



City of Greenfield

599 El Camino Real
Greenfield, CA 93927

City Council Meeting Agenda July 12, 2016 6:00 P.M.

Mayor John Huerta, Jr.

Mayor Pro-Tem, Raul Rodriguez

Councilmembers

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 JIM KILGORE

D. PLEDGE OF ALLEGIANCE

**City Council Meeting Agenda
July 12, 2016**

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 #299231 through #299293 and Bank Drafts #1910 through #1922 in the amount of \$154,282.44
– **Page 1**

G-2. APPROVE Minutes of the June 28, 2016 City Council Meeting and Minutes of the Special July 6, 2016 City Council Meeting – **Page 17**

G-3. ADOPT a Resolution of the City Council of the City of Greenfield Establishing Public Works Utility Manager, Utilities Systems Supervisor, Utilities System Shift Operator and Utilities System Operator Positions, Rescinding Resolution #2015-40 and Amending the Employee Salary and Classification Plan – **Resolution #2016-61**
– **Page 24**

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

H-1. PRESENTATION by Chief of Police Frese Regarding Police Department Community Survey Results

I. CITY COUNCIL BUSINESS

I-1. ADOPT A Resolution of the City Council of the City of Greenfield Approving a Professional Service Agreement with HdL Companies for an Amount Not to Exceed \$46,250 for Providing Medical Marijuana Management Services – **Page 48**

a. Staff Report

b. Public Comments

c. City Council Comments / Review / Action

Staff Recommended Action – Approval of Resolution #2016-62

**City Council Meeting Agenda
July 12, 2016**

- I-2. ADOPT** A Resolution of the City Council of the City of Greenfield Declaring a One Month Recess Commencing August 1, 2016 through August 31, 2016 – **Page 76**
 - a. Staff Report
 - b. Public Comments
 - c. City Council Comments / Review / Action**Staff Recommended Action – Approval of Resolution #2016-63**

J. ADJOURN TO CLOSED SESSION

**J-1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
TITLE: CITY MANAGER**

**J-2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
TITLE: CITY ATTORNEY**

K. RECONVENE TO OPEN SESSION

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

- a. City Council Development Committee
- b. City Council Agenda Committee
- c. City Council Parks Committee
- d. League of California Cities Monterey Bay Division
- e. Transportation Agency for Monterey County
- f. Association of Monterey Bay Area Governments
- g. Salinas Valley Solid Waste Authority
- h. Monterey Salinas Transit
- i. Mayor City Selection Committee
- j. Salinas Valley Mayors/Managers Group
- k. Planning Commission

M. COMMENTS FROM CITY COUNCIL

N. CITY MANAGER REPORT

O. ADJOURNMENT

This agenda is duly posted outside City Hall and on the City of Greenfield web site www.ci.greenfield.ca.us



Greenfield, CA

Check Report

By Check Number

Date Range: 06/24/2016 - 07/07/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
03963	AMERIPRIDE	06/24/2016	Regular	0.00	267.38	299231
00215	ANTHEM - BLUE CROSS	06/24/2016	Regular	0.00	34,612.31	299233
00130	AT&T	06/24/2016	Regular	0.00	704.94	299234
00101	AT&T	06/24/2016	Regular	0.00	70.64	299235
00396	CASEY PRINTING	06/24/2016	Regular	0.00	2,922.28	299236
00305	CHEVRON, U.S.A.	06/24/2016	Regular	0.00	110.49	299237
00752	CITY OF GREENFIELD	06/24/2016	Regular	0.00	2,705.14	299238
04118	CPCA	06/24/2016	Regular	0.00	331.00	299240
00444	DAN'S TIRE & AUTO SERV	06/24/2016	Regular	0.00	91.00	299241
00461	DATAFLOW BUSINESS SYSTEMS	06/24/2016	Regular	0.00	46.54	299242
04094	EAN SERVICES, LLC	06/24/2016	Regular	0.00	642.50	299243
00528	EL CAMINO ELECTRIC	06/24/2016	Regular	0.00	2,217.75	299244
04120	FASTRAK	06/24/2016	Regular	0.00	30.00	299245
00610	FEDERAL EXPRESS	06/24/2016	Regular	0.00	24.44	299246
04119	GOLDEN GATE BRIDGE TOLL	06/24/2016	Regular	0.00	7.25	299247
00725	GREEN RUBBER-KENNEDY AG	06/24/2016	Regular	0.00	86.78	299248
00721	GREENFIELD TRUE VALUE	06/24/2016	Regular	0.00	138.67	299249
00820	HOME DEPOT CREDIT SERVICES	06/24/2016	Regular	0.00	477.33	299250
01103	KING CITY VETERINARY HOSPITAL	06/24/2016	Regular	0.00	820.37	299252
04115	MARIA MADERA	06/24/2016	Regular	0.00	420.00	299254
04047	MICHAEL BAKER INTERNATIONAL, INC.	06/24/2016	Regular	0.00	3,977.50	299255
19005	MICHAEL STEINMANN	06/24/2016	Regular	0.00	1,000.00	299256
03876	MONTEREY AUTO SUPPLY, INC.	06/24/2016	Regular	0.00	188.30	299257
01424	NATIVIDAD MEDICAL CENTER	06/24/2016	Regular	0.00	31.00	299258
01506	OFFICE DEPOT	06/24/2016	Regular	0.00	1,006.42	299259
01532	O'REILLY AUTO PARTS	06/24/2016	Regular	0.00	17.70	299260
03897	PACIFIC COAST LAND DESIGN, INC.	06/24/2016	Regular	0.00	2,160.59	299261
01601	PACIFIC GAS & ELECTRIC	06/24/2016	Regular	0.00	14,218.24	299262
01629	PARTS & SERVICE CENTER	06/24/2016	Regular	0.00	276.92	299263
01677	PRAXAIR DISTRIBUTION, INC.	06/24/2016	Regular	0.00	92.73	299264
01813	RAINBOW PRINTING	06/24/2016	Regular	0.00	209.65	299265
01413	RAMON NAJAR	06/24/2016	Regular	0.00	49.73	299266
01853	REDSHIFT	06/24/2016	Regular	0.00	204.89	299267
04010	SC FUELS	06/24/2016	Regular	0.00	7,246.77	299268
19028	SHORE CHEMICAL COMPANY, INC.	06/24/2016	Regular	0.00	1,725.15	299269
01988	SIRCHIE FINGER PRINT LAB	06/24/2016	Regular	0.00	980.39	299270
03882	SPCA FOR MONTEREY COUNTY	06/24/2016	Regular	0.00	4,956.95	299271
03920	STERICYCLE, INC.	06/24/2016	Regular	0.00	210.68	299272
02071	TELCO AUTOMATION, INC.	06/24/2016	Regular	0.00	2,476.05	299273
03895	TONY ACOSTA	06/24/2016	Regular	0.00	240.00	299274
02037	TRI-CITIES DISPOSAL	06/24/2016	Regular	0.00	325.39	299275
02100	UNITED STATES POSTAL SERVICE	06/24/2016	Regular	0.00	112.00	299276
02201	VEGETABLE GROWERS SUPPLY	06/24/2016	Regular	0.00	69.96	299277
04079	VERIZON	06/24/2016	Regular	0.00	361.00	299278
02210	VERIZON WIRELESS	06/24/2016	Regular	0.00	411.23	299279
02233	VISION TECHNOLOGY SOLUTIONS	06/24/2016	Regular	0.00	255.25	299280
03939	CENTRAL DRUG SYSTEM	06/30/2016	Regular	0.00	318.43	299281
00750	CITY OF GREENFIELD - PETTY CASH	06/30/2016	Regular	0.00	120.22	299282
04125	PATRICK A. SIERRA	06/30/2016	Regular	0.00	1,400.00	299283
04124	ROLAND REYNA	06/30/2016	Regular	0.00	600.00	299284
03987	U.S. BANK	06/30/2016	Regular	0.00	14,119.06	299285
00752	CITY OF GREENFIELD	07/07/2016	Regular	0.00	60.00	299289
00713	G P O A	07/07/2016	Regular	0.00	800.00	299290
00795	GREENFIELD POLICE SUPERVISORS	07/07/2016	Regular	0.00	150.00	299291

Check Report

Date Range: 06/24/2016 - 07/07/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01911	SEIU 521	07/07/2016	Regular	0.00	329.94	299292
03026	STATE OF CALIFORNIA FRANCHISE TAX BOARD	07/07/2016	Regular	0.00	357.28	299293
01916	STATE STREET BANK & TRUST CO.	07/01/2016	Bank Draft	0.00	120.34	DFT0001910
01916	STATE STREET BANK & TRUST CO.	07/01/2016	Bank Draft	0.00	800.00	DFT0001911
01916	STATE STREET BANK & TRUST CO.	07/01/2016	Bank Draft	0.00	500.00	DFT0001912
01916	STATE STREET BANK & TRUST CO.	07/01/2016	Bank Draft	0.00	800.00	DFT0001913
01916	STATE STREET BANK & TRUST CO.	07/01/2016	Bank Draft	0.00	150.00	DFT0001914
01916	STATE STREET BANK & TRUST CO.	07/01/2016	Bank Draft	0.00	445.00	DFT0001915
00431	DEPT OF CHILD SUPPORT SERVICES	07/01/2016	Bank Draft	0.00	802.61	DFT0001916
00384	STATE OF CALIFORNIA EDD	07/01/2016	Bank Draft	0.00	1,162.66	DFT0001917
03103	Internal Revenue Service	07/01/2016	Bank Draft	0.00	3,772.12	DFT0001918
03103	Internal Revenue Service	07/01/2016	Bank Draft	0.00	16,128.98	DFT0001919
00384	STATE OF CALIFORNIA EDD	07/01/2016	Bank Draft	0.00	5,134.77	DFT0001920
03103	Internal Revenue Service	07/01/2016	Bank Draft	0.00	15,780.77	DFT0001921
00107	AMERICAN FAMILY LIFE	07/01/2016	Bank Draft	0.00	898.96	DFT0001922

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	130	56	0.00	107,786.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	13	13	0.00	46,496.21
EFT's	0	0	0.00	0.00
	143	69	0.00	154,282.44

Fund Summary

Fund	Name	Period	Amount
999	CASH CONTROL	6/2016	106,089.01
999	CASH CONTROL	7/2016	48,193.43
			<hr/>
			154,282.44



Greenfield, CA

Expense Approval Report

By Fund

Payment Dates 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CENTRAL DRUG SYSTEM	299281	06/30/2016	ANNUAL ADMIN./REGULATION...	100-310-63900.000	158.50
MARIA MADERA	299254	06/24/2016	MARCH 2016 TRANSLATION SE...	100-101-63100.000	60.00
CENTRAL DRUG SYSTEM	299281	06/30/2016	RANDOM SCREENING - J. SANC...	100-310-63900.000	104.00
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	105.37
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	BILLING CHARGE	100-230-63400.000	5.00
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	BILLING CHARGE	100-230-63400.000	5.00
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	59.00
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	18.00
SC FUELS	299268	06/24/2016	GASOLINE	100-110-66100.000	50.10
SC FUELS	299268	06/24/2016	GASOLINE	100-201-66100.000	336.78
SC FUELS	299268	06/24/2016	GASOLINE	100-215-66100.000	927.76
SC FUELS	299268	06/24/2016	GASOLINE	100-230-66100.000	149.79
SC FUELS	299268	06/24/2016	GASOLINE	100-550-66100.000	274.69
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
AT&T	299234	06/24/2016	PD PHONE LINES - ALARMS/FIR...	100-215-64500.000	704.94
OFFICE DEPOT	299259	06/24/2016	DENIED DESK STAMP	100-310-61400.000	19.68
OFFICE DEPOT	299259	06/24/2016	HAND SANITIZER/JANITORIAL S...	100-310-65600.000	321.78
OFFICE DEPOT	299259	06/24/2016	HAND SANITIZER/JANITORIAL S...	100-311-65200.000	58.58
PACIFIC GAS & ELECTRIC	299262	06/24/2016	PINOT PARK	100-550-64100.000	10.20
OFFICE DEPOT	299259	06/24/2016	RETURNED PRIVACY FILTER	100-190-61400.000	-116.15
OFFICE DEPOT	299259	06/24/2016	RETURNED STAPLER	100-190-61400.000	-29.14
OFFICE DEPOT	299259	06/24/2016	CLEANING SUPPLIES	100-310-65600.000	6.34
OFFICE DEPOT	299259	06/24/2016	CLEANING SUPPLIES	100-311-65200.000	35.26
FASTRAK	299245	06/24/2016	TOLL VIOLATION	100-215-67200.000	30.00
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	100-550-64100.000	275.93
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	100-550-64200.000	3.53
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	100-551-64100.211	83.98
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	100-551-64200.211	17.04
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	100-590-64100.000	224.68
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	100-590-64200.000	25.91
U.S. BANK	299285	06/30/2016	COSTCO - LYSOL DISINFECTIING...	100-201-65100.000	108.32
U.S. BANK	299285	06/30/2016	LYNN CARD COMPANY - CUST...	100-201-65100.000	108.95
U.S. BANK	299285	06/30/2016	COSTCO - LYSOL DISINFECTIING...	100-201-65600.000	37.96
U.S. BANK	299285	06/30/2016	MCPOA - DINNER	100-215-65100.000	15.00
U.S. BANK	299285	06/30/2016	RANCHO - SPECIAL DEPLOYME...	100-215-65100.000	9.98
U.S. BANK	299285	06/30/2016	SANTA LUCIA BAKERY - SPECIAL...	100-215-65100.000	100.00
U.S. BANK	299285	06/30/2016	RANCHO - DONUT RINGS	100-215-65100.000	24.00
U.S. BANK	299285	06/30/2016	RANCHO - SPECIAL DEPLOYME...	100-215-65100.000	6.50
U.S. BANK	299285	06/30/2016	RANCHO - DEPLOYMENT OPER...	100-215-65100.000	9.98
U.S. BANK	299285	06/30/2016	SANTA LUCIA BAKERY - DEPLO...	100-215-65100.000	62.50
U.S. BANK	299285	06/30/2016	CPOA - GROWING COURAGE	100-215-67200.000	268.00
U.S. BANK	299285	06/30/2016	TASER RE-CERTIFI CATION - OFF...	100-215-67200.000	225.00
U.S. BANK	299285	06/30/2016	EMBASSY SUITES - TRAINING R...	100-215-67200.000	903.20
U.S. BANK	299285	06/30/2016	HYATT PLACE - J. DYLES BIKE PA...	100-215-67200.000	793.00

Expense Approval Report

Payment Dates: 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
U.S. BANK	299285	06/30/2016	EMBASSY SUITES - TRAINING O...	100-215-67200.000	903.20
U.S. BANK	299285	06/30/2016	ALLAN HANCOCK COLLEGE - TR...	100-215-67200.000	249.00
U.S. BANK	299285	06/30/2016	ELK HIDE GLOVES/GLOVE LINER	100-230-65400.000	74.52
U.S. BANK	299285	06/30/2016	TOMAHAWK LIVE TRAP - CAGE...	100-230-65400.000	363.22
U.S. BANK	299285	06/30/2016	PETSMART - DOG CARRIERS	100-230-65400.000	225.86
U.S. BANK	299285	06/30/2016	RANCHO - FOOD FOR CITY COU...	100-101-65100.000	17.52
U.S. BANK	299285	06/30/2016	CITY CLERK CONFERENCE - JACK ..	100-170-67100.000	7.19
U.S. BANK	299285	06/30/2016	CITY CLERK CONFERENCE - BAJA...	100-170-67100.000	8.63
U.S. BANK	299285	06/30/2016	CITY CLERK CONFERENCE - CHE...	100-170-67100.000	28.00
U.S. BANK	299285	06/30/2016	CITY CLERK CONFERENCE - GAS	100-170-67100.000	32.00
U.S. BANK	299285	06/30/2016	CITY CLERK CONFERENCE - HYA...	100-170-67100.000	584.55
U.S. BANK	299285	06/30/2016	CITY CLERK CONFERENCE - GAS	100-170-67100.000	30.50
U.S. BANK	299285	06/30/2016	ELECTIONS TRAINING - GAS	100-170-67300.000	20.00
U.S. BANK	299285	06/30/2016	LOST RECEIPT - CARL'S JR. CITY ...	100-26001	9.13
U.S. BANK	299285	06/30/2016	GAS - ICSC CONFERENCE	100-101-67100.111	32.00
U.S. BANK	299285	06/30/2016	GAS - ICSC CONFERENCE	100-101-67100.111	26.99
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - FRONT DESK	100-101-67100.111	67.20
U.S. BANK	299285	06/30/2016	GAS - TAMC EXECUTIVE DIRECT...	100-101-67300.111	30.00
U.S. BANK	299285	06/30/2016	GAS - MO CO MAYORS ASSOCIA...	100-101-67300.111	40.75
U.S. BANK	299285	06/30/2016	7-ELEVEN - GASOLINE	100-201-66100.000	46.00
U.S. BANK	299285	06/30/2016	CSMFO - MONTEREY BAY CHAP...	100-190-67100.000	40.00
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - 7518 REPAI...	100-550-66300.000	387.57
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - 7518 REPAI...	100-550-66300.000	52.67
U.S. BANK	299285	06/30/2016	MONTEREY COUNTY RECORDS	100-601-65100.000	2.50
U.S. BANK	299285	06/30/2016	MONTEREY COUNTY RECORDS	100-601-65100.000	50.00
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - DINNER	100-601-67100.000	26.25
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - GAS	100-601-67100.000	18.25
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - BUFFET	100-601-67100.000	32.39
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - GAS	100-601-67100.000	38.20
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - DINNER	100-101-67100.000	31.31
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - GAS	100-101-67100.000	34.90
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - TREASURE I...	100-101-67100.000	100.80
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - GAS	100-101-67100.000	36.51
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - DINNER	100-101-67100.000	32.43
U.S. BANK	299285	06/30/2016	ICSC CONFERENCE - BREAKFAST	100-101-67100.000	24.58
U.S. BANK	299285	06/30/2016	CHEVRON - GAS FOR PD UNITS ...	100-215-66100.000	21.91
U.S. BANK	299285	06/30/2016	CHEVRON - GAS FOR PD UNITS ...	100-215-66100.000	22.80
U.S. BANK	299285	06/30/2016	DMV - TORRES PRINT OUT	100-310-68100.000	2.00
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - RETURNED ...	100-550-66300.000	-48.18
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - LIFT LINK &...	100-550-66300.000	75.76
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - MOWER BL...	100-550-66300.000	36.18
U.S. BANK	299285	06/30/2016	WALMART - FRAMES	100-201-65100.000	21.73
U.S. BANK	299285	06/30/2016	SPYGLASS INN - TRANSIENT RO...	100-201-67200.000	168.29
U.S. BANK	299285	06/30/2016	CREDIT - MODIFIED HUERTA'S ...	100-101-67100.111	-131.09
U.S. BANK	299285	06/30/2016	CHAIRS FOR COUNCIL CHAMBE...	100-101-71100.000	1,589.30
U.S. BANK	299285	06/30/2016	SAFeway - WATER FOR CM CO...	100-110-65100.000	11.18
U.S. BANK	299285	06/30/2016	POST TEST FOR O. TAMAYO	100-110-68100.000	199.00
U.S. BANK	299285	06/30/2016	OFFICE DEPOT - PARTIAL CREDIT..	100-111-61500.000	-414.66
U.S. BANK	299285	06/30/2016	OFFICE DEPOT - PARTIAL CREDIT..	100-111-61500.000	-139.98
U.S. BANK	299285	06/30/2016	ORCHARD SUPPLY - TIMERS FOR...	100-111-61500.000	32.72
U.S. BANK	299285	06/30/2016	MICROSOFT	100-125-63200.000	16.00
U.S. BANK	299285	06/30/2016	MICROSOFT	100-125-63200.000	60.00
U.S. BANK	299285	06/30/2016	MICROSOFT	100-125-63200.000	226.40
U.S. BANK	299285	06/30/2016	HOME DEPOT - MBASIA REIMB...	100-26001	1,502.11
U.S. BANK	299285	06/30/2016	BRACE FOR C. SMITH - REIMBU...	100-26001	1,200.00
CPCA	299240	06/24/2016	2016/2017 ANNUAL CPCA ME...	100-201-68300.000	331.00
GREEN RUBBER-KENNEDY AG	299248	06/24/2016	P. PARK IRRIGATION	100-550-65700.000	52.90
VERIZON	299278	06/24/2016	MONTHLY UTILITY	100-215-64900.000	171.00
VERIZON	299278	06/24/2016	MONTHLY UTILITY	100-311-64900.000	19.00
VERIZON	299278	06/24/2016	MONTHLY UTILITY	100-550-64900.000	19.00

Expense Approval Report

Payment Dates: 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
GREEN RUBBER-KENNEDY AG	299248	06/24/2016	IRRIGATION REPAIR	100-550-65700.000	13.27
SC FUELS	299268	06/24/2016	GASOLINE	100-215-66100.000	2,704.08
OFFICE DEPOT	299259	06/24/2016	OFFICE SUPPLIES	100-110-61400.000	61.24
OFFICE DEPOT	299259	06/24/2016	OFFICE SUPPLIES	100-111-65600.000	39.44
OFFICE DEPOT	299259	06/24/2016	OFFICE SUPPLIES	100-310-61400.000	10.49
GOLDEN GATE BRIDGE TOLL	299247	06/24/2016	TOLL FEE	100-215-67200.000	7.25
SPCA FOR MONTEREY COUNTY	299271	06/24/2016	SPCA ANIMAL CONTROL SERVIC...	100-230-63400.000	4,956.95
CITY OF GREENFIELD	299238	06/24/2016	597 EL CAMINO REALLS	100-111-64300.000	23.82
CITY OF GREENFIELD	299238	06/24/2016	599 EL CAMINO REAL	100-111-64300.000	122.48
CITY OF GREENFIELD	299238	06/24/2016	899 CHERRY AVENUE - CVC BKFL	100-111-64300.000	22.59
CITY OF GREENFIELD	299238	06/24/2016	1245 APPLE AVE - PERC POND	100-550-64300.000	0.03
CITY OF GREENFIELD	299238	06/24/2016	890 TYLER AVE - CITY PARK	100-550-64300.000	16.54
CITY OF GREENFIELD	299238	06/24/2016	100 FIFTH STREET PARK	100-550-64300.000	20.74
CITY OF GREENFIELD	299238	06/24/2016	801 APRICOT STREET PARK	100-550-64300.000	36.53
CITY OF GREENFIELD	299238	06/24/2016	455 TENTH ST PRIMAVERA PARK	100-550-64300.000	3.82
CITY OF GREENFIELD	299238	06/24/2016	221 PINOT AVE - CITY PARK	100-550-64300.000	90.52
CITY OF GREENFIELD	299238	06/24/2016	303 EL CAMINO REAL MUSEUM...	100-550-64300.000	150.22
CITY OF GREENFIELD	299238	06/24/2016	328 PARKSIDE COURT	100-550-64300.000	2.23
CITY OF GREENFIELD	299238	06/24/2016	540 BAYWOOD WAY	100-550-64300.000	55.49
CITY OF GREENFIELD	299238	06/24/2016	920 WALNUT AVE - CORP YARD	100-550-64400.000	112.75
CITY OF GREENFIELD	299238	06/24/2016	1351 OAK AVE FIRE PROTECTION	100-551-64300.000	22.59
CITY OF GREENFIELD	299238	06/24/2016	1351 OAK AVE/COMMUNITY C...	100-551-64300.000	24.97
CITY OF GREENFIELD	299238	06/24/2016	215 EL CAMINO REAL N	100-551-64300.211	15.83
CITY OF GREENFIELD	299238	06/24/2016	213 EL CAMINO REAL N	100-551-64300.211	14.05
CITY OF GREENFIELD	299238	06/24/2016	1351 OAK AVE/COMMUNITY C...	100-551-64400.000	193.89
CITY OF GREENFIELD	299238	06/24/2016	215 EL CAMINO REAL N	100-551-64400.211	36.07
CITY OF GREENFIELD	299238	06/24/2016	131 THIRTEENTH ST DAY CARE	100-590-64300.000	53.46
TRI-CITIES DISPOSAL	299275	06/24/2016	OVER WEIGHT CHARGES - CLEA...	100-191-64400.000	325.39
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	BILLING CHARGE	100-230-63400.000	5.00
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	BILLING CHARGE	100-230-63400.000	5.00
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
KING CITY VETERINARY HOSPIT...	299252	06/24/2016	VET SERVICES	100-230-63400.000	51.50
DATAFLOW BUSINESS SYSTEMS	299242	06/24/2016	COPY FEES - PW	100-310-61200.000	8.05
DATAFLOW BUSINESS SYSTEMS	299242	06/24/2016	COPY FEES - PW	100-310-61200.000	38.49
ANTHEM - BLUE CROSS	299233	06/24/2016	JULY 2016	100-22320	34,612.31
REDSHIFT	299267	06/24/2016	INTERNET SERVICES	100-550-64900.000	16.24
PARTS & SERVICE CENTER	299263	06/24/2016	OIL FILTER	100-110-66200.000	5.40
PARTS & SERVICE CENTER	299263	06/24/2016	7314 - WINDOW SQUEEGEE	100-230-66200.000	6.31
STERICYCLE, INC.	299272	06/24/2016	STERI-SAFE COMPLIANCE SOLUT..	100-215-63400.000	210.68
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	100-110-64600.000	64.57
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	100-230-64600.000	63.23
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	100-230-64900.000	38.01
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	100-550-64600.000	31.13
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	100-601-64600.000	41.12
PARTS & SERVICE CENTER	299263	06/24/2016	OIL	100-311-66100.000	4.80
AMERIPRIDE	299231	06/24/2016	CVC CLEANING TOWELS	100-111-65600.000	20.76
AMERIPRIDE	299231	06/24/2016	UNIFORMS	100-310-65200.000	92.69
AMERIPRIDE	299231	06/24/2016	SHOP MOP/MATS	100-310-65600.000	18.50
AMERIPRIDE	299231	06/24/2016	SHOP TOWELS/MATS	100-311-66200.000	5.24
O'REILLY AUTO PARTS	299260	06/24/2016	7301 - IDLER PULLY	100-215-66100.000	17.70
OFFICE DEPOT	299259	06/24/2016	CLEANING SUPPLIES/HEATER	100-111-65600.000	39.32
OFFICE DEPOT	299259	06/24/2016	CLEANING SUPPLIES/HEATER	100-230-65100.000	43.19
OFFICE DEPOT	299259	06/24/2016	TONER	100-215-61400.000	75.79
PARTS & SERVICE CENTER	299263	06/24/2016	7301 - OIL & AIR FILTERS	100-215-66200.000	12.63
RAINBOW PRINTING	299265	06/24/2016	72-HOUR DENTENTION FORMS	100-215-61200.000	209.65
GREENFIELD TRUE VALUE	299249	06/24/2016	BATTERIES FOR SHOP	100-311-65100.000	18.57
CASEY PRINTING	299236	06/24/2016	UTILITY BILLS - MAY 2016	100-551-61200.000	74.22
CASEY PRINTING	299236	06/24/2016	BILLING INSERT - JUNE CALEND...	100-551-61200.000	367.22
OFFICE DEPOT	299259	06/24/2016	TONER	100-215-61400.000	440.60
MICHAEL BAKER INTERNATION...	299255	06/24/2016	SOUTH END ANNEXATION	100-24605	3,977.50

Expense Approval Report

Payment Dates: 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
NATIVIDAD MEDICAL CENTER	299258	06/24/2016	BLOOD TEST	100-215-63400.000	31.00
CENTRAL DRUG SYSTEM	299281	06/30/2016	PRE-EMPLOYMENT - COMMAN...	100-201-68100.000	55.93
CHEVRON, U.S.A.	299237	06/24/2016	GASOLINE	100-215-66100.000	110.49
TONY ACOSTA	299274	06/24/2016	TRANSLATION SERVICE 03/08/1...	100-101-63100.000	240.00
MARIA MADERA	299254	06/24/2016	TRANSLATION SERVICES	100-215-63400.000	360.00
AMERIPRIDE	299231	06/24/2016	CVC CLEANING TOWELS	100-111-65600.000	20.76
AMERIPRIDE	299231	06/24/2016	UNIFORMS	100-310-65200.000	85.69
AMERIPRIDE	299231	06/24/2016	SHOP MOP/MATS	100-310-65600.000	18.50
AMERIPRIDE	299231	06/24/2016	SHOP TOWELS/MATS	100-311-66200.000	5.24
VISION TECHNOLOGY SOLUTIO...	299280	06/24/2016	JUNE 2016	100-125-63200.000	255.25
EAN SERVICES, LLC	299243	06/24/2016	TRAINING - VEHICLE RENTALS	100-215-67200.000	642.50
SIRCHIE FINGER PRINT LAB	299270	06/24/2016	FILTERS FOR DRYING CABINET	100-215-65400.000	980.39
PARTS & SERVICE CENTER	299263	06/24/2016	CLEANING SUPPLIES	100-311-66200.000	18.53
VEGETABLE GROWERS SUPPLY	299277	06/24/2016	CLEANING GLOVES	100-111-65600.000	6.73
FEDERAL EXPRESS	299246	06/24/2016	RETURN OF SAFETY VIDEOS	100-310-61100.000	24.44
TELCO AUTOMATION, INC.	299273	06/24/2016	JUNE 2016	100-111-64500.000	2,476.05
RAMON NAJAR	299266	06/24/2016	GAS REIMBURSEMENT	100-215-66100.000	49.73
UNITED STATES POSTAL SERVICE	299276	06/24/2016	PO BOX FEE #306 - PD	100-201-61100.000	112.00
CITY OF GREENFIELD - PETTY CA...	299282	06/30/2016	COSTCO - FOOD FOR SPECIAL O...	100-215-65100.000	105.99
CITY OF GREENFIELD - PETTY CA...	299282	06/30/2016	AUTOZONE PRE CONSTRUCTION..	100-601-65100.000	14.23
AMERICAN FAMILY LIFE	DFT0001922	07/01/2016	JUNE 2016 SUPPLEMENTAL BEN...	100-22440	860.06
SEIU 521	299292	07/07/2016	Union Dues	100-22420	128.65
STATE STREET BANK & TRUST C...	DFT0001910	07/01/2016	Deferred Compensation Loan P...	100-22435	120.34
STATE STREET BANK & TRUST C...	DFT0001911	07/01/2016	Defer Comp-GPOA	100-22430	450.00
STATE STREET BANK & TRUST C...	DFT0001912	07/01/2016	Defer Comp-GPSA	100-22430	500.00
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	100-22430	608.55
STATE STREET BANK & TRUST C...	DFT0001914	07/01/2016	Defer Comp-Mid Management	100-22430	50.00
STATE STREET BANK & TRUST C...	DFT0001915	07/01/2016	Defer Comp-Misc Employees	100-22430	86.50
G P O A	299290	07/07/2016	GPOA DUES	100-22410	250.00
CITY OF GREENFIELD	299289	07/07/2016	Misc Withholding	100-22490	60.00
GREENFIELD POLICE SUPERVIS...	299291	07/07/2016	GPSA DUES	100-22415	150.00
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	100-22225	642.92
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	100-22215	2,097.40
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	100-22215	8,967.96
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	100-22220	3,135.24
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	100-22210	9,320.18
Fund 100 - GENERAL FUND Total:					98,707.83
Fund: 201 - POLICE - OTHER GRANTS					
G P O A	299290	07/07/2016	GPOA DUES	201-22410	50.00
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	201-22225	37.03
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	201-22215	119.32
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	201-22215	510.18
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	201-22220	269.97
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	201-22210	782.65
Fund 201 - POLICE - OTHER GRANTS Total:					1,769.15
Fund: 213 - PARKS					
PACIFIC COAST LAND DESIGN, I...	299261	06/24/2016	REIMBURSABLES	213-905-87513.000	285.59
PACIFIC COAST LAND DESIGN, I...	299261	06/24/2016	TASK 10 - CONSTRUCTION ADM...	213-905-87513.000	1,875.00
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	213-22430	4.38
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	213-22225	0.44
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	213-22215	1.42
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	213-22215	6.06
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	213-22220	2.78
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	213-22210	7.89
Fund 213 - PARKS Total:					2,183.56
Fund: 215 - CDBG Fund					
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	215-22430	15.32
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	215-22225	1.54
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	215-22215	4.96

Expense Approval Report

Payment Dates: 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	215-22215	21.24
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	215-22220	9.72
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	215-22210	27.60
Fund 215 - CDBG Fund Total:					80.38

Fund: 220 - Supplemental Transactions & Use Tax Fund (V & W)

PATRICK A. SIERRA	299283	06/30/2016	BAND FOR 4TH OF JULY 2016 E...	220-551-63500.192	1,400.00
ROLAND REYNA	299284	06/30/2016	BAND FOR 4TH OF JULY 2016 E...	220-551-63500.192	600.00
STATE STREET BANK & TRUST C...	DFT0001911	07/01/2016	Defer Comp-GPOA	220-22430	350.00
DEPT OF CHILD SUPPORT SERVI...	DFT0001916	07/01/2016	Misc Withholding	220-22450	802.61
G P O A	299290	07/07/2016	GPOA DUES	220-22410	500.00
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	220-22225	259.43
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	220-22215	835.92
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	220-22215	3,574.42
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	220-22220	1,221.46
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	220-22210	3,415.46
Fund 220 - Supplemental Transactions & Use Tax Fund (V & W) Total:					12,959.30

Fund: 230 - GAS TAX FUND

SC FUELS	299268	06/24/2016	GASOLINE	230-320-66100.000	305.83
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	230-320-64100.000	201.62
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	230-320-64200.000	3.53
U.S. BANK	299285	06/30/2016	ROAD TRAFFIC SIGNS - DIP SIGNS	230-320-65700.000	276.84
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - 7518 REPAI...	230-320-66300.000	52.68
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - 7518 REPAI...	230-320-66300.000	387.58
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - MOWER BL...	230-320-66300.000	36.18
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - LIFT LINK &...	230-320-66300.000	75.75
U.S. BANK	299285	06/30/2016	RDO EQUIPMENT - RETURNED ...	230-320-66300.000	-48.17
VERIZON	299278	06/24/2016	MONTHLY UTILITY	230-320-64900.000	57.00
SC FUELS	299268	06/24/2016	GASOLINE	230-320-66100.000	22.87
SC FUELS	299268	06/24/2016	DIESEL	230-320-66100.000	510.48
CITY OF GREENFIELD	299238	06/24/2016	263 PALO VERDE ST - PERC PO...	230-320-64300.000	0.07
CITY OF GREENFIELD	299238	06/24/2016	920 WALNUT AVE - CORP YARD	230-320-64400.000	112.74
MONTEREY AUTO SUPPLY, INC.	299257	06/24/2016	3738 - TIRE REPAIR	230-320-66200.000	188.30
REDSHIFT	299267	06/24/2016	INTERNET SERVICES	230-320-64900.000	16.24
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	230-320-64600.000	31.13
PACIFIC GAS & ELECTRIC	299262	06/24/2016	TRAFFIC LIGHTS WALNUT/3RD	230-320-64100.000	132.02
PACIFIC GAS & ELECTRIC	299262	06/24/2016	TRAFFIC LIGHTS ECR/OAK	230-320-64100.000	51.98
SEIU 521	299292	07/07/2016	Union Dues	230-22420	53.28
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	230-22430	38.64
STATE STREET BANK & TRUST C...	DFT0001915	07/01/2016	Defer Comp-Misc Employees	230-22430	167.50
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	230-22225	56.15
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	230-22215	180.88
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	230-22215	773.60
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	230-22220	178.35
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	230-22210	656.89
Fund 230 - GAS TAX FUND Total:					4,519.96

Fund: 263 - LLM #1 - LEXINGTON

CITY OF GREENFIELD	299238	06/24/2016	0000 GIANOLI PARKWAY	263-360-64300.000	27.37
PACIFIC GAS & ELECTRIC	299262	06/24/2016	LLMD LEXINGTON	263-360-64100.000	121.61
PACIFIC GAS & ELECTRIC	299262	06/24/2016	VINEYARD GREEN	263-360-64100.000	66.29
EL CAMINO ELECTRIC	299244	06/24/2016	STREET LIGHTS	263-360-63700.000	2,217.75
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	263-22430	2.14
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	263-22225	1.07
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	263-22215	3.50
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	263-22215	14.96
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	263-22220	4.41
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	263-22210	12.80
Fund 263 - LLM #1 - LEXINGTON Total:					2,471.90

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

PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	264-360-64100.000	419.75
------------------------	--------	------------	-------------------	-------------------	--------

Expense Approval Report

Payment Dates: 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
U.S. BANK	299285	06/30/2016	ALVES LANE LIGHT REPLACEME...	264-360-65700.000	10.00
CITY OF GREENFIELD	299238	06/24/2016	98 S EL CAMINO REAL/PARK	264-360-64300.000	336.94
CITY OF GREENFIELD	299238	06/24/2016	18 S EL CAMINO REAL - MEDIAN	264-360-64300.000	29.28
CITY OF GREENFIELD	299238	06/24/2016	385 THORP AVE	264-360-64300.000	6.05
CITY OF GREENFIELD	299238	06/24/2016	207 TUSCANY AVENUE PARK	264-360-64300.000	153.50
CITY OF GREENFIELD	299238	06/24/2016	200 RAVA PARKWAY PARK	264-360-64300.000	388.09
CITY OF GREENFIELD	299238	06/24/2016	634 ST CHRISTOPHER LANE	264-360-64300.000	56.80
CITY OF GREENFIELD	299238	06/24/2016	317 MORENO STREET	264-360-64300.000	5.89
CITY OF GREENFIELD	299238	06/24/2016	20 WALKER LANE ISLAND	264-360-64300.000	1.33
CITY OF GREENFIELD	299238	06/24/2016	300 LAS MANZANITAS DRIVE	264-360-64300.000	15.64
CITY OF GREENFIELD	299238	06/24/2016	246 BORZINI CIRCLE	264-360-64300.000	198.88
CITY OF GREENFIELD	299238	06/24/2016	632 VAZQUEZ AVENUE	264-360-64300.000	5.43
PACIFIC GAS & ELECTRIC	299262	06/24/2016	HUERTA RESIDENTIAL/VAZQUEZ..	264-360-64100.000	125.06
PACIFIC GAS & ELECTRIC	299262	06/24/2016	ST. CHRISTOPHER PARK	264-360-64100.000	40.00
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	264-22430	2.14
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	264-22225	1.88
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	264-22215	6.10
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	264-22215	26.06
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	264-22220	7.93
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	264-22210	21.58
Fund 264 - LLM #2 - TERRA VERDE, ETC Total:					1,858.33
Fund: 265 - SMD #1					
SEIU 521	299292	07/07/2016	Union Dues	265-22420	3.06
STATE STREET BANK & TRUST C...	DFT0001915	07/01/2016	Defer Comp-Misc Employees	265-22430	10.50
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	265-22225	2.46
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	265-22215	7.96
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	265-22215	34.06
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	265-22220	7.50
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	265-22210	27.43
Fund 265 - SMD #1 Total:					92.97
Fund: 266 - SMD #2					
SEIU 521	299292	07/07/2016	Union Dues	266-22420	2.99
STATE STREET BANK & TRUST C...	DFT0001915	07/01/2016	Defer Comp-Misc Employees	266-22430	10.50
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	266-22225	2.48
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	266-22215	8.00
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	266-22215	34.02
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	266-22220	7.48
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	266-22210	27.40
Fund 266 - SMD #2 Total:					92.87
Fund: 297 - GREENFIELD SCIENCE WORKSHOP					
SC FUELS	299268	06/24/2016	GASOLINE	297-597-66100.296	69.47
GREENFIELD TRUE VALUE	299249	06/24/2016	PAINT FOR SPEAKER	297-597-65500.000	6.55
GREENFIELD TRUE VALUE	299249	06/24/2016	WOOD FOR HOOP NIGHTMARES	297-597-65500.000	6.55
GREENFIELD TRUE VALUE	299249	06/24/2016	SCREWS	297-597-65500.000	30.50
GREENFIELD TRUE VALUE	299249	06/24/2016	WASHERS	297-597-65500.000	10.93
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	297-597-64100.000	289.05
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	297-597-64200.000	9.40
U.S. BANK	299285	06/30/2016	FASTRIP - ICE FOR "ICE CREAM"...	297-597-65500.000	5.46
U.S. BANK	299285	06/30/2016	FASTRIP - ICE FOR "ICE CREAM"...	297-597-65500.000	10.92
U.S. BANK	299285	06/30/2016	FASTRIP - ICE FOR "ICE CREAM"...	297-597-65500.000	5.46
U.S. BANK	299285	06/30/2016	MAGNIFYING GLASSES FOR CO...	297-597-65500.000	14.19
U.S. BANK	299285	06/30/2016	WALMART - PAPER CLIPS FOR ...	297-597-65500.000	2.99
U.S. BANK	299285	06/30/2016	ALL MAGNETS, INC. - MAGNETS...	297-597-65500.000	400.00
U.S. BANK	299285	06/30/2016	DOLLAR TREE - TAPE FOR GENE...	297-597-65500.000	9.84
U.S. BANK	299285	06/30/2016	SMART&FINAL - FOOD FOR FAM...	297-597-65500.000	62.32
U.S. BANK	299285	06/30/2016	TARGET - PAPER CLIPS FOR COO...	297-597-65500.000	4.22
U.S. BANK	299285	06/30/2016	KELVIN L.P - MOTOR	297-597-65500.000	505.04
U.S. BANK	299285	06/30/2016	SMART&FINAL - FOAM CUPS F...	297-597-65500.000	70.88
U.S. BANK	299285	06/30/2016	SMART&FINAL - LUNCH FOR AR...	297-597-65500.000	32.97

Expense Approval Report

Payment Dates: 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
U.S. BANK	299285	06/30/2016	SMART&FINAL - SMALL CUPS F...	297-597-65500.000	10.89
U.S. BANK	299285	06/30/2016	SMART&FINAL - STRAWS FOR G...	297-597-65500.000	7.50
U.S. BANK	299285	06/30/2016	DOLLAR TREE - BALLOONS FOR ...	297-597-65500.000	5.47
U.S. BANK	299285	06/30/2016	DOLLAR TREE - NAME LABELS F...	297-597-65500.000	5.47
U.S. BANK	299285	06/30/2016	WALMART - TICKETS FOR "CHA...	297-597-65500.000	7.03
U.S. BANK	299285	06/30/2016	DOLLAR TREE - BATTERIES FOR...	297-597-65500.000	22.92
U.S. BANK	299285	06/30/2016	DOLLAR TREE - NAME LABELS F...	297-597-65500.000	5.47
U.S. BANK	299285	06/30/2016	DOLLAR TREE - LABELS FOR SPE...	297-597-65500.000	1.09
U.S. BANK	299285	06/30/2016	PAYPAL - NICHROME WIRE	297-597-65500.292	19.00
U.S. BANK	299285	06/30/2016	AVERY THERMAL LABEL PRINTER	297-597-65500.292	46.79
U.S. BANK	299285	06/30/2016	PINNACLE HEALTHCARE - S. GU...	297-597-68100.000	26.00
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	PVC FOR STATIC ELECETRICTY P...	297-597-65500.000	19.97
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	FOAM FOR STATIC ELECTRICITY ...	297-597-65500.000	88.29
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	PVC FOR PAPER ROCKTES	297-597-65500.000	39.94
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	RIGID TIES FOR NIGHTMARE H...	297-597-65500.000	18.99
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	PSI GAUJE FOR WATER ROCKET ...	297-597-65500.000	9.26
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	LUMBER FOR "NIGHTMARE HO...	297-597-65500.000	40.30
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	LIGHT BULBS FOR STATIC ELECT...	297-597-65500.000	11.97
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	TIES FOR MOTOR BOAT PROJECT	297-597-65500.000	18.99
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	POLYSYRENE FOR STATIC ELECT...	297-597-65500.000	22.87
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	PVC FOR PAPER ROCKETS	297-597-65500.000	23.46
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	DUCT TAPE FOR WATER ROCKE...	297-597-65500.000	119.67
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	CLEAR BULBS FOR LIGHTBOXES	297-597-65500.000	10.85
HOME DEPOT CREDIT SERVICES	299250	06/24/2016	LIGHT BULBS FOR SPECTROSCO...	297-597-65500.292	52.77
CITY OF GREENFIELD	299238	06/24/2016	45 EL CAMINO REAL	297-597-64300.000	20.23
CITY OF GREENFIELD	299238	06/24/2016	45 EL CAMINO REAL	297-597-64400.000	58.62
REDSHIFT	299267	06/24/2016	INTERNET SERVICES	297-597-64900.000	99.99
GREENFIELD TRUE VALUE	299249	06/24/2016	PVC FOR PROJECT	297-597-65500.000	1.96
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	297-22225	20.06
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	297-22215	64.62
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	297-22215	276.30
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	297-22220	45.90
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	297-22210	225.88
Fund 297 - GREENFIELD SCIENCE WORKSHOP Total:					2,995.26
Fund: 503 - SEWER FUND					
GREENFIELD TRUE VALUE	299249	06/24/2016	CEMENT	503-333-65700.000	9.17
SC FUELS	299268	06/24/2016	GASOLINE	503-330-66100.000	441.53
PRAXAIR DISTRIBUTION, INC.	299264	06/24/2016	INDUSTRIAL ACETYLENE	503-330-65700.000	46.37
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	503-333-64100.000	743.82
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	503-335-64100.000	3,260.04
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	503-335-64200.000	3.54
U.S. BANK	299285	06/30/2016	THERMAL PAPER ROLLS	503-191-61400.000	58.40
U.S. BANK	299285	06/30/2016	CWEA - CERTIFICATION H. ACEV...	503-335-67400.000	106.00
VERIZON	299278	06/24/2016	MONTHLY UTILITY	503-330-64900.000	19.00
SC FUELS	299268	06/24/2016	DIESEL	503-330-66100.000	557.99
CITY OF GREENFIELD	299238	06/24/2016	920 WALNUT AVE - CORP YARD	503-330-64300.000	19.38
CITY OF GREENFIELD	299238	06/24/2016	920 WALNUT AVE - CORP YARD	503-330-64400.000	112.74
GREEN RUBBER-KENNEDY AG	299248	06/24/2016	PVC ADAPTOR	503-333-65700.000	10.19
REDSHIFT	299267	06/24/2016	INTERNET SERVICES	503-330-64900.000	36.21
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	503-330-64600.000	52.02
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	503-330-64900.000	19.00
VEGETABLE GROWERS SUPPLY	299277	06/24/2016	GLOVES	503-335-65200.000	63.23
CASEY PRINTING	299236	06/24/2016	UTILITY BILLS - MAY 2016	503-191-61200.000	180.57
CASEY PRINTING	299236	06/24/2016	UTILITY BILLS - MAY 2016	503-191-63800.000	180.58
PARTS & SERVICE CENTER	299263	06/24/2016	KEYS	503-330-65900.000	19.69
CASEY PRINTING	299236	06/24/2016	NOTICE OF PUBLIC HEARING/W...	503-191-61200.000	439.62
CASEY PRINTING	299236	06/24/2016	NOTICE OF PUBLIC HEARING/W...	503-191-63800.000	439.64
AMERICAN FAMILY LIFE	DFT0001922	07/01/2016	JUNE 2016 SUPPLMENTAL BEN...	503-22440	19.45
SEIU 521	299292	07/07/2016	Union Dues	503-22420	89.90
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	503-22430	64.41

Expense Approval Report

Payment Dates: 06/24/2016 - 07/07/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
STATE STREET BANK & TRUST C...	DFT0001914	07/01/2016	Defer Comp-Mid Management	503-22430	66.00
STATE STREET BANK & TRUST C...	DFT0001915	07/01/2016	Defer Comp-Misc Employees	503-22430	110.53
STATE OF CALIFORNIA FRANCHI...	299293	07/07/2016	Withholding Order	503-22490	178.64
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	503-22225	83.94
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	503-22215	270.44
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	503-22215	1,156.26
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	503-22220	141.22
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	503-22210	743.28
Fund 503 - SEWER FUND Total:					9,742.80
Fund: 504 - WATER FUND					
GREENFIELD TRUE VALUE	299249	06/24/2016	7912 - SMALL TOOLS FOR ON C...	504-345-65700.000	11.03
SC FUELS	299268	06/24/2016	GASOLINE	504-340-66100.000	307.85
PRAXAIR DISTRIBUTION, INC.	299264	06/24/2016	INDUSTRIAL ACETYLENE	504-345-65700.000	46.36
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	504-345-64100.000	8,105.72
PACIFIC GAS & ELECTRIC	299262	06/24/2016	MONTHLY UTILITIES	504-345-64200.000	3.54
GREEN RUBBER-KENNEDY AG	299248	06/24/2016	WATER LINE MARKING PAINT	504-345-65700.000	10.42
U.S. BANK	299285	06/30/2016	THERMAL PAPER ROLLS	504-191-61400.000	58.40
U.S. BANK	299285	06/30/2016	HAND HELD SOFTWARE	504-345-61700.000	995.00
VERIZON	299278	06/24/2016	MONTHLY UTILITY	504-340-64900.000	76.00
SC FUELS	299268	06/24/2016	DIESEL	504-340-66100.000	587.55
CITY OF GREENFIELD	299238	06/24/2016	920 WALNUT AVE - CORP YARD	504-340-64400.000	137.54
REDSHIFT	299267	06/24/2016	INTERNET SERVICES	504-340-64900.000	36.21
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	504-340-64600.000	52.01
VERIZON WIRELESS	299279	06/24/2016	CELL PHONES - PW	504-340-64900.000	19.01
GREENFIELD TRUE VALUE	299249	06/24/2016	HYDRANT PAINT	504-345-65700.000	12.01
CASEY PRINTING	299236	06/24/2016	UTILITY BILLS - MAY 2016	504-191-61200.000	180.57
CASEY PRINTING	299236	06/24/2016	UTILITY BILLS - MAY 2016	504-191-63800.000	180.58
SHORE CHEMICAL COMPANY, I...	299269	06/24/2016	ADDITIONAL BARRELS	504-345-65700.000	1,725.15
AT&T	299235	06/24/2016	WATER LINES	504-345-64500.000	70.64
GREENFIELD TRUE VALUE	299249	06/24/2016	HYDRANT PAINT	504-345-65700.000	9.82
GREENFIELD TRUE VALUE	299249	06/24/2016	AIR FILTER	504-345-65700.000	16.37
DAN'S TIRE & AUTO SERV	299241	06/24/2016	7923 - TRANSMISSION FLUSH	504-340-66200.000	91.00
MICHAEL STEINMANN	299256	06/24/2016	LAWN REMOVAL REBATE OF 1,...	504-340-68200.254	1,000.00
GREENFIELD TRUE VALUE	299249	06/24/2016	IRRIGATION REPAIR	504-340-65100.254	5.21
CASEY PRINTING	299236	06/24/2016	NOTICE OF PUBLIC HEARING/W...	504-191-61200.000	439.64
CASEY PRINTING	299236	06/24/2016	NOTICE OF PUBLIC HEARING/W...	504-191-63800.000	439.64
PARTS & SERVICE CENTER	299263	06/24/2016	7923 - PREVENTATIVE MAINT.	504-340-66200.000	209.56
AMERICAN FAMILY LIFE	DFT0001922	07/01/2016	JUNE 2016 SUPPLMENTAL BEN...	504-22440	19.45
SEIU 521	299292	07/07/2016	Union Dues	504-22420	52.06
STATE STREET BANK & TRUST C...	DFT0001913	07/01/2016	Defer Comp-Management	504-22430	64.42
STATE STREET BANK & TRUST C...	DFT0001914	07/01/2016	Defer Comp-Mid Management	504-22430	34.00
STATE STREET BANK & TRUST C...	DFT0001915	07/01/2016	Defer Comp-Misc Employees	504-22430	59.47
STATE OF CALIFORNIA FRANCHI...	299293	07/07/2016	Withholding Order	504-22490	178.64
STATE OF CALIFORNIA EDD	DFT0001917	07/01/2016	SDI	504-22225	53.26
Internal Revenue Service	DFT0001918	07/01/2016	Medicare	504-22215	171.60
Internal Revenue Service	DFT0001919	07/01/2016	Social Security	504-22215	733.86
STATE OF CALIFORNIA EDD	DFT0001920	07/01/2016	State Withholding	504-22220	102.81
Internal Revenue Service	DFT0001921	07/01/2016	Federal Tax Withholding	504-22210	511.73
Fund 504 - WATER FUND Total:					16,808.13
Grand Total:					154,282.44

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	98,707.83
201 - POLICE - OTHER GRANTS	1,769.15
213 - PARKS	2,183.56
215 - CDBG Fund	80.38
220 - Supplemental Transactions & Use Tax Fund (V & W)	12,959.30
230 - GAS TAX FUND	4,519.96
263 - LLM #1 - LEXINGTON	2,471.90
264 - LLM #2 - TERRA VERDE, ETC	1,858.33
265 - SMD #1	92.97
266 - SMD #2	92.87
297 - GREENFIELD SCIENCE WORKSHOP	2,995.26
503 - SEWER FUND	9,742.80
504 - WATER FUND	16,808.13
Grand Total:	154,282.44

Account Summary

Account Number	Account Name	Payment Amount
100-101-63100.000	Administration Services	300.00
100-101-65100.000	General Operating Suppli...	17.52
100-101-67100.000	Meetings & Conferences	260.53
100-101-67100.111	Meetings & Conference -...	-4.90
100-101-67300.111	Other Meals & Travel - M...	70.75
100-101-71100.000	Office Equipment / Furnit...	1,589.30
100-110-61400.000	Office Supplies	61.24
100-110-64600.000	Cell Phone Charges	64.57
100-110-65100.000	General Operating Suppli...	11.18
100-110-66100.000	Gasoline & Oil	50.10
100-110-66200.000	Vehicle Maintenance	5.40
100-110-68100.000	Recruitment	199.00
100-111-61500.000	Small Office Equipment	-521.92
100-111-64300.000	Water Utility	168.89
100-111-64500.000	Phone Charges	2,476.05
100-111-65600.000	Janitorial Supplies	127.01
100-125-63200.000	Technology Services	557.65
100-170-67100.000	Meetings & Conferences	690.87
100-170-67300.000	Other Meals and Travel	20.00
100-190-61400.000	Office Supplies	-145.29
100-190-67100.000	Meetings & Conferences	40.00
100-191-64400.000	Waste Disposal	325.39
100-201-61100.000	Postage	112.00
100-201-65100.000	General Operating Suppli...	239.00
100-201-65600.000	Janitorial Supplies	37.96
100-201-66100.000	Gasoline & Oil	382.78
100-201-67200.000	Other Training	168.29
100-201-68100.000	Recruitment	55.93
100-201-68300.000	Memberships	331.00
100-215-61200.000	Printing and Copying	209.65
100-215-61400.000	Office Supplies	516.39
100-215-63400.000	Police Services	601.68
100-215-64500.000	Phone Charges	704.94
100-215-64900.000	Other Utilities	171.00
100-215-65100.000	General Operating Suppli...	333.95
100-215-65400.000	Police Supplies	980.39
100-215-66100.000	Gasoline & Oil	3,854.47
100-215-66200.000	Vehicle Maintenance	12.63
100-215-67200.000	Other Training	4,021.15
100-22210	Federal Withholding Tax ...	9,320.18

Account Summary

Account Number	Account Name	Payment Amount
100-22215	FICA Payable	11,065.36
100-22220	State Withholding Tax Pa...	3,135.24
100-22225	S.D.I. Payable	642.92
100-22320	Medical Benefits Payable	34,612.31
100-22410	G.P.O.A. Union Dues Paya...	250.00
100-22415	G.P.S.A. Union Dues Payab..	150.00
100-22420	S.E.I.U. Union Dues Payab...	128.65
100-22430	Deferred Comp Payable	1,695.05
100-22435	PERS Loan Payable	120.34
100-22440	AFLAC Insurance Payable	860.06
100-22490	Miscellaneous Withholding	60.00
100-230-63400.000	Animal Control Services	5,777.32
100-230-64600.000	Cell Phone Charges	63.23
100-230-64900.000	Other Utilities	38.01
100-230-65100.000	General Operating Suppli...	43.19
100-230-65400.000	Police Supplies	663.60
100-230-66100.000	Gasoline & Oil	149.79
100-230-66200.000	Vehicle Maintenance	6.31
100-24605	EIR Deposit - Scheid Viney...	3,977.50
100-26001	Suspense Account	2,711.24
100-310-61100.000	Postage	24.44
100-310-61200.000	Printing and Copying	46.54
100-310-61400.000	Office Supplies	30.17
100-310-63900.000	General Services	262.50
100-310-65200.000	Uniforms/Personnel Equi...	178.38
100-310-65600.000	Janitorial Supplies	365.12
100-310-68100.000	Recruitment	2.00
100-311-64900.000	Other Utilities	19.00
100-311-65100.000	General Operating Suppli...	18.57
100-311-65200.000	Uniforms/Personnel Equi...	93.84
100-311-66100.000	Gasoline & Oil	4.80
100-311-66200.000	Vehicle Maintenance	29.01
100-550-64100.000	Electricity	286.13
100-550-64200.000	Gas Utility	3.53
100-550-64300.000	Water Utility	376.12
100-550-64400.000	Waste Disposal	112.75
100-550-64600.000	Cell Phone Charges	31.13
100-550-64900.000	Other Utilities	35.24
100-550-65700.000	Public Works Supplies	66.17
100-550-66100.000	Gasoline & Oil	274.69
100-550-66300.000	General Operations Equi...	504.00
100-551-61200.000	Printing and Copying	441.44
100-551-64100.211	Electricity	83.98
100-551-64200.211	Gas Utility	17.04
100-551-64300.000	Water Utility	47.56
100-551-64300.211	Water Utility	29.88
100-551-64400.000	Waste Disposal	193.89
100-551-64400.211	Waste Disposal	36.07
100-590-64100.000	Electricity	224.68
100-590-64200.000	Gas Utility	25.91
100-590-64300.000	Water Utility	53.46
100-601-64600.000	Cell Phone Charges	41.12
100-601-65100.000	General Operating Suppli...	66.73
100-601-67100.000	Meetings & Conferences	115.09
201-22210	Federal Withholding Tax ...	782.65
201-22215	FICA Payable	629.50
201-22220	State Withholding Tax Pa...	269.97
201-22225	S.D.I. Payable	37.03

Account Summary

Account Number	Account Name	Payment Amount
201-22410	G.P.O.A. Union Dues Paya...	50.00
213-22210	Federal Withholding Tax ...	7.89
213-22215	FICA Payable	7.48
213-22220	State Withholding Tax Pa...	2.78
213-22225	S.D.I. Payable	0.44
213-22430	Deferred Comp Payable	4.38
213-905-87513.000	Prop 84 Greenfield Comm...	2,160.59
215-22210	Federal Withholding Tax ...	27.60
215-22215	FICA Payable	26.20
215-22220	State Withholding Tax Pa...	9.72
215-22225	S.D.I. Payable	1.54
215-22430	Deferred Comp Payable	15.32
220-22210	Federal Withholding Tax ...	3,415.46
220-22215	FICA Payable	4,410.34
220-22220	State Withholding Tax Pa...	1,221.46
220-22225	S.D.I. Payable	259.43
220-22410	G.P.O.A. Union Dues Paya...	500.00
220-22430	Deferred Comp Payable	350.00
220-22450	Wage Garnishments Paya...	802.61
220-551-63500.192	Recreation Services	2,000.00
230-22210	Federal Withholding Tax ...	656.89
230-22215	FICA Payable	954.48
230-22220	State Withholding Tax Pa...	178.35
230-22225	S.D.I. Payable	56.15
230-22420	S.E.I.U. Union Dues Payab...	53.28
230-22430	Deferred Comp Payable	206.14
230-320-64100.000	Electricity	385.62
230-320-64200.000	Gas Utility	3.53
230-320-64300.000	Water Utility	0.07
230-320-64400.000	Waste Disposal	112.74
230-320-64600.000	Cell Phone Charges	31.13
230-320-64900.000	Other Utilities	73.24
230-320-65700.000	Public Works Supplies	276.84
230-320-66100.000	Gasoline & Oil	839.18
230-320-66200.000	Vehicle Maintenance	188.30
230-320-66300.000	General Operations Equi...	504.02
263-22210	Federal Withholding Tax ...	12.80
263-22215	FICA Payable	18.46
263-22220	State Withholding Tax Pa...	4.41
263-22225	S.D.I. Payable	1.07
263-22430	Deferred Comp Payable	2.14
263-360-63700.000	Public Works Services	2,217.75
263-360-64100.000	Electricity	187.90
263-360-64300.000	Water Utility	27.37
264-22210	Federal Withholding Tax ...	21.58
264-22215	FICA Payable	32.16
264-22220	State Withholding Tax Pa...	7.93
264-22225	S.D.I. Payable	1.88
264-22430	Deferred Comp Payable	2.14
264-360-64100.000	Electricity	584.81
264-360-64300.000	Water Utility	1,197.83
264-360-65700.000	Public Works Supplies	10.00
265-22210	Federal Withholding Tax ...	27.43
265-22215	FICA Payable	42.02
265-22220	State Withholding Tax Pa...	7.50
265-22225	S.D.I. Payable	2.46
265-22420	S.E.I.U. Union Dues Payab...	3.06
265-22430	Deferred Comp Payable	10.50

Account Summary

Account Number	Account Name	Payment Amount
266-22210	Federal Withholding Tax ...	27.40
266-22215	FICA Payable	42.02
266-22220	State Withholding Tax Pa...	7.48
266-22225	S.D.I. Payable	2.48
266-22420	S.E.I.U. Union Dues Payab...	2.99
266-22430	Deferred Comp Payable	10.50
297-22210	Federal Withholding Tax ...	225.88
297-22215	FICA Payable	340.92
297-22220	State Withholding Tax Pa...	45.90
297-22225	S.D.I. Payable	20.06
297-597-64100.000	Electricity	289.05
297-597-64200.000	Gas Utility	9.40
297-597-64300.000	Water Utility	20.23
297-597-64400.000	Waste Disposal	58.62
297-597-64900.000	Other Utilities	99.99
297-597-65500.000	Recreation Supplies	1,671.18
297-597-65500.292	Recreation Supplies	118.56
297-597-66100.296	Gasoline & Oil	69.47
297-597-68100.000	Recruitment	26.00
503-191-61200.000	Printing and Copying	620.19
503-191-61400.000	Office Supplies	58.40
503-191-63800.000	Utility Bill Services	620.22
503-22210	Federal Withholding Tax ...	743.28
503-22215	FICA Payable	1,426.70
503-22220	State Withholding Tax Pa...	141.22
503-22225	S.D.I. Payable	83.94
503-22420	S.E.I.U. Union Dues Payab...	89.90
503-22430	Deferred Comp Payable	240.94
503-22440	AFLAC Insurance Payable	19.45
503-22490	Miscellaneous Withholding	178.64
503-330-64300.000	Water Utility	19.38
503-330-64400.000	Waste Disposal	112.74
503-330-64600.000	Cell Phone Charges	52.02
503-330-64900.000	Other Utilities	74.21
503-330-65700.000	Public Works Supplies	46.37
503-330-65900.000	Building Maintenance Su...	19.69
503-330-66100.000	Gasoline & Oil	999.52
503-333-64100.000	Electricity	743.82
503-333-65700.000	Public Works Supplies	19.36
503-335-64100.000	Electricity	3,260.04
503-335-64200.000	Gas Utility	3.54
503-335-65200.000	Uniforms / Personnel Equ...	63.23
503-335-67400.000	Certifications	106.00
504-191-61200.000	Printing and Copying	620.21
504-191-61400.000	Office Supplies	58.40
504-191-63800.000	Utility Bill Services	620.22
504-22210	Federal Withholding Tax ...	511.73
504-22215	FICA Payable	905.46
504-22220	State Withholding Tax Pa...	102.81
504-22225	S.D.I. Payable	53.26
504-22420	S.E.I.U. Union Dues Payab...	52.06
504-22430	Deferred Comp Payable	157.89
504-22440	AFLAC Insurance Payable	19.45
504-22490	Miscellaneous Withholding	178.64
504-340-64400.000	Waste Disposal	137.54
504-340-64600.000	Cell Phone Charges	52.01
504-340-64900.000	Other Utilities	131.22
504-340-65100.254	Water Conservation Suppl...	5.21

Account Summary

Account Number	Account Name	Payment Amount
504-340-66100.000	Gasoline & Oil	895.40
504-340-66200.000	Vehicle Maintenance	300.56
504-340-68200.254	Water Conservation Reba...	1,000.00
504-345-61700.000	Software Maintenance Ch...	995.00
504-345-64100.000	Electricity	8,105.72
504-345-64200.000	Gas Utility	3.54
504-345-64500.000	Phone Charges	70.64
504-345-65700.000	Water Production Supplies	1,831.16
	Grand Total:	154,282.44

Project Account Summary

Project Account Key	Payment Amount
None	154,282.44
Grand Total:	154,282.44

CITY COUNCIL MINUTES

CITY COUNCIL MEETING OF JUNE 28, 2016

CALL TO ORDER

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

ROLL CALL

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

ABSENT: None

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

GUESTS: Marty Horton Ramirez, Jean Richards, Javier Sanchez, Joe Gonzales, Juergen Smith

INVOCATION

Invocation by Bishop Dean Roylance.

PLEDGE OF ALLEGIANCE

All recited the Pledge of Allegiance.

AGENDA REVIEW

No changes were made to the agenda.

PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

Juergen Smith stated that the school district would be placing a measure on the ballot in November for a new school and also stated that he had concerns with a marijuana dispensary being near the Memorial Hall.

Joe Gonzales, Executive Director of South County YMCA, requested to be placed on a future agenda to discuss having the YMCA come into Greenfield for recreation programs.

CONSENT CALENDAR

A MOTION by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to approve the consent calendar including City of Greenfield Warrants #298895 through #299230 and Bank Drafts #1897 through #1908 in the amount of \$358,947.94, approve Minutes of the June 14, 2016 City Council Meeting, adopt **Resolution #2016-50, "A Resolution of the City Council of the City of Greenfield Approving an Application for Authorization to Access State Summary Criminal History Information for Employment, including Volunteers and Contractors, and for Licensing and Certification Purposes"** and approve the of Proposed Lease with the Monterey County Workforce Development Board. All favor. Motion carried.

MAYOR'S PRESENTATIONS, PROCLAMATIONS, COMMUNICATIONS, RESOLUTIONS

PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD HONORING U.S. ARMY SERGEANT JAVIER SANCHEZ, JR.

Mayor read and presented the proclamation to Mr. and Mrs. Javier Sanchez, Sr.

Mr. Javier Sanchez, Sr. thanked the Mayor and the City Council for their support.

PUBLIC HEARINGS

**ADOPT A RESOLUTION OF THE CITY OF GREENFIELD APPROVING THE ENGINEER'S REPORT REGARDING THE PROPOSED LEVY AND COLLECTION OF ASSESSMENTS FOR THE CITY OF GREENFIELD LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1, FISCAL YEAR 2016-2017, PURSUANT TO THE PROVISIONS OF THE LANDSCAPING AND LIGHTING ACT OF 1972
RESOLUTION #2016-51**

**ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE CITY OF GREENFIELD LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2016-2017
RESOLUTION #2016-52**

Staff report was given by City Manager Stanton.

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

No comments were received.

Mayor Huerta closed the public hearing at 6:22 p.m.

A MOTION by Councilmember Walker, seconded by Councilmember Santibañez to adopt **Resolution #2016-51, “A Resolution of the City of Greenfield Approving the Engineer’s Report Regarding the Proposed Levy and Collection of Assessments for the City of Greenfield Landscape and Lighting Maintenance District No. 1, Fiscal Year 2016-2017, Pursuant to the Provisions of the Landscaping and Lighting Act of 1972”** and **Resolution #2016-52, “A Resolution of the City Council of the City of Greenfield Ordering the Levy and Collection of Assessments within the City of Greenfield Landscape and Lighting Maintenance District No. 1 for Fiscal Year 2016-2017”**. All in favor. Motion carried.

**ADOPT A RESOLUTION OF THE CITY OF GREENFIELD APPROVING THE ENGINEER’S REPORT REGARDING THE PROPOSED LEVY AND COLLECTION OF ASSESSMENTS FOR THE CITY OF GREENFIELD LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 2, FISCAL YEAR 2016-2017, PURSUANT TO THE PROVISIONS OF THE LANDSCAPING AND LIGHTING ACT OF 1972
RESOLUTION #2016-53**

**ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE CITY OF GREENFIELD LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 2 FOR FISCAL YEAR 2016-2017
RESOLUTION #2016-54**

Staff report was given by City Manager Stanton.

Mayor Huerta opened the public hearing at 6:26 p.m.

No comments were received.

Mayor Huerta closed the public hearing at 6:27 p.m.

A MOTION by Councilmember Walker, seconded by Torres to adopt **Resolution #2016-53, “A Resolution of the City of Greenfield Approving the Engineer’s Report Regarding the Proposed Levy and Collection of Assessments for the City of Greenfield Landscape and Lighting Maintenance District No. 2, Fiscal Year 2016-2017, Pursuant to the Provisions of the Landscaping and Lighting Act of 1972”** and **Resolution #2016-54, “A Resolution of the City Council of the City of Greenfield Ordering the Levy and Collection of Assessments within the City of Greenfield Landscape and Lighting Maintenance District No. 2 for Fiscal Year 2016-2017”**. All in favor. Motion carried.

**ADOPT A RESOLUTION OF THE CITY OF GREENFIELD APPROVING THE ENGINEER’S REPORT FOR THE CITY OF GREENFIELD’S STREET AND DRAINAGE DISTRICT NO. 1 FOR FISCAL YEAR 2016-2017
RESOLUTION #2016-55**

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE CITY OF GREENFIELD STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2016-2017

RESOLUTION #2016-56

Staff report was given by City Manager Stanton.

Mayor Huerta opened the public hearing at 6:29 p.m.

Mayor Pro-tem Rodriguez and Mayor Huerta suggested that staff and Council review the contract for the current landscaping maintenance company and that staff get for the residents' input regarding the current contractor.

Mayor Huerta closed the public hearing at 6:34 p.m.

A MOTION by Councilmember Torres, seconded by Councilmember Santibañez to adopt **Resolution #2016-55, "A Resolution of the City of Greenfield Approving the Engineer's Report for the City of Greenfield's Street and Drainage District No. 1 for Fiscal Year 2016-2017"** and **Resolution #2016-56, "A Resolution of the City Council of the City of Greenfield Ordering Drainage Maintenance District No. 1 for Fiscal Year 2016-2017"**. All in favor. Motion carried.

ADOPT A RESOLUTION OF THE CITY OF GREENFIELD APPROVING THE ENGINEER'S REPORT FOR THE CITY OF GREENFIELD'S STREET AND DRAINAGE DISTRICT NO. 2 FOR FISCAL YEAR 2016-2017

RESOLUTION #2016-57

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE CITY OF GREENFIELD STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 2 FOR FISCAL YEAR 2016-2017

RESOLUTION #2016-58

Staff report was given by City Manager Stanton.

Mayor Huerta opened the public hearing at 6:35 p.m.

No comments were received.

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

A MOTION by Councilmember Walker, seconded by Councilmember Torres to adopt **Resolution 2016-57, “A Resolution of the City of Greenfield Approving the Engineer’s Report for the City of Greenfield’s Street and Drainage District No. 2 for Fiscal Year 2016-2017”** and **Resolution #2016-58, “A Resolution of the City Council of the City of Greenfield Ordering the Levy and Collection of Assessments within the City of Greenfield Street and Drainage Maintenance District No. 2 for Fiscal Year 2016-2017”**. All in favor. Motion carried.

CITY COUNCIL BUSINESS

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND PROPERTY-RELATED FEES AND CHARGES FOR FISCAL YEAR 2016-2017
RESOLUTION #2016-59

Staff report was given by City Manager Stanton.

A MOTION by Councilmember Santibañez, seconded by Councilmember Torres to adopt **Resolution #2016-59, “A Resolution of the City Council of the City of Greenfield Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges for Fiscal Year 2016-2017”**. All in favor. Motion carried.

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD AWARDING A PUBLIC WORKS CONSTRUCTION CONTRACT IN THE AMOUNT OF \$843,440 TO AMERICAN PAVEMENT SYSTEMS, INC. TO CONSTRUCT THE PAVEMENT MAINTENANCE IMPROVEMENTS
RESOLUTION #2016-60

Staff report was given by Community Services Director Steinmann.

A MOTION by Councilmember Walker, seconded by Councilmember Santibañez to adopt **Resolution #2016-60, “A Resolution of the City Council of the City of Greenfield Awarding a Public Works Construction Contract in the Amount of \$843,440 to American Pavement Systems, Inc. to Construct the Pavement Maintenance Improvements”**. All in favor. Motion carried.

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

Councilmember Walker stated that the Apricot Park did not have a bench and asked if staff could order one for that park.

Mayor Huerta reported on the Salinas Valley Mayors/Managers Group. He stated that Mayor Ledesma from Soledad invited the Council to the Camphora event that would take place on Friday at noon.

Community Services Director Steinmann reported that TAMC has passed the resolution reducing the regional traffic fee by 50% for the South County Cities.

COMMENTS FROM CITY COUNCIL

Councilmember Torres thanked Mr. and Mrs. Sanchez for their son's, Javier Sanchez, Jr, sacrifice for our country.

Councilmember Walker asked about the Tom Rogers Museum. Mayor Huerta stated that he believed the committee was still trying to get the museum. Mayor Pro-tem Rodriguez stated that about 3 or 4 months ago Art Salvagno had a meeting with the Soledad Historical Society regarding the museum and stated that they were still interested in proceeding with it.

Mayor Pro-tem Rodriguez thanked the Sanchez Family and stated that it made him proud to live in Greenfield that someone went to fight for our country. He also asked about the code enforcement officer and when he would start enforcing and citing for violations. He also stated that he attended the County of Monterey Office of Education meeting regarding the unification and it was placed on hold for at least two to three years. He stated that there had been some misinformation given by the school district therefore, the community was misinformed and stated that he wanted to make sure the City was giving the best information available to the public regarding City matters.

Mayor Huerta also thanked the Sanchez Family.

CITY MANAGER REPORT

City Manager Stanton thanked the Sanchez Family.

City Manager Stanton stated that the grand jury did a report on body worn cameras on public safety officers and Greenfield did well and ahead of other cities. Chief of Police Fresé gave a brief report regarding the response to the grand jury report and asked that the Council review the report. She stated that the Greenfield Police Department did very well.

ADJOURNMENT

Mayor Huerta adjourned the meeting at 7:05 p.m.

Mayor of the City of Greenfield

City Clerk of the City of Greenfield

CITY COUNCIL MINUTES

CITY COUNCIL SPECIAL MEETING OF JULY 6, 2016

CALL TO ORDER

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

ROLL CALL

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

ABSENT: None

STAFF: City Manager Stanton, Community Services Director Steinmann, Chief Fresé, City Attorney Sullivan, Administrative Assistant Aguayo

GUESTS: David Hirsch, David McPherson

PLEDGE OF ALLEGIANCE

All recited the Pledge of Allegiance.

PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS ONLY ON THE AGENDA

No comments were received.

ADJOURN TO CLOSED SESSION

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2), (E)(1); NUMBER OF POTENTIAL CASES: (2)

Meeting adjourned to closed session at 6:10 p.m.

RECONVENE TO OPEN SESSION

Meeting reconvened to open session at 8:35 p.m.

There was no reportable action.

ADJOURNMENT

Mayor adjourned the City Council meeting at 8:38 p.m.

Mayor of the City of Greenfield

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

MEMORANDUM: July 7, 2016

AGENDA DATE: July 12, 2016

TO: Mayor Huerta and City Council

FROM: Arturo Felix, Public Works Utility Manager

TITLE: ESTABLISHMENT OF THE UTILITIES SYSTEM OPERATOR
SERIES POSITIONS

BACKGROUND:

During recent SEIU negotiations with the City, it was discovered that the current Public Works Utility Worker titles are not referenced in the Memorandum of Understanding; therefore, it is necessary to modify the job titles and descriptions. Staff is recommending that the City Council to authorize the creation of the Utilities System Operator Series. The proposed job titles and descriptions will comply with the required water and sewer certification as required by The State Water Resources Control Board.

If the Council approves this resolution it will eliminate the Public Works Utility Worker and will establish the positions of Public Works Utilities Manager, Utilities System Supervisor, Utilities System Shift Supervisor and the Utilities Systems Shift Operator and will amend the employee salary and classification plan.

Staff has conducted a salary survey among the Tri-County area. Attached is the Tri-County Water System Operator Salary Survey.

BUDGET AND FINANCIAL IMPACT:

The modification to the job titles and descriptions will change the monthly salary for the Utilities System Operator Series; however, will authorize the City to hire employees that are required to

have the necessary certifications or allow the employees to obtain the required certificates in order to retain their position.

REVIEWED AND RECOMMENDED:

The Public Works Utility Manager and City Manager recommend that City Council adopt the resolution establishing the Utility System Operator Series.

POTENTIAL MOTION:

**I MOVE TO APPROVE/DISAPPROVE RESOLUTION #2016-61, A
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
ESTABLISHING PUBLIC WORKS UTILITY MANAGER, UTILITIES
SYSTEMS SUPERVISOR, UTILITIES SYSTEM SHIFT SUPERVISOR AND
UTILITIES SYSTEM OPERATOR POSITIONS, RESCINDING RESOLUTION
2015-40 AND AMENDING THE EMPLOYEE SALARY AND CLASSIFICATION
PLAN**

Tri-County Water System Operator Salary Survey

Utilities Manager						
Company	Position Title	Type	Salary	Hourly	Minimum	Maximum
Greenfield	Public Works Utility Manager	City	62,880	32.75	5,240	5,240
King City/Salinas (AWS)	N/A	Private Company	-	-	-	-
Pacific Grove/ Monterey (CAL-AM)	N/A	Private Company	-	-	-	-
Soledad	Water Resource Manager	City	88,644	46.17	7,387	8,810
Marina Coast Water District	Operation & Maintenance Superintendent	District	95,376	49.68	7,948	10,144
Santa Cruz	Public Works Superintendent Distribution	City	83,496	43.49	6,958	9,417
Watsonville	Water Division Manager	City	95,328	49.65	7,944	10,646
Scotts Valley Water District	Water Operator Manager	District	-	-	-	-
Hollister	Utility Manager	City	87,504	45.58	7,292	9,593
San Benito Water District	Operation & Maintenance Manager	District	81,756	42.58	6,813	8,965

Salary Survey Analysis			
Analysis For Manager Salary		Minimum	Maximum
Monterey County Average Salary	92,010	7,668	44.24
Monterey County Median Salary	92,010	7,668	44.24
Tri-Counties Average Salary	76,015	6,335	36.55
Tri-Counties Median Salary	82,626	6,886	39.72
75th Percentile	56,294	4,691	27.06
95th Percentile	84,250	7,021	40.50
Water Works Manager	96,205	8,017	46.25
REMOVING THE HIGH	88,684	7,390	42.64
REMOVE THE LOWS AND HIGH	88,743	7,395	42.66

Utilities System Supervisor						
Company	Position Title	Type	Salary	Hourly	Minimum	Maximum
Greenfield	Utility System Shift Operator	City	-	-	-	-
Pacific Grove/ Monterey (CAL-AM)	N/A	Private Company	-	-	-	-
Gonzales	Public Works Supervisor	-	-	-	-	-
King City/Salinas (CAL-WATER)	N/A	Private Company	-	-	-	-
Soledad	Water System SuperviSor	City	66,156	34.46	5,513	6,574
Marina Coast Water District	Operation & Maintenance Supervisor	District	72,312	37.66	6,026	7,691
Santa Cruz	Water Distribution Chief	City	66,348	34.56	5,529	8,367
Watsonville	Water Operator Supervisor	City	78,528	40.90	6,544	8,770
Scotts Valley Water District	Water Operator Supervisor	District	83,580	43.53	6,965	8,981
Hollister	Utility Supervisor	City	63,852	33.26	5,321	6,468
San Benito Water District	N/A	District	-	-	-	-

Analysis For Utility Supervisor Salary		Minimum	Maximum
Monterey County Average Salary	69,234	5,770	33.29
Monterey County Median Salary	69,234	5,770	33.29
Tri-Counties Average Salary	71,796	5,983	34.52
Tri-Counties Median Salary	66,348	5,529	31.90
75th Percentile	53,847	4,487	25.89
95th Percentile	68,206	5,684	32.79
Water Supervisor Average Salary	88,286	7,357	42.45
REMOVING THE HIGH	70,260	5,855	33.78
REMOVE THE LOWS AND HIGH	72,396	6,033	34.81

Utilities Shift Supervisor						
Company	Position Title	Type	Salary	Hourly	Minimum	Maximum
Greenfield	Utility System Shift Operator	City	-	-	-	-
Pacific Grove/ Monterey (CAL-AM)	N/A	Private Company	-	-	-	-
Gonzales	N/A	-	-	-	-	-
King City/Salinas (CAL-WATER)	System Operator II	Private Company	46,092	24.01	3,841	3,841
Soledad	N/A	City	-	-	-	-
Marina Coast Water District	System Operator III	District	56,496	29.43	4,708	6,008
Santa Cruz	Distribution Crew Leader	City	53,976	28.11	4,498	6,644
Watsonville	Water Operator II	City	59,892	31.19	4,991	6,689
Scotts Valley Water District	Lead Water Facility Opeerator	District	69,636	36.27	5,803	7,483
Hollister	Water Maintenance II	City	45,734	23.82	3,811	4,632
San Benito Water District	Water Distribution/Maint III	District	53,760	28.00	4,480	4,632

Analysis Shift Supervisor Salary		Minimum	Maximum
Monterey County Average Salary	51,294	4,275	24.66
Monterey County Median Salary	51,294	4,275	24.66
Tri-Counties Average Salary	55,084	4,590	26.48
Tri-Counties Median Salary	53,976	4,498	25.95
75th Percentile	41,313	3,443	19.86
95th Percentile	52,330	4,361	25.16
Shift Foreman Average Salary	69,827	5,819	33.57
REMOVING THE HIGH	52,658	4,388	25.32
REMOVE THE LOWS AND HIGH	58,752	4,896	28.25

Utilities Operator						
Company	Position Title	Type	Salary	Hourly	Minimum	Maximum
Greenfield	Utility System Operator	City	-	-	-	-
Pacific Grove/ Monterey (CAL-AM)	N/A	Private Company	-	-	-	-
Gonzales	Technician	-	39,384	20.51	3,282	-
King City/Salinas (CAL-WATER)	System Operatro I	Private Company	41,856	21.80	3,488	-
Soledad	Water System Operator	City	57,372	29.88	4,781	5,702
Marina Coast Water District	System Operatro I	District	48,708	25.37	4,059	5,151
Santa Cruz	Distribution Operator I/II/III	City	40,248	20.96	3,354	5,407
Watsonville	Water Operator 1	City	54,200	28.23	4,517	6,052
Scotts Valley Water District	Water Facility Opeerator 1/II	District	52,752	27.48	4,396	5,668
Hollister	Water Maintenance I	City	45,734	23.82	3,811	4,450
San Benito Water District	Water Distribution/Maint I/II	District	48,696	25.36	4,058	5,340

Analysis For Utility Operator Salary		Minimum	Maximum
Monterey County Average Salary	46,830	3,903	22.51
Monterey County Median Salary	45,282	3,774	21.77
Tri-Counties Average Salary	47,661	3,972	22.91
Tri-Counties Median Salary	48,696	4,058	23.41
75th Percentile	35,746	2,979	17.19
95th Percentile	45,278	3,773	21.77
Water Maintenance Worker Average Salary	45,896	3,825	22.07
REMOVING THE HIGH	46,447	3,871	22
REMOVE THE LOWS AND HIGH	49,242	4,104	24

RESOLUTION NO. 2016-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD ESTABLISHING PUBLIC WORKS UTILITY MANAGER, UTILITIES SYSTEMS SUPERVISOR, UTILITIES SYSTEM SHIFT SUPERVISOR AND UTILITIES SYSTEM OPERATOR POSITIONS, RESCINDING RESOLUTION 2015-40 AND AMENDING THE EMPLOYEE SALARY AND CLASSIFICATION PLAN

WHEREAS, the City of Greenfield hereby establishes the positions of Public Works Utility Manager, Utilities System Supervisor, Utilities System Shift Operator and Utilities System Operator; 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 titles:

	<u>Monthly Salary Range</u>
Public Works Utility Manager	\$7,021 - \$8,960
Utilities System Supervisor	\$5,684 - \$7,255
Utilities System Shift Supervisor	\$4,361 - \$5,566
Utilities System Operator	\$3,774 - \$4,817

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Greenfield that the classification plan is amended effective July 1, 2016.

PASSED AND ADOPTED by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 12th day of July 2016, 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
FY 2017**

SEIU Employees

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Customer Services Assistant	\$2,892	\$3,690
Office/Planning Technician Office Specialist II Police Services Technician II	\$3,272	\$4,176
Public Works Maintenance Worker	\$3,438	\$4,388
Finance Technician Mechanic	\$3,703	\$4,724
Public Works Utilities System Operator	\$3,774	\$4,817

**CITY OF GREENFIELD MONTHLY
SALARY SCHEDULE
FY 2018**

SEIU Employees

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Customer Services Assistant	\$3,008	\$3,838
Office/Planning Technician Office Specialist II Police Services Technician II	\$3,402	\$4,344
Public Works Maintenance Worker	\$3,575	\$4,563
Finance Technician Mechanic	\$3,851	\$4,913
Public Works Utilities System Operator	\$3,925	\$5,010

Greenfield Police Supervisors' Association

Position

Police Officer – Hired After 01/01/2013

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>
30.02	30.92	31.85	32.80	33.79	34.80	35.85	36.92	38.03	39.17	40.34	41.55

Position

Police Officer – Hired Prior to 01/01/2013

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>
31.22	32.16	33.12	34.11	35.14	36.19	37.28	38.40	39.55	40.74	41.95	43.21

Greenfield Police Supervisors' Association

Position

Police Sergeant – Hired After 01/01/2013

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
43.64	44.95	46.30	47.69	49.12	50.59	52.11	53.67

Police Sergeant – Hired Prior to 01/01/2013

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
45.39	46.75	48.15	49.60	51.08	52.61	54.19	55.82

Records Supervisor

	Minimum	Maximum
FY 2016-17	\$4,219	\$5,398

**Unrepresented
Employees**

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
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
Building Official/Code Enforcement	\$3,888	\$5,013
Executive Assistant	\$4,085	\$5,214
Public Works Utilities System Shift Supervisor	\$4,361	\$5,566
City Clerk	\$4,856	\$6,321
Administrative Services Director	\$5,360	\$6,841
Public Works Utilities System Supervisor	\$5,684	\$7,255
Community Services Director	\$6,862	\$8,758
Public Works Utility Manager	\$7,021	\$8,960
Police Commander	\$9,167	\$10,750

<u>Position</u>	<u>Annual</u>
Chief of Police	\$135,200
City Manager	\$152,256

<u>Part-time Positions</u>	<u>Hourly Rate</u>
Crossing Guards	\$10.00
Science Workshop Aid	\$10.00
Science Workshop Teacher	\$20.00
Science Workshop Technician	\$15.00-\$25.00



City of Greenfield

Public Works Utilities Manager

DEFINITION:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and office support related to all programs and activities of the Public Works Department; administers current and long-range planning activities; manages the effective use of the appropriate City's public works maintenance resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director in areas of expertise; and performs related work as required.

CLASS CHARACTERISTICS:

This is a mid-management position responsible for supervising and managing the operation of the City's Public Works Department. Exercises direct and general supervision over the water and wastewater operations and maintenance. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise the operation and maintenance, on a scheduled and emergency basis, of the water production wells, water supply stations, reservoirs, emergency stand-by generators, water and waste water pumping stations and related telemetry, pressure regulation, water meters, and water treatment equipment.
2. Develop and maintain preventative maintenance programs in all areas of mechanical and electrical water and waste water system operations. Maintain clean, well-painted and well serviced equipment with an appropriate spare parts inventory
3. Oversee drinking water system chemical testing procedures.
4. Maintain up-to-date procedural manuals, equipment and system drawings, performance files, service charts and equipment inventory data.
5. Analyze problems associated with water and waste water flow and water pressure, and devise appropriate solutions.
6. Ensure that instrumentation, automatic controls, generators, alarms and mainline flow meters are accurate and operating at all times.
7. Investigate all customer inquiries and complaints regarding waste water collection, drinking water quality, pressure and volume and initiate corrective action as indicated.
8. Interface with utilities engineering staff and carry out work orders and modifications related to water production, transmission and instrumentation and waste water collection.



City of Greenfield

9. Protect the community water supply from possible sources of contamination by managing the backflow protection device installation and testing program to conform to State laws and City regulations.
10. Responsible for assuring all after hours alarms emanating from the waste water collection and water production and distributions systems are responded to in a timely manner.
11. Prepare water production quarterly reports, annual budget and other administrative reports required including: annual and monthly State Health reports, weekly State Health bacteriological monitoring, weekly water consumption reports, annual cross connection inspections and testing, and monthly water chemical treatment reports.
12. Conduct training sessions for employee development and safety which includes instructing and informing employees of administrative policies and safety standards in order to ensure compliance.
13. Evaluate both unit and individual employee performance and prepare performance appraisals.
14. Initiate disciplinary action as necessary and other personnel actions as needed.
15. Develop effective and efficient work schedules, establish priorities, review and adjust schedules to meet current requirements and emergency conditions. Assign subordinates in accordance with priorities, schedules and conditions.
16. Train or arrange for the training of subordinates to ensure that subordinates are capable of effectively performing assigned operations and maintenance activities.
17. Review tract plans to ensure City standards are met.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education & Experience:

1. A high school diploma or equivalent and any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utilities Manager. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in construction and maintenance of streets, water and wastewater systems.
2. Completion of special educational programs related to supervisory and management techniques is preferred.



City of Greenfield

Licenses & Certificates:

- Valid California Class C driver's license with satisfactory driving record.
- Possess a CWEA wastewater Collection System Maintenance Grade I.
- Possess a SWRCB Water Treatment Operator Grade I Certificate.
- Possess a Cross Connection Control Specialist Certificate.
- Possess a SWRCB Distribution Operator Grade D3.
- Possess a SWRCB Wastewater Treatment Operator Certificate Grade 2

Other Requirements:

1. Willing to work extended hours as required.
2. Willing to respond to emergencies on a 24-hour basis.

Knowledge of:

1. The operation and maintenance of pumps, motors, pressure regulation equipment, chemical feed equipment and electronic automatic control systems.
2. Applicable City, State and Federal codes regarding utility system operation and maintenance.
3. Administrative principles and methods, including goal setting, program development, scheduling, budget preparation and administration, and employee supervision.
4. Principles, practices, and techniques of municipal public works functions, including water and wastewater activities.

Skill in:

1. Supervising, training, motivating and evaluating staff.
2. Exercising sound independent judgment within established guidelines.
3. Using initiative and independent judgment in the course of undertaking assigned responsibilities.
4. Organizing work, setting priorities, meeting critical deadlines and completing assignments with minimal supervision.
5. Representing the City effectively in meetings with others.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of common office software including Microsoft Office.



City of Greenfield

PHYSICAL, MENTAL AND

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in a standard shop setting and use and operate a variety of tools, power tools, equipment, and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges, and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in a centralized maintenance shop and may be exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures



City of Greenfield

Public Works Utilities System Supervisor

7.7.16

DEFINITION:

The fundamental reason for the existence of this classification is to plan, supervise, and direct wastewater collection, water distribution, water water services, maintenance of public health standards and the maintenance, repair, modification, and installation of water meters, water and wastewater lines and associated systems, including skilled and semi-skilled work in assisting with maintenance, repair and monitoring of the City's water and wastewater plant operations, distribution, and sewer collection; performs related work as required.

CLASS CHARACTERISTICS:

This is the supervisory class in the Utilities System Operation Series. Utilities System Supervisor is responsible for the field supervision of crews providing the operations and maintenance of the City's Wastewater Collection System, Potable Water Distribution, Metering System, and the Wastewater System. Incumbents in this class also provide field, office, and customer service support to the Greenfield Utilities Division and the City.

Utilities System Supervisor is responsible for Public Health and Safety along with Environmental Protection for all aspects dealing with the Water Distribution, Wastewater and Wastewater Collection systems.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by Utilities Manager. Duties include direct supervision of Utilities operations. This class may provide indirect supervision to incumbents of the Public Works Maintenance class.

SAMPLE OF DUTIES:

This information listed are duties and responsibilities for position in this classification.

The following duties are considered essential for this job classification:

- Supervise, direct, plan, schedule, and assign the work of operators;
- Manage customer service as it pertains to the Water Distribution and Wastewater Collection systems;
- Maintain a variety of records and prepare reports to document and evaluate performance;



City of Greenfield

- Exhibit basic computer skills and comprehend basic computer programs;
- Implement, maintain and review preventative and corrective maintenance programs;
- Ensure a safe work environment through enforcing and training operators in safe work techniques, policies, and the proper use of equipment and materials;
- Train, evaluate and discipline assigned staff;
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for assigned maintenance projects;
- Inspect and evaluate work in progress and upon completion;
- Responds to calls for emergency service;
- Effectively resolve complaints from the public regarding maintenance work, projects, and/or staff activities;
- Enforce provisions of the appropriate Memorandum of Understanding, the Personnel Rules and Reg.
- Performing minor maintenance work on pumps and equipment as required

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

High school diploma/ GED and construction and maintenance experience sufficient to provide the knowledge and skills and abilities necessary for Utilities System Shift Operator.

Ability to: Speak and hear clearly and precisely on the telephone, on the radio, and or in person while communicating with the public. Understand and follow oral and written instructions;



City of Greenfield

License/Certificate:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's carrier. The following Certification must be obtain within 24 month from appointment date or hire:

- Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by The State Water Resources Control Board.
- Possession of, Water Distribution Operator, Grade D3 certificate issued by the State Water Resources Control Board.
- Possession of, Water Treatment Operator, Grade T1 certificate issued by the State Water Resources Control Board.
- Possession of Northern California Backflow Prevention Association (NCPBA) General Backflow Tester or equivalent certification within one year of appointment.
- Possession of California Water Environment Association Collection System Maintenance Grade I.
- Class A driver's license preferred

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of

- Methods, tools, equipment and procedures related to a wastewater collection system.
- Operation, maintenance and emergency repair of pumps, motors, pressure regulators.
- Maintenance and repair of water distribution system.
- Statewide General Discharge Requirements for Sanitary Sewer and the City's Sewer Management Plan (SSMP).
- Backflow and Cross Connection Control System.
- Operational characteristics of standard construction and maintenance tools and equipment.
- State Traffic Control Manual,
- Confined space entry procedures;
- Safety requirements for operation of trucks, Construction vehicles and other equipment;



City of Greenfield

- Applicable federal, state and local laws, codes and regulations;
- Methods and techniques of scheduling work assignments;
- Basic principles of mathematics and record keeping;

Skills / Abilities

- Make mathematical calculations of moderate difficulty.
- Understand, interpret and apply City policies to field situations.
- Analyze water conservation problems, identify alternatives and recommend solutions.
- Operate a personal computer.
- Understand and carry out written and oral instructions. Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

QUALITIES OF A SUCCESSFUL UTILITY SYSTEM OPERATOR:

- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Emotional Maturity
- Exhibits professionalism with internal and external customers
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter

ENVIRONMENTAL ELEMENTS

Employees work primarily outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Will be required to work on weekends and holidays; and Participates in after-hours emergency response and on-call assignments



City of Greenfield

Public Works Utilities System Shift Supervisor

7.7.16

DEFINITION:

The fundamental reason for the existence of this classification is to plan, supervise, and direct wastewater collection, water distribution, water water services, maintenance of public health standards and the maintenance, repair, modification, and installation of water meters, water and wastewater lines and associated systems, including skilled and semi-skilled work in assisting with maintenance, repair and monitoring of the City's water and wastewater plant operations, distribution, and sewer collection; performs related work as required.

CLASS CHARACTERISTICS:

This is the first-line supervisory class in the Utilities System Operation Series. Utilities System Shift Operator is designated as a Shift Operator per State Water Resources Control Board (SWRCB) and is responsible for the field supervision of crews providing the operations and maintenance of the City's Wastewater Collection System, Potable Water Distribution, Metering System, and the Wastewater System. Incumbents in this class also provide field, office, and customer service support to the Greenfield Utilities Division and the City.

Utilities System Shift Operator is responsible for Public Health and Safety along with Environmental Protection for all aspects dealing with the Water Distribution, Wastewater and Wastewater Collection systems.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by Utilities Manager. Duties include direct supervision of Utilities operations. This class may provide indirect supervision to incumbents of the Public Works Maintenance class.

SAMPLE OF DUTIES:

This information listed are duties and responsibilities for position in this classification.

The following duties are considered essential for this job classification:

- Supervise, direct, plan, schedule, and assign the work of operators;
- Manage customer service as it pertains to the Water Distribution and Wastewater Collection systems;



City of Greenfield

- Maintain a variety of records and prepare reports to document and evaluate performance;
- Exhibit basic computer skills and comprehend basic computer programs;
- Implement, maintain and review preventative and corrective maintenance programs;
- Ensure a safe work environment through enforcing and training operators in safe work techniques, policies, and the proper use of equipment and materials;
- Train, evaluate and discipline assigned staff;
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for assigned maintenance projects;
- Inspect and evaluate work in progress and upon completion;
- Responds to calls for emergency service;
- Effectively resolve complaints from the public regarding maintenance work, projects, and/or staff activities;
- Enforce provisions of the appropriate Memorandum of Understanding, the Personnel Rules and Reg.
- Performing minor maintenance work on pumps and equipment as required

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

High school diploma/ GED and construction and maintenance experience sufficient to provide the knowledge and skills and abilities necessary for Utilities System Shift Operator.

Ability to: Speak and hear clearly and precisely on the telephone, on the radio, and or in person while communicating with the public. Understand and follow oral and written instructions;



City of Greenfield

License/Certificate:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's carrier.

- Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by The State Water Resources Control Board.
- Possession of, Water Distribution Operator, Grade D2 certificate issued by the State Water Resources Control Board within 24 month of date of hire or appointment.
- Possession of, Water Treatment Operator, Grade T1 certificate issued by the State Water Resources Control Board within 24 month of date of hire or appointment.
- Possession of Certificate of Completion in the Operation and Maintenance of Wastewater Collection Systems Volume I & II, issued by California State University Sacramento within one year of appointment within 24 month of date of hire or appointment.
- Class A driver's license preferred

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of

- Methods, tools, equipment and procedures related to a wastewater collection system.
- Operation, maintenance and emergency repair of pumps, motors, pressure regulators.
- Maintenance and repair of water distribution system.
- Statewide General Discharge Requirements for Sanitary Sewer and the City's Sewer Management Plan (SSMP).
- Backflow and Cross Connection Control System.
- Operational characteristics of standard construction and maintenance tools and equipment.
- State Traffic Control Manual,
- Confined space entry procedures;
- Safety requirements for operation of trucks, Construction vehicles and other equipment;
- Applicable federal, state and local laws, codes and regulations;
- Methods and techniques of scheduling work assignments;
- Basic principles of mathematics and record keeping;



City of Greenfield

Skills / Abilities

- Make mathematical calculations of moderate difficulty.
- Understand, interpret and apply City policies to field situations.
- Analyze water conservation problems, identify alternatives and recommend solutions.
- Operate a personal computer.
- Understand and carry out written and oral instructions. Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

QUALITIES OF A SUCCESSFUL UTILITY SYSTEM OPERATOR:

- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Emotional Maturity
- Exhibits professionalism with internal and external customers
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter

ENVIRONMENTAL ELEMENTS

Employees work primarily outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Will be required to work on weekends and holidays; and Participates in after-hours emergency response and on-call assignments



City of Greenfield

Utilities Shift Operator

7.7.16

DEFINITION:

Under Direct and general, learns to perform and performs the full array of duties assigned to classes in the Utilities System Operator series, including skilled and semi-skilled work in assisting with maintenance, repair, and monitoring of the City's water and wastewater plant operations, distribution, and sewer collection; performs related work as required.

CLASS CHARACTERISTICS:

This is the entre level class in the Utilities System Operator series that allows the operator to develop journey level knowledge and abilities. Initially, under immediate supervision, operator performs the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including system maintenance and repair and customer service work. The Utilities System Operator may advance to the next level after gaining experience, obtaining required certifications, and demonstrating a level of proficiency that meets the qualifications of the Utilities System Shift Supervisor.

The Water Distribution Operator Grade 2 certificate and a Wastewater Treatment Plant Operator Grade 1 certificate issued by State Water Resources Control Board (SWRCB) are required for the Utility System Operator. This class is distinguished from the Utility System Shift Operator classification in that the latter is a Supervisor class responsible for job planning and providing on-site work direction to staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives close supervision from the Utilities System Supervisor. Technical and functional supervision may be provided by The Utility Manager. No direct supervision is exercised.

SAMPLE OF DUTIES:

The information listed below are duties and responsibilities for position in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. In the learning capacity, participates in the operation and periodic maintenance of variety of wastewater treatment equipment.
2. Following an established schedule.
3. Learn basic operation of the Supervisory Control and Data Acquisition (SCADA) computer system.



City of Greenfield

4. Follows safe work methods and safety precautions related to work.
5. Learns to washes and cleans bar screen, clarifiers, and other equipment as required.
6. Cleans, paints and maintenance lift stations and grounds.
7. Learns to operate various size of power-driven equipment.
8. Assist with the removal and replacement of equipment.
9. Learns to maintain wastewater disposal spray field/ponds using heavy equipment.
10. Learns to clean wastewater collection lines.
11. Perform related duties as assigned.
12. Turns on and off water service connection, notifies customers of water shutdowns.
13. Learns to reads water meters on a scheduled basis and records reading on automatic system for billing purposes.
14. Assists installs, connects, relocates, and replaces service lines, valves, pumps, meter boxes, and fire hydrants; cuts and fits pipes and makes taps.
15. Exercises valves by hand or with hydraulic equipment; marks valves to indicate direction of opening and number of turns to open.
16. Participates in digging, widening and backfilling trenches and other excavations.
17. Uses general carpentry and mechanical hand tools
18. Learns to Operates equipment such as air compressors, pneumatic hammers, concrete saws, pipe cutters, sprayers, compactors, and related equipment.
19. Learns to takes a variety of pressure and flow readings

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards.



City of Greenfield

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

High School diploma/GED and Construction and maintenance experience sufficient to provide the knowledge and skills and abilities necessary for Utility System Operator.

Ability to: Speak and hear clearly and precisely on the telephone, on the radio, and or in person while communicating with the public. Understand and follow oral and written instructions;

License/Certificate:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's carrier.

- Possession of a Wastewater Treatment Plant Operator in Training Certificate issued by the State Water Resources Control Board within 60 days of employment; Ability to obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by SWRCB within 12 month of date of hire.
- Possession of, Water Distribution Operator, Grade D2 certificate issued by the State Water Resources Control Board within 24 months of date of hire.
- Possession of Certificate of Completion in the Operation and Maintenance of Wastewater Collection Systems Volume I, issued by California State University Sacramento within 24 months of date of hire.
- Class A driver's license preferred

REQUIRED KNOWLEDGE:

1. Methods, tools, equipment and procedures related to a wastewater collection system;
2. Operation, maintenance and emergency repair of pumps, motors, pressure regulators,
3. Maintenance and repair of water distribution system;
4. Operational characteristics of standard construction and maintenance tools and equipment;
5. Safety requirements for the operation of trucks, construction vehicles and other equipment;
6. Applicable federal, state and local laws, codes and regulations;
7. Basic principles of mathematics and record keeping.



City of Greenfield

SKILLS AND ABILITIES

1. Make mathematical calculations of moderate difficulty.
2. Understand, interpret and apply City policies to field situations.
3. Operate a personal computer.
4. Understand and carry out written and oral instructions. Communicate effectively, both orally and in writing.
5. Establish and maintain effective working relationships with those contacted in the course of the work.

QUALITIES OF A SUCCESSFUL UTILITY SYSTEM OPERATOR:

1. Trustworthy; strong personal integrity
2. Demonstrates strong level of accountability and ownership
3. Collaborative/Team oriented
4. Emotional Maturity
5. Exhibits professionalism with internal and external customers
6. Organized with strong attention to detail and time management skills
7. High degree of initiative; self-starter

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Will be required to work on weekends and holidays; and Participates in after-hours emergency response and on-call assignments.



City Council Memorandum

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

MEMORANDUM: July 8, 2016

AGENDA DATE: July 12, 2016

TO: Mayor and City Council

FROM: Susan A. Stanton, ICMA-CM
City Manager

TITLE: **MEDICAL MARIJUANA MANAGEMENT PROGRAM**

BACKGROUND:

After conducting the first round of review for applicants desiring to obtain a regulatory permit for operating a Medical Marijuana facility in the City, it became very apparent that the City cannot conduct this review without substantially impacting other services needs in the community. In order to better ensure a more comprehensive and transparent review process, I am proposing the City contract with the HdL Companies to coordinate and manage this process. The regulation, compliance and taxation of medical marijuana is complex and filled with challenging issues. This process is also complicated by the ongoing evolution of the State's Medical Cannabis Regulation and Safety Act (MCRSA) and potential changes in state law in the coming year.

The proposed scope of work consists of six detailed objectives and includes the following key tasks:

- Develop a proposed timeline for implementation of the application procedure and Request for Permit Applications (RFPA), including reviewing qualification statements, records, and documents in coordination with City staff, City officials, or committees, and providing a recommendation to the City Council;
- Develop an annual MMJ business regulatory fee to recover costs associated with administrative oversight of permitted MMJ facilities, conduct code/fire inspections, compliance and financial audits as well as other regulatory functions deemed necessary by the City;

- Monitor MCRSA policy development and provide feedback to City staff to ensure that the City is in compliance with any changes which may impact the development of the cities strategy to regulate and tax businesses which will be permitted in the City;
- Develop Application Process and Milestones based on best practice approaches to designing the qualification review phase and the RFPA review phase. HdL will verify the regulatory requirements and established due dates which shall be approved by City staff;
- Review all applications to identify incomplete submissions for immediate disqualification, omissions of live scan submissions of all business partners, and applications which do not conform to zoning requirements for their perspective permit specifically authorized by the RFPA;
- Assist City staff with conducting site verification prior to Phase III if applicable. In addition, HdL staff will prepare panel interview questions to be used by City staff for the final ranking of candidates;
- Develop cost recovery fees to recover the City's costs associated with reviewing applications and issuing permits. This will include the initial application process, Conditional Use Permit if applicable and the annual regulatory permit;
- Develop and manage for the selection process for medical marijuana businesses, cost recovery fees for regulatory management of this program and a fiscal analysis for the City.

HdL was incorporated in 1983 and has over 30 years of experience providing revenue enhancement and consulting services to local governments in California. HdL is a consortium of three companies established to maximize local government revenues by providing audit, compliance, economic development, consulting services and software products. Its audit and consulting services include sales, use and transaction taxes, property taxes, transient occupancy taxes, and a Medical Marijuana Management Program.

The firm also provides a variety of enterprise software products for business licensing, code enforcement, animal control, building permits and tracking/billing of false alarms. HdL's systematic and coordinated approach to revenue management and economic data analysis is currently being utilized by over 400 agencies in six states. The firm currently serves 44 counties, 299 cities and 79 transactions tax districts in California. HdL's team of professionals have direct experience in the establishment and implementation of Medical Marijuana Regulatory Programs including establishing land-use regulations, registration processes, operation regulations for medical marijuana facilities, staffing plans, cost recovery, and structuring marijuana business tax fees.

BUDGET AND FINANCIAL IMPACT:

The cost to pay for this professional service will be charged to and paid by the applicants. There will be no direct cost charged to the General Fund that will not be reimbursed from the applicants. HdL’s fees are based on time, materials and travel expenses associated with the execution of the services. It is based on the current scope of services as outlined in Objectives 1 through 6 for a fee not to exceed \$46,250. This fee is based on the current requirements by City staff in order to meet these requirements.

Scope of Service Objectives	Estimated Hours of
Objective 1 – Subject Matter Expertise and Technical Support	40 hours / \$10,000
Objective 2 – Program Oversight and Management	60 hours/\$15,000
Objective 3 – Application Development and Support	40 Hours/\$10,000
Objective 4 – Facility Inspection and Interview Panel Support	25 hours / \$6,250
Objective 5 – Final Selection and Presentation to	10 Hours/\$2,500
Objective 6 – Cost Recovery and Fiscal Analysis	10 hours/\$2,500
Total	185 hours / \$46,250

REVIEWED AND RECOMMENDED:

The City will be working very closely with David McPherson during this engagement. David McPherson is a Principal with HdL and will be the primary point of contact for this project. Prior to joining the firm he served 28 years in local government for the cities of Newport Beach, San Jose and Oakland. While working for the City of Oakland, he became the first Tax Administrator in the country to successfully tax medical marijuana. Mr. McPherson is one of the state’s most recognized experts in cannabis horticulture, processing and dispensary operations. He uses his industry experience to assist local and state agencies in developing medical marijuana policies for regulation, compliance, auditing and economic development. David worked closely with the League of Cities and lobbyists on the development of AB 243, SB 243 and AB 266 which established the Medical Marijuana Regulation and Safety Act (MMRSA). The Police Chief and City Manager recommend the approval of this professional service agreement.

POTENTIAL MOTION:

I MOVE TO APPROVE/DENY RESOLUTION #2016-62, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING A PROFESSIONAL SERVICE AGREEMENT WITH HdL COMPANIES FOR AN AMOUNT NOT TO EXCEED \$46,250 FOR PROVIDING MEDICAL MARIJUANA MANAGEMENT SERVICES.

**CITY OF GREENFIELD
RESOLUTION NO. 2016-62**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
APPROVING A PROFESSIONAL SERVICE AGREEMENT WITH HdL COMPANIES FOR AN
AMOUNT NOT TO EXCEED \$46,250 FOR PROVIDING MEDICAL MARIJUANA
MANAGEMENT SERVICES**

WHEREAS, the City of Greenfield has received several applicants desiring to obtain a regulatory permit for operating a Medical Marijuana Facility within the City of Greenfield; and

WHEREAS, it has become apparent that in order to better ensure a more comprehensive and transparent review process the City is proposing a contract with HdL Companies to coordinate and manage this process and ensure that the City is in compliance with the ongoing evolution of the State’s Medical Cannabis Regulation and Safety Act; and

WHEREAS, the City of Greenfield and HdL Companies desire to enter into an Agreement not to exceed \$46,250 as outlined in Exhibit “A”,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Greenfield approves and adopts the Agreement with HdL Companies.

PASSED AND ADOPTED by the City Council of the City of Greenfield at a regular meeting duly held on the 12th day of July 2016, by the following vote:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

John P. Huerta, Jr., Mayor

Attest:

Ann F. Rathbun, City Clerk

CITY OF GREENFIELD



CONTRACT FOR

**Medical Marijuana
Management Program**



CONTRACTOR SERVICES AGREEMENT FOR
Medical Marijuana Management Program
CITY OF GREENFIELD
&
HdL Companies

THIS CONTRACT is made and entered into between City of Greenfield, a Municipal Corporation (“City”) and HdL Companies (“Contractor”) on July 12th, 2016. City and Contractor agree as follows:

1. **SCOPE AND STANDARDS:**

A. **CONTRACT.** Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the SCOPE OF WORK AND STANDARDS FOR SERVICES, attached hereto and incorporated herein by this reference as Exhibit A, as requested by the City. This Contract and its exhibits shall be known as the “Contract Documents.” Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein.

2. **EMPLOYMENT STATUS OF PERSONNEL:**

A. **INDEPENDENT CONTRACTOR; EMPLOYEES OF CONTRACTOR.** Contractor enters into this Contract as, and shall at all times remain as to the City, an independent contractor and not as an employee of the City. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. Any persons employed by Contractor for the performance of services pursuant to this Contract shall remain employees of Contractor, shall at all times be under the direction and control of Contractor, and shall not be considered employees of City. All persons employed by Contractor to perform services pursuant to this Contract shall be entitled solely to the right and privileges afforded to Contractor employees and shall not be entitled, as a result of providing services hereunder, to any additional rights or privileges that may be afforded to City employees.



B. **INDEPENDENT INVESTIGATION.** The Contractor agrees and hereby represents it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

C. **COMPLIANCE WITH EMPLOYMENT LAWS.** The Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

D. **UNLAWFUL DISCRIMINATION PROHIBITED.** Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, sexual orientation or gender identification.

3. **TIME OF PERFORMANCE:**

The services of Contractor are to commence upon execution of this Contract by City, and shall be undertaken and completed in a prompt and timely manner, in accordance with the Scope of Work referenced in Exhibit A.

4. **COMPENSATION:**

A. **TERMS.** Compensation to the Contractor shall be as set forth in Exhibit B attached hereto and made a part hereof.

B. **NO PAY FOR ADDITIONAL SERVICES WITHOUT WRITING.** Contractor shall not be compensated for any services rendered in connection with its performance of this Contract, which are in addition to those set forth herein or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the City Manager or the City Manager's designee (hereinafter "City Manager" shall include the City Manager's designee). Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Contractor at the time City's express written authorization signed by the City Manager is given to Contractor for the performance of said services.



5. SUPERVISION, LABOR AGREEMENTS AND PERSONNEL:

A. **CONTRACTOR SUPERVISES PERSONNEL.** The Contractor shall have the responsibility for supervising the services provided under this Contract, hiring of personnel, establishing standards of performance, assignment of personnel, determining and affecting discipline, determining required training, maintaining personnel files, and other matters relating to the performance of services and control of personnel. The City Manager may use any reasonable means to monitor performance and the Contractor shall comply with the City Manager's request to monitor performance.

B. **PERFORMANCE NOT SUBJECT TO EMPLOYMENT AGREEMENTS.** The City acknowledges that the Contractor may be obligated to comply with bargaining agreements and/or other agreements with employees and that the Contractor is legally obligated to comply with these Contracts. It is expressly the intent of the parties and it is agreed by the parties that the Contractor's performance shall not in any manner be subject to any bargaining agreement(s) or any other agreement(s) the Contractor may have covering and/or with its employees.

C. **APPROVAL OF STAFF MEMBERS.** Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff assigned to perform the services required under this Contract. Contractor shall notify City of any changes in Contractor's staff to be assigned to perform the services required under this Contract and shall obtain the approval of the City Manager of a list of all proposed staff members who are to be assigned to perform services under this Contract prior to any such performance.

6. **TERMINATION:**

A. **30 DAYS NOTICE.** The City, upon thirty (30) days written notice, may terminate this Contract, without cause, at any time. In the event of such termination, Contractor shall be compensated for non-disputed fees under the terms of this Contract up to the date of termination.

B. **OBLIGATIONS SURVIVE TERMINATION.** Notwithstanding any termination of this Contract, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Contractor, and the City may withhold any payments due to Contractor until such time as the exact amount of damages, if any, due the City from Contractor is determined. All of the indemnification, defense and hold harmless obligations in this Contract shall survive termination.



7. **CHANGES:**

The City or Contractor may, from time to time, request changes in the scope of the services of Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized in advance by both Parties in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract. Any increase in the amount of Contractor's compensation and/or changes in Exhibit A and or Exhibit B must be authorized in advance by the City Manager.

8. **PROPERTY OF CITY:**

A. **MATERIALS PREPARED EXCLUSIVE PROPERTY OF CITY.** It is mutually agreed that all materials prepared by the Contractor under this Contract are upon creation and shall be at all times the exclusive property of the City, and the Contractor shall have no property right therein whatsoever. City agrees that Contractor shall bear no responsibility for any reuse of the materials prepared by the Contractor if used for purposes other than those expressly set forth in the Intended Use of Contractor's Products and Materials section of this Contract. Contractor shall not disseminate any information or reports gathered or created pursuant to this Contract without the prior written approval of City including without limitation information or reports required by government agencies to enable Contractor to perform its duties under this Contract and as may be required under the California Public Records Act excepting therefrom as may be provided by court order. Contractor will be allowed to retain copies of all deliverables.

B. **CONTRACTOR TO DELIVER CITY PROPERTY.** Immediately upon termination, or upon the request by the City, the City shall be entitled to, and the Contractor shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials and property of the City as may have been prepared or accumulated to date by the Contractor in performing this Contract. Contractor will be allowed to retain copies of all deliverables to the City.

9. **CONFLICTS OF INTEREST:**

A. **CONTRACTOR** covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Contractor's performance of services under this Contract. Contractor further covenants that in the performance of this Contract, Contractor shall take reasonable care to ensure that no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Manager. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Contract. Contractor agrees to include language similar to this Section 9(A) in all contracts with subcontractors and agents for the work contemplated herein.



10. **CONFIDENTIAL INFORMATION:**

A. **ALL INFORMATION KEPT IN CONFIDENCE.** All materials prepared or assembled by Contractor pursuant to performance of this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

B. **REIMBURSEMENT FOR UNAUTHORIZED RELEASE.** If Contractor or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, the City has the right to reimbursement and indemnity from party releasing such information for any damages caused by the releasing party's, including the non-releasing party's attorney's fees and disbursements, including without limitation expert's fees and disbursements.

C. **COOPERATION.** City and Contractor shall promptly notify the other party should Contractor or City, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Contract and the work performed thereunder or with respect to any project or property located within the City. City and Contractor each retains the right, but has no obligation, to represent the other party and/or be present at any deposition, hearing or similar proceeding. Contractor and City agree to cooperate fully with the other party and to provide the other party with the opportunity to review any response to discovery requests provided by Contractor or City. However, City and Contractor's right to review any such response does not imply or mean the right by the other party to control, direct, or rewrite said response.

11. **PROVISION OF LABOR, EQUIPMENT AND SUPPLIES:**

A. **CONTRACTOR PROPERTY.** Contractor shall furnish all necessary labor, supervision, equipment, communications facilities, and supplies necessary to perform the services required by this Contract. City acknowledges that all equipment and other tangible assets used by Contractor in providing these services are the property of Contractor and shall remain the property of Contractor upon termination of this Contract.

B. **SPECIAL SUPPLIES.** City shall be responsible for supplying any special supplies, stationary, notices, forms or similar items that it requires to be issued with a City logo. All such items shall be approved by the City Manager and shall be provided at City's sole cost and expense.

12. **COMPLIANCE WITH LAW:**

A. **COMPLIANCE REQUIRED.** Contractor shall keep itself informed of applicable local, state, and federal laws and regulations which may affect those employed by it or in any way affect the performance of its services pursuant to this Contract. Contractor shall observe and comply with all applicable laws, ordinances, regulations and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. Contractor shall at all times hold a valid contractor's license if performing any function or activity for which a license is required pursuant to Chapter



9 (commencing with section 7000) of Division 3 of the California Business and Professions Code, and Contractor shall provide a copy of the license(s) upon the request of the City. The City, its officials, officers, elected officials, appointed officials and employees shall not be liable at law or in equity as a result of any failure of contractor to comply with this section.

B. **PREVAILING WAGES.** In the event it is determined that the Contractor is required to pay prevailing wages for the work performed under this Agreement, the Contractor shall pay all penalties and wages as required by applicable law.

13. **SUBCONTRACTING:**

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City Manager. Contractor shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

14. **ASSIGNABILITY:**

Contractor shall not assign or transfer any interest in this Contract whether by assignment or notation. However, claims for money due or to become due Contractor from the City under this Contract may be assigned to a financial institution, but only with prior written consent of the City Manager. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City. The rights and benefits under this agreement are for the sole and exclusive benefit of the City and this Contract shall not be construed that any third party has an interest in the Contract.

15. **LIABILITY OF CONTRACTOR:**

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally accepted standards of Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, contractors or subcontractors.

16. **INDEMNIFICATION:**

A. **INDEMNIFICATION FOR PROFESSIONAL LIABILITY.** When the law establishes a professional standard of care for Contractor's Services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys fees and costs to the extent same are caused in whole or in part by any negligence or wrongful act, error or omission of Contractor, willful misconduct, or recklessness of its officers, agents, employees or subcontractors (or any City or individual that Contractor shall bear the legal liability thereof) in the performance of professional services under this agreement.



B. **INDEMNIFICATION FOR OTHER THAN PROFESSIONAL LIABILITY.** Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or City for which contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor.

C. **GENERAL INDEMNIFICATION PROVISIONS.** Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section for each and every subcontractor or any other person or City involved by, for, with or on behalf of Contractor in the performance of this agreement. In the event contractor fails to obtain such indemnity obligations from others as required here, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth here is binding on the successor, assigns or heirs of Contractor and shall survive the termination of this agreement or this section.

D. **INDEMNITY PROVISIONS FOR CONTACTS RELATED TO CONSTRUCTION.** Without affecting the rights of City under any provision of this agreement, Contractor shall not be required to indemnify and hold harmless City of liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

17. **INSURANCE:**

Contractor shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached to and part of this agreement.

18. **RECORDS:**

Contractor shall maintain complete and accurate records with respect to labor costs, material expenses, parcels abated or serviced and other such information required by City that relates to the performance of services under this Contract. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the City, which the City may specify and change from time to time. Contractor shall provide free access to the representatives of City or its designees, at reasonable times, to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make



transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Contract. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

19. **MISCELLANEOUS PROVISIONS:**

A. **ASSIGNMENT OR SUBSTITUTION.** City has an **NONDISCRIMINATION / NONPREFERENTIAL TREATMENT STATEMENT** In performing this Contract, the parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, general identification, disability, ethnicity, or national origin, and shall comply to the fullest extent allowed by law, with all applicable local, state, and federal laws relating to nondiscrimination.

B. **UNAUTHORIZED ALIENS.** Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. & 1101 et seq.), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this contract, and should the Federal Government impose sanctions against the City for such use of unauthorized aliens, Contractor hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

C. **GOVERNING LAW.** The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Contract and also govern the interpretation of this Contract. Any litigation concerning this Contract shall take place in the San Luis Obispo Superior Court, federal diversity jurisdiction being expressly waived.

D. City has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Contractor by this Contract. In recognition of that interest, neither any complete nor partial assignment of this Contract, may be made by Contractor nor changed, substituted for, deleted, or added to without the prior written consent of City which consent shall not be unreasonably withheld. Any attempted assignment or substitution shall be ineffective, null, and void, and constitute a material breach of this Contract entitling City to any and all remedies at law or in equity, including summary termination of this Contract. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Contract.

E. **ENTIRE CONTRACT.** This Contract constitutes the entire Contract and understanding between the parties relative to the services specified herein and there are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in this Contract and this Contract supersedes all prior understandings, agreements, courses of conduct, prior dealings among the parties and documentation of any kind without limitation.

F. **AMENDMENTS.** This Contract may be modified or amended, or any of its provisions waived, only by a subsequent written agreement executed by each of the parties. The parties



agree that this requirement for written modifications cannot be waived and any attempted waiver shall be void.

G. **CONSTRUCTION AND INTERPRETATION.** Contractor and City agree and acknowledge that the provisions of this Contract have been arrived at through negotiation and that each party has had a full and fair opportunity to revise the provisions of this Contract and to have such provisions reviewed by legal counsel. Therefore, any ambiguities in construing or interpreting this Contract shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Contract.

H. **WAIVER.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

I. **SEVERABILITY.** The invalidity, illegality or unenforceability, of any provision of this Contract shall not render the other provisions invalid, illegal or unenforceable.

J. **NOTICES.** All invoices, payments, notices, demands, requests, comments, or approvals that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties (deemed to have been received three (3) business days after deposit in the U.S. Mail) at the following addresses:

City: City of Greenfield
City Manager
599 El Cameo Real
Greenfield, CA 93927

Contractor Andy Nickerson
President, HdL Companies
1340 Valley Vista Dr. Suite 200
Diamond Bar, CA 91765

Each party may change the address at which it gives notice by giving ten (10) days advance, written notice to the other party.

K. **AUTHORITY TO EXECUTE.** The person or persons executing this Contract on behalf of Contractor warrant and represent that they have the authority to execute this Contract on behalf of their agency and further warrant and represent that they have the authority to bind Contractor to the performance of its obligations hereunder.



AGREED to this 13th day of May, 2016 by the parties as follows.

HdL Companies

By: _____
Andy Nickerson _____

CITY OF GREENFIELD

By: _____
Susan A. Stanton, ICMA, City Manager

Attest

By: _____

Ann Rathbun, City Clerk



**CERTIFICATE OF COMPLIANCE
WITH LABOR CODE § 3700**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I have complied or will comply with such provisions before commencing the performance of the work of this contract. (Cal. Labor C. §§1860, 1861.)

CONTRACTOR

Andy Nickerson, HDL Companies



EXHIBIT A

Scope of Service

The regulation, compliance and taxation of medical marijuana is complex and filled with challenging issues. Therefore, the objectives presented in this proposal are based on HdL's experience and the expectations and desired outcomes of the City. However, due to the ongoing evolution of the state's Medical Cannabis Regulation and Safety Act (MCRSA), formerly known as (MMRSA), HdL is agreeable to modifications to this scope of services as deemed necessary by both HdL and City staff. Amendments to this Scope of Services shall be made in writing and shall not constitute additional hours of work without proper compensation unless otherwise approved by the City and HdL.

The Scope of Services to be provided by HdL shall include:

- Kick off meeting(s) with City Staff, City Sub Committees or Community Stakeholders;
- Conduct one-on-one meetings with Council Members if necessary to provide outreach and education on current trends, laws and protocols in the development of policy decisions related to the cannabis industry;
- Identify issues which City staff needs to address to reduce any legal issues or problems prior to issuing regulatory permits to the cannabis businesses;
- Provide City staff with technical and policy expertise related to the operations and understanding of the Cannabis Industry in order to ensure compliance with the Medical Cannabis and Safety Act (MCRSA) and all applicable local ordinances;
- Design procedures and application requirements for a permittee selection process that will be used to invite, review, score, and provide recommendations on applicants to operate up to approximately twenty-five (25) cultivation facilities.
- Develop a proposed timeline for implementation of the application procedure and Request for Permit Applications (RFPA), including reviewing qualification statements, records, and documents in coordination with City staff, City officials, or committees, and providing a recommendation to the City Council;
- Develop cost recovery fees to recover the City's costs for reviewing all MMJ business applications and issuing MMJ business permits;
- Develop an annual MMJ business regulatory fee to recover costs associated with administrative oversight of permitted MMJ facilities, conduct code/fire inspections, compliance and financial audits as well as other regulatory functions deemed necessary by the City;
- Provide City with technical and policy expertise related to the operations and understanding of the Cannabis Industry in order to ensure compliance with the Medical Cannabis and Safety Act (MCRSA) and all applicable local ordinances; and
- Prepare a fiscal revenue report identifying tax options for the various types of cannabis businesses.



EXHIBIT A
Scope of Service
(Cont.)

Objective 1: Provide Subject Matter Expertise & Technical Support

Subject matter expertise and technical support will begin upon the execution of a contract with the Consultant which will include the following:

- Consultant shall work with City staff on issues related to medical marijuana tax policies;
- Assist the City in updating and amending the Medical Marijuana Facilities Ordinance where applicable;
- Review proposed city ordinance and provide recommendations to ensure that it complies with all state and local laws and conforms to the best practices to regulate the cannabis businesses in the City;
- Monitor MCRSA policy development and provide feedback to City staff to ensure that the City is in compliance with any changes which may impact the development of the cities strategy to regulate and tax businesses which will be permitted in the City;
- Participate in staff meetings, conference calls, respond to staff inquires via phone and email, review staff reports to city council and assist with responses to inquiries from the public to staff.
- Committee/Council Meetings: HdL will be present to provide staff and city council technical support when available at City Committees/Council meetings at the request of the City Administration.

Objective 2: Program Oversight and Management

The project oversight and management objectives will begin upon the execution of a contract with the Consultant which will include the following:

- **Kickoff Meeting:** HdL will work with the City Manager or her designee to identify key internal stakeholders to attend meetings, define roles of the participants, discuss schedules, and scope of services. In addition, policies will be established for proper protocols and confidentiality of the applicant's documentation to ensure an equitable and fair evaluation process.
- **Develop Application Process and Milestones:** HdL staff will present best practice approaches to designing the qualification review phase and the RFPA review phase. HdL will verify the regulatory requirements and established due dates which shall be approved by City staff.
- **Project Management:** This includes facilitation of internal meetings, conference calls, staff inquiries via phone and email, participation in initial project functions and monitoring of status reports and present completion timelines.
- **Committee/Council Meetings:** HdL will prepare presentations for up to two (2) City Committee/Council meetings at the request of the City Administration.



EXHIBIT A
Scope of Service
(Cont.)

Objective 3: Application Development and Support

HdL staff will work collaboratively with City staff in developing the MMJ business application and recommending fees for Phase I of the process to ensure cost recovery of staff resources. HdL will screen and review applications and make recommendations to the City on which applicants should be approved for the next phase of the application process.

Objective 3.1 Application Development and Submittal Requirements

Phase I will require each member of the applicant’s team to complete the application materials, which will include a Live Scan form, Release & Authorization form and Disclosure and Acknowledgement form.

Prior to Phase II, HdL staff experienced with developing “best practice” MMJ facility applications will collaborate with City staff in order to ensure all information desired by the City is incorporated in the MMJ business application. HdL will review the City’s ordinance requirements, the California Attorney General’s Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use (2008), and new regulatory requirements established by the Medical Cannabis Safety Act (MCRSA). Furthermore, HdL will develop evaluation criteria to be used for the review process which will be subject to Council Approval or the City Administrator. In addition to the documents and minimum standard requirements for the filing of the application the RFPA will consider seven (7) key components of the application.

The criteria to be used in the decision process will include the following but not limited solely on these categories:

- Location of the proposed facility
- Articles of incorporation
- Live scan submissions
- Proof of capitalization
- Proof of insurance
- Business plan (includes building & construction, security plan and fire plan)
- Industry experience



EXHIBIT A
Scope of Service
(Cont.)

Objective 3.2 Development of Cost Recovery Fees

In order to develop a cost recovery fee which complies with Prop 26, HdL will analyze the costs of staff time, overhead, fringe benefits, consultants and other services associated with the regulatory process. HdL staff has experience developing medical marijuana regulatory fees and doing a “fit gap” analysis of staff responsibilities and time allotted to this program to establish appropriate fees for the City’s level of oversight and enforcement of the regulatory process.

Objective 3.3 Application Review and Initial Ranking

HdL will review all applications to identify incomplete submissions for immediate disqualification, omissions of live scan submissions of all business partners, and applications which do not conform to zoning requirements for their perspective permit specifically authorized by the RFPA. The best submissions will be forward thinking and deploy solutions that identify the best “green” practices, while employing “sustainable” energy and waste solutions, and implement the “best practices” available in the medical cannabis industry. Consideration will be given to applications designed to reduce and address actual or potential concerns the City may have regarding nuisance behavior, environmental issues, or product safety.

The specific criteria which will be used in evaluating and rating the applications shall include the following:

- Overall quality of the proposal including responsiveness and conformance to RFPA requirements for content and format;
- Quality and appropriateness of proposed applicant team, professional experience and background of primary applicants and key sub lessees;
- Key personnel, project location, and other management staff with required experience and skills relevant to this project;
- Primary applicants experience and ability to manage operations of proposed facility ,scheduling of work, cost estimating and budget management;
- Primary makeup of applicant’s corporate board, and prior experience working with local government agencies;
- Patient tracking, product inventory management and recordkeeping;
- Quality and appropriateness of proposed site, business model, organization, and knowledge and experience working with specific legal codes and regulations;
- Transportation plan describing the procedures for safely and securely transporting cannabis products and currency;



EXHIBIT A
Scope of Service
(Cont.)

- Applicants use and implementation of solutions designed to reduce and address any actual or potential concerns of the City and its residents, and
- Any other additional information which the City would like to incorporate into the selection process which they deemed necessary.

Objective 3.4 Preliminary Results and Recommendations:

All applications will be individually scored by two HdL principals and consolidated into a single results spreadsheet to allow for evaluation of the final results. The scoring spreadsheet will be provided to the City, along with HdL’s recommendations. All applicants which meet the minimum standards from Phase II will be invited to participate in Phase III.

Objective 3.3 Application Review and Initial Ranking

HdL will review all applications to identify incomplete submissions for immediate disqualification, omissions of live scan submissions of all business partners, and applications which do not conform to zoning requirements for their perspective permit specifically authorized by the RFPA. The best submissions will be forward thinking and deploy solutions that identify the best “green” practices, while employing “sustainable” energy and waste solutions, and implement the “best practices” available in the medical cannabis industry. Consideration will be given to applications designed to reduce and address actual or potential concerns the City may have regarding nuisance behavior, environmental issues, or product safety.

The specific criteria which will be used in evaluating and rating the applications shall include the following:

- Overall quality of the proposal including responsiveness and conformance to RFPA requirements for content and format;
- Quality and appropriateness of proposed applicant team, professional experience and background of primary applicants and key sub lessees;
- Key personnel, project location, and other management staff with required experience and skills relevant to this project;
- Primary applicants experience and ability to manage operations of proposed facility, scheduling of work, cost estimating and budget management;
- Primary makeup of applicant’s corporate board, and prior experience working with local government agencies;
- Patient tracking, product inventory management and recordkeeping;



EXHIBIT A
Scope of Service
(Cont.)

- Quality and appropriateness of proposed site, business model, organization, and knowledge and experience working with specific legal codes and regulations;
- Transportation plan describing the procedures for safely and securely transporting cannabis products and currency;
- Applicants use and implementation of solutions designed to reduce and address any actual or potential concerns of the City and its residents, and
- Any other additional information which the City would like to incorporate into the selection process which they deemed necessary.

Objective 3.4 Preliminary Results and Recommendations:

All applications will be individually scored by two HdL principals and consolidated into a single results spreadsheet to allow for evaluation of the final results. The scoring spreadsheet will be provided to the City, along with HdL's recommendations. All applicants which meet the minimum standards from Phase II will be invited to participate in Phase III.

Each of the eligible applicants will be reviewed and rated based on four (4) point categories. An applicant's score for points will be based on their ability to meet or exceed minimum requirements in the four (4) categories. Applicants must provide information on how they plan to meet these point categories. Such action will become a mandatory condition of their permit. Failure to meet or comply with this requirement will subject applicants to penalties and/or revocation proceedings. The four (4) categories are as follows:

1. Labor and employee practices
2. Product safety
3. Environmental plan
4. Community benefits

Objective 4: Facility Inspection and Interview Panel Support

HdL will assist City staff with conducting site verification prior to Phase III if applicable. In addition, HdL staff will prepare panel interview questions to be used by City staff for the final ranking of candidates.

All eligible applicants from Phase II will advance to Phase III which will consist of a Selection Committee interview panel. Prior to scheduling the panel interviews all proposed site locations will be inspected to determine if applicants have been operating prior to being issued a permit. Any applicants identified as having been in operation without a permit will be disqualified. If it is determined that an operation was pre-existing but did not pay past taxes, such failure to disclose this information will cause the application to be disqualified from consideration. In addition, any misrepresentation, failure to disclose, or withholding of information



EXHIBIT A
Scope of Service
(Cont.)

pertinent to this application process including but not limited to prior operations, board and management composition, pre-constructed sites, gross receipts, length of time operating, etc. may result in immediate disqualification.

Once the site inspection has been completed the applicants will be scheduled for a panel interview. The interview panel will consist of subject matter experts from the following departments: Community Services, Finance, Fire, and Police. Please note it is HdL's recommendation that the City Attorney's Office not participate on this panel in order to remain neutral in case of an appeal or potential litigation which they will have to defend. However, it will be the City's sole discretion on how to address this issue.

Objective 5: Final Selection and Presentation to Council

- Following the objective ranking of the application materials and the interview panels scoring, HdL will assist staff to bring forward for the City Council's consideration recommendations for issuing permits for all eligible applicants in the priority order. Applicants will all be scored in order to prioritize the eligibility list of permits in case the State limits the number of permits per Business & Professions Code §19332 (g) (8).
- HdL will be available to assist City staff with responses to questions or to provide other assistance at City Council meetings.

Objective 6: Cost Recovery and Revenue Fiscal Analysis

Objective 6.1 Cost Recovery

- Develop cost recovery fees to recover the City's costs associated with reviewing applications and issuing permits. This will include the initial application process, Conditional Use Permit if applicable and the annual regulatory permit.

Objective 6.2 Revenue Fiscal Analysis

- Prepare a fiscal revenue report identifying tax options for the various types of cannabis businesses which will be operating in the City in order to develop a tax strategy which maximizes the economic benefit for the City.



EXHIBIT B

Compensation

HdL’s fee proposal is based on time, materials and travel expenses associated with the execution of the services. It is based on the current scope of services as outlined in Objectives 1 through 6 for a fee not to exceed \$46,250. This fee is based on the current requirements presented to HdL by City staff in order to meet these requirements and the following assumptions:

Scope of Service Objectives	Estimated Hours of Labor/Budget
Objective 1 – Subject Matter Expertise and Technical Support	40 hours / \$10,000
Objective 2 – Program Oversight and Management	60 hours/\$15,000
Objective 3 – Application Development and Support	40 Hours/\$10,000
Objective 4 – Facility Inspection and Interview Panel Support	25 hours / \$6,250
Objective 5 – Final Selection and Presentation to Council	10 Hours/\$2,500
Objective 6 – Cost Recovery and Fiscal Analysis	10 hours/\$2,500
Total	185 hours / \$46,250

Objective 1: Cost Assumptions -Subject Matter Expertise and Technical Support

Subject matter expertise and technical support will be provided. However, should Consultant be required to attend meetings, travel time will be billed at half the hourly rate of a Principal for up to two hours per on site visit.

Objective 2: Cost Assumptions – Program Oversight and Management

Program management assumes project time will not exceed more than 6-9 months before awarding permits to the successful applicants.

Objective 3: Application Development and Support

The estimated timeline for the adoption of regulations and implementation of the application process is approximately 90 days. HdL estimates that it will take up to 120 days to complete the application process up to awarding the permit by the designated authority.

Objective 4: Facility Inspections and Interview Panel Support

- HdL will conduct facility inspections for all applicants if applicable and provide technical support for the interview panel.

Objective 5: Final Selection and Presentation to Council

HdL will attend up to two (2) City Council meetings to complete the final selection process.

Objective 6: Cost Assumptions – Cost Recovery and Fiscal Analysis

A “Fit Gap” analysis will be conducted to ensure the City recoups all cost associated with the initial application process and annual regulatory cost associated with the Medical Marijuana Management Program.

Using its proprietary software and database, HdL will provide a fiscal analysis based on its understanding of cannabis industry trends, demographics and geographical location of the City in the State of California.

HdL will conduct one (1) fiscal analysis report which will include business tax and sales tax assumptions if applicable

EXHIBIT C

Insurance Requirements

Contractor shall procure and maintain for the duration of the contract, *and for two years thereafter*, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

If the contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the contractor shall cause the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. NBS carries a retention of \$25,000.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **The City, its officers, officials, employees, and volunteers are to be covered as**

additional insureds on the CGL policy with respect to liability arising out of with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

2. For any claims related to this project, the **Contractor's insurance coverage shall be primary** insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the City.

Claims Made Policies

If any coverage required is written on a claims-made coverage form:

1. The retroactive date must be shown, and this date must be before the execution date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of contract work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, the Contractor must purchase extended reporting period coverage for a minimum of three (3) years after completion of contract work.
4. A copy of the claims reporting requirements must be submitted to the City for review
5. If the services involve lead-based paint or asbestos identification/remediation, the Contractors Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the City.

Waiver of Subrogation

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers'

Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this contract. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format least as broad as CG 20 38 04 13.



City Council Memorandum

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

MEMORANDUM: July 8, 2016

AGENDA DATE: July 12, 2016

TO: Mayor and City Council

FROM: Susan A. Stanton, ICMA-CM
City Manager

TITLE: **A RESOLUTION OF CITY COUNCIL OF THE CITY OF
GREENFIELD DECLARING A ONE MONTH RECESS
COMMENCING AUGUST 1, 2016 THROUGH AUGUST 31, 2016**

BACKGROUND:

It has been the previous practice of the City Council to declare a one month recess during the month of August. Attached is the resolution declaring that recess.

POTENTIAL MOTION:

**I APPROVE/DISAPPROVE RESOLUTION #2016-63, A RESOLUTION OF CITY
COUNCIL OF THE CITY OF GREENFIELD DECLARING A ONE MONTH RECESS
COMMENCING AUGUST 1, 2016 THROUGH AUGUST 31, 2016**

RESOLUTION #2016-63

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
DECLARING A ONE MONTH RECESS COMMENCING
AUGUST 1, 2016 THROUGH AUGUST 31, 2016**

WHEREAS, the City Council of the City of Greenfield meets the Second and Fourth Tuesday of every month;

WHEREAS, it is necessary to have at least three Councilmembers present at each meeting in order to have a quorum to conduct City business; and

WHEREAS, Councilmembers wish to take a recess during the period of August 1, 2016 through August 31, 2016;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Greenfield declares a recess during the period of August 1, 2016 through August 31, 2016.

PASSED AND ADOPTED by the City Council of the City of Greenfield at a regular meeting duly held on the 12th day of July, 2016, by following vote:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

John P. Huerta, Jr., Mayor

Attest:

Ann F. Rathbun, City Clerk