live Matters for Our Health: The Links Between Housing and Health." *Issue Brief 2: Housing and Health*. RWJF Commission to Build a Healthier America, 2008. Available at: [www.commissiononhealth.org/PDF/e6244e9e-f630-4285-9ad7-16016dd7e493/Issue%20Brief%20%20Sept%2008%20-%20Housing%20and%20Health.pdf](http://www.commissiononhealth.org/PDF/e6244e9e-f630-4285-9ad7-16016dd7e493/Issue%20Brief%20%20Sept%2008%20-%20Housing%20and%20Health.pdf)
- <sup>6</sup> U.S. Department of Housing and Urban Development, Federal Healthy Homes Work Group, "Advancing Healthy Housing: A Strategy for Action." Page 14, 2013. Available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/advhh](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/advhh)
- <sup>7</sup> See Pollack et al, *supra* note 5.
- <sup>8</sup> Kochera, A., "Falls Among Older Persons and the Role of the Home: An Analysis of Cost, Incidence, and Potential Savings from Home Modification." *Issue Brief 56*. AARP Public Policy Institute, 2002. Available at: [http://assets.aarp.org/rgcenter/il/ib56\\_falls.pdf](http://assets.aarp.org/rgcenter/il/ib56_falls.pdf)
- <sup>9</sup> Gould, E., "Childhood Lead Poisoning: Conservative Estimates of the Social and Economic Benefits of Lead Hazard Control." *Environmental Health Perspectives*, 117(7):1162-7, 2009.
- <sup>10</sup> Hickey, C. "Ensuring Housing Quality: Proactive Minimum Housing Code Inspections of Rental Properties in North Carolina Cities 3." Master's thesis, University of North Carolina at Chapel Hill: 2008. Available at: <http://ghc.illkd.com/wp-content/uploads/2008/04/enhancinghousingquality.pdf>
- <sup>11</sup> *Id.*
- <sup>12</sup> *Id.*
- <sup>13</sup> Harvard Kennedy School, ASH Center for Democratic Governance and Innovation, Systematic Code Enforcement Program, 2005. Available at: [www.innovations.harvard.edu/awards.html?id=7497](http://www.innovations.harvard.edu/awards.html?id=7497)
- <sup>14</sup> Report to Council, City Council of Sacramento, Ordinance Revisions to City Code Chapter 8.120 Relating to the Rental Housing Inspection Program, 2013. Available at: [http://sacramento.granicus.com/MetaViewer.php?view\\_id=22&clip\\_id=3277&meta\\_id=399614](http://sacramento.granicus.com/MetaViewer.php?view_id=22&clip_id=3277&meta_id=399614)
- <sup>15</sup> See Hicky, *supra* note 10.
- <sup>16</sup> The state of North Carolina passed legislation in 2011 barring, or preempting, many forms of local periodic rental inspection ordinances, so while the North Carolina programs provide valuable data they are not currently active. See, e.g. Mulligan, C., "New Periodic Inspections Law Brings New Requirements and Legal Risks." *The Public Servant*. 2012. Available at: <http://governmentandpublicsector.ncbar.org/newsletters/publicservantfebruary2012/periodicinspectionslaw>
- <sup>17</sup> North Carolina Session Law 2011-281 (S 683). Available at: [www.ncga.state.nc.us/Sessions/2011/Bills/Senate/PDF/S683v0.pdf](http://www.ncga.state.nc.us/Sessions/2011/Bills/Senate/PDF/S683v0.pdf)
- <sup>18</sup> Poor and deferred maintenance can lead to both increased maintenance costs and increased health expenditures. For example, deferring maintenance can lead to a failure to discover water leakage, which may lead to further structural damage, the accumulation of mold, and the degradation of hazardous materials that contain toxins like asbestos or lead. See, e.g., Cummins, S. and Jackson, R., "The Built Environment and Children's Health 6." 2001. Available at: [http://198.246.124.22/healthylives/articles/the\\_built\\_environment\\_and\\_children\\_health.pdf](http://198.246.124.22/healthylives/articles/the_built_environment_and_children_health.pdf)
- <sup>19</sup> See, e.g., Public Roundtable on the Department of Consumer and Regulatory Affairs Proactive Housing Inspections Program, Testimony of Linda Argo, Council of the District of Columbia Committee on Public Services and Consumer Affairs. 2009. Available at: <http://newsroom.dc.gov/show.aspx/agency/dcra/section/7/release/18803/year/2009>
- <sup>20</sup> See, e.g., Oregon Public Health Institute, "Rental Housing and Health Equity in Portland Oregon: A Health Impact Assessment of the City's Rental Housing Inspections Program." 2012. Available at: [www.healthimpactproject.org/resources/body/OPHI-hia\\_final-report\\_8.29.pdf](http://www.healthimpactproject.org/resources/body/OPHI-hia_final-report_8.29.pdf)
- <sup>21</sup> See, e.g., Human Impact Partners and Legal Aid of Marin, "Marin Healthy Homes Project: A Health Impact Assessment." 2012. Available at: [www.humanimpact.org/component/jdownloads/finish/8/185/0](http://www.humanimpact.org/component/jdownloads/finish/8/185/0)

- <sup>22</sup> See, e.g., Pfeiffer, S. and Rohr, R., "Unsafe Building In Chinatown Prompts Tenants' Rights Campaign." 90.9 WBUR. 2012. Available at: [www.wbur.org/2012/04/23/tenants-rights](http://www.wbur.org/2012/04/23/tenants-rights)
- <sup>23</sup> Cal. Civil Code § 1942.5.
- <sup>24</sup> *Id.*
- <sup>25</sup> For example, in California, for every 8,000 eligible low-income individuals, there is one legal services attorney. Legal Aid Association of California, *Strategic Plan 2011-2015, Executive Summary*, 1. 2011. Available at: [www.calegaladvocates.org/library/item.371319-LAACs\\_20112015\\_Strategic\\_Plan](http://www.calegaladvocates.org/library/item.371319-LAACs_20112015_Strategic_Plan)
- <sup>26</sup> See "Public Roundtable," *supra* note 19.
- <sup>27</sup> *Id.*
- <sup>28</sup> In New Jersey, for example, code enforcement is a state function, although the state has a cooperative Housing Inspection Program in which cities undertake the inspections for compensation from the state. N.J. Stat. Ann. § 55:13A-1 *et seq.* Under New Jersey's State Local Cooperative Housing Inspection Program (SLCHIP), in 79 localities, local inspectors perform cyclical inspections and compliance inspections of hotels, motels, and multiple dwellings and earn compensation for the locality. New Jersey Department of Community Affairs, Bureau of Housing Inspection, State of New Jersey. Available at: [www.nj.gov/dca/divisions/codes/offices/housinginspection.html#5](http://www.nj.gov/dca/divisions/codes/offices/housinginspection.html#5)
- <sup>29</sup> See, e.g., Ariz. Rev. Stat. Ann. § 9-1302 (limiting the authority of city code enforcement programs to conduct inspections of the interior rental units); Ga. Code Ann. § 36-74-30 (same); N.C. Gen. Stat. Ann. § 153A-364 (same); Tenn. Code Ann. § 6-54-511 (same).
- <sup>30</sup> See Hickey, *supra* note 10.
- <sup>31</sup> S.B. 683, Gen. Assem., Reg. Sess. (Nc. 2011) (narrowing the grounds upon which a city can conduct a periodic inspection, adding a requirement of "reasonable cause" to believe a substandard condition may exist in a residential building or structure).
- <sup>32</sup> Most departments retain their complaint-based systems within their newly enacted PCE programs. See, e.g., Los Angeles, Cal Municipal Code § 5-20.401 ("Inspections may also be complaint based.").
- <sup>33</sup> Los Angeles City Auditor, Review of the City's Systematic Code Enforcement Program. 2001. Available at: [http://controller.lacity.org/stellent/groups/electedofficials/@ctr\\_contributor/documents/contributor\\_web\\_content/lacityp\\_008107.pdf](http://controller.lacity.org/stellent/groups/electedofficials/@ctr_contributor/documents/contributor_web_content/lacityp_008107.pdf)
- <sup>34</sup> Report to Council, City Council of Sacramento, Proposed Residential Rental Housing Inspection Pilot Program, 2006. Available at: [http://sacramento.granicus.com/MetaViewer.php?meta\\_id=67355&view=&showpdf=1](http://sacramento.granicus.com/MetaViewer.php?meta_id=67355&view=&showpdf=1)
- <sup>35</sup> Sacramento, Cal. Municipal Code ch. 8.120.
- <sup>36</sup> Kansas City, Mo. Code of Ordinances § 56-357.
- <sup>37</sup> City of St. Louis, MO. Public Permits: Housing Conservation. N.d. Available at: [www.stlcitypermits.com/PublicPermits.aspx](http://www.stlcitypermits.com/PublicPermits.aspx)
- <sup>38</sup> St. Louis, Mo., Ordinance 69202. (2009). Available at: [www.sipl.lib.mo.us/cco/ords/data/ord9102.htm](http://www.sipl.lib.mo.us/cco/ords/data/ord9102.htm)
- <sup>39</sup> *Id.*
- <sup>40</sup> The Fair Housing Act, 42 U.S.C. 3601 *et seq.*
- <sup>41</sup> U.S.C.A. Const. Amend. XIV. Several states and localities have enacted mirroring legislation to the Fair Housing Act that may provide for even greater protection and enforcement against discrimination. See, e.g., Conn. Gen. Stat. Ann. § 46a-64c (2013); Cal. Govt. Code § 12955 (2013); N.C. Gen. Stat. Ann. § 41A-4 (2013).
- <sup>42</sup> Courts have permitted at least two anti-discrimination lawsuits to proceed against localities for their targeting practices. See 2922 Sherman Ave. Tenants' Ass'n v. Dist. of Columbia, 444 F.3d 673, 687 (D.C. Cir. 2006) (disparate treatment theory).
- <sup>43</sup> Gallagher v. Magner, 619 F.3d 823, 845 (8th Cir. 2010) (disparate impact theory).
- <sup>44</sup> Los Angeles, Cal. Housing Code § 161.301.
- <sup>45</sup> City of Washington, D.C., Department of Consumer and Regulatory Affairs, "What is the Proactive Inspections Program?" N.d. Available at: <http://dca.dc.gov/book/about-proactive-inspections/what-proactive-inspections-program>
- <sup>46</sup> San Francisco, Cal. Housing Code § 303 and § 401.
- <sup>47</sup> Seattle Municipal Code § 22.214.040. The Seattle registration and inspection program will be phased in through 2016, beginning with properties with 10+ units, followed by properties with 5-9 units, and finally by properties with 1-4 units.
- <sup>48</sup> Grand Rapids, Mich. Municipal Code § 901.2 (within Title VIII, Chapter 140: Property Maintenance Code).

- <sup>49</sup> Working group, "Supporting the Long-Term Sustainability of Housing and Neighborhoods in Grand Rapids." 2010. Available at: <http://roofstoroots.org/userfiles/Supporting%20the%20Long-Term%20Sustainability%20of%20Housing%20and%20Neighborhoods%20FINAL%20V2.pdf>
- <sup>50</sup> Santa Cruz, Cal. Municipal Code § 21.06.020(E).
- <sup>51</sup> See also Los Angeles, Cal. Municipal Code § 161.301 (exempting dwelling units within a condominium).
- <sup>52</sup> Boston, Mass. Municipal Code § 9-1.3.
- <sup>53</sup> Grand Rapids, Mich. Rental Property Municipal Code § 901.2.
- <sup>54</sup> *Id.*; Seattle, Wash. Municipal Code § 22.214.030.
- <sup>55</sup> Center on Budget and Policy Priorities, "Comparison Between Section 8 Voucher Reform Act (SEVRA 2010), Affordable Housing and Self-Sufficiency Improvement Act (AHHSIA) and Current Law." June 2011. Available at: [www.cbpp.org/files/SEVRA-SESA-current%20law%20comparison.pdf](http://www.cbpp.org/files/SEVRA-SESA-current%20law%20comparison.pdf)
- <sup>56</sup> Center on Budget and Policy Priorities, "Rental Assistance Reform is Urgently Needed to Help Programs Cope With Funding Shortfalls." 2013. Available at: [www.cbpp.org/files/Rental-Assistance-Reform-Summary-4-3.pdf](http://www.cbpp.org/files/Rental-Assistance-Reform-Summary-4-3.pdf)
- <sup>57</sup> Santa Cruz, Cal. Municipal Code § 21.06.030(B).
- <sup>58</sup> *Id.*
- <sup>59</sup> However, New Jersey's state-wide inspection program applies to hotels as well as multifamily properties. State of New Jersey Department of Community Affairs, Bureau of Housing Inspection. N.d. Available at: [www.nj.gov/dca/divisions/codes/offices/housinginspection.html](http://www.nj.gov/dca/divisions/codes/offices/housinginspection.html)
- <sup>60</sup> Registration requirements are common in systematic rental housing inspection programs, but can also be implemented independently, or in connection with other city programs like business license requirements or rent control.
- <sup>61</sup> Kansas City, Mo. Code of Ordinances § 56-352(b).
- <sup>62</sup> City of Grand Rapids, Code Compliance Division. "Rental and Vacancy Property FAQ's." N.d. Available at: <http://grcity.us/community-development/Code-Compliance-Division/Pages/Rental%20and%20Vacant%20Property%20FAQ's.aspx>
- <sup>63</sup> Boulder, Colo. Rev. Code of Ordinances § 10-3-2; Baltimore County, Maryland Code of Ordinances § 35-6-105.
- <sup>64</sup> Ann Arbor, Mich. Housing Code § 8:516.
- <sup>65</sup> *Id.* at § 8:516(3)(c).
- <sup>66</sup> Washington, D.C. Housing Code § 200.3-200.5, 202.1-202.3.
- <sup>67</sup> Boulder, Colo. Municipal Code § 10-3-2(a).
- <sup>68</sup> *Id.* at § 10-3-8.
- <sup>69</sup> See, e.g., LA City Lead Poisoning Prevention Pilot Program, Healthy Homes Collaborative. N.d. Available at: <http://healthyhomescollaborative.org/Information/Lead/LACityLeadPoisoningPreventionPilotProgram/tabid/67/Default.aspx>
- <sup>70</sup> Baltimore County, Md. Code of Ordinances §§ 35-6-107, 35-6-108; Los Angeles, Cal. Housing Code § 161.353.
- <sup>71</sup> Boulder, Colo. Rev. Code of Ordinances § 10-3-3.
- <sup>72</sup> Ann Arbor, Mich. Municipal Code § 8:511(1)(a).
- <sup>73</sup> Kansas City, Mo. Code of Ordinances § 56-362.
- <sup>74</sup> Grand Rapids, Mich. Municipal Code § 1000.1.
- <sup>75</sup> *Id.* at § 1000.3.
- <sup>76</sup> *Id.* at § 1000.3(1).
- <sup>77</sup> *Id.* at § 1000.3(2).
- <sup>78</sup> *Id.* at § 1000.3(3).
- <sup>79</sup> In a similar vein, Boston's inspection department identifies properties in each neighborhood - based upon their inspection record, court records, documented constituent complaints, and any information related to the status of the property - for priority inspection early in the five-year cycle. Boston, Mass. Municipal Code § 9-1-3(c).
- <sup>80</sup> Boston, Mass. Municipal Code §§ 9-1-3(a) and (f).
- <sup>81</sup> *Id.* at § 9-1-3(g).

- <sup>82</sup> City of Boston, Mayor's Office, "Inspection Ordinance Brings Sweeping Change to Rental Housing Standards in Boston." 2012. Available at: [www.cityofboston.gov/news/default.aspx?id=5903](http://www.cityofboston.gov/news/default.aspx?id=5903)
- <sup>83</sup> *Id.*
- <sup>84</sup> Sacramento, Cal. Municipal Code § 8.120.080.
- <sup>85</sup> *Id.* at § 8.120.150(A).
- <sup>86</sup> *Id.* at § 8.120.160.
- <sup>87</sup> *Id.* at § 8.120.180.
- <sup>88</sup> *Id.* at § 8.120.190.
- <sup>89</sup> Santa Cruz, Cal. Municipal Code §§ 21.06.080(A) and (C).
- <sup>90</sup> *Id.* at §§ 21.06.080(B) and (D).
- <sup>91</sup> *Id.* at § 21.06.070(B)(1).
- <sup>92</sup> *Id.* at § 21.06.080(B). In contrast, self certification is the norm for the program in Berkeley, CA, which requires that all owners annually self-certify their rental units. Berkeley, Cal. Municipal Code § 12.48.050(A). However, an owner or a tenant may request instead that the city conduct an inspection to ascertain compliance with the applicable housing safety standards. If the Housing Department is not available to conduct the inspection, owners are still required to annually self-certify. *Id.* at § 12.48.050(B). If no violations are found during the city inspection, or any violations are corrected within the cure period, the unit will be exempt from the annual self-certification for approximately three years following the inspection or upon revocation of the certificate of compliance. Additionally, every rental unit is subject to a periodic city inspection, not more than once every three years. *Id.* at § 12.48.070(A).
- <sup>93</sup> *See, e.g.,* Kansas City, Mo. Code of Ordinances § 56-364.
- <sup>94</sup> For example, Washington, D.C. offers the Proactive Inspection Consent Form on their website in Spanish, Korean, Vietnamese, and Amharic. Department of Consumer and Regulatory Affairs, "About Proactive Inspections." N.d. Available at: <http://dcra.dc.gov/service/proactive-inspection-consent-forms>
- <sup>95</sup> *See* Human Impact Partners, *supra* note 21.
- <sup>96</sup> *See, e.g.,* Antioch, Cal. Municipal Code § 5-20.402, 5-20.403.
- <sup>97</sup> *See, e.g.,* Sacramento, Cal. Municipal Code § 8.120.090 (requiring that the city shall serve written notice to the owner and the local contact representative, and shall mail a copy of the inspection notice to the rental housing units on the property).
- <sup>98</sup> Los Angeles, Cal. Municipal Code § 161.602.2 (requiring that the General Manager give written notice to the owner and the tenants. Notice to the tenants may be mailed or posted in the public area of the premises.).
- <sup>99</sup> *See also,* Los Angeles, Cal. Municipal Code § 161.604 (requiring that the city shall provide written notice to the occupant in each unit that an inspection occurred, including a telephone number and address where the occupant can get further information about the inspection).
- <sup>100</sup> *Camara v. Municipal Court of City & County of San Francisco*, 387 U.S. 523, 537 (1967) (quoting *Frank v. Maryland*, 359 U.S. 360, 372 (1959)).
- <sup>101</sup> *Camara v. Municipal Court of City & County of San Francisco*, 387 U.S. at 535.
- <sup>102</sup> *Id.* at 528-529.
- <sup>103</sup> *See, e.g.,* Los Angeles, Cal. Municipal Code § 161.601 ("This authority shall be subject to the following limitations: (1) If the premises is occupied, the General Manager shall first present proper credentials to the occupant and request entry explaining his reasons... If entry is refused or cannot be obtained, the General Manager shall have recourse to every remedy provided by law to secure lawful entry and inspect the premises, including but not limited to securing an inspection warrant pursuant to California Code of Civil Procedure.").
- <sup>104</sup> *See, e.g.,* City of Sacramento, Rental Housing Inspection Program, "Tenant Consent to Inspect Rental Housing Units." 2012. Available at: <http://portal.cityofsacramento.org/~media/Files/CDD/Code%20Compliance/Programs/Rental%20Housing/RHIPTenantConsent2-7-2012.ashx>
- <sup>105</sup> Boulder, Colo. Rev. Code of Ordinances § 10-3-7(b)(1); Baltimore County, Md. Code of Ordinances § 35-6-107(b).
- <sup>106</sup> Boston, Mass. Municipal Code § 9-1.3; Seattle, Wash. Municipal Code § 22.214.020(9).
- <sup>107</sup> *City of Pasco v. Shaw*, 161 Wash.2d 450, 465 (2007).
- <sup>108</sup> *See, e.g.,* Antioch, Cal. Municipal Code, § 5-20.205 (also allocating the costs of obtaining a warrant to the property owner).

- <sup>109</sup> The U.S. Supreme Court, in a challenge to a San Francisco housing inspection program, clarified that administrative searches, such as routine housing inspections, do not require the same showing of particular probable cause to validate an inspection warrant as required with a criminal search warrant. Instead, any reasonable legislative program or standards that clarify why a unit is subject to inspection will satisfy the “cause” requirement of an administrative warrant. *Camara v. Municipal Court of City & County of San Francisco*, 387 U.S. 523, 538-39 (1967) (“[I]t is obvious that ‘probable cause’ to issue a warrant to inspect must exist if reasonable legislative or administrative standards for conducting an area inspection are satisfied with respect to a particular dwelling. Such standards, which will vary with the municipal program being enforced, may be based upon the passage of time, the nature of the building (e.g., a multifamily apartment house), or the condition of the entire area, but they will not necessarily depend upon specific knowledge of the condition of the particular dwelling.”).
- <sup>110</sup> Some states may have particular statutes addressing the requirements. *See, e.g.*, Cal. Code of Civ. Pro. § 1822.52 (California has enacted into law this reduced cause showing for administrative warrants); N.C. Gen. Stat. Ann. § 160A-424(a) (narrowly defining “reasonable cause” for the purpose of preemption).
- <sup>111</sup> National Center for Healthy Housing, “Relationship between Interior Problems and Exterior Problems Based on the American Housing Survey - 2009 National Data for Occupied Housing.” National Center for Healthy Housing. 2009. Available at: [www.nchh.org/Portals/0/Contents/Interior\\_and\\_Exterior\\_2009\\_National.pdf](http://www.nchh.org/Portals/0/Contents/Interior_and_Exterior_2009_National.pdf)
- <sup>112</sup> Centers for Disease Control and Prevention. Healthy Housing Reference Manual. 2006. Available at: [www.cdc.gov/nceh/publications/books/housing/housing.htm](http://www.cdc.gov/nceh/publications/books/housing/housing.htm)
- <sup>113</sup> Centers for Disease Control and Prevention. Healthy Housing Inspection Manual. 2008. Available at: [www.cdc.gov/nceh/publications/books/inspectionmanual/](http://www.cdc.gov/nceh/publications/books/inspectionmanual/)
- <sup>114</sup> Kansas City, Mo. Code of Ordinances § 56-363.
- <sup>115</sup> San Francisco, Cal. Housing Code § 303(a).
- <sup>116</sup> *Id.*
- <sup>117</sup> U.S. Department of Housing and Urban Development, Healthy Homes Rating Tool. N.d. Available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/hhrs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/hhrs)
- <sup>118</sup> National Center for Healthy Housing. Pediatric Environmental Home Assessment. Online training. N.d. Available at: [www.nchh.org/Training/OnlineTraining.aspx](http://www.nchh.org/Training/OnlineTraining.aspx)
- <sup>119</sup> *See, e.g.*, City of Los Angeles Housing Department, “Preparing Residential Property for the Housing Habitability Inspection.” 2005. Available at: <http://lahd.lacity.org/lahdinternet/Portals/0/Code/inspectionprep.pdf>
- <sup>120</sup> *See, e.g.*, City of Sacramento, Rental Housing Inspection Program. General Inspection Checklist. 2011. Available at: <http://portal.cityofsacramento.org/~media/Files/CDD/Code%20Compliance/Programs/Rental%20Housing/RHIP/InspectionChecklistSampleCopy.ashx>
- <sup>121</sup> Even localities that only inspect a sampling of rental units may require owners who self-certify to conduct self-inspections of each and every dwelling unit in a multi-unit property. *See* Sacramento, Cal. Municipal Code § 8.120.160.
- <sup>122</sup> Sacramento, Cal. Municipal Code § 8.120.080(B).
- <sup>123</sup> Seattle, Wash. Municipal Code § 22.214.050(G)(1).
- <sup>124</sup> Rochester, N.Y. Municipal Code § 90 *et. seq.*
- <sup>125</sup> *Id.*
- <sup>126</sup> Korfmacher, K., Ayoob M., and Morley, R., “Rochester’s Lead Law: Evaluation of a Local Environmental Health Policy Innovation.” *Environmental Health Perspectives*. 2012 February: 120(2); 309-315. Available at: <http://ehp.niehs.nih.gov/1103606/>
- <sup>127</sup> *Id.*
- <sup>128</sup> *Id.*
- <sup>129</sup> *Id.*
- <sup>130</sup> *Id.*
- <sup>131</sup> D.C. Official Code, § 9-231.01 *et seq.*
- <sup>132</sup> *See, e.g.*, Los Angeles, Cal. Municipal Code § 161.702.
- <sup>133</sup> *Id.* at §§ 161.704.2-704.3.
- <sup>134</sup> *Id.* at § 161.704.4.
- <sup>135</sup> *Id.* at § 161.704.5.
- <sup>136</sup> 24 CFR § 570.202(c).

- <sup>137</sup> International Code Council. *International Code Council Guide to HUD CDBG Funds*. Available at: [www.iccsafe.org/gr/Pages/HUD-webcast.aspx](http://www.iccsafe.org/gr/Pages/HUD-webcast.aspx)
- <sup>138</sup> *Id.* at § 162 *et seq.*
- <sup>139</sup> Los Angeles City, Los Angeles Housing Department, *REAP Outreach*. 2013. Available at: <http://lahd.lacity.org/lahdinternet/REAPOutreach/tabid/303/language/en-US/Default.aspx>
- <sup>140</sup> Anne Arundel, Md. County Code § 11-10-102.
- <sup>141</sup> *McDaniel v. Baranowski*, 419 Md. 560 (2011). In this case, the county code did not specifically identify an owner's failure to obtain a license as a defense against eviction.
- <sup>142</sup> Email from Scott Sanford, City of Lansing Lead Housing Inspector. September 11, 2013.
- <sup>143</sup> Antioch, Cal. Municipal Code § 5-20.501; City of Antioch, City of Antioch Master Fee Schedule 7 (2013). Available at: [www.ci.antioch.ca.us/CityGov/Finance/Master-Fee-Schedule-07-01-13.pdf](http://www.ci.antioch.ca.us/CityGov/Finance/Master-Fee-Schedule-07-01-13.pdf)
- <sup>144</sup> Santa Cruz, Cal. Municipal Code § 21.06.060; Santa Cruz, Cal. Resolution No. NS-28,345 (2011).
- <sup>145</sup> "Rental Housing Inspection Pilot Program Update," Staff Report to Council, City Council of Sacramento, CA. 2007. Available at: [http://sacramento.granicus.com/MetaViewer.php?meta\\_id=122879&view=&showpdf=1](http://sacramento.granicus.com/MetaViewer.php?meta_id=122879&view=&showpdf=1)
- <sup>146</sup> *Id.*
- <sup>147</sup> Sacramento, Cal Ordinance NO. 2013-0013, § 8.120.050 (May 28, 2013).
- <sup>148</sup> Depending on state law, funds collected through criminal enforcement may be restored to the enforcing locality, or allotted between the locality, state, and/or other government bodies.
- <sup>149</sup> Kansas City, Mo. Code of Ordinances § 56-375.
- <sup>150</sup> Sacramento, Cal. Resolution No. 2013-0171. Available at: [http://sacramento.granicus.com/MetaViewer.php?view\\_id=22&clip\\_id=3277&meta\\_id=399614](http://sacramento.granicus.com/MetaViewer.php?view_id=22&clip_id=3277&meta_id=399614)
- <sup>151</sup> Boulder, Colo. Municipal Code §§ 10-3-12, 10-3-16, 10-3-17, 4-20-18.
- <sup>152</sup> Santa Cruz, Cal. Municipal Code § 21.06.060; Santa Cruz, Cal. Resolution No. NS-28,345 (2011).
- <sup>153</sup> Washington, D.C. Housing Code § 207. The DC ordinance also specifies an abatement fee in the amount of \$175, plus \$30 for each person-hour of labor beyond the first person-hour to cover city abatement of violations.
- <sup>154</sup> Boston, Mass. Municipal Code § 9-1.3.
- <sup>155</sup> Seattle, Wash. Ordinance No. 124011, § 17.
- <sup>156</sup> Kansas City, Mo. Code of Ordinances § 56-376.
- <sup>157</sup> Phone conversation with Alex Khoury, Assistant Director of the Planning Commission, City of Santa Cruz. July 17, 2013.
- <sup>158</sup> City of Ventura. "Substandard Housing Policy." Administrative Report to City Council. July 2, 2009. Available at: [http://archive.cityofventura.net/meetings/city\\_council/2009/07-20-09/item%2003.pdf](http://archive.cityofventura.net/meetings/city_council/2009/07-20-09/item%2003.pdf)
- <sup>159</sup> Phone conversation with Andrew Stuffer, Chief Building Official, Ventura, CA. August 27, 2013.
- <sup>160</sup> Samuels, J. et al, "Prevalence and Correlates of Hoarding Behavior in a Community-Based Sample." *Behaviour Research and Therapy*, Volume 46, Issue 7, July 2008, Pages 836-844, Doi: 10.1016/j.brat.2008.04.004. Available at: [www.ncbi.nlm.nih.gov/pmc/articles/PMC2483957/](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2483957/)
- <sup>161</sup> Iervolino, A. et al, "Prevalence and Heritability of Compulsive Hoarding: A Twin Study." *American Journal of Psychiatry*, 166:1156-1161, 2009.
- <sup>162</sup> Mueller, J. et al, "The Prevalence of Compulsive Hoarding and Its Association with Compulsive Buying in a German Population-Based Sample." *Behaviour Research and Therapy*, 47(8): 705-709, 2009.
- <sup>163</sup> American Psychiatric Publishing, "Obsessive Compulsive and Related Disorders." 2013. Available at: [www.dsm5.org/Documents/Obsessive%20Compulsive%20Disorders%20Fact%20Sheet.pdf](http://www.dsm5.org/Documents/Obsessive%20Compulsive%20Disorders%20Fact%20Sheet.pdf)
- <sup>164</sup> Frost, R., Steketee, G., and Williams, L., "Hoarding: A Community Health Problem." *Health and Social Care in the Community*, 8(4):229-234, 2000.
- <sup>165</sup> Patronek, G., "Hoarding of Animals: An Under Recognized Public Health Problem in a Difficult to Study Population." *Public Health Reports*. 114(1):81-87, 1999.
- <sup>166</sup> Castrodale, L. et al, "General Public Health Considerations for Responding to Animal Hoarding Cases." *Journal Of Environmental Health*, 72(7): 14-18, 2010.
- <sup>167</sup> *Id.*
- <sup>168</sup> Rodriguez, C., "Prevalence of Hoarding Disorder in Individual at Potential Risk of Eviction in New York City: A Pilot Study." *The Journal of Nervous and Mental Disease*, 200(1): 91-94, 2012.
- <sup>169</sup> See American Psychiatric Association, *supra* note 163.

- <sup>170</sup> Bratiotis, C., "Community Services." International OCD Foundation. N.d. Available at: [www.ocfoundation.org/hoarding/community\\_services.aspx](http://www.ocfoundation.org/hoarding/community_services.aspx)
- <sup>171</sup> See Rodriguez, C., *supra* note 168.
- <sup>172</sup> Jacobs, D., "Environmental Health Disparities in Housing." *American Journal of Public Health*, 101(S1):S119, 2011.
- <sup>173</sup> Lubell, J., Crain, R. and Cohen, R., "The Positive Impacts of Affordable Housing on Health: A Research Summary." Washington, DC: Center for Housing Policy and Enterprise Community Partners. 2011. Available at: [www.nhc.org/publications/Housing-and-Health.html](http://www.nhc.org/publications/Housing-and-Health.html)
- <sup>174</sup> See Bratiotis, C., *supra* note 170.
- <sup>175</sup> International Exchange on Hoarding, "Massachusetts Statewide Steering Committee on Hoarding." N.d. Available at: [www.hoardingtaskforce.org/taskforces/massachusetts-statewide-steering-committee-on-hoarding](http://www.hoardingtaskforce.org/taskforces/massachusetts-statewide-steering-committee-on-hoarding)
- <sup>176</sup> Evans, G. and Kantrowitz, E. "Socioeconomic Status and Health: The Potential Role of Environmental Risk Exposure." *Annual Review of Public Health*, 23:303-331, 2002.
- <sup>177</sup> Curtis, M. "Effects of Child Health on Housing in the Urban U.S." *Social Science and Medicine*. 71(12): 2049-2056, 2010.
- <sup>178</sup> See, e.g., Cal. Civil Code § 1942.4.
- <sup>179</sup> Grand Rapids, discussed above, also convened a working group of city staff and community members to expand its program to include single-family housing. Grand Rapids Work Group, *supra* note 49.
- <sup>180</sup> Seattle, Wash. Resolution No. 31221 (June 1, 2010).
- <sup>181</sup> A wealth of insightful documents detailing the stakeholder input process is available on the website of the Seattle Department of Planning and Development. City of Seattle Department of Planning and Development, "Rental Registration & Inspection." Available at: [www.seattle.gov/dpd/codesrules/changestocode/rentalregistrationprogram/background/default.htm](http://www.seattle.gov/dpd/codesrules/changestocode/rentalregistrationprogram/background/default.htm)
- <sup>182</sup> For information on the Healthy Homes Collaborative, see *supra* note 69.
- <sup>183</sup> *Id.*
- <sup>184</sup> Phone conversation with Indira Alvarez, Assistant Commissioner, Inspectional Services Department, City of Boston. July 23, 2013.
- <sup>185</sup> *Id.*
- <sup>186</sup> Phone conversation with Kathy O'Donnell, Baltimore County Rental Registration Program. July 30, 2013.
- <sup>187</sup> Los Angeles Housing and Community Development, "Landlord - Tenant Informational Workshops." 2013. Available at: <http://lahd.lacity.org/lahdinternet/RentStabilization/LandlordTenantInformationalWorkshops/tabid/481/language/en-US/Default.aspx>
- <sup>188</sup> Sacramento, Cal. Ordinance NO. 2013-0013, § 8.120.055 (May 28, 2013); Rental Housing Association of Sacramento Valley, Resident's Rights Form. 2013. Available at: [www.cityofsacramento.org/dsd/code-compliance/rhip/documents/ResidentsRightsandResponsibilitiesForm.pdf](http://www.cityofsacramento.org/dsd/code-compliance/rhip/documents/ResidentsRightsandResponsibilitiesForm.pdf)
- <sup>189</sup> City of Boston, Inspectional Services Department. Flyer for August 2013 Landlord Seminar. 2013. Available at: [www.cityofboston.gov/images\\_documents/Rental%20Flyer%20August%202015\\_tcm3-39891.pdf](http://www.cityofboston.gov/images_documents/Rental%20Flyer%20August%202015_tcm3-39891.pdf)
- <sup>190</sup> City of Boston. Inspectional Services Department Website. N.d. Available at: [www.cityofboston.gov/isd/default.asp](http://www.cityofboston.gov/isd/default.asp)
- <sup>191</sup> Phone conversation with Debby Graber, Rental Licensing Program Coordinator for the Neighborhood Resource Center, Kansas City, KS. July 24, 2013.
- <sup>192</sup> Ma, C., Gee, L., and Kushel, M., "Associations Between Housing Instability and Food Insecurity with Health Care Access in Low-Income Children." *Ambulatory Pediatrics*, 8(1):50-57, 2008.
- <sup>193</sup> Kushel, M., et al. "Housing Instability and Food Insecurity as Barriers to Health Care Among Low-Income Americans." *Journal of General Internal Medicine*, 21(1):71-77, 2006.
- <sup>194</sup> Reid, K., Vittinghoff, E. and Kushel, M., "Association between the Level of Housing Instability, Economic Standing and Health Care Access: A Meta-Regression." *Journal of Health Care for the Poor and Underserved*, 19(4): 1212-1228, 2008.
- <sup>195</sup> Los Angeles, Cal. Municipal Code § 163.02 *et. seq.*
- <sup>196</sup> Los Angeles, Cal. Municipal Code § 151.05.1.
- <sup>197</sup> See, e.g., San Francisco, Cal. Admin. Code § 37.3 (restricting annual rent increases based on capital improvements).

- <sup>198</sup> City of Grand Rapids, "Rental Property Program Overview." N.d. Available at: <http://grcity.us/community-development/Code-Compliance-Division/Pages/Rental%20Properties.aspx>
- <sup>199</sup> Phone conversation with Indira Alvarez, Assistant Commissioner, Inspectional Services Department, City of Boston. July 23, 2013. The registry will be publicly available online once the inspection process starts, in January 2014.
- <sup>200</sup> Badger, Emily, "It's About to Get Much Easier to Dig Up Your Apartment's Deep, Dark Secrets." *The Atlantic Cities*. 2013. Available at: [www.theatlanticcities.com/housing/2013/06/soon-youll-know-your-apartment-buildings-deep-dark-secrets/6013/](http://www.theatlanticcities.com/housing/2013/06/soon-youll-know-your-apartment-buildings-deep-dark-secrets/6013/)
- <sup>201</sup> *Id.* City of Minneapolis (MN).



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## City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**MEMORANDUM:** September 1, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**FROM:** Adele Frese, Chief of Police

**TITLE:** **APPROVAL TO ADOPT RESOLUTION NO. 2015-58 AMENDING THE GREENFIELD POLICE DEPARTMENT FEE/SERVICE SCHEDULE**

### **BACKGROUND:**

The Greenfield Police Department has not revised the fees for service since 2006. A comparison was conducted in 2013 with various cities within Monterey County and found that the City is charging below average on some of the services. The cost for personnel and supplies for providing these services has increased dramatically since 2006.

Attachment "B" reflects the proposed fee schedule with some increases and new fees. New fees: Photo Reproduction, Background Checks, Form Verification, Solicitors/Peddlers/Taxi Cab Duplicate Card, Tow Service Provider Application and Parade Permit.

### **BUDGET AND FINANCIAL IMPACT:**

New and increased fee/service charges are an integral part of the City Council's budget-balancing solutions. Increased annual revenue associated with the recommended fee/service charge adjustments is estimated in the range of \$5,000.

### **REVIEWED AND RECOMMENDED:**

The Chief of Police and City Manager recommend that the City Council adopt Resolution No. 2015-58 amending the Greenfield Police Department Fee/Service Schedule.

**POTENTIAL MOTION:**

**I MOVE TO APPROVE/DENY ADOPTION OF RESOLUTION NO. 2015-58 AMENDING THE GREENFIELD POLICE DEPARTMENT FEE/SERVICE SCHEDULE.**

**ATTACHMENTS:**

- Attachment "A" – Resolution
- Attachment "B" – Fee Schedule
- Attachment "C" – Fee Comparison

**RESOLUTION NO. 2015-58**

**A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND SERVICES CHARGES  
TO RECOVER ALL COSTS REASONABLY BORNE IN PROVIDING ALL  
REGULATION PRODUCTS OR SERVICES BY THE CITY OF GREENFIELD**

**WHEREAS**, on August 26, 2015, the Greenfield City Council held a duly noticed public hearing to consider proposed amendments on cost recovery fees and service charges; and

**WHEREAS**, the City Council has considered the proposed increases in the current schedule of fees and service charges for cost recovery in providing all regulation, products or services.

**NOW, THEREFORE, BE IT RESOLVED BY THE GREENFIELD CITY COUNCIL** that the City Council hereby adopts the attached schedule of fees and service charges listed as Exhibits “A” and “B” and incorporated into this resolution by reference, effective September 14, 2015.

**PASSED AND ADOPTED**, this 8<sup>th</sup> day of September 3, 2015, by the following votes:

**AYES, and in favor, thereof, Councilmembers:**

**NOES, Councilmembers:**

**ABSENT, Councilmembers:**

\_\_\_\_\_  
Mayor of the City of Greenfield

Attest:

\_\_\_\_\_  
City Clerk of the City of Greenfield

**GREENFIELD POLICE DEPARTMENT  
FEE SCHEDULE  
EXHIBIT "A"**

DESCRIPTION	CURRENT FEE	INCREASE	PROPOSED FEES
Alarm Permits			
Alarm Permit Commercial (Annual)	\$ 250.00		\$ 250.00
Alarm Permit Residential (Annual)	\$ 100.00		\$ 100.00
<b>Background Checks</b>		<b>New Fee</b>	<b>\$ 15.00</b>
Bicycle License			
Initial	\$ 5.00		\$ 5.00
Renewal	\$ 2.00		\$ 2.00
Card Room			
Card Room Permit (Annual)	\$ 500.00		\$ 500.00
Card Room Permit (Renewal)	\$ 250.00		\$ 250.00
Card Room Dealer License (Annual)	\$ 150.00		\$ 10.00
Card Room Dealer License (Renewal)	\$ 75.00		\$ 75.00
Concealed Weapons			
Initial	\$ 150.00		\$ 150.00
Renewal	\$ 100.00		\$ 100.00
Dance Permits	\$ 50.00	\$ 50.00	\$ 100.00
Dog Impound - Per Day	\$ 30.00	\$ 10.00	\$ 40.00
Fingerprint Rolling Fee	\$ 20.00	\$ 10.00	\$ 30.00
Form Verification		New Fee	\$ 20.00
Dog License (Unaltered) 1 Year		New Fee	\$ 40.00
Dog License (Unaltered) 2 Years		New Fee	\$ 65.00
Dog License (Unaltered) 3 Years		New Fee	\$ 75.00
Dog License (Altered) 1 Year		New Fee	\$ 15.00
Dog License (Altered) 2 Years		New Fee	\$ 20.00
Dog License (Altered) 3 Years		New Fee	\$ 30.00
Cat License (Altered) 1-3 Years		New Fee	\$ 5.00
Cat License (Unaltered) 1-3 Years		New Fee	\$ 10.00
Surrender Fee (Per Animal)		New Fee	\$ 200.00
Garage Sale Permits	\$ 5.00	\$ 5.00	\$ 10.00
Livestock Permit (90 days)	\$ 30.00	\$ 10.00	\$ 40.00
Parade Permits		New Fee	\$ 75.00
Photo Reproduction			
Each Page Black/White		New Fee	\$ 2.00
Each Page Color		New Fee	\$ 3.00
Police Reports			
First 3 Pages	\$ 15.00		\$ 15.00
Each Additional Page, No Limit	\$ 2.00		\$ 2.00
<b>Records Check</b>	<b>\$ 20.00</b>	<b>\$ 5.00</b>	<b>\$ 25.00</b>
Repossessions	\$ 20.00		\$ 20.00
Sign off Tickets	\$ 15.00		\$ 15.00
Solicitors/Peddlers			
Initial	\$ 150.00		\$ 150.00
Renewal	\$ 75.00		\$ 75.00
<b>Duplicate Card</b>		<b>New Fee</b>	<b>\$ 10.00</b>
Special Events - Police Officers (per hour)	\$ 50.00		\$ 50.00
Taxi Cab			
Initial	\$ 100.00	\$ 50.00	\$ 150.00
Renewal	\$ 100.00	\$ -25.00	\$ 75.00
Duplicate Card		New Fee	\$ 10.00
<b>Tow Service Provider Application</b>		<b>New Fee</b>	<b>\$ 150.00</b>
Vehicle Abatement (Release)	\$ 100.00		\$ 100.00
Vehicle Release	\$ 100.00		\$ 100.00

## EXHIBIT "B"

2013 Comparison of fees in Monterey County area cities:

City	Reports	Records Check	Vehicle Release	Citation Correction	Fingerprint Rolling Fee	Photo Reproduction	Background Requests	Tow Service Provider Application	Garage Sale Permits
Greenfield	\$15 first 3 pages \$2 each add page	\$20	\$100	\$15	\$20	\$0	\$0	\$0	\$5
Soledad	\$5	\$5	\$82	\$0	\$35	Included with or as report fee	\$0	\$0	\$0
King City	\$15 first 3 pages \$2.50 each add page	\$20	\$150	\$15	\$32.50	\$2.50 per page	\$0	\$0	\$15
Gonzales	\$0.10 Per page	\$26	\$90	\$15.50	\$20	\$1	\$0	\$0	\$0
Marina	\$0.20 per page	\$10	Stored \$65 Impounded \$85	Outside Agency \$10	\$45	\$10	\$0	\$0	\$0
Seaside	<u>Police Reports</u> \$.10 Per Page <u>Accidents</u> \$13	<u>No Record</u> \$20 <u>With Record</u> \$35	Stored \$75 Impounded \$100	<u>Seaside Cite</u> \$5 <u>Outside Agency</u> \$10	\$20	\$0	\$10	\$320	\$15.50
Monterey	\$10	\$10	\$119	\$10	<u>Cards</u> \$12 <u>Livescan</u> \$18	Actual Cost	\$10	\$0	\$0
Salinas	<u>Police Reports</u> \$19 + Tax <u>Accidents</u> \$11 + Tax	<u>Local Review</u> \$21 <u>Computer Review</u> \$50	<u>Impounds/Vehicle Abatement Tows</u> \$179 <u>Towing Rel. Fee</u> \$50	\$14	\$22	Digital per Disk \$26	\$0	\$0	\$12
Monterey County Sheriff's	\$0	\$42	\$62	\$0	\$20 Cards/Livescan	\$0.15 Color Copies	\$0	\$0	\$0

- Impound – 30-Day Holds
- Stored – 1-Day Holds
- Background Requests – Do not apply to law enforcement agencies
- Tow Service Provider – Allows department to collect a tow service provider fee for tow companies wishing to be in the Greenfield Police Department rotational tow list



## City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**DATE:** September 1, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**PREPARED BY:** Mic Steinmann, Community Services Director

**TITLE:** **RESOLUTION APPROVING CONTRACT AMENDMENT NO. 1 TO THE RANEY PLANNING & MANAGEMENT CONTRACT TO PROVIDE LABOR COMPLIANCE SERVICES**

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### **BACKGROUND AND ANALYSIS**

On June 9, 2015, the City Council adopted Resolution No. 2015-35 awarding a professional services contract to Laurin Associates (parent company and contract signatory is Raney Planning & Management, Inc.) to provide HOME program administrative services in support of the City's \$4.6 million Home Investment Partnerships Program (HOME) grant for the construction of the Terracina Oaks II 48-unit affordable housing rental project. The City's HOME award includes \$100,000 for direct activity delivery and general program administration expenses. These services will be provided by City staff with the assistance of Raney Planning & Management.

This project, with federal funding, is subject to federal labor compliance standards and monitoring requirements. At the time a Request for Proposals (RFP) was issued for this contract award, it was anticipated that the required labor compliance services would be provided by the City Engineer, MNS Engineers. The RFP stated that requesting these services of the administrative subcontractor was an option that could be exercised at the City's discretion.

The City is also the recipient of a \$2,982,281 Proposition 84 grant for the new community park that will be developed at Apple and Third. That award also requires labor compliance services to ensure compliance with state prevailing wage law. It was also thought that the City Engineer could provide those services, in conjunction with labor compliance services for the HOME program project.

Due to the technicality of the required labor compliance services, it is now believed the City will be better served by engaging an experienced labor compliance consultant that has recent

experience providing these services on state Housing and Community Development (HCD) and other state and federal projects. Raney Planning & Management, Inc. has extensive experience providing these services.

At the request of the City, Raney Planning & Management, Inc., prepared separate proposals to provide labor compliance services for the HOME program and the Proposition 84 grant projects. The scope of work and fees have been reviewed by the Community Services Director and the City Engineer. Each is of the opinion that the proposed scope of work and fees are appropriate for each project. The labor compliance services for the Proposition 84 project will not exceed \$12,150, inclusive of reimbursable expenses. The similar services for the HOME program project will not exceed \$30,770, also inclusive of reimbursable expenses.

### **RECOMMENDATION**

It is recommended the City Council approve the award of contract amendment no. 1 to the Raney Planning & Management, Inc., contract for HOME Program Administrative Services. Separate scopes of work and fees have been developed for both the HOME program and the Proposition 84 grant projects. The labor compliance services for each project will be provided on a time and material basis with a not-to-exceed amount.

### **FINANCIAL AND BUDGET IMPACT**

The cost of the labor compliance services will be fully reimbursable under the HOME program and the Proposition 84 grant awards. There will be no cost to the City's general fund.

### **PROPOSED MOTION**

**I MOVE TO ADOPT RESOLUTION NO. 2015-59 APPROVING CONTRACT AMENDMENT NO. 1 TO THE RANEY PLANNING & MANAGEMENT CONTRACT TO PROVIDE LABOR COMPLIANCE SERVICES FOR THE CITY'S HOME PROGRAM AND PROPOSITION 84 GRANT AWARDS, AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE THIS CONTRACT AMENDMENT ON BEHALF OF THE CITY.**

**CITY OF GREENFIELD CITY COUNCIL  
RESOLUTION NO. 2015-59**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GREENFIELD APPROVING A CONTRACT AMENDMENT TO RANEY  
PLANNING & MANAGEMENT, INC., TO PROVIDE LABOR  
COMPLIANCE SERVICES FOR THE CITY'S HOME PROGRAM AND  
PROPOSITION 84 GRANT AWARDS**

**WHEREAS**, the City's HOME award includes \$4.5 million for direct construction/development assistance that will be drawn upon by the project developer to off-set its total development costs, and \$100,000 for direct activity delivery and general program administration expenses, which will be provided by City staff and an administrative subcontractor; and

**WHEREAS**, the City of Greenfield has contracted with Raney Planning & Management, Inc., to provide administrative subcontractor services for the administration of the City's HOME program award; and

**WHEREAS**, the HOME program requires federal Davis Bacon Prevailing Wage monitoring and compliance services; and

**WHEREAS**, the City's \$2,982,281 Proposition 84 grant for a new community park at Apple and Third requires labor compliance services to ensure construction of the project is in compliance with state prevailing wage law; and

**WHEREAS**, Raney Planning & Management, Inc., has been requested by the City's Community Services Director to submit a scopes of work and fee proposals to provide the required labor compliance services for both the HOME program and Proposition 84 grant projects; and

**WHEREAS**, Raney Planning & Management, Inc., has submitted proposals for said labor compliance services; and

**WHEREAS**, the scopes of work and fees have been reviewed by the Community Services Director and the City Engineer, and each has determined the scopes of work and fees for each project are appropriate and reasonable; and

**WHEREAS**, the City Manager and the Community Services Director believe it in the best interests of the City to engage an experienced labor compliance consultant for both the HOME program and Proposition 84 grant projects; and

**WHEREAS**, Raney Planning & Management, Inc., has extensive and demonstrated experience providing labor compliance services on both state and federally funded projects:

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Greenfield:

1. That the Raney Planning & Management, Inc., professional services contract to provide administrative subcontractor services to assist the City in the administration of its \$4.6 million HOME program be amended to include the provision of labor compliance and monitoring services for both the City's HOME program and the Proposition 84 grant awards; and

2. That the total cost for labor compliance services will be provided on a time and material basis, with a not-to-exceed amount of \$12,150, inclusive of reimbursable expenses, for the Proposition 84 grant project, and a not-to-exceed amount of \$30,770, inclusive of reimbursable expenses, for the HOME program award; and

3. That the City Manager is authorized to execute this contract amendment on behalf of the City of Greenfield.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 8<sup>th</sup> day of September 2015, by the following vote:

**AYES**, and all in favor, therefore, Councilmembers:

**NOES**, Councilmembers:

**ABSENT**, Councilmembers:

---

John P. Huerta, Jr., Mayor

Attest:

---

Ann F. Rathbun, City Clerk

# CITY OF GREENFIELD



CONTRACT FOR  
RANEY PLANNING & MANAGEMENT, INC.  
CITY OF GREENFIELD HOME PROGRAM ADMINISTRATIVE SERVICES  
AMENDMENT NO. 1



**AMENDMENT NO. 1**  
**TO**  
**CONSULTANT SERVICES AGREEMENT**  
**FOR THE**  
**CITY OF GREENFIELD**  
**HOME PROGRAM ADMINISTRATIVE SERVICES**

**THIS AMENDMENT NO. 1** is made and entered into this \_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Greenfield, a Municipal Corporation (“City”) and Raney Planning & Management, Inc. (“Consultant”), to the Consultant Services Agreement for the City of Greenfield HOME Program Administrative Services (“Agreement”) dated June 9, 2015. The Agreement is amended as follows::

1. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services as set forth in Exhibit A, entitled “Proposal to Provide Federal Prevailing Wage Compliance services Scope of Services” for the Prop 84 Park Project and the Terracina Oaks II (HOME) project, attached hereto and incorporated herein by reference, as requested by the City.
2. Compensation to the Consultant under this Amendment shall be as set forth in Exhibit B, attached hereto and incorporated herein by reference..
3. Prevailing Wage Compliance services for the Prop 84 Park Project shall be invoiced separately from invoices for the Terracina Oaks II (HOME) project.
4. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this Amendment and the Agreement or any earlier amendment, the terms of this amendment shall prevail.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment No. 1 on the day, month, and year first above written.

**CITY OF GREENFIELD**

**RANEY PLANNING & MANAGEMENT,  
INC.**

By: \_\_\_\_\_  
Susan A. Stanton, ICMA-CM  
City Manager

By: \_\_\_\_\_  
Cindy Gnos  
Sr. Vice President



---

Approved as to form:

By: \_\_\_\_\_  
Bradley W. Sullivan  
City Attorney

Attest:

By: \_\_\_\_\_  
Ann Rathbun  
City Clerk



**EXHIBIT A**  
**Scope of Work**

# PROPOSAL TO PROVIDE FEDERAL PREVAILING WAGE COMPLIANCE

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## TERRACINA OAKS II GREENFIELD, CA

**Submitted To:**

Mic Steinmann, Community Services Director  
City of Greenfield  
599 El Camino Real  
Greenfield, CA 93927

**Submitted By:**



**LAURIN ASSOCIATES**

a division of



**Contacts:**

Jayne Raab  
Division Manager  
jraab@laurinassociates.com

# BACKGROUND

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The City of Greenfield received a HOME project award for the construction of a 48 unit affordable multifamily housing complex, Terracina Oaks II. As stipulated by HOME regulations, the City is responsible for the administration and monitoring of HOME assisted rental projects, from the time the Standard Agreement is issued through the affordability period, to ensure the continued compliance with Federal and State laws.

HOME funds trigger Federal (the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended – “URA”) requirements and Davis Bacon Prevailing Wage requirements. Laurin Associates is pleased to submit the proposal to provide Davis Bacon Prevailing Wage monitoring for the City’s HOME project.

For over 30 years, Laurin Associates has been dedicated to providing excellent services to clients from the housing, community development, and real estate industries to local, regional, and state agencies. At Laurin Associates, we are committed to personalizing our services to meet each client’s individual needs and expectations, while adhering to appropriate Federal, State and local regulations. We have successfully worked on numerous projects with local municipalities, Housing Authorities, Redevelopment Agencies, State agencies, including California Department of Housing and Community Development, and for-profit and non-profit developers. Laurin’s current specialties include:

- HOME Project Administration
- Prevailing Wage and Labor Standards Monitoring
- Affordable & Market Rate Housing Market Studies
- Residential Relocation Plans and Implementation
- Annual Monitoring for HOME-Assisted Rental Projects
- Housing and Community Development Studies
- Tax Credit, Bond and Grant Applications

## Contact

Jayne Raab, Division Manager  
1501 Sports Drive  
Sacramento, CA 95834  
Tel: 916-372-6100 Fax: 916-419-6108  
Jraab@laurinassociates.com

# SCOPE OF SERVICES – FEDERAL PREVAILING WAGE

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Jayne Raab, Division Manager, will provide project oversight; Denise Williams will serve as the Project Manager responsible for handling the day-to-day activities and oversee work of the Associates who will conduct site visits. The following is a description of the tasks Laurin Associates will complete.

## **Task 1 Project Setup**

The City has already obtained the appropriate prevailing wage classifications from HCD for each of the sub-contractors to be employed on the project.

## **Task 2 Pre-Construction Conference**

Ms. Williams will attend the pre-construction conference to meet with the general contractor and the attending sub-contractors to provide them with the appropriate forms and instructions for compliance with the prevailing wage requirements. This may include, but is not limited to copies of payroll reporting forms, statements of compliance, fringe benefit payment details, apprenticeship compliance reports, onsite signage and wage determination requirements, etc.

At this time, Ms. Williams will provide: full instructions on how to complete the payroll reports, as well as other requisite forms; requirements for submittal of all paperwork; an explanation of what will be required in the event the proper wages are not paid; and the need for monthly site visits and employee interviews during construction. Ms. Williams will be readily available throughout the construction period to answer any questions regarding prevailing wage requirements.

## **Task 3 Site Visits & Progress Summaries**

Beginning with project construction, an associate from Laurin will perform monthly site visits to monitor labor compliance. During site visits, the associate will conduct interviews with workers, who are chosen at random, to collect wage, hour, and pay stub documentation. Form HUD 11 will be completed for each interview.

In addition, the associate will take photographs of construction progress for reporting purposes and check to see that all signage and wage determinations are properly posted. With completion of each site visit, Ms. Williams will submit a memo to the Client with a summary of findings, including errors, recommendations, and any missing documentation, if applicable.

## **Task 4 Weekly Payroll Reports**

Ms. Williams will review all weekly payroll reports to ensure that: all employees are being paid according to the applicable wage decision (the higher of State or Federal wages for each classification); all requisite information is included on the payroll report; employees are classified in accordance with the wage decision; employees are paid time and one-half for any overtime hours; all computations are correct; all deductions and fringe benefits are identified; and the payroll has been signed. Employers will be notified of any discrepancies and asked to make corrections promptly. Weekly payrolls will be organized into a binder for future compilation into the Final Report.

Ms. Williams will obtain a copy of each apprentice's registration and the approved program ratio and wage schedule. If the ratio of apprentices to journeymen on the payroll is greater than the ratio in the approved program, the employer will be asked to pay wage restitution, based upon the journeyman's wage rate, to any excess apprentices.

If any information is missing or discrepancies are found during a site visit or payroll review, Ms. Williams will notify the contractor immediately and ask them to correct the problem promptly. If corrections are not made within a reasonable amount of time, Ms. Williams will prepare a report for the Client, recommending a course of action, including an opinion as to whether or not the violation is willful.

**Task 5 Final Report**

Upon completion of each project, Laurin Associates will compile and submit a Final Report to the Client. The Final Report will include a summary of the project, project site information, a list of contact information for those involved in the project, site pictures, copies of the payrolls, any potentially significant issues that arise during construction of the project, prevailing wage information, and all other requisite State/Federal documentation for Labor Compliance monitoring.

**Task 6 HCD Audit**

Should HCD conduct an audit of the Labor Compliance files, Laurin Associates will be available to answer all questions, provide additional information, and address any “concerns” or “findings”.

**COST PROPOSAL**

This proposal assumes a 12 month construction period with a not to exceed cost of \$30,770. Please note that if additional tasks are required beyond the current scope of work, Laurin Associates will negotiate a contract amendment with the City for the extra work.

PROPOSED COST ESTIMATE					
Prevailing Wage Monitoring					
	Jayne Raab Division Manager	Denise Williams Project Manager	Maggie Harry Associate	Administrative	Cost Per Task
Project Oversight	4				\$ 600
Project Setup		2			\$ 200
Pre-Bid / Pre-Construction Conference		6			\$ 600
Weekly Payroll Review		156			\$ 15,600
12 Monthly Site Visits			108		\$ 9,720
Final Report		12		4	\$ 1,460
HCD Compliance Reports / Audit		6			\$ 600
Total Hours	4	182		4	
Hourly Rate	\$ 150.00	\$ 100.00	\$ 90.00	\$ 65.00	
			Total Labor		\$ 28,780
Travel for Site Visits					\$ 1,690
Production Expense					\$ 300
			Total Expenses		\$ 1,990
TOTAL					\$ 30,770

# PROPOSAL TO PROVIDE FEDERAL PREVAILING WAGE COMPLIANCE

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## PROP 84 PARK PROJECT GREENFIELD, CA

**Submitted To:**

Mic Steinmann, Community Services Director  
City of Greenfield  
599 El Camino Real  
Greenfield, CA 93927

**Submitted By:**



**LAURIN ASSOCIATES**

a division of



**Contacts:**

Jayne Raab  
Division Manager  
jraab@laurinassociates.com

## BACKGROUND

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The City of Greenfield received a Prop 84 award for the construction of a city park. The \$2.9 million dollar award from the California Department of Housing and Community Development (HCD) triggers State Prevailing Wage requirements. Laurin Associates is pleased to submit this proposal to provide State Prevailing Wage monitoring for the City's Prop 84 project.

For over 30 years, Laurin Associates has been dedicated to providing excellent services to clients from the housing, community development, and real estate industries to local, regional, and state agencies. At Laurin Associates, we are committed to personalizing our services to meet each client's individual needs and expectations, while adhering to appropriate Federal, State and local regulations. We have successfully worked on numerous projects with local municipalities, Housing Authorities, Redevelopment Agencies, State agencies, including California Department of Housing and Community Development, and for-profit and non-profit developers. Laurin's current specialties include:

- HOME Project Administration
- Prevailing Wage and Labor Standards Monitoring
- Affordable & Market Rate Housing Market Studies
- Residential Relocation Plans and Implementation
- Annual Monitoring for HOME-Assisted Rental Projects
- Housing and Community Development Studies
- Tax Credit, Bond and Grant Applications

### Contact

Jayne Raab, Division Manager  
1501 Sports Drive  
Sacramento, CA 95834  
Tel: 916-372-6100 Fax: 916-419-6108  
Jraab@laurinassociates.com

## SCOPE OF SERVICES – FEDERAL PREVAILING WAGE

---

Jayne Raab, Division Manager, will provide project oversight; Denise Williams will serve as the Project Manager responsible for handling the day-to-day activities and oversee work of the Associates who will conduct site visits. The following is a description of the tasks Laurin Associates will complete.

### **Task 1 Project Setup**

Laurin will obtain the appropriate prevailing wage classifications from the California Department of Industrial Relations for each of the sub-contractors to be employed on the project.

## **Task 2 Pre-Construction Conference**

Ms. Williams will attend the pre-construction conference to meet with the general contractor and the attending sub-contractors to provide them with the appropriate forms and instructions for compliance with the prevailing wage requirements. This may include, but is not limited to copies of payroll reporting forms, statements of compliance, fringe benefit payment details, apprenticeship compliance reports, onsite signage and wage determination requirements, etc.

At this time, Ms. Williams will provide: full instructions on how to complete the payroll reports, as well as other requisite forms; requirements for submittal of all paperwork; an explanation of what will be required in the event the proper wages are not paid; and the need for monthly site visits and employee interviews during construction. Ms. Williams will be readily available throughout the construction period to answer any questions regarding prevailing wage requirements.

## **Task 3 Site Visits & Progress Summaries**

Beginning with project construction, an associate from Laurin will perform monthly site visits to monitor labor compliance. During site visits, the associate will conduct interviews with workers, who are chosen at random, to collect wage, hour, and pay stub documentation. Form HUD 11 will be completed for each interview.

In addition, the associate will take photographs of construction progress for reporting purposes and check to see that all signage and wage determinations are properly posted. With completion of each site visit, Ms. Williams will submit a memo to the Client with a summary of findings, including errors, recommendations, and any missing documentation, if applicable.

## **Task 4 Weekly Payroll Reports**

Ms. Williams will review all weekly payroll reports to ensure that: all employees are being paid according to the applicable wage decision; all requisite information is included on the payroll report; employees are classified in accordance with the wage decision; employees are paid time and one-half for any overtime hours; all computations are correct; all deductions and fringe benefits are identified; and the payroll has been signed. Employers will be notified of any discrepancies and asked to make corrections promptly. Weekly payrolls will be organized into a binder for future compilation into the Final Report.

Ms. Williams will obtain a copy of each apprentice's registration and the approved program ratio and wage schedule. If the ratio of apprentices to journeymen on the payroll is greater than the ratio in the approved program, the employer will be asked to pay wage restitution, based upon the journeyman's wage rate, to any excess apprentices.

If any information is missing or discrepancies are found during a site visit or payroll review, Ms. Williams will notify the contractor immediately and ask them to correct the problem promptly. If corrections are not made within a reasonable amount of time, Ms. Williams will prepare a report for the Client, recommending a course of action, including an opinion as to whether or not the violation is willful.

## **Task 5 Final Report**

Upon completion of the project, Laurin Associates will compile and submit a Final Report to the Client. The Final Report will include a summary of the project, project site information, a list of contact information for those involved in the project, site pictures, copies of the payrolls, any potentially significant issues that arise during construction of the project, prevailing wage information, and all other requisite State documentation for Labor Compliance monitoring.

**Task 6 HCD Audit**

Should HCD conduct an audit of the Labor Compliance files, Laurin Associates will be available to answer all questions, provide additional information, and address any “concerns” or “findings”.

**COST PROPOSAL**

This proposal assumes an 8 month construction period with a not to exceed cost of \$12,150. Laurin Associates is providing prevailing wage labor compliance monitoring for the City’s HOME project; all travel time and costs for site visits are covered under the HOME contract as site visits will be conducted on the same days. Please note that if additional tasks are required beyond the current scope of work, Laurin Associates will negotiate a contract amendment with the City for the extra work.

PROPOSED COST ESTIMATE					
Prevailing Wage Monitoring					
	Jayne Raab Division Manager	Denise Williams Project Manager	Maggie Harry Associate	Administrative	Cost Per Task
Project Oversight	4				\$ 600
Project Setup		2			\$ 200
Pre-Bid / Pre-Construction Conference		8			\$ 800
Weekly Payroll Review		70			\$ 7,000
8 Monthly Site Visits			16		\$ 1,440
Final Report		10		4	\$ 1,260
HCD Compliance Reports / Audit		4			\$ 400
Total Hours	4	94		4	
Hourly Rate	\$ 150.00	\$ 100.00	\$ 90.00	\$ 65.00	
			Total Labor		\$ 11,700
Travel for Pre-Con					\$ 300
Production Expense					\$ 150
			Total Expense		\$ 450
<b>TOTAL</b>					<b>\$ 12,150</b>



**EXHIBIT B**  
**Compensation and Method of Payment**

**A. Prop 84 Park Project**

1. **Total Amendment No 1 Contract Amount – Prop 84 Park Project.** City hereby agrees to pay Consultant a not-to-exceed amount of TWELVE-THOUSAND-ONE-HUNDRED-FIFTY-AND-NO/100-DOLLARS (\$12,150.00) for Prevailing Wage Monitoring services as set forth in Exhibit A..

2. **Base Services – Hourly.** City hereby agrees to pay Consultant a not-to-exceed amount of ELEVEN-THOUSAND-SEVEN-HUNDRED-AND-NO/100-DOLLARS (\$11,700.00) for the Total Labor services as identified in Exhibit A. Consultant shall invoice City based on actual hours spent by each person providing services under each task identified in Exhibit A at the hourly rates specified therein.

3. **Reimbursable Expenses.** In addition to compensation for Base Services in the amounts set forth above, City shall reimburse Consultant a not-to-exceed amount of FOUR-HUNDRED-FIFTY-AND-NO/100-DOLLARS (\$450.00) for travel and production services.

**B. Terracina Oaks II (HOME)**

1. **Total Amendment No 1 Contract Amount – Terracina Oaks II (HOME) Project.** City hereby agrees to pay Consultant a not-to-exceed amount of THIRTY-THOUSAND-SEVEN-HUNDRED-SEVENTY-AND-NO/100-DOLLARS (\$30,770.00) for Prevailing Wage Monitoring services as set forth in Exhibit A.

2. **Base Services – Hourly.** City hereby agrees to pay Consultant a not-to-exceed amount of TWENTY-EIGHT-THOUSAND-SEVEN-HUNDRED-EIGHTY-AND-NO/100-DOLLARS (\$28,780.00) for the Total Labor services as identified in Exhibit A. Consultant shall invoice City based on actual hours spent by each person providing services under each task identified in Exhibit A at the hourly rates specified therein.

3. **Reimbursable Expenses.** In addition to compensation for Base Services in the amounts set forth above, City shall reimburse Consultant a not-to-exceed amount of ONE-THOUSAND-NINE-HUNDRED-NINETY-AND-NO/100-DOLLARS (\$1,990.00) for travel and production services.



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**EXHIBIT C**  
**Listing of Subcontractors and Key Personnel\***

Laurin Associates – Key Personnel

Jayne Raab  
Denise Williams  
Maggie Harry

Subconsultants

N/A

\* Substitutions of Key Personnel and/or Subconsultants allowed only with the consent of City.



## *City Council Memorandum*

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**MEMORANDUM:** September 3, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**PREPARED BY:** Mic Steinmann, Community Services Director

**TITLE:** **STREET REJUVENATION PROJECT UPDATE**

---

### **BACKGROUND**

The City's FY 2015-2016 budget includes \$1.3 million for local street pavement maintenance and improvement projects. Working with the City Engineer, MNS Engineers, a number of high priority streets were identified whose maintenance and improvement would provide the highest benefits to the community. Those include portions of the major east-west collector streets (Apple, Oak and Elm), El Camino Real, and 9<sup>th</sup> Street between Maple and Palm. These are some of the most heavily traveled streets in the community, and portions of each of those streets are in a significant need of maintenance and improvement. Local streets in the subdivisions for which there is a street and drainage district could also benefit from a preventative maintenance program to extend the useful life of those streets before major repairs are required. Those subdivisions include Vineyard Green, St. Charles Place, Mariposa, Los Manzanitas, La Vina, Second Street, and Terra Verde. The attached map identifies the streets and areas that have been identified for various levels of maintenance and improvement.

Within the street and drainage district subdivisions, the roadway improvements include sealing noticeable cracks in the pavement and then providing a sand slurry seal over the entire roadway. The slurry seal is a thin coating that will protect the existing pavement and provide a seal over the entire roadway surface.

The areas identified along El Camino Real, Apple, Oak, Elm, and 9<sup>th</sup> will receive a more durable fiber slurry seal with some leveling and digout repair in those areas where the pavement is beginning to fail. The area along Oak immediately east of the U.S. Highway 101 overcrossing requires a more extensive grind and overlay repair.

**FINANCIAL AND BUDGET IMPACT**

The cost of this roadway maintenance and improvement project is estimated at \$1,362,926. The attached budget summary identifies the streets and subdivisions included in this project, the type of maintenance to be provided, and the estimated cost for each street and subdivision. The funds for this project will be from the gas tax fund, local transportation fund, RSTP funds, and the street and drainage district funds. No general fund dollars will be used for these pavement maintenance and improvement projects.

**RECOMMENDATION**

Before the City Engineer prepares final design, specification, and bid documents for this project, the City Council is being asked to review the included streets and subdivisions and concur that the proposed roadway maintenance and improvements are appropriate. The Council is asked to identify any other streets, or portions of streets, it believes should also be included in this project. To include other streets in this project, however, will require substitution for one or more of the street projects identified in the attached map and budget summary. Additional funds from the gas tax fund, local transportation fund, and RSTP funds are not available to increase the scope or cost of this project. General fund dollars are also not available to fund an expanded street maintenance and improvement project. It is recommended the City Council adopt the attached resolution approving the proposed street maintenance and improvement project and authorizing the City Manager to proceed with the preparation of design, specification, and bid documents for this project.

**PROPOSED MOTIONS**

**OPTION 1: I MOVE TO ADOPT RESOLUTION NO. 2015-60 APPROVING THE STREET PAVEMENT MAINTENANCE AND IMPROVEMENT PROJECT AS PRESENTED BY STAFF.**

**OR**

**OPTION 2: I MOVE TO ADOPT RESOLUTION NO. 2015-60 APPROVING THE STREET PAVEMENT MAINTENANCE AND IMPROVEMENT PROJECT AS PRESENTED BY STAFF WITH THE FOLLOWING MODIFICATIONS: \_\_\_\_\_**  
\_\_\_\_\_.

**CITY OF GREENFIELD CITY COUNCIL  
RESOLUTION NO. 2015-60**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GREENFIELD APPROVING THE STREET PAVEMENT  
MAINTENANCE AND IMPROVEMENT PROJECT**

**WHEREAS**, the current FY 2015-2016 City budget, adopted by the City of Greenfield City Council on June 9, 2015, Resolution No. 2015-36, appropriated \$1,305,800 for local street improvement and maintenance projects, the funding for which included funds from the street and drainage district funds, the gas tax fund, the local transportation fund, and the RSTP program;

**WHEREAS**, the City Engineer has identified a street improvement and maintenance project that will provide the highest benefits to the community and can be completed in accordance with budget authorizations and available funds; and

**WHEREAS**, the City Council has reviewed the recommended street improvement and maintenance project at a public meeting;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Greenfield:

1. That the City Manager is directed to proceed with preparing design, specification, and bid documents for the proposed local street improvement and maintenance project; and
2. That as authorized by the current FY 2015-2016 budget for the City of Greenfield, this local street improvement and maintenance project be funded through use of funds from the street and drainage district funds, the gas tax fund, the local transportation fund, and available funds through the RSTP program; and
3. That the City Manager is authorized to make application as necessary to the Transportation Agency for Monterey County for the use of available LTF funds for this local street improvement and maintenance project.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 8<sup>th</sup> day of September 2015, by the following vote:

**AYES**, and all in favor, therefore, Councilmembers:

**NOES**, Councilmembers:

**ABSENT**, Councilmembers:

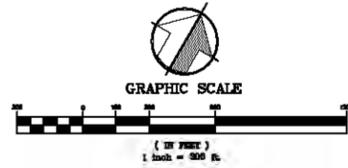
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John P. Huerta, Jr., Mayor

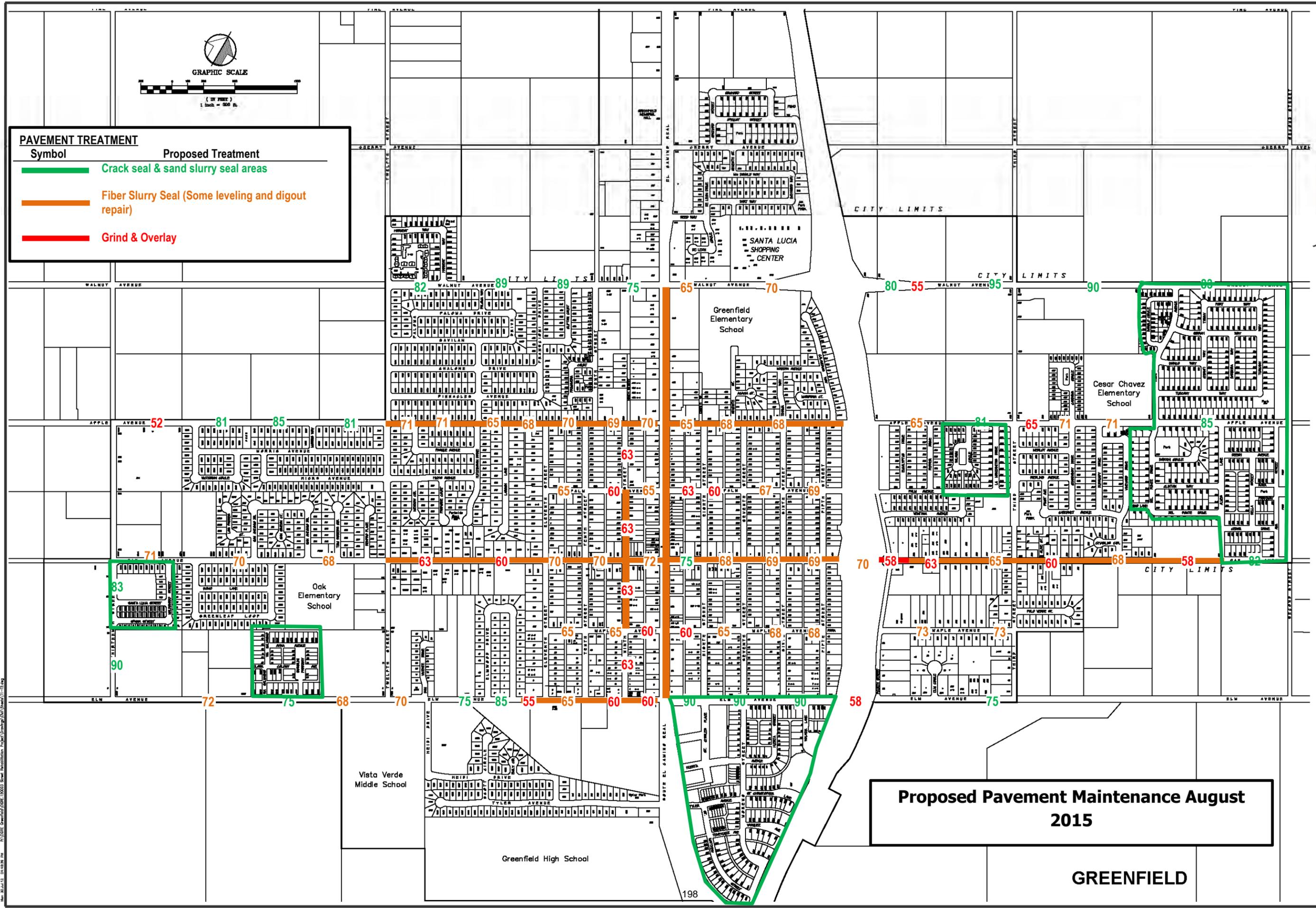
Attest:

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Ann F. Rathbun, City Clerk



PAVEMENT TREATMENT	
Symbol	Proposed Treatment
	Crack seal & sand slurry seal areas
	Fiber Slurry Seal (Some leveling and digout repair)
	Grind & Overlay



**Proposed Pavement Maintenance August 2015**

**GREENFIELD**

ENGINEERING  
SURVEYING  
CONSTRUCTION MANAGEMENT

**MNS**  
ENGINEERS IN C  
201 Industrial Way  
Berkeley, CA 94707  
925.862.5200



DATE: XX-XX-2012  
SCALE: 1"=40'  
DRAWN BY: XXX  
APPROVED BY: XXX  
DRAWING NO:  
Alfred L. Cadena, Jr.  
R.C.E. 055372, EXP. 12-31-12

**CITY OF GREENFIELD  
2012 STREET REHABILITATION PROJECT  
INDEX MAP**

SHEET  
**T2**  
OF 147 SHEETS

NOT FOR CONSTRUCTION

**Proposed Pavement Maintenance Budget Summary**

**8/19/2015**

Special Division	Subdivision Name	Length (ft)	Budget	Type of Treatment
1	Vinyard Green		\$21,531	Pass-QB or Sand Slurry & Restripe
3	St Charles Place		\$66,194	
4	Mariposa		\$28,772	
	Los Manzanitas			
5	La Vina		\$57,904	
6	Tradiions		\$54,994	
7	Terra Verde		\$55,000	
Special District Share of Mobilization, Bonds, Insurance			\$7,000	
<b>Sub Total Paid By Special District Funds</b>			<b>\$291,395</b>	
	Lexington Square		\$24,409	Pass-QB or Sand Slurry & Restripe
	P&S Signage & Striping		\$25,000	Remove/Replace Stripe, Legends, new signs
		0	\$0	Grind & Overlay
		0	\$0	
	Oak	100	\$27,720	
	Mostly on Elm & a few other places (12,000sf @2.00/sf)		\$24,000	Grind & Replace (Prep for Slurry)
	Apple	4200	\$168,000	Fiber Seal T-II Slurry
	ECR	3900	\$253,500	
	Ninth	1300	\$52,000	
	Elm	1300	\$52,000	
	Oak	7200	\$288,000	
		0	\$0	
Street Funds Share of Mobilization, Bonds, Insurance			\$33,000	
<b>Sub Total Paid By RSTP, LTF, Gas Tax</b>			<b>\$947,629</b>	
<b>Total Construction Estimate</b>			<b>\$1,239,024</b>	

Testing, Construction Management & Inspection (10%) **\$123,902**

**PROJECT TOTAL \$1,362,926**

<b>AVAILABLE BUDGET</b>	<b>\$958,100</b>	<b>RSTP, LTF SPECIAL DISTRICTS FUNDS</b>
	<b>\$291,395</b>	
	<b>\$1,249,495</b>	
	<b>\$121,900</b>	<b>Consider Available Gas Tax Funds for difference</b>



## City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**MEMORANDUM:** September 4, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**FROM:** Susan A. Stanton, ICMA-CM  
City Manager

**TITLE:** MEASURE W: SERVICES TRANSACTIONS AND USE TAX PROJECTS

### **BACKGROUND:**

In accordance with Resolution 2015-50, voters in Greenfield will be asked to consider the following measure:

*To enhance the health, safety and welfare of Greenfield, and provide greater general City services, such as strengthened public safety; increased youth recreation programs; re-establishment of code enforcement services; and other essential services, shall the City of Greenfield enact a voter approved 0.75 cent transaction and use tax, subject to annual audits and public review*

The "Measure W Services Transactions and Use Tax" written argument submitted by the City concerning proposed expenditures stated:

*Residents of Greenfield have reasonable expectations for increased City services. We agree that the City should provide more for its residents, including public safety, recreation, and increased code enforcement. It is our priority to do whatever is necessary to make this possible. However, new or increased services cannot be provided without increased revenues.*

*With the proposed new revenue, the City will be able to increase law enforcement services. Currently, the City provides approximately 1.1 officers per 1,000 residents; however, the national standard for West Coast cities the size of Greenfield is 1.5 officers per 1,000 residents. To begin to reach this national standard, an additional four officers will be hired, at a cost of \$340,000 per year*

*for pay and benefits. The City will also approve a new pay plan to ensure our officers stay in Greenfield protecting and serving our residents. Public safety goes hand-in-hand with recreational opportunities and code enforcement. Enhancing recreation programs can provide our community with wholesome activities such as free concerts in the park, Cinco de Mayo, and 4<sup>th</sup> of July celebrations. Code enforcement will do much to strengthen residents' pride in our beautiful community.*

**BUDGET AND FINANCIAL IMPACT:**

Passage of this additional three-quarter cent sales tax would generate approximately \$900,000 per year. This new revenue would ensure enhanced public safety for all of Greenfield's residents, re-establish code enforcement, and increase recreational opportunities for our community.

**REVIEWED AND RECOMMENDED:**

In order to ensure transparency and accountability, there would be advantages to let Greenfield voters know how, when and on what projects or programs the City would spend these funds if Measure W is approved. Capital projects, such as building a ball field or constructing a park are one-time expenses with identifiable operating expenses. Program cost will include personnel services, supplies and support services (computers, training etc.) that need to be identified by the City. Identifying specific program and project cost for the five year period will ensure that voters have a precise indication of how, when, where and what the funds are being used ...and what the funds will not be used for prior to voting on November 3, 2015. The attached spreadsheet lists some services and capital projects that the City Council might consider presenting to the community for their consideration and feedback.

**CONSEQUENT ACTION:**

Once the City Council agrees on a potential spending plan, this information should be presented to the community for feedback and revisions prior to the vote on November 3, 2015.

**POTENTIAL MOTION:**

**I MOVE TO APPROVE/DENY DEVELOPING A FIVE YEAR SPENDING PROGRAM FOR THE USE OF MEASURE W FUNDS.**

# City of Greenfield Measure W

Proposed Expenditure Plan  
FY 2016-2020

Name of Project	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	Total
<b>Potential Staffing and Programs</b>						
1. Police Compensation Plan	150,000	160,000	170,000	180,000	190,000	850,000
2. Additional Police Officers	190,000	200,000	210,000	220,000	230,000	1,050,000
3. Code Enforcement Officer	90,000	100,000	105,000	110,000	100,000	505,000
4. Recreational Director	100,000	105,000	110,000	115,000	120,000	550,000
6. Recreation Programing	50,000	100,000	100,000	100,000	100,000	450,000
7. Neighborhood Improvement Grants	30,000	30,000	30,000	30,000	30,000	150,000
8. Science Work Shop Program		40,000	40,000	40,000	40,000	160,000
9. Special Events	40,000	55,000	40,000	40,000	40,000	215,000
<b>Subtotal</b>	<b>650,000</b>	<b>790,000</b>	<b>805,000</b>	<b>835,000</b>	<b>850,000</b>	<b>3,930,000</b>
<b>Potential Capital Projects</b>						
1. Softball Field Lights			50,000			50,000
2. Tee Ball Field	50,000					50,000
3. Playground Equipment	150,000	30,000	20,000	30,000	30,000	260,000
4. Dog Park			50,000			50,000
5.. Gymnasium Center Improvements		100,000				100,000
6. Bleachers at Patriot Park	50,000					50,000
7. Memorial Court of Honor				160,000		160,000
8.. Welcome Signs into City		5,000				5,000
9. New Softball Field					130,000	130,000
10. Bike Land Improvements			30,000			30,000
<b>Subtotal</b>	<b>250,000</b>	<b>135,000</b>	<b>150,000</b>	<b>190,000</b>	<b>160,000</b>	<b>885,000</b>
<b>Total</b>	<b>900,000</b>	<b>925,000</b>	<b>955,000</b>	<b>1,025,000</b>	<b>1,010,000</b>	<b>4,815,000</b>



## *City Council Memorandum*

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**MEMORANDUM:** September 4, 2015

**AGENDA DATE:** September 9, 2015

**TO:** Mayor and City Council

**FROM:** Susan A. Stanton, ICMA-CM  
City Manager

**TITLE:** SOLAR PROJECT UPDATE

### **BACKGROUND:**

On April 14, 2015, the City approved the execution of a program development agreement with OpTerra Energy which included an Integrated Energy Assessment Site Survey to identify potential energy conservation measures and distributed/renewable generation technologies. OpTerra Energy Services is a full-service energy services company with the technical capabilities to provide services to Greenfield including identifying supply-side and/or demand-side energy conservation measures, engineering, procurement, construction management, installation, construction and training. OpTerra Energy Services agreed to perform a utility analysis and solar photovoltaic production analysis that involve:

- Identifying current rate schedule; analyze electrical usage and model load profile for each proposed site.
- Determining expected solar photovoltaic production curve for proposed sites.
- Overlaying electrical load profile with expected solar photovoltaic production curve to “right size” the solar photovoltaic system(s) and identify potential rate restructuring opportunities.

OpTerra Energy also evaluated potential savings or renewable generation opportunities associated with Solar photovoltaic systems, EV charging stations, Lighting Controls, Exterior lighting, HVAC Equipment, Controls and automation, Motor efficiency and Irrigation Controls and to provide a post-inspection status update consisting of:

- Demand Side Measures: List of energy retrofit opportunities that appear likely to be cost effective and warrant further analysis.

- Supply Side Measures: List of potential sites for distributed generation, proposed solar array aerial layouts, estimated capacity and production.

The most important part of this scope of work was the calculation of the energy savings for all proposed energy conservation measures and energy production for any proposed renewable energy technologies. As shown below, OpTerra Energy has projected that the City of Greenfield uses 2,049,874 kWh per year and ten different locations at a cost of \$413,470.

City of Greenfield					Solar PV	Streetlight Upgrades	Building and Park Lighting	Water Meters	Irrigation Controls	Thermostats	WWTP Controls
Building/Site Name	Address	kWh/yr	\$/yr	\$/kWh							
City Hall	599 El Camino Real	168,379	\$31,208	\$0.185	X		X				
Public Works Corp Yd Well # 7	502 10th St.	446,179	\$88,904	\$0.199	X		X				
Wells # 1 & 6	On 14th between Pine & Walnut	429,110	\$85,584	\$0.199	R						
Well # 5	13 <sup>th</sup> & Oak Ave	185,993	\$33,349	\$0.179	X						
Patriot Park Lighting	13 <sup>th</sup> & Oak Ave	27,179	\$5,533	\$0.204	R		X				
Community Center	1351 Oak Ave	12,954	\$2,662	\$0.205	R					X	
Child Development Ctr	131 13 <sup>th</sup> Street	6,652	\$1,325	\$0.199	R		X				
WWTP – Main	41901 Walnut Ave.	56,861	\$11,397	\$0.200	R		X				
WWTP – Perc. Ponds	End of Walnut Ave.	205,547	\$34,703	\$0.169	X						X
Other City Locations	City Wide	511,020	\$118,804	\$0.232	R	X		X	X		
<b>Total</b>		<b>2,049,874</b>	<b>\$413,470</b>	<b>\$0.202</b>							

OpTerra Energy has identified the production of 1,250,500 of solar electricity at these ten different sites. Based on demand, location and cost, each site will be served with solar power either directly by a Solar photovoltaic system or from energy generated by these systems and purchased by PG&E. OpTerra Energy will review each proposed location with the City Council and discuss the next steps in the process.

### **BUDGET IMPACT ANALYSIS**

The proposed project will, preliminarily, generate about 1,175,000 of solar electricity each year for its twenty-five year projected life with an annual first year savings of \$255,000. Based on a projected 3.5% annual increase in electric rates, the estimated annual savings during the year twenty-five is \$488,000 for a total net solar project savings of \$9,012,800.

While the total final project cost is still being finalized and refined, preliminarily, OpTerra Energy estimates total net program savings at \$15,783,000 and project net benefits of \$6,999,000 (less total lease cost for the equipment \$8,785,000). The City has received two offers from qualified lenders to finance the project within the next sixty days.

## **CONSEQUENTIAL ACTION**

Once the total scope of the project is defined and finance options select, a Resolution approving the project and its financing will be presented to the City Council at the October 8, 2015 meeting.

This is an informational item and no motion is required.



**OPTERRA**  
ENERGY SERVICES

# Field of Greens Energy Savings for Greenfield

**September 9, 2015**

# Today



- Progress to Date
- Program Development Update
- Next Steps

# Progress To Date



City of Greenfield – Field of Greens Energy Savings Program					
	Milestone	Date	Achieved?	Owner	
<b>PRELIMINARY ENERGY STUDY</b>					
	Meeting with Susan Stanton about City goals and potential	8/22/2013	√	Greenfield/OpT	
	PG&E Analysis	Perform analysis and review of City electric and gas usage, profile, and rate tariffs	9/12 – 10/22	√	OpTerra
	Preliminary Site Visits	Building and site surveys at City Hall, Waste Water Treatment Plant, etc.	10/24/2013	√	Greenfield/OpT
	Preliminary Review of Recommendations	Review preliminary recommendations and City Goals	10/29/2013	√	Greenfield/OpT
	Discussion of preliminary findings, contracting next steps and potential		2014	√	Greenfield/OpT
	Updated Review	Review updated preliminary recommendations	4/14/2015	√	OpTerra
<b>DETAILED ENERGY STUDY</b>					
	Council Meeting	Council approves Program Development Agreement	4/14/2015	√	Council Meeting
	City shares record drawings, operating schedules, facility plans, etc.		4/24/2015	√	Greenfield
	Comprehensive energy infrastructure analysis, savings quantification, and design work.		5/1 – 7/30	√	OpTerra
	OpTerra works with City Staff to walk multiple contractors and runs transparent, competitive procurement process on installation and equipment		7/8/2015	√	OpTerra
	Co-development of financing strategy, preliminary finance team meeting		7/20/2015	√	Greenfield/OpT
	OpTerra works with City Staff to run a competitive process for financing options		8/17-8/28	√	OpTerra

# Energy Summary Matrix



City of Greenfield					Solar PV	Streetlight Upgrades	Building and Park Lighting	Water Meters	Irrigation Controls	Thermostats	WWTP Controls
Building/Site Name	Address	Electricity									
		kWh/yr	\$/yr	\$/kWh							
City Hall	599 El Camino Real	168,379	\$31,208	\$0.185	X		X				
Public Works Corp Yd Well # 7	502 10th St.	446,179	\$88,904	\$0.199	X		X				
Wells # 1 & 6	On 14th between Pine & Walnut	429,110	\$85,584	\$0.199	R						
Well # 5	13 <sup>th</sup> & Oak Ave	185,993	\$33,349	\$0.179	X						
Patriot Park Lighting	13 <sup>th</sup> & Oak Ave	27,179	\$5,533	\$0.204	R		X				
Community Center	1351 Oak Ave	12,954	\$2,662	\$0.205	R					X	
Child Development Ctr	131 13 <sup>th</sup> Street	6,652	\$1,325	\$0.199	R		X				
WWTP – Main	41901 Walnut Ave.	56,861	\$11,397	\$0.200	R		X				
WWTP – Perc. Ponds	End of Walnut Ave.	205,547	\$34,703	\$0.169	X						X
Other City Locations	City Wide	511,020	\$118,804	\$0.232	R	X		X	X		
<b>Total</b>		<b>2,049,874</b>	<b>\$413,470</b>	<b>\$0.202</b>							

# Solar PV Layout – City Hall 599 El Camino Real

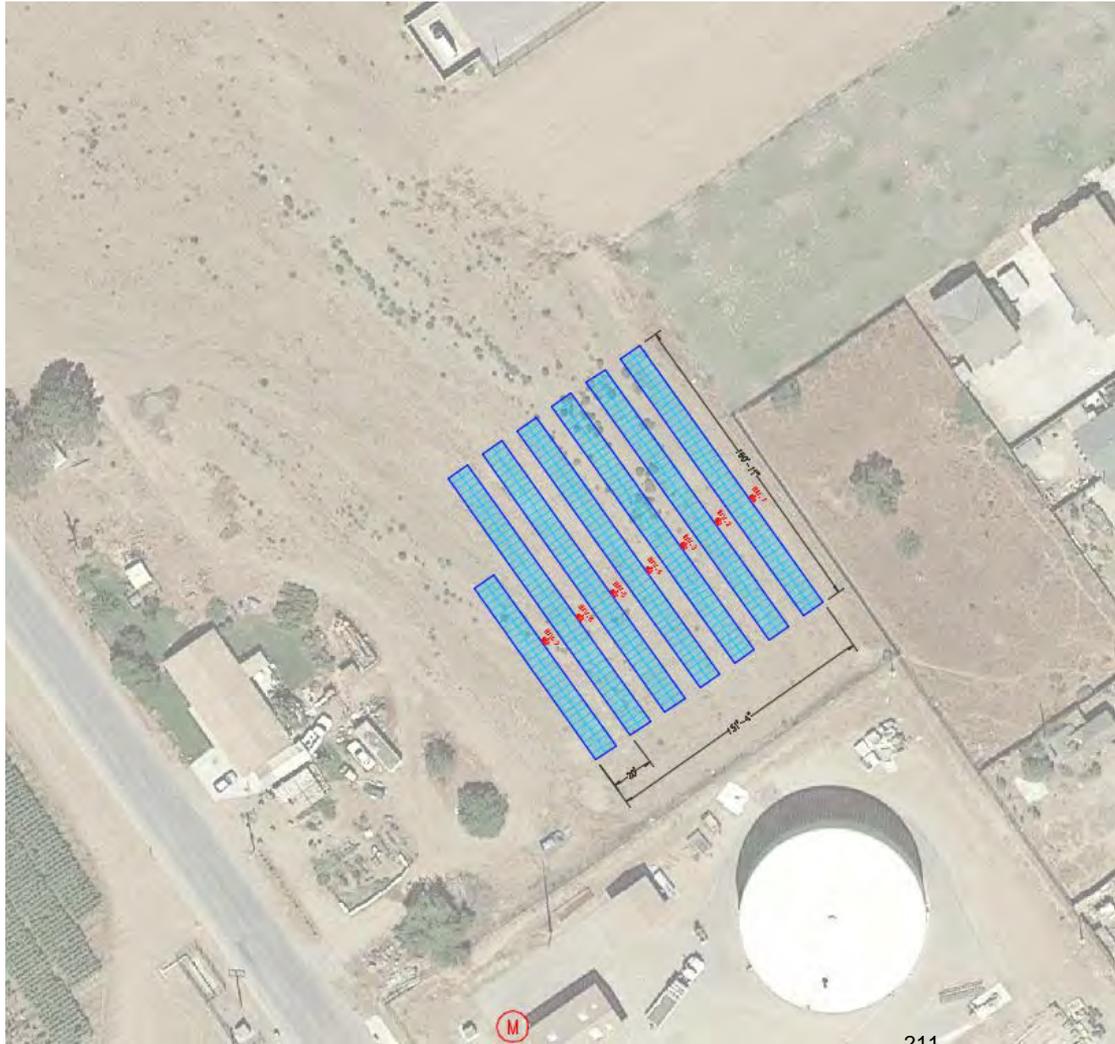


Parking Canopy

**58.5 kW DC**

# Solar PV Layout – Well #7

## 502 10<sup>th</sup> Street



Ground Mount

**195 kW DC**

# Solar PV Layout – Patriot Park/Well #5 13<sup>th</sup> & Oak Street



Parking Canopy

**87.8 kW DC**

# Solar PV Layout – WWTP East End of Walnut



Ballasted Ground Mount

Array 1 (WWTP)  
**234 kW**

Array 2  
**263.3 kW**

# Water Meter Upgrades



- ~3,700 Meters Citywide
- Automated Water Meter Reading
- Improved Accuracy of Meter Reading
- Leak Detection

# Financial Pro Forma



Year	Solar Electricity Produced (kWh) <sup>(1)</sup>	Solar Avoided Electric Rate (\$/kWh) <sup>(2)</sup>	Net Solar Project Savings	Energy Conservation Rebates	Energy Conservation Savings	O&M and M&V Costs	Maintenance Savings	Water Meter Buydown	Net Program Savings	Estimated Lease Payment	Project Net Benefit	Cumulative Program Savings
	W	Z	A = W x Z	B	C	D	E	F	G = A+B+C+E+F-D	H	I= G - H	H
1	1,250,521	\$0.205	\$255,964	\$13,585	\$155,651	\$40,638	\$61,429		\$445,991	\$370,122	\$75,869	\$75,869
2	1,244,268	\$0.211	\$262,962		\$160,710	\$42,056	\$63,189		\$444,804	\$368,935	\$75,869	\$151,738
3	1,238,047	\$0.218	\$270,150		\$165,933	\$0	\$65,084		\$501,167	\$425,298	\$75,869	\$227,607
4	1,231,857	\$0.225	\$277,536		\$171,326	\$0	\$66,951		\$515,812	\$439,943	\$75,869	\$303,476
5	1,225,698	\$0.233	\$285,123		\$176,894	\$0	\$68,959		\$530,976	\$455,107	\$75,869	\$379,345
6	1,219,569	\$0.240	\$292,917		\$182,643	\$0	\$64,223		\$539,783	\$463,914	\$75,869	\$455,214
7	1,213,471	\$0.248	\$300,925		\$188,579	\$0	\$66,150		\$555,653	\$479,784	\$75,869	\$531,083
8	1,207,404	\$0.256	\$309,151		\$194,707	\$0	\$68,134		\$571,993	\$496,124	\$75,869	\$606,951
9	1,201,367	\$0.264	\$317,603		\$201,035	\$0	\$70,178		\$588,816	\$512,947	\$75,869	\$682,820
10	1,195,360	\$0.273	\$326,285		\$207,569	\$0	\$72,284		\$606,138	\$530,269	\$75,869	\$758,689
11	1,189,383	\$0.282	\$335,205		\$214,315	\$0	\$74,452		\$623,972	\$548,103	\$75,869	\$834,558
12	1,183,436	\$0.291	\$344,369		\$221,280	\$0	\$76,686		\$642,335	\$566,466	\$75,869	\$910,427
13	1,177,519	\$0.300	\$353,783		\$228,472	\$0	\$78,986		\$661,241	\$585,372	\$75,869	\$986,296
14	1,171,631	\$0.310	\$363,454		\$235,897	\$0	\$81,356		\$680,707	\$604,838	\$75,869	\$1,062,165
15	1,165,773	\$0.320	\$373,390		\$243,564	\$0	\$83,797		\$700,751	\$624,882	\$75,869	\$1,138,034
16	1,159,944	\$0.331	\$383,598		\$251,480	\$0	\$86,310		\$721,388	\$645,519	\$75,869	\$1,213,903
17	1,154,145	\$0.341	\$394,085		\$259,653	\$0	\$88,900		\$742,637	\$666,768	\$75,869	\$1,289,772
18	1,148,374	\$0.353	\$404,858		\$268,091	\$0	\$91,567		\$764,516		\$764,516	\$2,054,288
19	1,142,632	\$0.364	\$415,926		\$276,804	\$0	\$94,314		\$787,044		\$787,044	\$2,841,332
20	1,136,919	\$0.376	\$427,296		\$285,801	\$0	\$97,143		\$810,240		\$810,240	\$3,651,571
21	1,131,234	\$0.388	\$438,977		\$187,195	\$0	\$11,727		\$637,900		\$637,900	\$4,289,471
22	1,125,578	\$0.401	\$450,978		\$193,279	\$0	\$12,079		\$656,336		\$656,336	\$4,945,807
23	1,119,950	\$0.414	\$463,306		\$199,560	\$0	\$12,441		\$675,308		\$675,308	\$5,621,115
24	1,114,351	\$0.427	\$475,972		\$206,046	\$0	\$12,815		\$694,833		\$694,833	\$6,315,948
25	1,108,779	\$0.441	\$488,984		\$180,969	\$0	\$13,199		\$683,152		\$683,152	\$6,999,100
<b>Total</b>			<b>\$9,012,796</b>	<b>\$13,585</b>	<b>\$5,257,452</b>	<b>\$82,694</b>	<b>\$1,582,353</b>	<b>\$0</b>	<b>\$15,783,491</b>	<b>8,784,392</b>	<b>\$6,999,100</b>	
										Net Benefit	<b>\$6,999,100</b>	

# Next Steps



City of Greenfield – Field of Greens Energy Savings Program				
	Milestone	Date	Achieved?	Owner
<b>DETAILED ENERGY STUDY</b>				
Council Meeting	Council approves Program Development Agreement	4/14/2015	√	Council Meeting
	City shares record drawings, operating schedules, facility plans, etc.	4/24/2015	√	Greenfield
	Comprehensive energy infrastructure analysis, savings quantification, and design work.	5/1 – 7/30	√	OpTerra
	OpTerra works with City Staff to walk multiple contractors and runs transparent, competitive procurement process on installation and equipment	7/8/2015	√	OpTerra
	Co-development of financing strategy, preliminary finance team meeting	7/20/2015	√	Greenfield/OpT
	OpTerra works with City Staff to run a competitive process for financing options	8/17-8/28	√	OpTerra
Council Meeting	OpTerra presents project economics to City Council	9/8/2015		Council Meeting
	Greenfield posts Public Hearing Notice for 4217 Contract	9/29/2015		Greenfield
Council Meeting	City Council approves Energy Services Contract	10/13/2015		Council Meeting
	Notice to proceed, implementation begins	10/19/2015		OpTerra



## City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**MEMORANDUM:** September 4, 2015

**AGENDA DATE:** September 8, 2015

**TO:** Mayor and City Council

**FROM:** Susan A. Stanton, ICMA-CM  
City Manager

**TITLE:** **PROPOSED TRAVEL POLICY**

### **BACKGROUND:**

As discussed at the July City Council meeting, and as requested by Councilmember Leah Santibanez, the following proposed Travel Expense and Reimbursement Rules are submitted for City Council review and discussion. There are currently no specific rules which govern this expense:

### **XII. TRAVEL EXPENSES AND REIMBURSEMENT RULES**

The Mayor and each City Council member shall each have an annual \$3,000 budget allocation for approved City business and travel. Advance authorization by the City Council is required in order to exceed the approved budget allocation. Reimbursement of meals, registration fees, parking, hotel and other expenses shall be reimbursed by the City based on submitted receipts.

The Mayor or Councilmember who serves as a committee member or an officer of an organization of which the City is a member, shall seek advance authorization from the City Council for any expenses, for a period not to exceed a year, at the start of each fiscal year and shall maintain a log of all expenses and will be distributed to the City Council at the end of each year.

The City Clerk shall be responsible for reserving hotel, airline and conference registrations on behalf of the Mayor and City Council. The Mayor and Council Members will be reimbursed for meals, parking, cabs, and other customary and reasonable expenses upon the submission of receipts and completion of a travel expense report obtained from the City Clerk. A copy of the

completed and signed travel expense report shall be distributed to the council as an agenda item prior to repayment.

If the Mayor or a Councilmember must cancel an already scheduled and reserved trip, the individual must notify the Mayor and City Clerk at the earliest possible time to cancel all reservations and obtain refunds. If the arrangements cannot be cancelled, the individual shall attempt, through the City Clerk, to find a substitute member of the City Council. If no one else can go, then the individual who cancelled the trip is personally responsible for any costs incurred by the City. The City Council may waive said obligation upon written request if the cancellation was due to personal illness, illness or death of a family member, unforeseen business necessity, or other valid unavoidable conflict.

One City credit card shall be issued for use by all members of the City Council for expenses outlined in this policy.

The City Council, by majority vote, may waive any provision of this policy.

**BUDGET AND FINANCIAL IMPACT:**

The proposed policy adds some additional definition for City Council related travel and reimbursement. To be successfully implemented, each Councilmembers must be committed to obtaining and submitting proper documents before receiving reimbursement. As many Councilmembers know, including me, Administrative Service Director will not authorize reimbursement for City travel expense without proper documentation. In accordance with city travel policies, none of the following expenses can be paid by the City: Travel paid for by any other organization, alcoholic beverages, valet services, meals or lodging accommodations for family or guest, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, trip insurance, hosting, tips unless otherwise authorized or any other personal expenses for entertainment or other purposes.

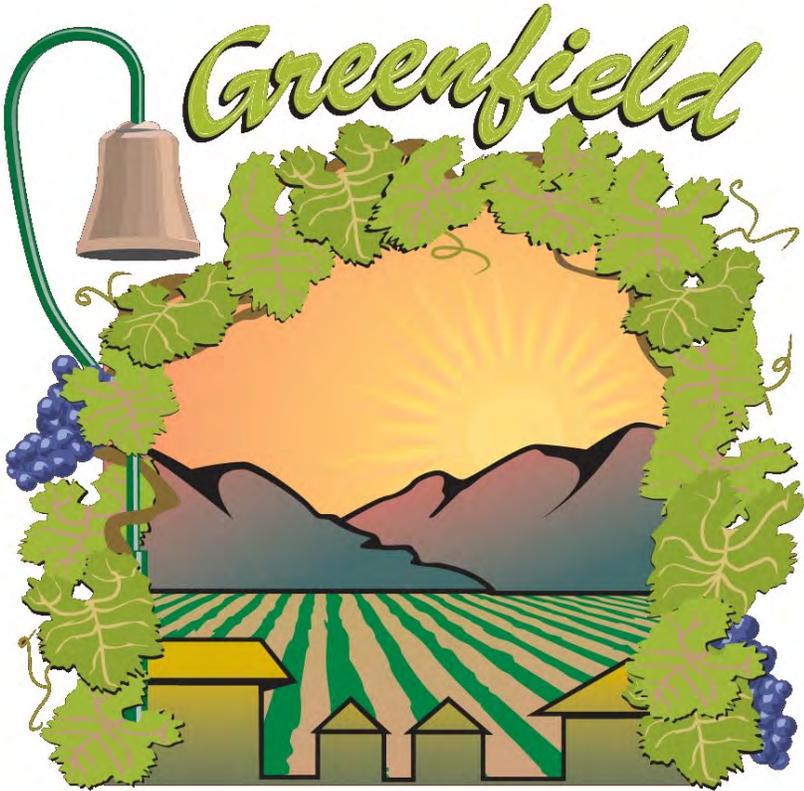
**REVIEWED AND RECOMMENDED:**

Having a written policy regarding City travel that is supported by all members of the City Council, avoids unnecessary conflict between individual members and city staff regarding approved conferences and reimbursement of expense.

**POTENTIAL MOTION:**

**I MOVE TO APPROVE/DENY THE PROPOSED TRAVEL EXPENSES AND REIMBURSEMENT RULES FOR INCLUSION INTO THE CITY COUNCIL RULE OF ORDER AND PROTOCOL.**

# CITY COUNCIL RULES OF ORDER AND PROTOCOLS



**CITY OF GREENFIELD  
599 EL CAMINO REAL  
GREENFIELD, CA 93927**

**ADOPTED: MAY 8, 2012**

# **CITY COUNCIL RULES OF ORDER AND PROTOCOLS**

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- II. MEETINGS AND NOTICE**
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- IV. VOTING**
- V. THE MINUTES**
- VI. ACTIONS**
- VII. MOTIONS**
- VIII. CONDUCT OF PUBLIC HEARING**
- IX. PUBLIC PARTICIPATION AT COUNCIL MEETINGS**
- X. MISCELLANEOUS**
- XI. APPLICABILITY**

## TY COUNCIL RULES OF ORDER AND PROTOCOLS

### I. DUTIES OF THE CITY COUNCIL, MAYOR

- A. The Council. The City Council consists of five (5) members, including an elected Mayor and four (4) Council Members, each of whom shall be a registered voter residing in the City. Terms are set in accordance with Government Code Section 36503.
- B. Mayor. The Mayor is elected by the people in accordance with Elections Code Section 32100 *et seq.* The Mayor is the official head of the City of Greenfield for all ceremonial purposes. The Mayor is entitled to vote on all matters but does not possess any veto power. The Mayor shall state every question coming before the Council, call for a vote, and announce the decision of the Council. The Mayor signs all ordinances and the approved minutes for all City Council meetings. The Mayor must execute such documents as directed by vote of the Council. The Mayor also makes appointments to all commissions and committees, with the approval of a majority of the City Council.

The Mayor is the presiding officer at all Council meetings. In the absence of the Mayor, the Mayor Pro Tempore is the presiding officer, and in the absence of the Mayor Pro Tempore, the remaining Council Members shall select a presiding officer. The presiding officer preserves decorum and determines all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken and seconded, the question is “Shall the decision of the presiding officer be sustained?” A majority vote of the Council sustains the presiding officer’s determination. Otherwise, the ruling is reversed. If in doubt on a point, the presiding officer may submit the question to the Council, in which case a majority vote prevails.

- C. Mayor Pro Tempore. The Mayor Pro Tempore (Mayor Pro Tem) is elected from those on the Council after the certification of each regular election. In the absence of the Mayor, the Mayor Pro Tem possesses the powers and performs the duties of the Mayor.

### II. MEETINGS AND NOTICE

- A. Public. All Council meetings are open to the public, with a prepared agenda, and all persons shall be permitted to attend all meeting except those closed sessions held in accordance of law (such as personnel, litigation matters or real estate negotiations).
- B. Regular meetings. Regular meetings shall be held as authorized by resolution of the City Council, unless a change in meeting date is authorized by majority vote of the Council. Once convened, such meeting may be adjourned to another

location within the City if unusually large crowds or other circumstances warrant. Council meetings shall convene promptly at 6:00 PM. Matters not completed by 10:00 PM will be continued to the next adjourned or regular meeting, unless a majority of the Council Members present at the meeting vote to continue the matter past 10:00 PM. Any regular meeting may be cancelled by the City Council upon announcement of such cancellation at the regular meeting preceding the meeting to be cancelled.

No action shall be taken on any item not appearing on the posted agenda. At least seventy-two (72) hours before a regular meeting of the City Council, the City Clerk, or designee, shall post in a public place an agenda containing the time and place of the Regular Meeting, the business to be transacted at the regular meeting, and information regarding requests for disability-related modification of accommodation. The agenda shall also be posted on the City's website, except where the Brown Act does not so require.

- C. Special Meetings. Special Meetings of the Council may be called by the Mayor or majority of members of the Council with at least twenty-four (24) hours notice by delivering, personally or by mail, written notice (i.e., the agenda) of the meeting to each Council Member and to each local newspaper of general circulation, radio or television station on record as having requested notice in writing, and as set forth in Government Code section 54950 *et seq.* Notice shall also be posted in a public place at least twenty-four (24) hours prior to the meeting and on the City's website, except where the Brown Act does not so require. Such notice must specify the time and place of the Special Meeting and the business to be transacted. Written notice may be dispensed of by and Council Member who files with the Clerk a waiver of notice. Written notice may also be delivered via email. Only business contained in the notice may be considered at such meeting.
- D. Cancelled Meeting. Notice of cancellation of a meeting shall be given by posting a notice of cancellation on or near the door of the location where the meeting was to take place, as soon as possible after the cancellation has occurred. The City Clerk shall also endeavor to remove the meeting agenda from the City's website as soon as possible.
- E. Emergency Meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the City Council may hold an emergency meeting without complying with either the twenty-four (24) hour notice requirement or the twenty-four (24) hour posting requirement of section 54956 of the Government Code. All other Special Meeting section 54956 requirements (other than notice) are applicable to an emergency meeting.

For purposes of this section, an emergency situation may be defined as: (a) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or

both, as determined by a majority of the members of the City Council; or (b) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the City Council to provide one-hour notice before holding an emergency meeting under this section; or (c) Any other event or occurrence as specified as an emergency situation by Government Code section 54956.5.

Each local newspaper of general circulation and radio or television station that has requested notice of Special Meetings (pursuant to Government Code section 54956) shall be notified by telephone, by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting or in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting. If telephone services are not functioning, notice requirements are waived and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

During an emergency meeting, the Council may hold closed session if agreed to by two-thirds (2/3) of the Council, or if less than two-thirds (2/3) are present, by unanimous vote of present members.

All Special Meeting requirements, as prescribed by Section II (C) shall be applicable to a meeting called pursuant to this section, with the exception of the twenty-four (24) hour notice requirement.

The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

F. Study Session: The Council may from time to time meet in study sessions open to the public and news media, the time and place to be designated by the Mayor or a majority of the Council Members. Notice of study sessions shall be provided and agendas posted as required by the Brown Act for any such study session. Study sessions shall be devoted to the exchange of information deemed essential before a regular Council meeting. No formal vote or official action shall be taken at study sessions, but members of the Council in attendance shall be entitled to express their opinions of any matter under discussion; providing, however, that nothing in this section shall prevent a polling of the Council or the taking of any informal vote or consensus in any matter under discussion. The participation of the public in such sessions shall be within the discretion of the Presiding Officer and subject to Council concurrence and compliance with the Brown Act. Study sessions need not be so designated, but may be called idea sessions, information sessions, workshops, etc.

- G. Closed Session. Closed sessions are regulated pursuant to the Brown Act. All written materials and verbal information regarding closed session items must remain confidential. Written reports and/or exhibits or materials furnished to members of the Council as part of the closed session must not be copied or saved and must be returned to staff at the conclusion of the closed session. No member of the Council, employee of the City or anyone else present should disclose to any other person the intent or substance of any discussion that takes place in a closed session unless authorized by a majority of the Council. All public statements, information and press releases related to closed session items should be handled by the City Attorney or as otherwise directed by a Council majority. Any suspected violation of the confidentiality of a closed session discussion shall be reported to the City Attorney. The City Attorney shall be held responsible for a follow-up interview and potential investigation regarding the suspected violation. "Confidential Information" may be interpreted as a communication, written or verbal, made in closed session that is specifically related to the legal basis for conducting the closed session.
- H. Audible Recordings. All regular, emergency and special meetings shall be audibly recorded and made available to the public within ten (10) working days of the meeting in question. All recordings of meetings shall be kept indefinitely.

### III. AGENDA

- A. The Brown Act requires that no action may be taken at any time unless on a printed and posted agenda containing sufficient information to apprise a reasonable person of the scope of any proposed action.
- B. Preparation of Draft Agenda. Prior to agenda posting, a draft agenda shall be prepared by the City Manager for each regular meeting containing the time of commencement of the meeting, the specific items of business to be transacted and the order thereof. The City Manager (a) may place items on the draft agenda for discussion and/or action; (b) shall place an item on the draft agenda for discussion and/or action if requested by the Mayor at a previous Council meeting during City Council comments and/or (c) shall place an item on the draft agenda for discussion by any Council Member at a previous Council meeting during City Council comments.
- Upon receipt of any such requests, said item should be placed on the next available meeting agenda, unless otherwise directed by the requesting Council Member/Mayor. If the Council Member requests an item for which the Council has already taken action or removed from formal consideration to be placed on the agenda, the requesting Council Member must obtain the consent of the majority of the Council for the item to be placed on the agenda.
1. Request from Public: Any person may request placement of a matter on the Council agenda by submitting a written request with the agreement and approval of a sponsoring Council Member. The Council Member shall take

the written request and bring it to the attention of the City Manager. The City Manager shall respond in writing to the Council Member as to the approval or denial of the request.

- C. Contents of Agenda. The final agenda shall specify the time and location of the meeting. The agenda shall contain, when required by law or when appropriate, the following headings:
1. Call Meeting to Order
  2. Roll Call of Members
  3. Invocation
  4. Pledge of Allegiance
  5. Agenda Review
  6. Public Comment
  7. Consent Calendar
  8. Mayor's Presentations, Proclamations, Communications, Resolutions
  9. Public Hearings
  10. City Council Business
  11. Adjourn to Closed Session
  12. Reconvene to Open Session
  13. Brief Reports on Conferences, Seminars & Meetings Attended by Mayor and City Council
  14. Comments from City Council
  15. Adjourn
- D. Modifications to Approved Draft Agenda: After the draft agenda is approved by the City Manager and before the posting of said agenda for the City Council meeting in which the items will be addressed, additional items shall be placed on said agenda when:
1. The City Manager receives a request by two (2) Council Members, either verbally or in writing, that an item be added to the agenda. Items added in this manner will be addressed by the Council if a majority of the Council Members present at the meeting votes to address the item; or
  2. The City Manager determines, with the concurrence of the City Attorney, that there is a need for that item to be placed on the agenda. Items added in this manner shall be addressed by the Council at the City Council meeting.
- E. Items for Future Agendas: Any Council Member may direct the City Manager to place an item on the future agenda not yet drafted.
- F. Posting of Agenda. At least seventy-two (72) hours prior to a regular meeting and twenty-four (24) hours prior to a Special Meeting, the City Clerk shall post the agenda in a place accessible to the public at City Hall and on

the City web site, and as further explained in Section II. Whenever possible, staff reports will be made available to the Council, public, and press seventy-two (72) hours before the meeting. Packet materials or any supplemental material shall be delivered to Council Members on a weekday by 5:30 PM.

- G. Matters Not Appearing on the Agenda. No action or discussion shall take place on any item not appearing on the agenda for a regular meeting as posted, unless:
1. The City Council determines by majority vote that an emergency situation exists as described in Section II (E).
  2. The City Council determines by a two-thirds (2/3) vote of the members of the City Council present at the meeting, or, if less than two thirds of the members are present, an unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.
  3. The item was included in a posted agenda for a prior meeting held not more than five (5) calendar days prior to the meeting at which the item is acted upon and at the prior meeting the item was continued at the meeting at which action is being taken.
  4. During Section III (C-6) (Public Comments), when an item not on an agenda is raised by a member of the public, the City Council may respond for purpose of clarification and refer to the City Manager for follow up at a later date.
- H. Order of Business. At the time set for each regular meeting, the Mayor shall call the meeting to order, and the business of the Council shall be taken up for consideration and disposition in the order set forth. The order of the agenda shall be established by the City Clerk, who may fix a time for public hearings at a later time in the meeting than its commencement. With the consent of a majority of the Council Members present, items may be taken out of order.
- I. If requested, the agenda shall be made available in various formats to persons with a disability as required by Section 202 of the Americans with Disabilities Act of 1990 (41 U.S.C. sect. 12132).

#### IV. VOTING

- A. Right to Vote. Unless disqualified, as defined in Section IV (F), below members of the City Council are entitled and have the responsibility to exercise their right to cast their vote on items of business brought before the Council. Votes are taken by voice or roll call and entered in full upon the record.
- B. Quorum. Three (3) members of the City Council shall constitute a quorum of the City Council. Motions may be passed 2-1 if only three (3) attend, but resolutions,

orders for the payment of money and all ordinances require a recorded majority vote of the total membership of the City Council. (Gov. Code sec. 36936.)

- C. No Objection/Unanimous Consent. A properly offered and seconded motion may be passed by unanimous consent of the Council Members. The Mayor shall declare a motion, duly made and seconded, as before the City Council. The Mayor shall then declare there being no objection, the motion is adopted by unanimous consent. Any motion adopted by this method shall be considered a recorded unanimous approval of the motion in the minutes by the City Clerk.
- D. Roll Call. Votes must be taken by roll call if 1) the motion requires more than a majority, or 2) any member of the City Council demands the motion be voted upon by roll call vote. Upon such demand, the Mayor shall request the City Clerk to conduct a roll call, with each member of the City Council declaring yea, nay, or abstain. Upon conclusion of the roll call, the City Clerk shall declare the results of the roll call. If a roll call vote is demanded, the Mayor may elect to vote last.
- E. Failure to vote. Every member should vote unless disqualified for cause accepted by vote of the Council or by opinion of the City Attorney. Self-disqualification, with approval, which results in a tie vote, should be avoided, but no Council Member can be forced to vote. The abstaining Council Member essentially “consents” that a majority of the quorum may act for him/her. Tie votes are “lost motions” and may be reconsidered later by motion to continue. This continuance suspends the running of any time in which action of the City Council is required by law.
- F. Disqualification. Where a Council Member suffers a conflict of interest, bias, or predetermination, such member shall state the nature of the disqualification, leave the Dias and the Council chamber and, that Council Member’s vote or lack thereof shall not be considered, nor shall that Council Member be counted toward a quorum.

## V. THE MINUTES

- A. City Clerk Manages Minutes. The City Clerk shall draft and manage the minutes until presented to the Council, Commission or Board for approval. The Council, Commission or Board may then, by motion, make such corrections as conform to fact.
- B. Content of Minutes. The minutes shall include the date, hour and place of the meeting; whether it is a regular, adjourned regular or Special Meeting; the names of the Council Members and staff present and absent; and any action taken by the City Council. The minutes should be a clear and concise statement of the actions taken at the Council meeting, including the motions made and the vote thereon. Whenever the Council acts in a quasi-judicial proceeding such as assessment or zoning matters, it is necessary to compile a complete summary of the witnesses.

If any Council Member arrives later or departs before the adjournment, the minutes shall reflect his or her arrival or departure time.

- C. Audible Recording. The City Clerk shall be responsible to ensure the audible recording devices are turned on prior to any City Council meetings. The recordings of all meetings shall be made available to the public within ten (10) days following the meeting. The recordings of all meetings shall be made part of the permanent record and archived with the meeting minutes.

## VI. ACTIONS

- A. Motions. Any Council Member may initiate an item for formal consideration by the City Council through the making of a motion. An individual Council Member may make an independent motion, may make a motion to implement staff recommendation, or may request assistance from the City Manager or City Attorney as to the form of a proposed motion. Upon making of the motion, a second Council Member may second the motion. A duly offered and seconded motion shall be restated by the Mayor. Unless withdrawn, the City Council shall vote upon the motion as provided in Section IV.
- B. Resolutions. A resolution is a formal document that records an action of the City Council. Resolutions are considered by the City Council upon motion and a proper second. Resolutions are sometimes required by law or may be recommended by the City Manager or City Attorney to record an action of the City Council which is considered of particular import.
- C. Ordinances. Ordinances are the vehicle used by the City Council to repeal or amend existing law, as codified in the Greenfield Municipal Code, or to enact new law pertaining to the City's police power within the City's boundaries. In accordance with the California Government Code, Ordinances are considered by the City Council in a two-step process: 1) unless determined to be an item of urgency by a four-fifths (4/5) vote of the City Council, ordinances are introduced by the City Council at one meeting. 2) The ordinance is then approved and adopted at a subsequent City Council meeting.
  - 1. Vote for Reading Ordinance Title Only. The Council may read the ordinance at both first and second reading (adoption) by title only, if reading in full is waived by majority vote.
  - 2. Adoption of the Ordinance. Adoption may occur only once five (5) days have elapsed since first reading. The Ordinance either must be read in full or Unanimous Consent procedure to be read "by title only." The ordinance title is read, and the Council shall have a roll call vote on a motion to read by title only. If the motion to read, by title only, passes, the ordinance is ready for adoption, otherwise must be read in full. The Council should avoid a "combination motion" to "adopt by reading title only" because if the Council splits, the passage may be defective.

Ordinances may only be passed at a regular meeting, with the exception of urgency ordinances, which may be passed at a Special Meeting.

3. Effective date. All ordinances, except as provided in section 36937 of the Government Code (Urgency Ordinances) shall become effective thirty (30) days after adoption or upon such later date as may be designated in the ordinance.
4. Publishing. It is the duty of the City Clerk to publish or post the ordinance as set forth in section 36933 of the Government Code within fifteen (15) days after adoption; failure to do so may invalidate the ordinance.
5. Urgency Ordinances. If any Urgency Ordinance fails to receive an affirmative vote of four-fifths (4/5) of the members, such ordinance shall be as if it had not been read as an emergency enactment. Urgency ordinances must pass by a four-fifths (4/5) vote and be published and become effective immediately.

## VII. MOTIONS

- A. Processing of Motions. When a motion is made and seconded, it shall be stated by the Mayor before debate.
  1. Motions out of order. The Mayor may at any time, by Unanimous Consent permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.
  2. Division of question. If the question contains two or more divisible propositions, the Mayor may, and upon request of a member shall, divide the question and require a vote on each portion of the question.
  3. Withdrawal of Motion. A motion may be withdrawn if the motion has not been stated by the Mayor. A withdrawn motion does not appear in the minutes. Once a motion has been stated by the Mayor, a motion can be withdrawn only by unanimous consent or by a majority roll call vote and the approval of the Council Member who seconded the motion.
- B. Precedence of Motions. When a motion is before the Council, the only other motions that may be entertained are motions: to adjourn; to fix hour of adjournment; to lay on the table; for the previous question; to postpone to a certain day; to reconsider; to amend; and, to postpone indefinitely. These motions shall have precedence in the order indicated.
  1. Motion to adjourn (not debatable). A motion to adjourn shall be in order at any time, except as follows:
    - A. when repeated without intervening business or discussion
    - B. when made as an interruption of a member while speaking
    - C. when the previous question has been ordered
    - D. while a vote is being taken.

A motion to adjourn “to another time” is debatable only as to the time to which the meeting is adjourned.

2. Motion to fix hour of adjournment. A motion to fix the hour of adjournment is called to set a definite time at which to adjourn. This motion is undebatable and unamendable except as to time set.
3. Motion to table. A motion to table is called to temporarily by-pass the subject. A motion to lie on the table is undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be “taken from the table” at any time prior to the end of the next regular meeting.
4. Motion for previous question (not debatable). A motion for a previous question (also known as calling the question) is called to close debate on main motion and bring about an immediate vote. This motion is undebatable. Just indicating “question” does not accomplish the same thing. If the motion fails, the debate is reopened; if the motion passes, then a Council vote on the main motion is in order.
5. Motion to amend. A Council Member may make a motion to amend an amendment is in order; however, a motion to amend an amendment to an amendment is not in order. An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject is acceptable. Regarding procedure, the amendment must be voted on first, and then the main motion may be amended by motion.
6. Motion to postpone. If a motion to postpone is called and adopted, the principal question shall be declared lost. Motions to postpone to a definite time are amendable and debatable as to propriety of postponement and time set.
7. Motion for reconsideration. Any Council Member who voted with the majority may move a reconsideration of any action at the same meeting providing no legal rights have intervened to create an estoppel. After one motion for reconsideration has been acted upon, no other motion on the same subject shall be made without unanimous consent.

## VIII. CONDUCT OF PUBLIC HEARING

- A. Format of hearing. Staff shall first provide the Council with a review of the issue, and time for Council questions. The Mayor shall then open the audience participation portion of public hearing and receive comments from the public. A presiding officer may limit a speaker’s time. If applicable, the applicant will be given the opportunity to present his or her case first, and then opponents will then be permitted to present their case. The applicant will then be allowed to present rebuttal (not supplemental) evidence and closing remarks. The Mayor will call the public hearing to be closed. After the close of the hearing, the Mayor will ask for Council questions and a motion disposing of the matter. Council Members shall not speak on an issue until the public hearing is closed. After the

public hearing is closed, it is inappropriate for the public to speak except to answer Council Member inquiry.

- B. Evidence. The parties concerned, at this point, must be prepared to submit all evidence pertinent to their position. However, in order to save time, anyone may refer to previous testimony or to documents previously filed, as all of the records, exhibits, and minutes of other meetings are before each member, all of which is part of the record. Each speaker is required to abstain from irrelevant testimony, repetition, excessive hearsay, indulging in personalities or making statements not recorded by the City Clerk. All parties are reminded to restrict their remarks and evidence to that which is relevant, as determined by the Council. All evidence considered by the Council in reaching its decision must be retained by the City as part of the record, as a supplement to the minutes.
- C. Witnesses. Each person who desires to speak must first be recognized by the Mayor. Upon receiving recognition, the speaker may give his or her name and address for the record.
- D. Petitions – Letters. Evidence in administrative hearings may not be read unless the writer is present for cross-examination or unless the other side consents.

## **IX. PUBLIC PARTICIPATION AT COUNCIL MEETINGS**

- A. Timing and Scope of Public Comment. Any person may address the City Council regarding any matter with which they are concerned at the time designated for that agenda item, or on issues not on the agenda during at the “Public Comment” time in the agenda that provides an opportunity for members of the public to directly address the Council. Members of the public should make remarks or comments only on items within the jurisdiction of the City Council. Remarks not within the scope of the City Council's authority shall be ruled out of order by the Mayor.
- B. Speaker Cards, Addressing the Council. Speaker cards will be provided to the public near the entrance of the Council Chambers. Members of the public that wish to speak on an agendized item should submit a completed speaker card for each item to the City Clerk prior to the meeting being called to order, although such cards will not be required. The City Clerk will be responsible to call the members of the public who have filled out a speaker in the order that they are received. If time allows members of the public that did not fill out speaker cards may approach the podium to address the Council. Any person addressing the City Council should speak into the microphone at the speakers’ podium, state his or her name and address, and address all remarks to the City Council as a body, not to any individual member or to the audience. No person other than the City Council and the person having the floor shall be permitted to discuss any

matter either directly or through a member of the City Council without permission of the Mayor/Chair.

- C. Frequency and Duration of Oral Comments. Members of the public shall only be allowed to speak one time on each agenda item without the consent of the Mayor, the exception being applicants or representatives who have requested a particular item be placed on the agenda may provide opening and closing remarks. The duration of oral comments shall not exceed three (3) minutes unless additional time is granted by the Mayor prior to opening that agenda item. If an extension of time is granted for oral comments, such privilege shall extend to all speakers under that agenda item. Time for oral comments may not be donated or extended to a speaker from other members of the public in attendance.
- D. Picking a Representative for a Group of Speakers. When an identifiable group of persons wishes to address the City Council, on the same agenda item, the Mayor shall have the discretion to request that a spokesperson be chosen by the group to address the City Council. If additional issues are to be presented on the subject by any other member of such group, the Mayor may limit the number of persons and the time period for speaking to the City Council, to avoid unnecessary repetition of issues.
- E. Limiting Oral Comments. The Mayor with the Council has the discretion to reasonably limit the number of speakers and the duration of the oral comments on each agenda item.
- F. Public Decorum: Each person who attends a City Council meeting or who addresses the City Council may not discuss matters that are not within the subject matter jurisdiction of the City Council, and must do so in an orderly manner and shall not make personal, slanderous, or profane remarks or verbally attack any member of the Council, staff or general public. Any person at the podium or in the audience that makes such remarks, or utters loud, threatening, personal, abusive or disruptive language, or engages in any other disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any Council meeting shall at the request of any Council Member be immediately escorted from the Council Chambers by the law enforcement officer on duty and be barred from further attendance of that particular meeting. Any physically aggressive or obscene gestures from individuals in attendance shall be cause for immediate removal from the meeting without the courtesy of returning to that particular meeting. Members of the public may not bring flags, signs or placards into the City Council Chambers larger than 8 ½ x 11 inches in size. Items cannot be waved, held over one's head or generally moved in any other disorderly manner which disrupts, disturbs or otherwise impedes the orderly conduct of the Council Meeting. The aforementioned articles may be displayed or distributed outside the building or in the Civic Center lobby. Handouts or

printed materials may be distributed in the City Council Chamber prior to the Council meeting or in the Civic Center lobby.

Decorum and order shall be enforced in the following manner:

1. Warnings. The Mayor shall inform that any person(s) violating the RULES of DECORUM be orderly and silent. The warning shall be substantially in the form described as follows: If, after receiving a clear warning from the Mayor, the person(s) disturbs the Council meeting a second time, the Mayor shall call for the removal of the violator(s). If the person(s) does not depart from the Council Chambers of his or her own volition, the Mayor shall order any law enforcement officer on duty to escort law enforcement officer on duty to escort that person(s) from the Council Chambers.
2. Text for Warning. The Mayor shall deliver the requisite warning in substantially the following form:

You are hereby advised that your conduct is in violation of the Rules of Order and Decorum of the City Council and California Penal Code Section 403, and you are hereby directed to be orderly and silent. Penal Code 403 states –“That any person who, without authority of law, willfully disturbs or breaks up a lawfully convened meeting of the City Council is guilty of a misdemeanor.” Continued disruption of this Council meeting will result in your removal from the meeting by the officer on duty and you will not be permitted to return to the Council Chambers for the duration of the meeting. In addition, any continued disruption of this meeting is grounds for you being arrested and charged with a misdemeanor. Do you understand this admonition?

3. Motion to Enforce. If the Mayor fails to enforce the rules set forth above, any member of the Council may move to require the Mayor to do so and, by an affirmative vote of a majority of the Council, shall require the Mayor to enforce the ruling. If the Mayor of the Council fails to carry out the will of the majority of the Council, the majority may designate the Mayor Pro Tempore to act as Presiding Officer for the limited purpose of enforcing these Rules of Decorum.
- G. Interruption of Meeting. Pursuant to Government Code Section 54957.9 (Brown Act) if any meeting is willfully interrupted and disrupted so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the City Council may order the meeting room cleared and continue in session. Representatives of the news media may attend the meeting unless participating in the disturbance. The City Council may readmit any individuals not responsible for willfully disturbing the orderly conduct of the meeting.

- H. No Use of Public Comment for Campaigns. No person may use public comment or for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Further, any direct mention of a candidate’s candidacy or a ballot proposition shall constitute grounds for immediate suspension of such person’s right to speak at that Council meeting.
- I. No Use of Public Comment or for Advertising. No person addressing the Council may use Public Comment or for the purpose of advertising. Advertising is defined as “promoting by making known, proclaiming publicly, drawing attention to, or making conspicuous any item, product, service, or thing, for profit or otherwise. “This does not prevent or preclude any person addressing the Council from expressing his or her views or opinions on matters over which the Council has jurisdiction. Also, this does not prohibit individuals or organizations from promoting public events or causes through public requests for proclamations and presentations as provided in Section X, Item C and Item D below.
- J. Transgression. The Council by majority vote shall retain authority to determine whether a Speaker’s remarks fail to comply with these Rules or exceed the scope of the designated Forum and the Mayor or Mayor Pro Tempore acting on the Council’s behalf shall have the right to suspend such person’s right to speak.

**X. MISCELLANEOUS**

- A. Telephone Participation Meetings
  1. Council Members may attend committee meetings and Study Sessions by teleconference. Only one Council Member per meeting may attend telephonically. Council Members may telephonically attend each type of meeting once per calendar quarter.
  2. A copy of the agenda must be posted at the teleconference location.
  3. The public needs to be able to participate in the meeting. Thus, the room needs to be open to the public, and a speakerphone (or other technology that allows the public to listen and comment) must be available for use.
  4. The agenda must provide the opportunity for the public to address the Council directly at each teleconference location.
  5. All votes taken during a teleconference must be by roll call.
  6. During the teleconference, at least a quorum of the legislative body must participate from locations within the City’s boundaries.
  7. The agenda for the teleconferenced meeting should mention the teleconference location, such as:

**NOTICE OF TELECONFERENCE MEETING**

*Pursuant to California government Code section 54953, member of the City Council may attend this meeting via teleconference. Members of the public may attend and participate either at the address given above, or at the teleconference location listed below: (insert address)*

B. Public Request for Proclamations. It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a City of Greenfield event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of the City's population, and either forward positive messages or call upon the support of the community. The following guidelines and requirements apply to requests for consideration for proclamations:

1. The person(s) or organization making the request must submit a completed application requesting a City Proclamation and submit a copy of the proposed proclamation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for guidance.
4. The Council will not make more than two proclamations at one Council Meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

C. Public Requests for Presentations. It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a City of Greenfield event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of the City's population, and either forward positive messages or call upon the support of the community. The following guidelines and requirements apply to requests for consideration of presentations

1. The person(s) or organization making the request to make the presentation must submit a completed application to make a City Council Presentation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed presentation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council committee of the Whole for its guidance.

4. The presentation shall not exceed five minutes in length and the Council will not entertain more than two presentations at one Council Meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed presentation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the presentation will or will not be permitted.
7. Once approved, the presentation will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

D. Miscellaneous Expenditures of City Resources. No Council Member shall have the entitlement for obligating, indenturing or otherwise entering into an agreement and/or contract, verbal or written that requires the use of city funds and or equipment, staff time or use of any city resources without one hundred percent (100%) approval of the entire Council Membership. No Council Member shall have the sole authority to disperse or use city funds or resources without the knowledge and one hundred percent (100%) approval of the Council.

## **XII. TRAVEL EXPENSES AND REIMBURSEMENT RULES**

The Mayor and each City Council member shall each have an annual \$3,000 budget allocation for approved City business and travel. Advance authorization by the City Council is required in order to exceed the approved budget allocation. Reimbursement of meals, registration fees, parking, hotel and other expenses shall be reimbursed by the City based on submitted receipts.

The Mayor or Councilmember who serves as a committee member or an officer of an organization of which the City is a member, shall seek advance authorization from the City Council for any expenses, for a period not to exceed a year, at the start of each fiscal year and shall maintain a log of all expenses and will be distributed to the City Council at the end of each year.

The City Clerk shall be responsible for reserving hotel, airline and conference registrations on behalf of the Mayor and City Council. The Mayor and Council Members will be reimbursed for meals, parking, cabs, and other customary and reasonable expenses upon the submission of receipts and completion of a travel expense report obtained from the City Clerk. A copy of the completed and signed travel expense report shall be distributed to the council as an agenda item prior to repayment.

If the Mayor or a Councilmember must cancel an already scheduled and reserved trip, the individual must notify the Mayor and City Clerk at the earliest possible time to cancel all reservations and obtain refunds. If the arrangements cannot be cancelled, the individual shall attempt, through the City Clerk, to find a substitute member of the City Council. If no one else can go, then the individual who cancelled the trip is personally responsible for any costs incurred by the City. The City Council may waive said obligation upon written request if the cancellation

was due to personal illness, illness or death of a family member, unforeseen business necessity, or other valid unavoidable conflict.

In accordance with city travel policies, none of the following expenses can be paid by the City: Travel paid for by any other organization, alcoholic beverages, valet services, meals or lodging accommodations for family or guest, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, trip insurance, hosting, tips unless otherwise authorized or any other personal expenses for entertainment or other purposes.

One City credit card shall be issued for use by all members of the City Council for expenses outlined in this policy.

The City Council, by majority vote, may waive any provision of this policy.

## **XI. APPLICABILITY**

The City Council further finds and declares that the aforementioned Rules of Order and Protocols will be used and followed by all members of the City Council, and its Commissions and Boards, unless previous adopted rules of conduct exist and apply to that board. In the case of a Commission or Board, the term “Chairperson” shall be substituted for Mayor and the name of the Commission or Board shall be substituted for City Council or Council.

The intent of the policy for the aforementioned Rules of Order and Protocols will be observed unless one hundred percent (100%) of the Council desires a change.

It shall be the responsibility of the City Manager to review the aforementioned Rules of Order and Protocols on an annual basis to insure compliance with the Brown Act. Any necessary updates for non-compliance issues shall brought to the immediate attention of the full Council.

1811201.2



## City Council Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**DATE:** September 4, 2015

**AGENDA DATE:** September 8, 2015

**PREPARED BY:** Jeri L. Corgill, Director of Administrative Services

**TITLE:** **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING A BOND EXPENDITURE AGREEMENT BETWEEN THE CITY OF GREENFIELD AND THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD**

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### **BACKGROUND AND ANALYSIS**

In June 2011, ABx1 26 dissolved California redevelopment agencies and prohibited spending of any outstanding unspent bond proceeds. AB 1484 subsequently amended the dissolution bill and provided a mechanism to allow successor agencies to spend unspent bond proceeds from bonds issued prior to January 1, 2011. The bill provided that upon obtaining a Finding of Completion (“FOC”) successor agencies would be allowed to spend unspent bond proceeds from pre-2011 bonds. An FOC is required to be issued upon California Department of Finance (“DOF”) acceptance of required reports and payment of available cash balances. The Successor Agency to the former Redevelopment Agency of the City of Greenfield (“Successor Agency”) completed all required steps and received its FOC on September 10, 2013.

Currently, the Successor Agency may only pay obligations approved on a Recognized Obligation Payment Schedule (“ROPS”), which is prepared twice a year covering the 6-month periods from July to December and January to June of each year. The ROPS documents are required to be submitted several months prior to the effective date, which creates timing problems in terms of entering into obligations related to projects funded by unspent bond proceeds.

As a result, the DOF has provided guidance that allows the Successor Agency and City to enter into an agreement to transfer unspent bond proceeds to the City to complete projects and activities consistent with the original bond requirements, including spending the proceeds within the project areas. The proposed agreement was drafted by the Successor Agency legal counsel based on information from DOF staff, and is modeled after similar agreements that have been

approved by DOF. Under the agreement, only the initial transfer of the bond proceeds is required to be included on an approved ROPS.

Later this month, the Oversight Board will consider ROPS 15-16B covering the period of January 2016 through June 2016, which will include the transfer of \$2,434,365.82 in unspent bond proceeds to the City, currently held by the fiscal agent. The proposed agreement formalizes the obligation for the Successor Agency to transfer the unspent bond proceeds, along with any excess bond proceeds, and for the City to spend the proceeds in accordance with the bond requirements.

The agreement is being considered by both the Successor Agency and City at this regularly scheduled meeting. If approved by the City, Successor Agency, and Oversight Board, the agreement will be forwarded to DOF for final approval. Upon final approval, the City will have the authority to enter into contracts to carry out the projects and activities authorized in the bond documents. Projects currently budgeted are streetscape and downtown improvements, signage for the north and south city entrances, and improvements to the police department facility.

### **FINANCIAL AND BUDGET IMPACT**

If approved, the agreement will provide for unspent bond proceeds in the amount of \$2,434,365.82, plus accrued interest and any excess bond proceeds, to be contributed by the Successor Agency to the City for spending in accordance with the bond documents.

### **RECOMMENDATION**

Staff recommends the City Council approve a Bond Expenditure Agreement between the City and the Successor Agency.

### **PROPOSED MOTION**

**I MOVE TO ADOPT RESOLUTION #2015-61, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING A BOND EXPENDITURE AGREEMENT BETWEEN THE CITY OF GREENFIELD AND THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD.**

### **ATTACHMENTS**

Resolution #2015-61  
Bond Expenditure Agreement

**RESOLUTION NO. 2015-61**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD  
APPROVING A BOND EXPENDITURE AGREEMENT BETWEEN THE CITY OF  
GREENFIELD AND THE SUCCESSOR AGENCY TO THE FORMER  
REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD**

**WHEREAS**, The Successor Agency to the former Redevelopment Agency of the City of Greenfield (“Successor Agency”) received its Finding of Completion under Health and Safety Code Section 34179.7 from the California Department of Finance on September 10, 2013; and

**WHEREAS**, Health and Safety Code Section 34191.4(c) allows a successor agency that has received a finding of completion to use bond proceeds from bonds issued prior to 2011 for purposes for which the bonds were sold, provides that such proceeds in excess of amounts needed to satisfy approved enforceable obligations shall be expended in a manner consistent with the original bond covenants, and further provides that such expenditures shall constitute “excess bond proceeds obligations” that shall be listed separately on the successor agency’s Recognized Obligation Payment Schedule (“ROPS”); and

**WHEREAS**, The Successor Agency has and will have “excess bond proceeds,” and wishes to use such proceeds for redevelopment purposes consistent with applicable bond covenants; and

**WHEREAS**, The California Community Redevelopment Law (Health and Safety Code Section 33000, et seq.) provides for a cooperative relationship between cities and their redevelopment agencies, as well as their successor agencies who have assumed the duties and obligations of the former redevelopment agencies. Under Health and Safety Code Section 33220, a city may aid and cooperate in the planning, undertaking, construction, or operation of redevelopment projects. Health and Safety Code Section 33220(e) specifically authorizes a city to enter into an agreement with its redevelopment agency or any other public entity to further redevelopment purposes. Health and Safety Code Section 34178 allows a successor agency and its sponsoring city to enter into agreements with the approval of the oversight board; and

**WHEREAS**, The Successor Agency desires to provide excess bond proceeds to the City of Greenfield (“City”) to enable the City to use such funds, in a manner consistent with the original bond covenants, to undertake projects and programs that were not previously funded and obligated by the Successor Agency or the City. The Successor Agency Board has found that the use of excess bond proceeds to fund projects that involve City-owned public buildings, facilities, structures, or other improvements is in accordance with Health and Safety Code Sections 33445, 33445.1, and 33679, and other applicable law; and

**WHEREAS**, In order to facilitate the use of excess bond proceeds consistent with the bond covenants, the Successor Agency and the City have negotiated an Agreement requiring the transfer of current and future excess bond proceeds from the Successor Agency to the City, and

the City's use of such proceeds consistent with applicable bond covenants and all applicable laws.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, based upon the foregoing, the City Council of the City of Greenfield approves entering into a bond expenditure agreement with the Successor Agency, and excess bond proceeds will be contributions to the City for projects consistent with bond covenants.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield at a regular meeting duly held on the 8<sup>th</sup> of September, 2015 by the following vote:

**AYES, and in favor, thereof, Councilmembers:**

**NOES, Councilmembers:**

**ABSENT, Councilmembers:**

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City Mayor

Attest:

---

City Clerk

## **BOND EXPENDITURE AGREEMENT**

This Bond Expenditure Agreement (“Agreement”) is entered into on September 8, 2015, by and between the City of Greenfield, a municipal corporation (“City”), and the Successor Agency to the former Redevelopment Agency of the City of Greenfield (“Successor Agency”). This Agreement shall not be effective until approved by the Successor Agency’s Oversight Board and the State Department of Finance.

### **Recitals**

- A. The Successor Agency received its Finding of Completion under Health and Safety Code Section 34179.7 from the California Department of Finance on September 10, 2013.
- B. Health and Safety Code Section 34191.4(c) allows a successor agency that has received a finding of completion to use bond proceeds from bonds issued prior to 2011 for purposes for which the bonds were sold, provides that such proceeds in excess of amounts needed to satisfy approved enforceable obligations shall be expended in a manner consistent with the original bond covenants, and further provides that such expenditures shall constitute “excess bond proceeds obligations” that shall be listed separately on the successor agency’s Recognized Obligation Payment Schedule (“ROPS”).
- C. The Successor Agency has and will have “excess bond proceeds,” and wishes to use such proceeds for redevelopment purposes consistent with applicable bond covenants.
- D. The California Community Redevelopment Law (Health and Safety Code Section 33000, et seq.) provides for a cooperative relationship between cities and their redevelopment agencies, as well as their successor agencies who have assumed the duties and obligations of the former redevelopment agencies. Under Health and Safety Code Section 33220, a city may aid and cooperate in the planning, undertaking, construction, or operation of redevelopment projects. Health and Safety Code Section 33220(e) specifically authorizes a city to enter into an agreement with its redevelopment agency or any other public entity to further redevelopment purposes. Health and Safety Code Section 34178 allows a successor agency and its sponsoring city to enter into agreements with the approval of the oversight board.
- E. The Successor Agency desires to provide excess bond proceeds to the City to enable the City to use such funds, in a manner consistent with the original bond covenants, to undertake projects and programs that were not previously funded and obligated by the Successor Agency or the City. The City Council has found that the use of excess bond proceeds to fund projects that involve City-owned public buildings, facilities, structures, or other improvements is in accordance with Health and Safety Code Sections 33445, 33445.1, and 33679, and other applicable law.
- F. In order to facilitate the use of excess bond proceeds consistent with the bond covenants, the Successor Agency and the City have negotiated this Agreement requiring the transfer of current and future excess bond proceeds from the Successor Agency to the City, and the City’s use of such proceeds consistent with applicable bond covenants and all

applicable laws. The parties intend that this Agreement shall constitute an excess bond proceeds obligation within the meaning of Health and Safety Code Section 34191.4(c)(2)(A) to be paid from excess bond proceeds. With Oversight Board approval, the Successor Agency has listed this Agreement, and the requirement to transfer excess bond proceeds herein, on its Recognized Obligation Payment Schedule ("ROPS") for January 2016 through June 2016 ("ROPS 15-16B") as an obligation to be funded with excess bond proceeds.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

### 1. RECITALS

The recitals above are an integral part of this Agreement and set forth the intentions of the parties and the premises on which the parties have decided to enter into this Agreement.

### 2. DEFINITIONS

For purposes of this Agreement, the following terms shall have the indicated meaning:

The "Dissolution Law" means Parts 1.8 and 1.85 of Division 24 of the California Health and Safety Code, commencing with Section 34170, and other statutes governing the dissolution of redevelopment agencies and the wind-down of redevelopment activities.

"Bond Proceeds" mean (1) proceeds from tax allocation bonds issued on or before December 31, 2010, (2) rents, sale proceeds and other revenues generated by properties acquired and/or improved with proceeds from tax allocation bonds issued on or before December 31, 2010, (3) interest and principal paid on loans funded by proceeds from tax allocation bonds issued on or before December 31, 2010, and (4) other income or revenues generated from assets acquired or funded with proceeds from tax allocation bonds issued on or before December 31, 2010.

"Excess Bond Proceeds" means Bond Proceeds that are not needed to satisfy Enforceable Obligations approved on a ROPS.

"Enforceable Obligations" mean enforceable obligations, other than Excess Bond Proceeds obligations, as defined under the Dissolution Law.

### 3. THE SUCCESSOR AGENCY'S OBLIGATIONS

The Successor Agency shall have the following obligations under this Agreement:

3.1. CURRENT EXCESS BOND PROCEEDS. The Successor Agency shall transfer to the City, no earlier than October 5, 2015 and no later than December 31, 2015, Excess Bond Proceeds in the amount of \$2,434,365.82, plus all interest accrued thereon up to the date of such transfer. Said transfer shall include Excess Bond Proceeds from the 2006 and 2002 Greenfield Redevelopment Agency Tax Allocation Bonds.

3.2. FUTURE EXCESS BOND PROCEEDS. The Successor Agency shall transfer to the City all future Excess Bond Proceeds held or received by the Successor Agency. Such future

Excess Bond Proceeds shall include, without limitation: (1) Bond Proceeds previously obligated to a project or other Enforceable Obligation that become unobligated for any reason, (2) Bond Proceeds that become available in the form of rents, sale proceeds, loan repayments, or other revenues that are generated by properties or other assets acquired and/or improved with Bond Proceeds and that are not otherwise obligated to a project or other Enforceable Obligation, and (3) any other funds held by the Successor Agency that qualify as Excess Bond Proceeds under this Agreement.

The parties intend that payments of future Excess Bond Proceeds be made to the City as soon as possible after such Excess Bond Proceeds become available. The transfer of future Excess Bond Proceeds shall be made pursuant to an approved ROPS within 30 days of the commencement of the relevant ROPS period. The Successor Agency shall be responsible for ensuring that payments of future Excess Bond Proceeds, as such funds become available, are included on the next possible ROPS.

3.3. PROJECTS FUNDED BY EXCESS BOND PROCEEDS. The Successor Agency assigns to the City all responsibilities and contracts, if any, related to the administration of any projects or programs funded by Excess Bond Proceeds.

#### 4. THE CITY'S OBLIGATIONS

The City shall have the following obligations under this Agreement:

4.1. RETENTION OF EXCESS BOND PROCEEDS. The City shall accept, hold, and disburse Excess Bond Proceeds transferred to the City pursuant to this Agreement, including current Excess Bond Proceeds and future Excess Bond Proceeds. The City shall retain any Excess Bond Proceeds that it receives, such as revenue generated from properties acquired or improved with Excess Bond Proceeds or payments on loans funded from Excess Bond Proceeds, without any obligation to return such funds to the Successor Agency, and shall use such funds for uses consistent with applicable bond covenants.

4.2. USE OF EXCESS BOND PROCEEDS. The City may spend Excess Bond Proceeds received or retained under this Agreement on any project, program, or activity authorized by the City Council of the City. However, the City must spend Excess Bond Proceeds consistent with the original bond covenants applicable to the particular Excess Bond Proceeds, and must comply with all requirements of federal tax law and all applicable requirements of the California Community Redevelopment Law as to the use of such funds.

The City shall be solely responsible for ensuring that Excess Bond Proceeds are maintained and spent in accordance with bond covenants and other applicable laws. The City may transfer funds between approved projects, programs and activities, as long as the transfer is within a single project area if applicable bond covenants restrict such funds to a particular project area.

The City shall indemnify and defend the Successor Agency, and its officers and agents, against, and shall hold the Successor Agency, and its officers and agents, harmless from, any claims, causes of action, or liabilities arising from the misuse of Excess Bond Proceeds by the

City or the failure of the City to ensure that Excess Bond Proceeds are used in accordance with bond covenants, federal tax law, and the California Community Redevelopment Law.

The City assumes all contracts, if any, entered into by the Successor Agency or the former Redevelopment Agency related to activities to be funded by Excess Bond Proceeds, with the exception of those contracts retained by the Successor Agency relating to Enforceable Obligations. The City shall perform its obligations hereunder, and under such assumed contracts, in accordance with the applicable provisions of federal, state and local laws, including the obligation to comply with environmental laws such as CEQA, and shall timely complete the work required for each project.

## 5. ENTIRE AGREEMENT; WAIVERS; AND AMENDMENTS

5.1. This Agreement constitutes the entire understanding and agreement of the parties with respect to the transfer and use of Excess Bond Proceeds. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties with respect to the subject matter of this Agreement.

5.2. This Agreement is intended solely for the benefit of the City and the Successor Agency. Notwithstanding any reference in this Agreement to persons or entities other than the City and the Successor Agency, there shall be no third party beneficiaries under this Agreement.

5.3. All waivers of the provisions of this Agreement and all amendments to this Agreement must be in writing and signed by the authorized representatives of the parties.

## 6. SEVERABILITY

If any term, provisions, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall continue in full force and effect unless the rights and obligations of the parties have been materially altered or abridged by such invalidation, voiding or unenforceability. In addition, the parties shall cooperate in good faith in an effort to amend or modify this Agreement in a manner such that the purpose of any invalidated or voided provision, covenant, or condition can be accomplished to the maximum extent legally permissible.

## 7. DEFAULT

If either party fails to perform or adequately perform an obligation required by this Agreement within thirty (30) calendar days of receiving written notice from the non-defaulting party, the party failing to perform shall be in default hereunder. In the event of default, the non-defaulting party will have all the rights and remedies available to it at law or in equity to enforce the provisions of this contract, including without limitation the right to sue for damages for breach of contract or to seek specific performance. The rights and remedies of the non-defaulting party enumerated in this paragraph are cumulative and shall not limit the non-defaulting party's rights under any other provision of this Agreement, or otherwise waive or deny any right or remedy, at law or in equity, existing as of the date of the Agreement or

hereinafter enacted or established, that may be available to the non-defaulting party against the defaulting party.

8. BINDING ON SUCCESSORS

This Agreement shall be binding on and shall inure to the benefit of all successors and assigns of the parties, whether by agreement or operation of law.

9. FURTHER ASSURANCES

Each party agrees to execute, acknowledge and deliver all additional documents and instruments, and to take such other actions as may be reasonably necessary to carry out the intent of this Agreement.

In witness whereof, the undersigned parties have executed this Bond Expenditure Agreement as of the date first above written.

THE CITY OF GREENFIELD, a municipal corporation

By: \_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

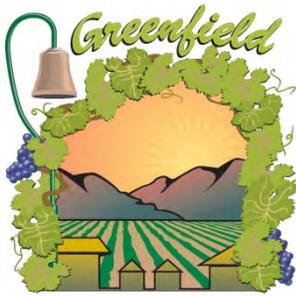
By: \_\_\_\_\_  
City Attorney

THE SUCCESSOR AGENCY TO THE FORMER  
REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD

By: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Successor Agency Legal Counsel



## Successor Agency Board Memorandum

599 El Camino Real Greenfield CA 93937 831-674-5591  
www.ci.greenfield.ca.us

**DATE:** September 4, 2015

**AGENDA DATE:** September 8, 2015

**PREPARED BY:** Jeri L. Corgill, City of Greenfield Director of Administrative Services

**TITLE:** **RESOLUTION OF THE BOARD OF THE OF SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD APPROVING A BOND EXPENDITURE AGREEMENT BETWEEN THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD AND THE CITY OF GREENFIELD**

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### **BACKGROUND AND ANALYSIS**

In June 2011, ABx1 26 dissolved California redevelopment agencies and prohibited spending of any outstanding unspent bond proceeds. AB 1484 subsequently amended the dissolution bill and provided a mechanism to allow successor agencies to spend unspent bond proceeds from bonds issued prior to January 1, 2011. The bill provided that upon obtaining a Finding of Completion (“FOC”) successor agencies would be allowed to spend unspent bond proceeds from pre-2011 bonds. An FOC is required to be issued upon California Department of Finance (“DOF”) acceptance of required reports and payment of available cash balances. The Successor Agency to the former Redevelopment Agency of the City of Greenfield (“Successor Agency”) completed all required steps and received its FOC on September 10, 2013.

Currently, the Successor Agency may only pay obligations approved on a Recognized Obligation Payment Schedule (“ROPS”), which is prepared twice a year covering the 6-month periods from July to December and January to June of each year. The ROPS documents are required to be submitted several months prior to the effective date, which creates timing problems in terms of entering into obligations related to projects funded by unspent bond proceeds.

As a result, the DOF has provided guidance that allows the Successor Agency and City of Greenfield (“City”) to enter into an agreement to transfer unspent bond proceeds to the City to complete projects and activities consistent with the original bond requirements, including spending the proceeds within the project areas. The proposed agreement was drafted by the

Successor Agency legal counsel based on information from DOF staff, and is modeled after similar agreements that have been approved by DOF. Under the agreement, only the initial transfer of the bond proceeds is required to be included on an approved ROPS.

Later this month, the Oversight Board will consider ROPS 15-16B covering the period of January 2016 through June 2016, which will include the transfer of \$2,434,365.82 in unspent bond proceeds to the City, currently held by the fiscal agent. The proposed agreement formalizes the obligation for the Successor Agency to transfer the unspent bond proceeds, along with any excess bond proceeds, and for the City to spend the proceeds in accordance with the bond requirements.

The agreement is being considered by both the Successor Agency and City at this regularly scheduled meeting. If approved by the City, Successor Agency, and Oversight Board, the agreement will be forwarded to DOF for final approval. Upon final approval, the City will have the authority to enter into contracts to carry out the projects and activities authorized in the bond documents. Projects currently budgeted are streetscape and downtown improvements, signage for the north and south city entrances, and improvements to the police department facility.

### **FINANCIAL AND BUDGET IMPACT**

If approved, the agreement will provide for unspent bond proceeds in the amount of \$2,434,365.82, plus accrued interest and any excess bond proceeds, to be contributed by the Successor Agency to the City for spending in accordance with the bond documents.

### **RECOMMENDATION**

Staff recommends the Successor Agency Board approve a Bond Expenditure Agreement between the City and the Successor Agency.

### **PROPOSED MOTION**

**I MOVE TO ADOPT RESOLUTION SA #2015-01, A RESOLUTION OF THE BOARD OF THE OF SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD APPROVING A BOND EXPENDITURE AGREEMENT BETWEEN THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD AND THE CITY OF GREENFIELD.**

### **ATTACHMENTS**

Resolution SA #2015-15  
Bond Expenditure Agreement

**RESOLUTION NO. SA 2015-01**

**A RESOLUTION OF THE BOARD OF THE OF SUCCESSOR AGENCY TO THE  
FORMER REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD  
APPROVING A BOND EXPENDITURE AGREEMENT BETWEEN THE SUCCESSOR  
AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF  
GREENFIELD AND THE CITY OF GREENFIELD**

**WHEREAS**, The Successor Agency to the former Redevelopment Agency of the City of Greenfield (“Successor Agency”) received its Finding of Completion under Health and Safety Code Section 34179.7 from the California Department of Finance on September 10, 2013; and

**WHEREAS**, Health and Safety Code Section 34191.4(c) allows a successor agency that has received a finding of completion to use bond proceeds from bonds issued prior to 2011 for purposes for which the bonds were sold, provides that such proceeds in excess of amounts needed to satisfy approved enforceable obligations shall be expended in a manner consistent with the original bond covenants, and further provides that such expenditures shall constitute “excess bond proceeds obligations” that shall be listed separately on the successor agency’s Recognized Obligation Payment Schedule (“ROPS”); and

**WHEREAS**, The Successor Agency has and will have “excess bond proceeds,” and wishes to use such proceeds for redevelopment purposes consistent with applicable bond covenants; and

**WHEREAS**, The California Community Redevelopment Law (Health and Safety Code Section 33000, et seq.) provides for a cooperative relationship between cities and their redevelopment agencies, as well as their successor agencies who have assumed the duties and obligations of the former redevelopment agencies. Under Health and Safety Code Section 33220, a city may aid and cooperate in the planning, undertaking, construction, or operation of redevelopment projects. Health and Safety Code Section 33220(e) specifically authorizes a city to enter into an agreement with its redevelopment agency or any other public entity to further redevelopment purposes. Health and Safety Code Section 34178 allows a successor agency and its sponsoring city to enter into agreements with the approval of the oversight board; and

**WHEREAS**, The Successor Agency desires to provide excess bond proceeds to the City of Greenfield (“City”) to enable the City to use such funds, in a manner consistent with the original bond covenants, to undertake projects and programs that were not previously funded and obligated by the Successor Agency or the City. The Successor Agency Board has found that the use of excess bond proceeds to fund projects that involve City-owned public buildings, facilities, structures, or other improvements is in accordance with Health and Safety Code Sections 33445, 33445.1, and 33679, and other applicable law; and

**WHEREAS**, In order to facilitate the use of excess bond proceeds consistent with the bond covenants, the Successor Agency and the City have negotiated an Agreement requiring the transfer of current and future excess bond proceeds from the Successor Agency to the City, and

the City's use of such proceeds consistent with applicable bond covenants and all applicable laws.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, based upon the foregoing, the Board of the Successor Agency to the former Redevelopment Agency of the City of Greenfield approves entering into a bond expenditure agreement with the City, and excess bond proceeds will be contributions to the City for projects consistent with bond covenants.

**PASSED AND ADOPTED** by the Board of the Successor Agency to the former Redevelopment Agency of the City of Greenfield at a regular meeting duly held on the 8<sup>th</sup> of September, 2015 by the following vote:

**AYES, and in favor, thereof, Boardmembers:**

**NOES, Boardmembers:**

**ABSENT, Boardmembers:**

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Chair of the Successor Agency Board

Attest:

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Secretary of the Board

## **BOND EXPENDITURE AGREEMENT**

This Bond Expenditure Agreement (“Agreement”) is entered into on September 8, 2015, by and between the City of Greenfield, a municipal corporation (“City”), and the Successor Agency to the former Redevelopment Agency of the City of Greenfield (“Successor Agency”). This Agreement shall not be effective until approved by the Successor Agency’s Oversight Board and the State Department of Finance.

### **Recitals**

- A. The Successor Agency received its Finding of Completion under Health and Safety Code Section 34179.7 from the California Department of Finance on September 10, 2013.
- B. Health and Safety Code Section 34191.4(c) allows a successor agency that has received a finding of completion to use bond proceeds from bonds issued prior to 2011 for purposes for which the bonds were sold, provides that such proceeds in excess of amounts needed to satisfy approved enforceable obligations shall be expended in a manner consistent with the original bond covenants, and further provides that such expenditures shall constitute “excess bond proceeds obligations” that shall be listed separately on the successor agency’s Recognized Obligation Payment Schedule (“ROPS”).
- C. The Successor Agency has and will have “excess bond proceeds,” and wishes to use such proceeds for redevelopment purposes consistent with applicable bond covenants.
- D. The California Community Redevelopment Law (Health and Safety Code Section 33000, et seq.) provides for a cooperative relationship between cities and their redevelopment agencies, as well as their successor agencies who have assumed the duties and obligations of the former redevelopment agencies. Under Health and Safety Code Section 33220, a city may aid and cooperate in the planning, undertaking, construction, or operation of redevelopment projects. Health and Safety Code Section 33220(e) specifically authorizes a city to enter into an agreement with its redevelopment agency or any other public entity to further redevelopment purposes. Health and Safety Code Section 34178 allows a successor agency and its sponsoring city to enter into agreements with the approval of the oversight board.
- E. The Successor Agency desires to provide excess bond proceeds to the City to enable the City to use such funds, in a manner consistent with the original bond covenants, to undertake projects and programs that were not previously funded and obligated by the Successor Agency or the City. The City Council has found that the use of excess bond proceeds to fund projects that involve City-owned public buildings, facilities, structures, or other improvements is in accordance with Health and Safety Code Sections 33445, 33445.1, and 33679, and other applicable law.
- F. In order to facilitate the use of excess bond proceeds consistent with the bond covenants, the Successor Agency and the City have negotiated this Agreement requiring the transfer of current and future excess bond proceeds from the Successor Agency to the City, and the City’s use of such proceeds consistent with applicable bond covenants and all

applicable laws. The parties intend that this Agreement shall constitute an excess bond proceeds obligation within the meaning of Health and Safety Code Section 34191.4(c)(2)(A) to be paid from excess bond proceeds. With Oversight Board approval, the Successor Agency has listed this Agreement, and the requirement to transfer excess bond proceeds herein, on its Recognized Obligation Payment Schedule ("ROPS") for January 2016 through June 2016 ("ROPS 15-16B") as an obligation to be funded with excess bond proceeds.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

### 1. RECITALS

The recitals above are an integral part of this Agreement and set forth the intentions of the parties and the premises on which the parties have decided to enter into this Agreement.

### 2. DEFINITIONS

For purposes of this Agreement, the following terms shall have the indicated meaning:

The "Dissolution Law" means Parts 1.8 and 1.85 of Division 24 of the California Health and Safety Code, commencing with Section 34170, and other statutes governing the dissolution of redevelopment agencies and the wind-down of redevelopment activities.

"Bond Proceeds" mean (1) proceeds from tax allocation bonds issued on or before December 31, 2010, (2) rents, sale proceeds and other revenues generated by properties acquired and/or improved with proceeds from tax allocation bonds issued on or before December 31, 2010, (3) interest and principal paid on loans funded by proceeds from tax allocation bonds issued on or before December 31, 2010, and (4) other income or revenues generated from assets acquired or funded with proceeds from tax allocation bonds issued on or before December 31, 2010.

"Excess Bond Proceeds" means Bond Proceeds that are not needed to satisfy Enforceable Obligations approved on a ROPS.

"Enforceable Obligations" mean enforceable obligations, other than Excess Bond Proceeds obligations, as defined under the Dissolution Law.

### 3. THE SUCCESSOR AGENCY'S OBLIGATIONS

The Successor Agency shall have the following obligations under this Agreement:

3.1. CURRENT EXCESS BOND PROCEEDS. The Successor Agency shall transfer to the City, no earlier than October 5, 2015 and no later than December 31, 2015, Excess Bond Proceeds in the amount of \$2,434,365.82, plus all interest accrued thereon up to the date of such transfer. Said transfer shall include Excess Bond Proceeds from the 2006 and 2002 Greenfield Redevelopment Agency Tax Allocation Bonds.

3.2. FUTURE EXCESS BOND PROCEEDS. The Successor Agency shall transfer to the City all future Excess Bond Proceeds held or received by the Successor Agency. Such future

Excess Bond Proceeds shall include, without limitation: (1) Bond Proceeds previously obligated to a project or other Enforceable Obligation that become unobligated for any reason, (2) Bond Proceeds that become available in the form of rents, sale proceeds, loan repayments, or other revenues that are generated by properties or other assets acquired and/or improved with Bond Proceeds and that are not otherwise obligated to a project or other Enforceable Obligation, and (3) any other funds held by the Successor Agency that qualify as Excess Bond Proceeds under this Agreement.

The parties intend that payments of future Excess Bond Proceeds be made to the City as soon as possible after such Excess Bond Proceeds become available. The transfer of future Excess Bond Proceeds shall be made pursuant to an approved ROPS within 30 days of the commencement of the relevant ROPS period. The Successor Agency shall be responsible for ensuring that payments of future Excess Bond Proceeds, as such funds become available, are included on the next possible ROPS.

3.3. PROJECTS FUNDED BY EXCESS BOND PROCEEDS. The Successor Agency assigns to the City all responsibilities and contracts, if any, related to the administration of any projects or programs funded by Excess Bond Proceeds.

#### 4. THE CITY'S OBLIGATIONS

The City shall have the following obligations under this Agreement:

4.1. RETENTION OF EXCESS BOND PROCEEDS. The City shall accept, hold, and disburse Excess Bond Proceeds transferred to the City pursuant to this Agreement, including current Excess Bond Proceeds and future Excess Bond Proceeds. The City shall retain any Excess Bond Proceeds that it receives, such as revenue generated from properties acquired or improved with Excess Bond Proceeds or payments on loans funded from Excess Bond Proceeds, without any obligation to return such funds to the Successor Agency, and shall use such funds for uses consistent with applicable bond covenants.

4.2. USE OF EXCESS BOND PROCEEDS. The City may spend Excess Bond Proceeds received or retained under this Agreement on any project, program, or activity authorized by the City Council of the City. However, the City must spend Excess Bond Proceeds consistent with the original bond covenants applicable to the particular Excess Bond Proceeds, and must comply with all requirements of federal tax law and all applicable requirements of the California Community Redevelopment Law as to the use of such funds.

The City shall be solely responsible for ensuring that Excess Bond Proceeds are maintained and spent in accordance with bond covenants and other applicable laws. The City may transfer funds between approved projects, programs and activities, as long as the transfer is within a single project area if applicable bond covenants restrict such funds to a particular project area.

The City shall indemnify and defend the Successor Agency, and its officers and agents, against, and shall hold the Successor Agency, and its officers and agents, harmless from, any claims, causes of action, or liabilities arising from the misuse of Excess Bond Proceeds by the

City or the failure of the City to ensure that Excess Bond Proceeds are used in accordance with bond covenants, federal tax law, and the California Community Redevelopment Law.

The City assumes all contracts, if any, entered into by the Successor Agency or the former Redevelopment Agency related to activities to be funded by Excess Bond Proceeds, with the exception of those contracts retained by the Successor Agency relating to Enforceable Obligations. The City shall perform its obligations hereunder, and under such assumed contracts, in accordance with the applicable provisions of federal, state and local laws, including the obligation to comply with environmental laws such as CEQA, and shall timely complete the work required for each project.

## 5. ENTIRE AGREEMENT; WAIVERS; AND AMENDMENTS

5.1. This Agreement constitutes the entire understanding and agreement of the parties with respect to the transfer and use of Excess Bond Proceeds. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties with respect to the subject matter of this Agreement.

5.2. This Agreement is intended solely for the benefit of the City and the Successor Agency. Notwithstanding any reference in this Agreement to persons or entities other than the City and the Successor Agency, there shall be no third party beneficiaries under this Agreement.

5.3. All waivers of the provisions of this Agreement and all amendments to this Agreement must be in writing and signed by the authorized representatives of the parties.

## 6. SEVERABILITY

If any term, provisions, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall continue in full force and effect unless the rights and obligations of the parties have been materially altered or abridged by such invalidation, voiding or unenforceability. In addition, the parties shall cooperate in good faith in an effort to amend or modify this Agreement in a manner such that the purpose of any invalidated or voided provision, covenant, or condition can be accomplished to the maximum extent legally permissible.

## 7. DEFAULT

If either party fails to perform or adequately perform an obligation required by this Agreement within thirty (30) calendar days of receiving written notice from the non-defaulting party, the party failing to perform shall be in default hereunder. In the event of default, the non-defaulting party will have all the rights and remedies available to it at law or in equity to enforce the provisions of this contract, including without limitation the right to sue for damages for breach of contract or to seek specific performance. The rights and remedies of the non-defaulting party enumerated in this paragraph are cumulative and shall not limit the non-defaulting party's rights under any other provision of this Agreement, or otherwise waive or deny any right or remedy, at law or in equity, existing as of the date of the Agreement or

hereinafter enacted or established, that may be available to the non-defaulting party against the defaulting party.

8. BINDING ON SUCCESSORS

This Agreement shall be binding on and shall inure to the benefit of all successors and assigns of the parties, whether by agreement or operation of law.

9. FURTHER ASSURANCES

Each party agrees to execute, acknowledge and deliver all additional documents and instruments, and to take such other actions as may be reasonably necessary to carry out the intent of this Agreement.

In witness whereof, the undersigned parties have executed this Bond Expenditure Agreement as of the date first above written.

THE CITY OF GREENFIELD, a municipal corporation

By: \_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

THE SUCCESSOR AGENCY TO THE FORMER  
REDEVELOPMENT AGENCY OF THE CITY OF GREENFIELD

By: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Successor Agency Legal Counsel