



City of Greenfield

599 El Camino Real
Greenfield, CA 93927

City Council Meeting Agenda July 26, 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

E. AGENDA REVIEW

City Council Meeting Agenda
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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. ADJOURN TO CLOSED SESSION

G-1. PUBLIC EMPLOYEE APPOINTMENT

TITLE: Interim City Attorney

G-2. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Susan Stanton, City Manager

Unrepresented employee: Interim City Attorney

H. RECONVENE TO OPEN SESSION

I. CITY COUNCIL BUSINESS

I-1. ADOPT A Resolution of the City Council of the City of Greenfield Approving an Agreement with Meyers, Nave for Interim City Attorney Services – *Page 1*

a. Staff Report

b. Public Comments

c. City Council Comments / Review / Action

Staff Recommended Action – Approval of Resolution #2016-63

J. 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 #299294 through #299359 and Bank Drafts #1924 through #1935 in the amount of \$361,396.82 – *Page 8*

G-2. APPROVE Minutes of the July 12, 2016 City Council Meeting – *Page 21*

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

K-1. PRESENTATION by Ron Rygg, 2-1-1 Director and Katy Castagna, President & CEO of the United Way – *Page 26*

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L. PUBLIC HEARINGS

L-1. ADOPT A Resolution of the City Council of the City of Greenfield Approving Adjustments to the Sewer User Fees – **Page 45**

- a. Staff Report
 - b. Open Public Hearing
 - c. Close Public Hearing
 - d. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2016-64

L-2. ADOPT A Resolution of the City Council of the City of Greenfield Approving Adjustments to the Water User Fees – **Page 51**

- a. Staff Report
 - b. Open Public Hearing
 - c. Close Public Hearing
 - d. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2016-65

L-3. ADOPT An Ordinance of the City Council of the City of Greenfield Adding Chapter 5.10 “Cannabis Business Tax” to Title 5, Business Taxes, Licenses and Regulations of the Greenfield Municipal Code – **Page 54**

- a. Staff Report
 - b. Open Public Hearing
 - c. Close Public Hearing
 - d. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Ordinance #218

M. CITY COUNCIL BUSINESS – CONTINUED

M-1. ADOPT A Resolution of the City Council of the City of Greenfield A Resolution of the City Council of the City of Greenfield Submitting to the Qualified Electors of the City at the General Municipal Election To Be Held on Tuesday, November 8, 2016, An Ordinance Adding Chapter 5.10 -Cannabis Business Tax to Title 5- Business Taxes, Licenses and Regulations of the City Code to Implement an Annual Tax on Medical and Nonmedical Marijuana Where Legalized by State Law on Cultivation, Based on Square Footage, and an Annual Tax on Medical and Nonmedical Marijuana Where Legalized by State Law on Dispensaries, Deliveries, Distribution, Manufacturing, Testing Labs and Transportation, Based on Gross Receipts, for The Purpose of Raising Revenue to Fund General Municipal Services, and Providing Staff with Direction Related Thereto – **Page 75**

- a. Staff Report
 - b. Public Comments
 - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2016-66

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- M-2. ADOPT** A Resolution of the City Council of the City of Greenfield Approving the Tax Sharing Formula Between the County of Monterey and the City of Greenfield for the Proposed "South End Annexation" Involving Annexation of 290+ - Acres to the City of Greenfield (APNs 221-011-017, -018, -041, -045, -068, -070, and -071 – **Page 82**
- a. Staff Report
 - b. Public Comments
 - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2016-67
- M-3. ADOPT** A Resolution of the City Council of the City of Greenfield Approving a Contract Change Order for Construction of the Proposition 84 Community Park with Stockbridge General Contracting, Inc., for Alternate Bid Items 1 ((Amphitheater Shade Structure), 2 (Pinnacles Rock Climb), and 8 (Concrete Tennis and Basketball Court), Increasing the Construction Contract to the Total Amount of \$2,045,016 – **Page 89**
- a. Staff Report
 - b. Public Comments
 - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2016-68
- M-4. ADOPT** A Resolution of the City Council of the City of Greenfield Authorizing the Additional Work Described as Alternate Bid Item No. 17 – Asphalt Concrete Leveling Course (3/8" Max. Aggregate), Increasing the Construction Contract Amount with American Pavement Systems, Inc., to the Total Amount of \$946,840 – **Page 93**
- a. Staff Report
 - b. Public Comments
 - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2016-69
- M-5. ADOPT** A Resolution of the City Council of the City of Greenfield Approving a Contract Change Order for Construction of the Wastewater Treatment Surface Aerator Addition Project With Cushman Contracting Corporation for an Increase in the Size and Quantity of the Fiberglass Reinforced Plastic Slide Gates, Increasing the Construction Contract to the Total Amount of \$1,901,143.50 – **Page 97**
- a. Staff Report
 - b. Public Comments
 - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Resolution #2016-70

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- M-6. APPROVE** the Proposed City Manager Communication Guidelines and Incorporate the Guidelines in the City Council Rules of Protocol – **Page 101**
- a. Staff Report
 - b. Public Comments
 - c. City Council Comments / Review / Action
- Staff Recommended Action** – Approval of Guidelines

- M-7. DISCUSSION** Regarding the Performance of Mayor Huerta – **Page 108**
- a. Report
 - b. Public Comments
 - c. City Council Comments / Review / Action

N. ADJOURN TO CLOSED SESSION

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

N-2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case

O. RECONVENE TO OPEN SESSION

P. 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

Q. COMMENTS FROM CITY COUNCIL

R. CITY MANAGER REPORT

S. ADJOURNMENT

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



City Council Memorandum

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

MEMORANDUM: July 20, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

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

TITLE: APPOINTMENT OF INTERIM CITY ATTORNEY

BACKGROUND:

On November 1, 2014 the City of Greenfield entered into an agreement with Meyers, Nave for legal services in connection with Magnolia Affordable Housing Project as well as additional matters requested by the City. With the resignation of Brad Sullivan, L+G LLP, Attorneys at Law, staff has contacted John Bakker of Meyers, Nave to provide the City legal services until a permanent city attorney is selected by the City Council. As outlined in the attached letter Ms. Jennifer Faught will be assigned to assist the City of Greenfield as the Interim City Attorney if approved by the City Council.

BUDGET AND FINANCIAL IMPACT:

Meyers Nave will be compensated on an hourly basis as specified in the attached letter, attached. Meyers Nave will not charge for travel time on return trips from Greenfield.

CONSEQUENT ACTIONS

The City **is currently soliciting** proposals from individual attorneys and/or law firms to represent the City as its City Attorney. The attorney and/or law firm submitting a proposal must be in good standing and licensed to practice law before all courts and administrative agencies of the State of California. The attorney and/or firm selected by the City would serve as legal counsel to the City, and would provide legal advice to the City Council, Mayor, and the City Manager. The City Attorney would work through the City Manager to serve various City boards, committees and commissions on an as-needed basis. Responses must provide complete information as described in the RFP and are due 4:00 p.m. on August 15, 2016. To ensure

fairness and uniformity, firms submitting responses have been requested to not contact City Staff or the City Council: Questions about this RFP should be directed to the City Manager's Office prior to submission deadline.

The contract award will be made after selection of the proposals from among all respondents with implementation of services to follow. Proposals and fee schedules may become part of the final contract that is negotiated with the City of Greenfield. Proposals will be evaluated according to the following:

- Experience and qualifications of law firm, proposed City Attorney, and other key personnel. References for similar work completed within the last four (4) years.
- Complete and clear responses to items requested in the Request for Proposal.
- Expertise with laws and regulations governing California municipal governments and operating procedures relative to the conduct of City business.
- Demonstrated expertise in the following areas as it relates to municipalities:
 - Contracts and agreements law Land use
 - Zoning, and Annexation law
 - Building Code compliance law
 - Personnel matters and labor relations
 - Planning, construction, and operation of public facilities such as street, water, sanitary sewer, and storm drainage facilities
 - Open meetings and public records Government Ethics
- Other relevant areas pertaining to municipal law
- Demonstration of workload capacity and level of experience commensurate with the level of service required by the City.
- Results of interview(s) with the City Council

Selection Method

A City Attorney Legal Services Task Force (members to be determined by the City Council) will review the submitted proposals and recommend finalists. After review, the City Council will interview the finalists. The City Council will choose a finalist with whom to negotiate a contract and will make the final determination. The City reserves the right to reject any or all proposals, to request additional information for the purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, waive any informality or any irregularities in any proposal, modify or extend the proposal due date and time and to select the proposal that best meets the City's needs. The City also reserves the right to negotiate final pricing, services and terms with the most qualified proposer(s).

Proposed Time Schedule:

RFP Advertised:	July 18, 2016
Proposal Due Date:	August 15, 2016, 4:00 p.m.
Task Force RFP Reviews:	August 22, 2016 Finalist Interviews with
Interviews with City Council:	September 6, 2016
Selection & Negotiation of Contract:	September 8-9 2016
Final Council Approval of Contract:	September 13, 2016

POTENTIAL MOTION:

I MOVE TO APPROVE/DENY RESOLUTION #2016-63, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING AN AGREEMENT WITH MEYERS, NAVE AND THE APPOINTMENT OF JENNIFER FAUGHT AS THE INTERIM CITY ATTORNEY

**CITY OF GREENFIELD
RESOLUTION NO. 2016-63**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
APPROVING AN AGREEMENT WITH MEYERS, NAVE**

WHEREAS, the City of Greenfield and Meyers, Nave desire to enter into an Agreement for legal services as outlined in Exhibit "A",

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Greenfield approves and adopt the Agreement for Legal Services with Meyers, Nave.

PASSED AND ADOPTED by the City Council of the City of Greenfield at a regular meeting duly held on the 26th 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



555 12th Street, Suite 1500
Oakland, California 94607
tel (510) 808-2000
fax (510) 444-1108
www.meyersnave.com

John Bakker
Attorney at Law
jbakker@meyersnave.com

July 20, 2016

Via E-mail and U.S. Mail

Susan A. Stanton
City Manager
City of Greenfield
599 El Camino Real
P.O. Box 127
Greenfield, CA 93927

Re: New Matter – Interim City Attorney Services

Dear Ms. Stanton:

As you know, I am your primary contact for the matters being handled on behalf of the City of Greenfield by our firm. This letter will confirm that, pursuant to our existing engagement letter with Greenfield, dated November 1, 2014, you have asked us to and we have agreed to perform the following additional legal services: providing interim City Attorney services. Jennifer Faught will be appointed as interim City Attorney.

We will be compensated as specified in the November 1, 2014 letter. Our current standard billing rates will be discounted to those rates set forth in the attached rate sheet (they are updated annually on January 1).

Please let me know if you have any questions pertaining to the above. If you accept and agree to these terms, please sign where indicated below and return a copy to this office.

Very truly yours,



John Bakker
Attorney at Law

JB:vfd
c: Billing Department
Conflicts Department

Susan A. Stanton
July 20, 2016
Page 2

These terms are accepted and agreed to as of the date of this letter.

City of Greenfield

By: _____
Susan A. Stanton
City Manager

**MEYERS, NAVE, RIBACK, SILVER & WILSON
RATE SHEET**

Senior Principals	\$350
Junior Principals	\$300
Of Counsel	\$275
Senior Associates	\$255
Junior Associates	\$230
Paralegals	\$150

Our rates adjust every January by the greater of 3% or the relevant local CPI increase over the prior 12 month period, rounded to the nearest \$5.

We will not bill for travel to Greenfield.

2681054.1



Greenfield, CA

Check Report

By Check Number

Date Range: 07/08/2016 - 07/21/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
00122	ACTION PLUMBING	07/08/2016	Regular	0.00	300.00	299294
00120	AMBAG	07/08/2016	Regular	0.00	1,201.70	299295
03963	AMERIPRIDE	07/08/2016	Regular	0.00	106.44	299296
00130	AT&T	07/08/2016	Regular	0.00	1,174.35	299297
00134	AT&T MOBILITY	07/08/2016	Regular	0.00	11.40	299298
00200	BAY AREA POLYGRAPH	07/08/2016	Regular	0.00	550.00	299299
00204	BEN-E-LECT	07/08/2016	Regular	0.00	17,982.08	299300
00379	BOARD OF EQUALIZATION	07/08/2016	Regular	0.00	11,657.89	299301
03903	CENTRAL COAST SIGN FACTORY	07/08/2016	Regular	0.00	350.53	299302
04076	Citygate Associates, LLC	07/08/2016	Regular	0.00	10,170.39	299303
00487	DIRECT TV	07/08/2016	Regular	0.00	46.19	299304
03960	EMERGENCY VEHICLE SPECIALISTS, INC	07/08/2016	Regular	0.00	7,900.05	299305
00734	GOODYEAR TIRE & RUBBER CO.	07/08/2016	Regular	0.00	711.74	299306
00769	GOVERNMENT FINANCE OFFICERS ASSOCIATION	07/08/2016	Regular	0.00	190.00	299307
00720	GRAINGER	07/08/2016	Regular	0.00	215.68	299308
00725	GREEN RUBBER-KENNEDY AG	07/08/2016	Regular	0.00	65.33	299309
00721	GREENFIELD TRUE VALUE	07/08/2016	Regular	0.00	143.60	299310
00931	IZZY'S AUTO REPAIR	07/08/2016	Regular	0.00	1,466.40	299311
03974	LC ACTION POLICE SUPPLY	07/08/2016	Regular	0.00	3,393.29	299312
03923	Liebert Cassidy Whitmore	07/08/2016	Regular	0.00	1,100.00	299313
04095	LIFTOFF LLC	07/08/2016	Regular	0.00	105.00	299314
13023	MARLIN LEASING	07/08/2016	Regular	0.00	151.99	299315
03880	MBS BUSINESS SYSTEMS	07/08/2016	Regular	0.00	299.22	299316
04047	MICHAEL BAKER INTERNATIONAL, INC.	07/08/2016	Regular	0.00	4,081.12	299317
13015	MNS ENGINEERS, INC.	07/08/2016	Regular	0.00	22,880.00	299318
03876	MONTEREY AUTO SUPPLY, INC.	07/08/2016	Regular	0.00	793.02	299319
13004	MONTEREY BAY ANALYTICAL SERVIC	07/08/2016	Regular	0.00	1,020.00	299320
01506	OFFICE DEPOT	07/08/2016	Regular	0.00	198.66	299321
01532	O'REILLY AUTO PARTS	07/08/2016	Regular	0.00	59.28	299322
01601	PACIFIC GAS & ELECTRIC	07/08/2016	Regular	0.00	18,597.47	299323
01629	PARTS & SERVICE CENTER	07/08/2016	Regular	0.00	247.85	299324
01630	PINNACLE HEALTHCARE	07/08/2016	Regular	0.00	503.00	299325
01677	PRAXAIR DISTRIBUTION, INC.	07/08/2016	Regular	0.00	95.82	299326
04117	Pyro Spectaculars Inc.	07/08/2016	Regular	0.00	9,000.00	299327
04006	RANEY PLANNING AND MANAGEMENT, INC.	07/08/2016	Regular	0.00	2,026.65	299328
02367	ROBIN WARBEY CONSULTING	07/08/2016	Regular	0.00	13,559.63	299329
01978	SAFETY-KLEEN CORP.	07/08/2016	Regular	0.00	221.82	299330
19046	SALINAS UNION HIGH SCHOOL DIST	07/08/2016	Regular	0.00	100.00	299331
01999	SALINAS VALLEY SOLID WASTE AUTHORITY	07/08/2016	Regular	0.00	52,408.84	299332
19020	SAN BENITO SUPPLY	07/08/2016	Regular	0.00	371.96	299333
01933	SMITH & ENRIGHT LANDSCAPING	07/08/2016	Regular	0.00	14,598.00	299334
01960	SOUTH COUNTY NEWSPAPER	07/08/2016	Regular	0.00	676.00	299335
04036	SSA LANDSCAPING ARCHITECTS, INC.	07/08/2016	Regular	0.00	2,983.75	299336
00386	STATE OF CA DEPT. OF JUSTICE	07/08/2016	Regular	0.00	652.00	299337
01981	SUN BADGE CO.	07/08/2016	Regular	0.00	99.81	299338
03919	TELEPACIFIC COMMUNICATIONS	07/08/2016	Regular	0.00	929.08	299339
01904	THE SALINAS CALIFORNIAN	07/08/2016	Regular	0.00	854.74	299340
03895	TONY ACOSTA	07/08/2016	Regular	0.00	270.00	299341
02040	TRACNET CORP.	07/08/2016	Regular	0.00	13,975.88	299342
02037	TRI-CITIES DISPOSAL	07/08/2016	Regular	0.00	76,959.65	299343
04079	VERIZON	07/08/2016	Regular	0.00	1,475.61	299344
02210	VERIZON WIRELESS	07/08/2016	Regular	0.00	1,258.84	299345
00180	ALL SAFE INTEGRATED SYSTEMS	07/08/2016	Regular	0.00	75.00	299346
00117	ALLIANT INSURANCE SERVICES	07/08/2016	Regular	0.00	5,821.00	299347

Check Report

Date Range: 07/08/2016 - 07/21/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00120	AMBAG	07/08/2016	Regular	0.00	2,810.00	299348
03052	COBRA GUARD, INC.	07/08/2016	Regular	0.00	41.95	299349
00610	FEDERAL EXPRESS	07/08/2016	Regular	0.00	21.99	299350
01998	STANDARD INSURANCE COM	07/08/2016	Regular	0.00	1,114.98	299352
00634	TYLER TECHNOLOGIES	07/08/2016	Regular	0.00	75.00	299353
04126	CUSHMAN CONTRACTING CORPORATION	07/13/2016	Regular	0.00	2,137.50	299354
00752	CITY OF GREENFIELD	07/13/2016	Regular	0.00	60.00	299355
00713	G P O A	07/13/2016	Regular	0.00	800.00	299356
00795	GREENFIELD POLICE SUPERVISORS	07/13/2016	Regular	0.00	150.00	299357
01911	SEIU 521	07/13/2016	Regular	0.00	348.56	299358
03026	STATE OF CALIFORNIA FRANCHISE TAX BOARD	07/13/2016	Regular	0.00	206.72	299359
01916	STATE STREET BANK & TRUST CO.	07/15/2016	Bank Draft	0.00	120.34	DFT0001924
01916	STATE STREET BANK & TRUST CO.	07/15/2016	Bank Draft	0.00	600.00	DFT0001925
01916	STATE STREET BANK & TRUST CO.	07/15/2016	Bank Draft	0.00	300.00	DFT0001926
01916	STATE STREET BANK & TRUST CO.	07/15/2016	Bank Draft	0.00	550.00	DFT0001927
01916	STATE STREET BANK & TRUST CO.	07/15/2016	Bank Draft	0.00	100.00	DFT0001928
01916	STATE STREET BANK & TRUST CO.	07/15/2016	Bank Draft	0.00	470.00	DFT0001929
00431	DEPT OF CHILD SUPPORT SERVICES	07/15/2016	Bank Draft	0.00	802.61	DFT0001930
00384	STATE OF CALIFORNIA EDD	07/15/2016	Bank Draft	0.00	1,222.51	DFT0001931
03103	Internal Revenue Service	07/15/2016	Bank Draft	0.00	3,964.96	DFT0001932
03103	Internal Revenue Service	07/15/2016	Bank Draft	0.00	16,953.12	DFT0001933
00384	STATE OF CALIFORNIA EDD	07/15/2016	Bank Draft	0.00	5,550.07	DFT0001934
03103	Internal Revenue Service	07/15/2016	Bank Draft	0.00	16,908.76	DFT0001935

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	121	65	0.00	313,854.45
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	47,542.37
EFT's	0	0	0.00	0.00
	133	77	0.00	361,396.82

Fund Summary

Fund	Name	Period	Amount
999	CASH CONTROL	7/2016	361,396.82
			<u>361,396.82</u>



Greenfield, CA

Expense Approval Report

By Fund

Payment Dates 07/08/2016 - 07/21/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
SOUTH COUNTY NEWSPAPER	299335	07/08/2016	516 ORDINENCE	100-170-67600.000	104.00
SOUTH COUNTY NEWSPAPER	299335	07/08/2016	HOUSING ELEMENT 2014-2023 ...	100-170-67600.000	120.00
SOUTH COUNTY NEWSPAPER	299335	07/08/2016	HOUSING ELEMENT 2014-2023 ...	100-170-67600.000	120.00
SOUTH COUNTY NEWSPAPER	299335	07/08/2016	108 & 202 EL CAMINO REAL NO...	100-170-67600.000	144.00
SOUTH COUNTY NEWSPAPER	299335	07/08/2016	CHAPTER 3.12 NOTICE	100-170-67600.000	112.00
VERIZON	299344	07/08/2016	VERIZON GPS INSTALLATION	100-101-66200.111	85.00
VERIZON	299344	07/08/2016	VERIZON GPS INSTALLATION	100-110-66200.000	85.00
VERIZON	299344	07/08/2016	VERIZON GPS INSTALLATION	100-215-66200.000	311.76
VERIZON	299344	07/08/2016	VERIZON GPS INSTALLATION	100-601-66200.000	85.00
Liebert Cassidy Whitmore	299313	07/08/2016	PROFESSIONAL SERVICES THRU ...	100-150-63100.000	1,100.00
PINNACLE HEALTHCARE	299325	07/08/2016	4651801-7/A. VALLEJO - EMPL...	100-111-68100.000	115.00
STATE OF CA DEPT. OF JUSTICE	299337	07/08/2016	FINGERPRINTS	100-110-68100.000	32.00
STATE OF CA DEPT. OF JUSTICE	299337	07/08/2016	FINGERPRINTS	100-215-65400.000	194.00
STATE OF CA DEPT. OF JUSTICE	299337	07/08/2016	FINGERPRINTS	100-310-68100.000	64.00
STATE OF CA DEPT. OF JUSTICE	299337	07/08/2016	FINGERPRINTS	100-601-68100.000	32.00
GOVERNMENT FINANCE OFFIC...	299307	07/08/2016	MEMBERSHIP RENEWAL	100-190-68300.000	190.00
PINNACLE HEALTHCARE	299325	07/08/2016	4657461-40/D. LOWELL - EMPL...	100-201-68100.000	100.00
PINNACLE HEALTHCARE	299325	07/08/2016	4694821-40	100-201-68100.000	100.00
BEN-E-LECT	299300	07/08/2016	JULY 2016	100-22320	1,267.00
PACIFIC GAS & ELECTRIC	299323	07/08/2016	CIVIC CENTER	100-111-64100.000	3,430.26
PACIFIC GAS & ELECTRIC	299323	07/08/2016	CIVIC CENTER	100-111-64200.000	-113.59
OFFICE DEPOT	299321	07/08/2016	CLEANING SUPPLIES/TAPE COR...	100-201-61400.000	4.82
OFFICE DEPOT	299321	07/08/2016	CLEANING SUPPLIES/TAPE COR...	100-201-65600.000	37.81
OFFICE DEPOT	299321	07/08/2016	OFFICE SUPPLIES	100-201-61400.000	13.12
OFFICE DEPOT	299321	07/08/2016	OFFICE SUPPLIES	100-201-65600.000	9.28
MARLIN LEASING	299315	07/08/2016	COPIER LEASE - PW	100-310-61200.000	151.99
PARTS & SERVICE CENTER	299324	07/08/2016	ANTIFREEZE	100-311-66200.000	10.24
SUN BADGE CO.	299338	07/08/2016	BADGE FOR ANIMAL CONTROL	100-230-68100.000	99.81
GOODYEAR TIRE & RUBBER CO.	299306	07/08/2016	7320 - TIRES	100-215-66200.000	358.87
OFFICE DEPOT	299321	07/08/2016	ALUMINUM	100-201-65600.000	8.74
VERIZON WIRELESS	299345	07/08/2016	CELL PHONES - PD	100-201-64600.000	110.71
VERIZON WIRELESS	299345	07/08/2016	CELL PHONES - PD	100-215-64600.000	1,148.13
GOODYEAR TIRE & RUBBER CO.	299306	07/08/2016	7317 - TIRES	100-215-66200.000	352.87
PARTS & SERVICE CENTER	299324	07/08/2016	7909 - SPEED SENSOR	100-311-66200.000	16.99
GREENFIELD TRUE VALUE	299310	07/08/2016	FLAG CHAINS	100-111-65900.000	13.63
GREENFIELD TRUE VALUE	299310	07/08/2016	CIVIC CENTER FLAG SUPPLIES	100-111-65900.000	9.03
AMBAG	299295	07/08/2016	AMBAG REGIONAL ORTHOIMA...	100-601-63600.000	1,201.70
PARTS & SERVICE CENTER	299324	07/08/2016	7902 - STARTER/BATTERY CORE	100-311-66200.000	108.19
AMERIPRIDE	299296	07/08/2016	UNIFORM - J. GARCIA	100-310-65200.000	-23.75
SAFETY-KLEEN CORP.	299330	07/08/2016	PARTS CLEANER	100-311-66200.000	221.82
TELEPACIFIC COMMUNICATIONS	299339	07/08/2016	INTERNET SERVICE	100-125-64900.000	929.08
OFFICE DEPOT	299321	07/08/2016	OFFICE SUPPLIES	100-215-61400.000	60.45
AT&T	299297	07/08/2016	PD - DOJ CONNECTION	100-215-64500.000	464.32
AT&T	299297	07/08/2016	PD - FAX/ALARM/ LIFT STATION...	100-215-64500.000	710.03
PARTS & SERVICE CENTER	299324	07/08/2016	7902 - CREDIT FOR CORE	100-311-66200.000	-31.72
LIFTOFF LLC	299314	07/08/2016	EXCHANGE ONLINE PLAN	100-125-63200.000	105.00
DIRECT TV	299304	07/08/2016	COMMERCIAL BASIC MONTHLY ...	100-201-64900.000	30.79
DIRECT TV	299304	07/08/2016	COMMERCIAL BASIC MONTHLY ...	100-215-64900.000	15.40
LC ACTION POLICE SUPPLY	299312	07/08/2016	AMMUNITION	100-215-65400.000	2,421.30
LC ACTION POLICE SUPPLY	299312	07/08/2016	LEATHER GEAR FOR NEW OFFIC...	100-215-68100.000	971.99
MNS ENGINEERS, INC.	299318	07/08/2016	PRIVATE DEVELOPMENT REVIEW	100-601-63600.000	400.00
OFFICE DEPOT	299321	07/08/2016	ALUMINUM	100-201-65600.000	8.74
VERIZON	299344	07/08/2016	INSTALL-UNIT	100-125-71300.000	65.00

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
VERIZON	299344	07/08/2016	INSTALL-UNIT (5)	100-125-71300.000	325.00
SALINAS UNION HIGH SCHOOL ...	299331	07/08/2016	SPANISH ORAL INTERVIEW - SIL...	100-110-67400.000	100.00
GREENFIELD TRUE VALUE	299310	07/08/2016	CABLE TIE/MARK PAINT FOR EV...	100-215-65400.000	67.07
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-110-52510.000	2,548.72
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-111-52510.000	73.85
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-170-52510.000	306.18
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-190-52510.000	1,787.29
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-201-52510.000	926.97
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-215-52510.000	3,317.36
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-310-52510.000	86.80
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-550-52510.000	579.62
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	100-601-52510.000	377.55
OFFICE DEPOT	299321	07/08/2016	OFFICE SUPPLIES	100-215-61400.000	55.70
PACIFIC GAS & ELECTRIC	299323	07/08/2016	PINOT PARK	100-550-64100.000	9.87
AMERIPRIDE	299296	07/08/2016	CVC CLEANING TOWELS	100-111-65600.000	20.76
AMERIPRIDE	299296	07/08/2016	UNIFORMS	100-310-65200.000	85.69
AMERIPRIDE	299296	07/08/2016	SHOP MOP/MATS	100-310-65600.000	18.50
AMERIPRIDE	299296	07/08/2016	SHOP TOWELS/MATS	100-311-66200.000	5.24
O'REILLY AUTO PARTS	299322	07/08/2016	RATCHET	100-215-66200.000	34.99
CENTRAL COAST SIGN FACTORY	299302	07/08/2016	BUSINESS CARDS	100-215-61200.000	350.53
GREENFIELD TRUE VALUE	299310	07/08/2016	FLAG POLE CHAIN	100-550-65700.000	10.46
MBS BUSINESS SYSTEMS	299316	07/08/2016	COPY FEES - PD	100-201-61200.000	299.22
TONY ACOSTA	299341	07/08/2016	TRANSLATION SERVICES FOR CI...	100-101-63100.000	270.00
TRI-CITIES DISPOSAL	299343	07/08/2016	JUNE 2016	100-191-64400.000	76,959.65
SALINAS VALLEY SOLID WASTE ...	299332	07/08/2016	JUNE 2016	100-191-64400.000	48,373.18
ROBIN WARBEY CONSULTING	299329	07/08/2016	JUNE 2016	100-125-63200.000	8,750.00
ROBIN WARBEY CONSULTING	299329	07/08/2016	IT EQUIPMENT - JUNE 2016	100-110-65300.000	3,034.30
ROBIN WARBEY CONSULTING	299329	07/08/2016	IT EQUIPMENT - JUNE 2016	100-125-65300.000	511.04
ROBIN WARBEY CONSULTING	299329	07/08/2016	IT EQUIPMENT - JUNE 2016	100-201-65300.000	962.44
ROBIN WARBEY CONSULTING	299329	07/08/2016	IT EQUIPMENT - JUNE 2016	100-215-65300.000	73.27
ROBIN WARBEY CONSULTING	299329	07/08/2016	IT EQUIPMENT - JUNE 2016	100-601-65300.000	20.78
SALINAS VALLEY SOLID WASTE ...	299332	07/08/2016	4TH QUARTER 04/01/15-06/30...	100-191-64400.000	4,035.66
Citygate Associates, LLC	299303	07/08/2016	task#1 initiate and manage proj...	100-110-63100.000	9,286.75
Citygate Associates, LLC	299303	07/08/2016	task#5 implementation plan	100-110-63100.000	883.64
STANDARD INSURANCE COM	299352	07/08/2016	JULY 2016	100-22340	1,114.98
AMBAG	299348	07/08/2016	FY 2016-17 MEMBER DUES	100-101-68300.000	2,810.00
COBRA GUARD, INC.	299349	07/08/2016	JULY 2016	100-22320	41.95
ALLIANT INSURANCE SERVICES	299347	07/08/2016	16-17 ALLIANT VEHICLE PROGR...	100-115-62100.000	5,821.00
FEDERAL EXPRESS	299350	07/08/2016	TRANSPORTATION CHARGE - CH...	100-201-61100.000	21.99
ALL SAFE INTEGRATED SYSTEMS	299346	07/08/2016	BURGLARY MONITORING - CO...	100-551-63900.000	75.00
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	100-110-66200.000	29.14
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	100-215-66200.000	200.14
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	100-311-66200.000	19.00
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	100-550-66200.000	19.00
SEIU 521	299358	07/13/2016	Union Dues	100-22420	130.94
STATE STREET BANK & TRUST C...	DFT0001924	07/15/2016	Deferred Compensation Loan P...	100-22435	120.34
STATE STREET BANK & TRUST C...	DFT0001925	07/15/2016	Defer Comp-GPOA	100-22430	350.00
STATE STREET BANK & TRUST C...	DFT0001926	07/15/2016	Defer Comp-GPSA	100-22430	300.00
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	100-22430	411.00
STATE STREET BANK & TRUST C...	DFT0001928	07/15/2016	Defer Comp-Mid Management	100-22430	50.00
STATE STREET BANK & TRUST C...	DFT0001929	07/15/2016	Defer Comp-Misc Employees	100-22430	86.51
G P O A	299356	07/13/2016	GPOA DUES	100-22410	250.00
CITY OF GREENFIELD	299355	07/13/2016	Misc Withholding	100-22490	60.00
GREENFIELD POLICE SUPERVIS...	299357	07/13/2016	GPSA DUES	100-22415	150.00
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	100-22225	657.73
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	100-22215	2,145.06
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	100-22215	9,171.76
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	100-22220	3,354.75
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	100-22210	9,820.22
				Fund 100 - GENERAL FUND Total:	219,440.40

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Fund: 200 - SUPPLEMENTAL LAW ENFORCEMENT					
TRACNET CORP.	299342	07/08/2016	TRACNET ANNUAL MAINTENAN...	200-205-61700.321	13,975.88
EMERGENCY VEHICLE SPECIALIS...	299305	07/08/2016	NEW VEHICLE EQUIPMENT INS...	200-902-81510.321	3,525.40
EMERGENCY VEHICLE SPECIALIS...	299305	07/08/2016	NEW VEHICLE EQUIPMENT INS...	200-902-81510.321	3,525.40
EMERGENCY VEHICLE SPECIALIS...	299305	07/08/2016	EQUIPMENT FOR NEW POLICE I...	200-902-81510.321	849.25
Fund 200 - SUPPLEMENTAL LAW ENFORCEMENT Total:					21,875.93
Fund: 201 - POLICE - OTHER GRANTS					
G P O A	299356	07/13/2016	GPOA DUES	201-22410	50.00
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	201-22225	31.53
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	201-22215	101.62
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	201-22215	434.48
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	201-22220	204.69
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	201-22210	615.74
Fund 201 - POLICE - OTHER GRANTS Total:					1,438.06
Fund: 213 - PARKS					
MNS ENGINEERS, INC.	299318	07/08/2016	COMMUNITY PARK	213-905-87513.000	5,320.00
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	213-22430	6.24
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	213-22225	0.88
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	213-22215	2.84
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	213-22215	12.14
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	213-22220	5.56
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	213-22210	15.77
Fund 213 - PARKS Total:					5,363.43
Fund: 215 - CDBG Fund					
MICHAEL BAKER INTERNATION...	299317	07/08/2016	ADMIN SERVICES CDBG	215-501-68500.431	4,081.12
MNS ENGINEERS, INC.	299318	07/08/2016	WATER MASTER PLAN	215-310-73535.435	3,732.50
CUSHMAN CONTRACTING COR...	299354	07/13/2016	Wastewater Treatment Plant A...	215-950-85515.432	2,137.50
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	215-22430	9.38
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	215-22225	1.32
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	215-22215	4.26
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	215-22215	18.20
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	215-22220	8.33
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	215-22210	23.66
Fund 215 - CDBG Fund Total:					10,016.27
Fund: 220 - Supplemental Transactions & Use Tax Fund (V & W)					
STATE OF CA DEPT. OF JUSTICE	299337	07/08/2016	FINGERPRINTS	220-215-68100.000	330.00
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	220-215-52510.000	463.42
BOARD OF EQUALIZATION	299301	07/08/2016	2015 CITY SERVICES TRANS AND...	220-41230.192	11,657.89
Pyro Spectaculars Inc.	299327	07/08/2016	Fireworks for 4th of July	220-551-63500.192	9,000.00
BAY AREA POLYGRAPH	299299	07/08/2016	POLYGRAPH EXAM	220-215-68100.000	550.00
STATE STREET BANK & TRUST C...	DFT0001925	07/15/2016	Defer Comp-GPOA	220-22430	250.00
DEPT OF CHILD SUPPORT SERVI...	DFT0001930	07/15/2016	Misc Withholding	220-22450	802.61
G P O A	299356	07/13/2016	GPOA DUES	220-22410	500.00
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	220-22225	295.45
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	220-22215	951.98
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	220-22215	4,070.64
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	220-22220	1,414.52
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	220-22210	4,016.58
Fund 220 - Supplemental Transactions & Use Tax Fund (V & W) Total:					34,303.09
Fund: 222 - PARK IMPACT FUND					
SSA LANDSCAPING ARCHITECTS,...	299336	07/08/2016	PATRIOT PARK CONCESSION ST...	222-905-87610.000	281.00
Fund 222 - PARK IMPACT FUND Total:					281.00
Fund: 230 - GAS TAX FUND					
PACIFIC GAS & ELECTRIC	299323	07/08/2016	TRAFFIC LIGHTS ECR/ELM	230-320-64100.000	53.09
PACIFIC GAS & ELECTRIC	299323	07/08/2016	TRAFFIC LIGHTS ECR/TYLER	230-320-64100.000	50.12
MONTEREY AUTO SUPPLY, INC.	299319	07/08/2016	TIRES	230-320-66300.000	793.02
PARTS & SERVICE CENTER	299324	07/08/2016	7905 - DOOR HINGE	230-320-66200.000	14.72
PARTS & SERVICE CENTER	299324	07/08/2016	7905 - IGNITION COIL	230-320-66200.000	59.35

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
O'REILLY AUTO PARTS	299322	07/08/2016	7905 - SPARK PLUG WIRES	230-320-66200.000	24.29
PACIFIC GAS & ELECTRIC	299323	07/08/2016	STREET LIGHTS HIGH SCHOOL	230-320-64100.000	312.22
GREENFIELD TRUE VALUE	299310	07/08/2016	FLAG BOLTS	230-320-65700.000	17.02
SAN BENITO SUPPLY	299333	07/08/2016	BASE ROCK	230-320-65700.000	185.98
GREENFIELD TRUE VALUE	299310	07/08/2016	CONCRETE MIX	230-320-65700.000	9.38
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	230-320-52510.000	2,477.93
PARTS & SERVICE CENTER	299324	07/08/2016	POLE PRUNER	230-320-65700.000	5.90
PARTS & SERVICE CENTER	299324	07/08/2016	GRAFFITI CLEANER	230-320-65700.000	8.17
GREENFIELD TRUE VALUE	299310	07/08/2016	SNAP BOLT	230-320-65700.000	4.25
GREENFIELD TRUE VALUE	299310	07/08/2016	FLAG HOOKS	230-320-65700.000	12.76
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	230-320-66200.000	57.00
SEIU 521	299358	07/13/2016	Union Dues	230-22420	54.21
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	230-22430	27.06
STATE STREET BANK & TRUST C...	DFT0001929	07/15/2016	Defer Comp-Misc Employees	230-22430	167.48
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	230-22225	68.87
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	230-22215	221.92
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	230-22215	948.96
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	230-22220	256.62
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	230-22210	882.24
Fund 230 - GAS TAX FUND Total:					6,712.56

Fund: 240 - LOCAL TRANSPORTATION FUND

THE SALINAS CALIFORNIAN	299340	07/08/2016	INVITATION TO BID	240-903-83510.000	854.74
MNS ENGINEERS, INC.	299318	07/08/2016	STREET REHABILITATION	240-903-83510.000	6,375.00
MNS ENGINEERS, INC.	299318	07/08/2016	SAFE ROUTES	240-903-89505.491	1,652.50
Fund 240 - LOCAL TRANSPORTATION FUND Total:					8,882.24

Fund: 263 - LLM #1 - LEXINGTON

PACIFIC GAS & ELECTRIC	299323	07/08/2016	LLMD MARIPOSA	263-360-64100.000	70.53
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	LEXINGTON SQUARE	263-360-63700.000	1,500.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	MARIPOSA PLACE SUBDIVISION	263-360-63700.000	620.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	LLMD 1 - NEW PRICING	263-360-63700.000	51.00
MNS ENGINEERS, INC.	299318	07/08/2016	SPECIAL ASSESSMENT ENGINEE...	263-360-63600.000	1,350.00
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	263-360-52510.000	5.11
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	263-22430	1.50
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	263-22225	0.94
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	263-22215	2.98
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	263-22215	12.94
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	263-22220	1.49
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	263-22210	5.33
Fund 263 - LLM #1 - LEXINGTON Total:					3,621.82

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

AT&T MOBILITY	299298	07/08/2016	CODE BLUE PARK	264-360-64500.000	11.40
PACIFIC GAS & ELECTRIC	299323	07/08/2016	ST. CHARLES COMMERCIAL AREA	264-360-64100.000	252.18
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	BAROLO PARK	264-360-63700.000	175.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	JUNES EXTRAS	264-360-63700.000	303.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	LA VINA SUBDIVISION	264-360-63700.000	3,100.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	TERRA VERDE SUBDIVISION	264-360-63700.000	1,500.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	ST CHARLES SUBDIVISION	264-360-63700.000	2,275.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	ST CHRISTOPHER PARK	264-360-63700.000	975.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	ST CHARLES GAZEBO	264-360-63700.000	1,000.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	LLMD 2 - NEW PRICING	264-360-63700.000	299.00
SMITH & ENRIGHT LANDSCAPI...	299334	07/08/2016	TRADITIONS SUBDIVISION	264-360-63700.000	2,800.00
MNS ENGINEERS, INC.	299318	07/08/2016	SPECIAL ASSESSMENT ENGINEE...	264-360-63600.000	1,350.00
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	264-360-52510.000	5.11
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	264-22430	1.50
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	264-22225	1.74
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	264-22215	5.62
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	264-22215	24.02
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	264-22220	1.71

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Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	264-22210	7.35
Fund 264 - LLM #2 - TERRA VERDE, ETC Total:					14,087.63
Fund: 265 - SMD #1					
MNS ENGINEERS, INC.	299318	07/08/2016	SPECIAL ASSESSMENT ENGINEE...	265-360-63600.000	1,350.00
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	265-360-52510.000	201.68
SEIU 521	299358	07/13/2016	Union Dues	265-22420	3.08
STATE STREET BANK & TRUST C...	DFT0001929	07/15/2016	Defer Comp-Misc Employees	265-22430	10.51
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	265-22225	3.44
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	265-22215	11.04
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	265-22215	47.38
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	265-22220	14.06
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	265-22210	47.01
Fund 265 - SMD #1 Total:					1,688.20
Fund: 266 - SMD #2					
MNS ENGINEERS, INC.	299318	07/08/2016	SPECIAL ASSESSMENT ENGINEE...	266-360-63600.000	1,350.00
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	266-360-52510.000	201.68
SEIU 521	299358	07/13/2016	Union Dues	266-22420	3.12
STATE STREET BANK & TRUST C...	DFT0001929	07/15/2016	Defer Comp-Misc Employees	266-22430	10.50
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	266-22225	3.42
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	266-22215	11.14
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	266-22215	47.18
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	266-22220	14.02
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	266-22210	46.93
Fund 266 - SMD #2 Total:					1,687.99
Fund: 291 - HOME GRANT					
RANEY PLANNING AND MANAG...	299328	07/08/2016	Terracina Oaks II-PW Base Servi...	291-610-63900.000	1,920.00
RANEY PLANNING AND MANAG...	299328	07/08/2016	Terracina Oaks II-PW Reimburs...	291-610-63900.000	106.65
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	291-22430	3.13
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	291-22225	0.44
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	291-22215	1.42
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	291-22215	6.06
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	291-22220	2.78
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	291-22210	7.89
Fund 291 - HOME GRANT Total:					2,048.37
Fund: 297 - GREENFIELD SCIENCE WORKSHOP					
SOUTH COUNTY NEWSPAPER	299335	07/08/2016	CSW INSTRUCTOR JOB OPENING	297-597-68100.291	76.00
VERIZON	299344	07/08/2016	VERIZON GPS INSTALLATION	297-597-66200.000	85.00
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	297-597-66200.000	14.57
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	297-22225	17.09
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	297-22215	55.06
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	297-22215	235.38
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	297-22220	37.13
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	297-22210	179.80
Fund 297 - GREENFIELD SCIENCE WORKSHOP Total:					700.03
Fund: 503 - SEWER FUND					
PINNACLE HEALTHCARE	299325	07/08/2016	4676941-7/J. GONZALEZ - HEP B	503-330-68100.000	94.00
PINNACLE HEALTHCARE	299325	07/08/2016	4676921-7/E. SAAVEDRA - HEP B	503-330-68100.000	94.00
PRAXAIR DISTRIBUTION, INC.	299326	07/08/2016	INDUSTRIAL ACETYLENE	503-330-65700.000	47.91
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	503-191-52510.000	1,348.49
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	503-330-52510.000	153.18
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	503-333-52510.000	26.54
ACTION PLUMBING	299294	07/08/2016	TOILET NOT FLUSHING	503-333-63800.000	300.00
ROBIN WARBEY CONSULTING	299329	07/08/2016	IT EQUIPMENT - JUNE 2016	503-191-65300.000	103.90
TYLER TECHNOLOGIES	299353	07/08/2016	UTILITY BILLING ONLINE COMP...	503-191-63300.000	37.50
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	503-330-66200.000	19.00
SEIU 521	299358	07/13/2016	Union Dues	503-22420	103.11
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	503-22430	45.09
STATE STREET BANK & TRUST C...	DFT0001928	07/15/2016	Defer Comp-Mid Management	503-22430	33.00
STATE STREET BANK & TRUST C...	DFT0001929	07/15/2016	Defer Comp-Misc Employees	503-22430	133.07

Expense Approval Report

Payment Dates: 07/08/2016 - 07/21/2016

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
STATE OF CALIFORNIA FRANCHI...	299359	07/13/2016	Withholding Order	503-22490	103.38
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	503-22225	89.29
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	503-22215	287.68
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	503-22215	1,229.58
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	503-22220	141.79
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	503-22210	780.03
Fund 503 - SEWER FUND Total:					5,170.54
Fund: 504 - WATER FUND					
PARTS & SERVICE CENTER	299324	07/08/2016	7923 - OIL	504-340-66100.000	56.01
GRAINGER	299308	07/08/2016	CHLORINE GAUGES	504-345-65700.000	215.68
PACIFIC GAS & ELECTRIC	299323	07/08/2016	13TH/OAK WELL	504-345-64100.000	3,654.09
PACIFIC GAS & ELECTRIC	299323	07/08/2016	13TH/OAK WELL	504-345-64200.000	8.39
PACIFIC GAS & ELECTRIC	299323	07/08/2016	10TH STREET WELL	504-345-64100.000	10,870.31
GREEN RUBBER-KENNEDY AG	299309	07/08/2016	WELLS SUPPLIES	504-345-65700.000	65.33
SAN BENITO SUPPLY	299333	07/08/2016	BASE ROCK	504-345-65700.000	185.98
PRAXAIR DISTRIBUTION, INC.	299326	07/08/2016	INDUSTRIAL ACETYLENE	504-345-65700.000	47.91
MONTEREY BAY ANALYTICAL SE...	299320	07/08/2016	WATER SAMPLES	504-345-63800.000	1,020.00
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	504-191-52510.000	1,348.49
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	504-340-52510.000	153.18
BEN-E-LECT	299300	07/08/2016	May 2016 Claims Paid	504-345-52510.000	325.93
IZZY'S AUTO REPAIR	299311	07/08/2016	TRANSMISSION REPLACEMENT	504-340-66200.000	1,466.40
SSA LANDSCAPING ARCHITECTS,...	299336	07/08/2016	GREENFIELD TURF REPLACEME...	504-340-65100.254	2,702.75
ROBIN WARBEY CONSULTING	299329	07/08/2016	IT EQUIPMENT - JUNE 2016	504-191-65300.000	103.90
TYLER TECHNOLOGIES	299353	07/08/2016	UTILITY BILLING ONLINE COMP...	504-191-63300.000	37.50
VERIZON	299344	07/08/2016	MONTHLY SERVICE - GPS	504-340-66200.000	76.00
SEIU 521	299358	07/13/2016	Union Dues	504-22420	54.10
STATE STREET BANK & TRUST C...	DFT0001927	07/15/2016	Defer Comp-Management	504-22430	45.10
STATE STREET BANK & TRUST C...	DFT0001928	07/15/2016	Defer Comp-Mid Management	504-22430	17.00
STATE STREET BANK & TRUST C...	DFT0001929	07/15/2016	Defer Comp-Misc Employees	504-22430	61.93
STATE OF CALIFORNIA FRANCHI...	299359	07/13/2016	Withholding Order	504-22490	103.34
STATE OF CALIFORNIA EDD	DFT0001931	07/15/2016	SDI	504-22225	50.37
Internal Revenue Service	DFT0001932	07/15/2016	Medicare	504-22215	162.34
Internal Revenue Service	DFT0001933	07/15/2016	Social Security	504-22215	694.40
STATE OF CALIFORNIA EDD	DFT0001934	07/15/2016	State Withholding	504-22220	92.62
Internal Revenue Service	DFT0001935	07/15/2016	Federal Tax Withholding	504-22210	460.21
Fund 504 - WATER FUND Total:					24,079.26
Grand Total:					361,396.82

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	219,440.40
200 - SUPPLEMENTAL LAW ENFORCEMENT	21,875.93
201 - POLICE - OTHER GRANTS	1,438.06
213 - PARKS	5,363.43
215 - CDBG Fund	10,016.27
220 - Supplemental Transactions & Use Tax Fund (V & W)	34,303.09
222 - PARK IMPACT FUND	281.00
230 - GAS TAX FUND	6,712.56
240 - LOCAL TRANSPORTATION FUND	8,882.24
263 - LLM #1 - LEXINGTON	3,621.82
264 - LLM #2 - TERRA VERDE, ETC	14,087.63
265 - SMD #1	1,688.20
266 - SMD #2	1,687.99
291 - HOME GRANT	2,048.37
297 - GREENFIELD SCIENCE WORKSHOP	700.03
503 - SEWER FUND	5,170.54
504 - WATER FUND	24,079.26
Grand Total:	361,396.82

Account Summary

Account Number	Account Name	Payment Amount
100-101-63100.000	Administration Services	270.00
100-101-66200.111	Vehicle Maintenance	85.00
100-101-68300.000	Memberships	2,810.00
100-110-52510.000	Health Insurance	2,548.72
100-110-63100.000	Administration Services	10,170.39
100-110-65300.000	Technology Operating Su...	3,034.30
100-110-66200.000	Vehicle Maintenance	114.14
100-110-67400.000	Certifications	100.00
100-110-68100.000	Recruitment	32.00
100-111-52510.000	Health Insurance	73.85
100-111-64100.000	Electricity	3,430.26
100-111-64200.000	Gas Utility	-113.59
100-111-65600.000	Janitorial Supplies	20.76
100-111-65900.000	Building Maintenance Su...	22.66
100-111-68100.000	Recruitment	115.00
100-115-62100.000	Insurance	5,821.00
100-125-63200.000	Technology Services	8,855.00
100-125-64900.000	Other Utilities	929.08
100-125-65300.000	Technology Supplies	511.04
100-125-71300.000	Electronic Equipment	390.00
100-150-63100.000	Administration Services	1,100.00
100-170-52510.000	Health Insurance	306.18
100-170-67600.000	Publications	600.00
100-190-52510.000	Health Insurance	1,787.29
100-190-68300.000	Memberships	190.00
100-191-64400.000	Waste Disposal	129,368.49
100-201-52510.000	Health Insurance	926.97
100-201-61100.000	Postage	21.99
100-201-61200.000	Printing and Copying	299.22
100-201-61400.000	Office Supplies	17.94
100-201-64600.000	Cell Phone Charges	110.71
100-201-64900.000	Other Utilities	30.79
100-201-65300.000	Technology Supplies	962.44
100-201-65600.000	Janitorial Supplies	64.57
100-201-68100.000	Recruitment	200.00
100-215-52510.000	Health Insurance	3,317.36

Account Summary

Account Number	Account Name	Payment Amount
100-215-61200.000	Printing and Copying	350.53
100-215-61400.000	Office Supplies	116.15
100-215-64500.000	Phone Charges	1,174.35
100-215-64600.000	Cell Phone Charges	1,148.13
100-215-64900.000	Other Utilities	15.40
100-215-65300.000	Technology Supplies	73.27
100-215-65400.000	Police Supplies	2,682.37
100-215-66200.000	Vehicle Maintenance	1,258.63
100-215-68100.000	Recruitment	971.99
100-22210	Federal Withholding Tax ...	9,820.22
100-22215	FICA Payable	11,316.82
100-22220	State Withholding Tax Pa...	3,354.75
100-22225	S.D.I. Payable	657.73
100-22320	Medical Benefits Payable	1,308.95
100-22340	Long-Term Disability Paya...	1,114.98
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...	130.94
100-22430	Deferred Comp Payable	1,197.51
100-22435	PERS Loan Payable	120.34
100-22490	Miscellaneous Withholding	60.00
100-230-68100.000	Recruitment	99.81
100-310-52510.000	Health Insurance	86.80
100-310-61200.000	Printing and Copying	151.99
100-310-65200.000	Uniforms/Personnel Equi...	61.94
100-310-65600.000	Janitorial Supplies	18.50
100-310-68100.000	Recruitment	64.00
100-311-66200.000	Vehicle Maintenance	349.76
100-550-52510.000	Health Insurance	579.62
100-550-64100.000	Electricity	9.87
100-550-65700.000	Public Works Supplies	10.46
100-550-66200.000	Vehicle Maintenance	19.00
100-551-63900.000	General Services	75.00
100-601-52510.000	Health Insurance	377.55
100-601-63600.000	Community Development...	1,601.70
100-601-65300.000	Technology Operating Su...	20.78
100-601-66200.000	Vehicle Maintenance	85.00
100-601-68100.000	Recruitment	32.00
200-205-61700.321	Software Maintenance Ch...	13,975.88
200-902-81510.321	Vehicles	7,900.05
201-22210	Federal Withholding Tax ...	615.74
201-22215	FICA Payable	536.10
201-22220	State Withholding Tax Pa...	204.69
201-22225	S.D.I. Payable	31.53
201-22410	G.P.O.A. Union Dues Paya...	50.00
213-22210	Federal Withholding Tax ...	15.77
213-22215	FICA Payable	14.98
213-22220	State Withholding Tax Pa...	5.56
213-22225	S.D.I. Payable	0.88
213-22430	Deferred Comp Payable	6.24
213-905-87513.000	Prop 84 Greenfield Comm...	5,320.00
215-22210	Federal Withholding Tax ...	23.66
215-22215	FICA Payable	22.46
215-22220	State Withholding Tax Pa...	8.33
215-22225	S.D.I. Payable	1.32
215-22430	Deferred Comp Payable	9.38
215-310-73535.435	CDBG Planning Studies	3,732.50
215-501-68500.431	Direct Administration	4,081.12

Account Summary

Account Number	Account Name	Payment Amount
215-950-85515.432	CDBG Wastewater Treat...	2,137.50
220-215-52510.000	Health Insurance	463.42
220-215-68100.000	Recruitment	880.00
220-22210	Federal Withholding Tax ...	4,016.58
220-22215	FICA Payable	5,022.62
220-22220	State Withholding Tax Pa...	1,414.52
220-22225	S.D.I. Payable	295.45
220-22410	G.P.O.A. Union Dues Paya...	500.00
220-22430	Deferred Comp Payable	250.00
220-22450	Wage Garnishments Paya...	802.61
220-41230.192	Transactions & Use Tax - ...	11,657.89
220-551-63500.192	Recreation Services	9,000.00
222-905-87610.000	Patit Park Restroom Upg...	281.00
230-22210	Federal Withholding Tax ...	882.24
230-22215	FICA Payable	1,170.88
230-22220	State Withholding Tax Pa...	256.62
230-22225	S.D.I. Payable	68.87
230-22420	S.E.I.U. Union Dues Payab...	54.21
230-22430	Deferred Comp Payable	194.54
230-320-52510.000	Health Insurance	2,477.93
230-320-64100.000	Electricity	415.43
230-320-65700.000	Public Works Supplies	243.46
230-320-66200.000	Vehicle Maintenance	155.36
230-320-66300.000	General Operations Equi...	793.02
240-903-83510.000	Street Improvement Proje...	7,229.74
240-903-89505.491	Safe Routes to School Pro...	1,652.50
263-22210	Federal Withholding Tax ...	5.33
263-22215	FICA Payable	15.92
263-22220	State Withholding Tax Pa...	1.49
263-22225	S.D.I. Payable	0.94
263-22430	Deferred Comp Payable	1.50
263-360-52510.000	Health Insurance	5.11
263-360-63600.000	Assessment District Consu...	1,350.00
263-360-63700.000	Public Works Services	2,171.00
263-360-64100.000	Electricity	70.53
264-22210	Federal Withholding Tax ...	7.35
264-22215	FICA Payable	29.64
264-22220	State Withholding Tax Pa...	1.71
264-22225	S.D.I. Payable	1.74
264-22430	Deferred Comp Payable	1.50
264-360-52510.000	Health Insurance	5.11
264-360-63600.000	Assessment District Consu...	1,350.00
264-360-63700.000	Public Works Services	12,427.00
264-360-64100.000	Electricity	252.18
264-360-64500.000	Phone Charges	11.40
265-22210	Federal Withholding Tax ...	47.01
265-22215	FICA Payable	58.42
265-22220	State Withholding Tax Pa...	14.06
265-22225	S.D.I. Payable	3.44
265-22420	S.E.I.U. Union Dues Payab...	3.08
265-22430	Deferred Comp Payable	10.51
265-360-52510.000	Health Insurance	201.68
265-360-63600.000	Assessment District Consu...	1,350.00
266-22210	Federal Withholding Tax ...	46.93
266-22215	FICA Payable	58.32
266-22220	State Withholding Tax Pa...	14.02
266-22225	S.D.I. Payable	3.42
266-22420	S.E.I.U. Union Dues Payab...	3.12

Account Summary

Account Number	Account Name	Payment Amount
266-22430	Deferred Comp Payable	10.50
266-360-52510.000	Health Insurance	201.68
266-360-63600.000	Assessment District Consu...	1,350.00
291-22210	Federal Withholding Tax ...	7.89
291-22215	FICA Payable	7.48
291-22220	State Withholding Tax Pa...	2.78
291-22225	S.D.I. Payable	0.44
291-22430	Deferred Comp Payable	3.13
291-610-63900.000	General Services	2,026.65
297-22210	Federal Withholding Tax ...	179.80
297-22215	FICA Payable	290.44
297-22220	State Withholding Tax Pa...	37.13
297-22225	S.D.I. Payable	17.09
297-597-66200.000	Vehicle Maintenance	99.57
297-597-68100.291	Recruitment	76.00
503-191-52510.000	Health Insurance	1,348.49
503-191-63300.000	Utility Billing Financial Ser...	37.50
503-191-65300.000	Technology Supplies	103.90
503-22210	Federal Withholding Tax ...	780.03
503-22215	FICA Payable	1,517.26
503-22220	State Withholding Tax Pa...	141.79
503-22225	S.D.I. Payable	89.29
503-22420	S.E.I.U. Union Dues Payab...	103.11
503-22430	Deferred Comp Payable	211.16
503-22490	Miscellaneous Withholding	103.38
503-330-52510.000	Health Insurance	153.18
503-330-65700.000	Public Works Supplies	47.91
503-330-66200.000	Vehicle Maintenance	19.00
503-330-68100.000	Recruitment	188.00
503-333-52510.000	Health Insurance	26.54
503-333-63800.000	Sewer Collection Services	300.00
504-191-52510.000	Health Insurance	1,348.49
504-191-63300.000	Utility Billing Financial Ser...	37.50
504-191-65300.000	Technology Supplies	103.90
504-22210	Federal Withholding Tax ...	460.21
504-22215	FICA Payable	856.74
504-22220	State Withholding Tax Pa...	92.62
504-22225	S.D.I. Payable	50.37
504-22420	S.E.I.U. Union Dues Payab...	54.10
504-22430	Deferred Comp Payable	124.03
504-22490	Miscellaneous Withholding	103.34
504-340-52510.000	Health Insurance	153.18
504-340-65100.254	Water Conservation Suppl...	2,702.75
504-340-66100.000	Gasoline & Oil	56.01
504-340-66200.000	Vehicle Maintenance	1,542.40
504-345-52510.000	Health Insurance	325.93
504-345-63800.000	Water Production Services	1,020.00
504-345-64100.000	Electricity	14,524.40
504-345-64200.000	Gas Utility	8.39
504-345-65700.000	Water Production Supplies	514.90
	Grand Total:	361,396.82

Project Account Summary

Project Account Key	Payment Amount
None	361,396.82
	Grand Total:
	361,396.82

CITY COUNCIL MINUTES

CITY COUNCIL MEETING OF JULY 12, 2016

CALL TO ORDER

Mayor Huerta called the meeting to order at 6:04 p.m.

ROLL CALL

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

ABSENT: None

STAFF: City Manager Stanton, Administrative Services Director Corgill, Chief Fresé, City Attorney Sullivan, City Clerk Rathbun, Police Officer Eggers, Police Officer Lowell and Police Officer Rodriguez

GUESTS: Alan Panzeria, Bob Ferreira, Brent Slama, Beatriz Diaz, Juergen Smith, Irene Garcia, Stephanie Garcia

INVOCATION

There was a moment of silent prayer.

PLEDGE OF ALLEGIANCE

All recited the Pledge of Allegiance.

AGENDA REVIEW

City Manager requested that G-3 be removed and be brought back to a future meeting in order to meet with the Union.

Mayor Huerta requested that the Closed Session item go before City Council business. After discussion; it was the consensus of the Council to keep the agenda as outlined.

PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

Alan Panzeria stated that it was his understanding that there was no CEQA analysis for the medical marijuana facilities and stated that he felt that it should be done especially relating to electricity and water.

Bob Ferreira stated that he was concerned regarding the water and wastewater rate increase and stated that there was no justification for the increase and that it would be hurting the people on fixed income. He stated that the City should use the money from the medical marijuana to offset the rate increase.

Brent Slama, representing the Greenfield Memorial District, stated their concerns regarding the medical marijuana and submitted a letter from the District regarding this matter stating their objection to the project.

Beatriz Diaz spoke regarding the recall attempt and stated she believed there were no grounds for it.

Juergen Smith stated that on the marijuana issue the City was going too fast and should review all options and get the people involved that needed to be involved.

Irene Garcia stated that the City's downtown looked terrible and needed to be cleaned up.

Mayor Huerta responded to some of the concerns and stated that the Council had on the agenda the resolution with HdL for the review of the medical marijuana permits and stated that the City had been trying to start a downtown association to address some of the concerns.

CONSENT CALENDAR

A MOTION by Mayor Pro-tem Rodriguez, seconded by Councilmember Torres to approve the consent calendar including City of Greenfield Warrants #299231 through #299293 and Bank Drafts #1910 through #1922 in the amount of \$154,282.44, approve Minutes of the June 28, 2016 City Council Meeting and Minutes of the Special Meeting of July 6, 2016. All in favor. Motion carried.

MAYOR'S PRESENTATIONS, PROCLAMATIONS, COMMUNICATIONS, RESOLUTIONS

Mayor Huerta reported that at the Board of Supervisors meeting there was an item regarding fracking and asked that citizens keep an eye on that item.

PRESENTATION BY CHIEF OF POLICE FRESE REGARDING POLICE DEPARTMENT COMMUNITY SURVEY RESULTS

Report was given by Chief Frese.

Officers Eggers, Lowell and Rodriguez gave a power point presentation regarding the police department community survey results.

CITY BUSINESS

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 RESOLUTION #2016-61

Staff report was given by City Manager Stanton.

Stephanie Garcia expressed her concerns regarding how the permits were being processed and asked about the permits that had already been approved.

Councilmember Santibanez stated that she was happy to have an expert in the field representing the City in this process.

Mayor Pro-tem Rodriguez stated that the Council was excited at first so they wanted to move forward quickly; however, there was still time to make this decision and go forward with this approval.

Mayor Huerta stated that he wanted the public to get informed regarding this industry. He also asked about the two permits that had already been approved. City Manager Stanton stated that staff was still working on development agreements for the two permits.

Councilmember Walker suggested that the two permits be rescinded and the process start over. Councilmember Torres stated that the City should continue with these two permits and be processed completely with the help from the consultants. Mayor Pro-tem Rodriguez stated that the City should wait to speak with the consultants before doing anything. Mayor Huerta suggested that the City move forward with the two permits and have the consultants be the safeguard for the City in this process.

A MOTION by Mayor Pro-tem Rodriguez, seconded by Councilmember Santibanez to adopt **Resolution #2016-61, “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”**. All in favor. Motion carried.

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 RESOLUTION #2016-62

Staff report was given by City Manager Stanton.

A MOTION by Councilmember Walker, seconded by Councilmember Santibanez to adopt **Resolution #2016-61, "A Resolution of the City Council of the City of Greenfield Declaring a One Month Recess Commencing August 1, 2016 through August 31, 2016"** however, if there was a need for a special meeting that the Council would make themselves available. All in favor. Motion carried.

ADJOURN TO CLOSED SESSION

Meeting adjourned to closed session at 7:16 p.m.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: CITY MANAGER

PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: CITY ATTORNEY

RECONVENE TO OPEN SESSION

Meeting reconvened to open session at 9:44 p.m.

City Manager Stanton reported that there was no reportable action.

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

Councilmember Torres stated that she would be attending the Salinas Valley Solid Waste Authority retreat in Salinas tomorrow.

Councilmember Santibanez stated that there was a ribbon cutting for the new MST building in Ryan Ranch and that the old site would be used as a maintenance yard for the buses.

COMMENTS FROM CITY COUNCIL

Councilmember Santibanez commented on the community police academy and stated that people in Salinas were interested.

Councilmember Walker stated that the 4th of July celebration event was a huge success and commended everyone involved.

Mayor Pro-tem Rodriguez asked that the meeting be adjourned in honor of the five police officers that were killed in Dallas, Texas.

CITY MANAGER REPORT

City Manager Stanton stated that the ground breaking for the new park and The Vines of Greenfield would be happening very soon and hoped that the entire Council would be able to participate. She also reported that staff had contacted Murray & Associates regarding the recruitment of a Public Works Director; however, the Recreation Director would be done in-house.

City Manager Stanton stated that the budget amendment should be at the next meeting. Councilmember Santibanez stated that the VW Committee should meet before the budget amendment comes to the City Council. It was the consensus of the City Council that the VW Committee meet to review the VW revenues and make their recommendations prior to Council review.

ADJOURNMENT

Mayor Huerta adjourned the meeting at 9:55 p.m. in honor of the five police officers that were killed in the line of duty in Dallas, Texas.

Mayor of the City of Greenfield

City Clerk of the City of Greenfield



Focusing on the building blocks for a good quality of life

United Way
Monterey County

LIVE UNITED



United Way fights for the financial stability of working families

United Way
Monterey County

LIVE UNITED





monterey county

www.ImpactMontereyCounty.org/Findings



United Way
Monterey County

LIVE UNITED



Community Priorities

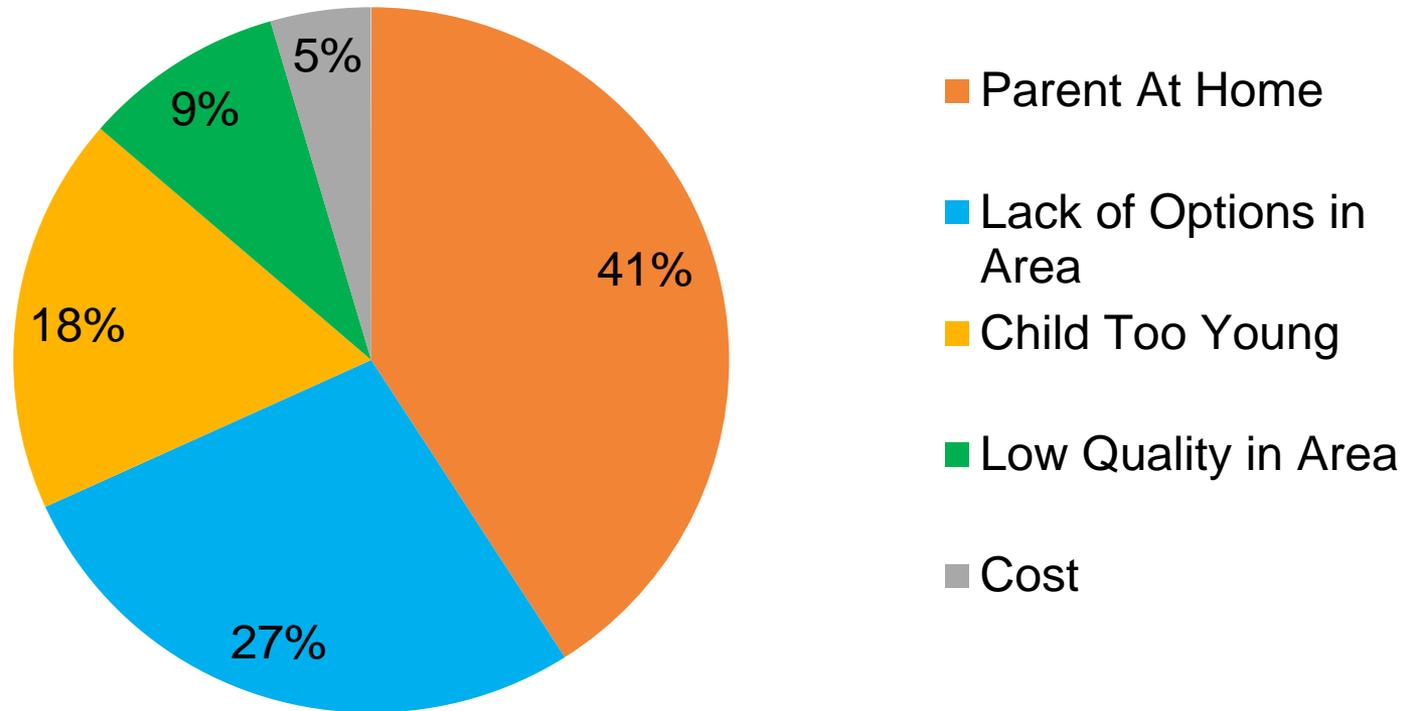
People are economically self-sufficient, with opportunities for more prosperity

People's educational achievement supports career aspirations and lifelong learning

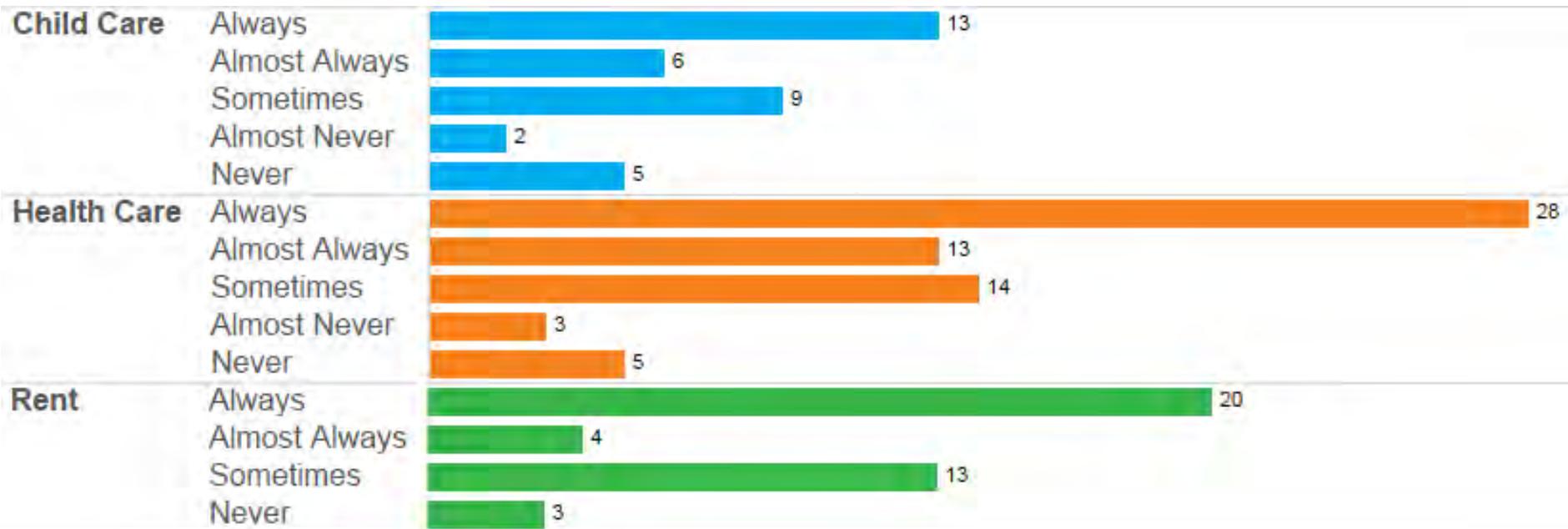
People are mentally and physically healthy

People are safe

What are the main reasons your child is not attending daycare? Greenfield Respondents



In the past year, how often were you able to pay for the following? Greenfield (93927)



**2-1-1 Connects
people to the
available services
they need.**

United Way
Monterey County



Putting Money Back into Greenfield

2015 Tax Year	
Returns Completed	47
Total Refunds Claimed	\$53,562
Tax Filer Average Income	\$21,272

EarnIt!
KeepIt!
SaveIt!

United Way
Monterey County





Stuff the Bus

186 backpacks
distributed in
Greenfield*

*August 2015

United Way
Monterey County



Greenfield Callers to 2-1-1

Three out of four are women
59% Spanish speaking
1,014 referrals for service in 2015



United Way
Monterey County



HELP = HOPE.

2-1-1 Monterey County

103,677

PHONE CALLS SINCE 2009

2-1-1

Makes referrals to

651 agencies and

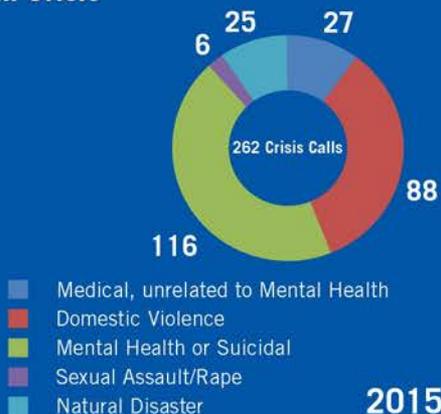
1,385 programs

located at **1,253** sites



Calls from People in Crisis

2-1-1 Call Specialists are trained to comfort people in crisis as they make a live transfer to the appropriate crisis line



13,145

Calls

asking for help with 25,294 needs.

6,625

Searches

on our website.

Languages

English **70%**

Spanish **30%**

(Calls also in Arabic, Romanian, Russian)

“How did you hear about 2-1-1?”

15% Community Orgs.

13% Family and Friends

12% Media

8% Gov't. Agencies

2015

SERVICE REQUESTS

Female
74%



Male
26%



43%
Housing, Utilities and Transportation



12%
Legal Services, Immigration



9%
Mental Health and Substance Abuse



7%
Consumer Services, Assistance, Social Consumer Education

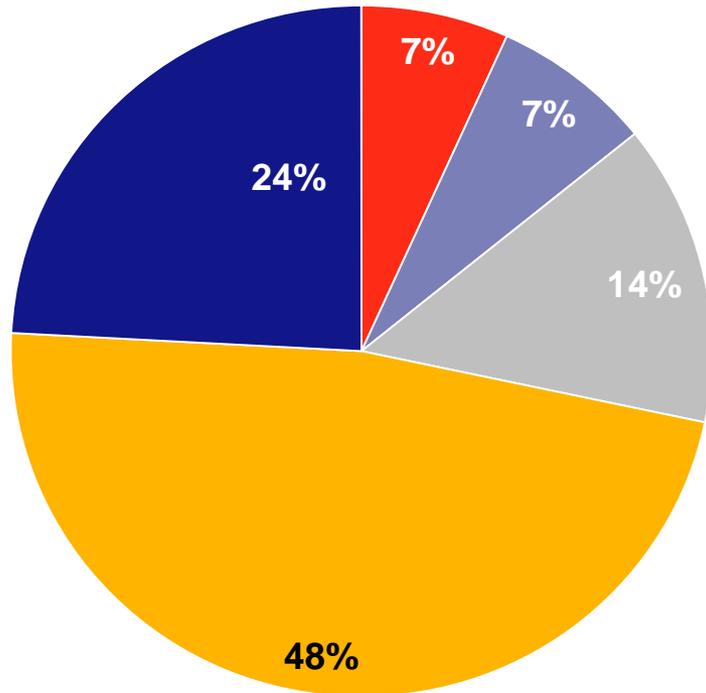


7%
Healthcare

98%
would recommend 2-1-1 to family and friends.

2-1-1 Results

Total Referrals - Greenfield (1,014)



■ Income Support & Employment

■ Individual & Family Life

■ Criminal Justice & Legal Services

■ Basic Needs

■ Other

Environment and Public Health/Safety, Education, Health Care, Organizational/ Community/ International Services, Consumer Services, Mental Health and Substance Use Disorder Services

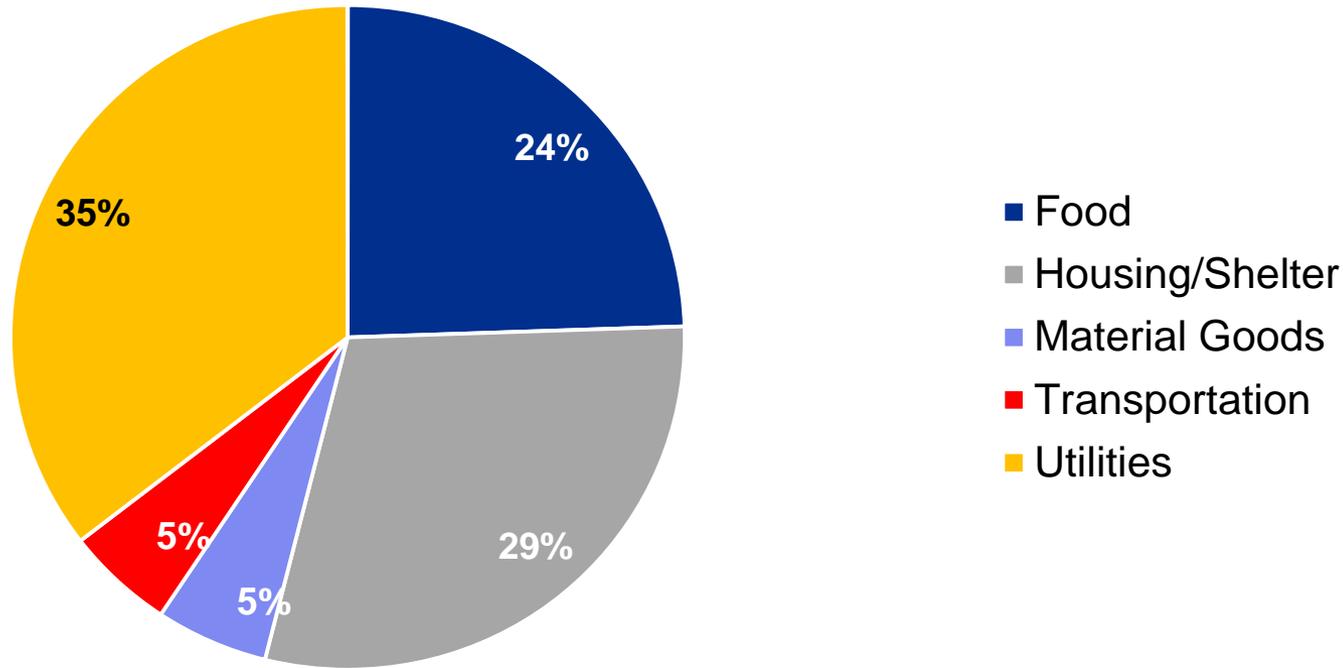
United Way
Monterey County

LIVE UNITED



2-1-1 Results

Basic Needs Categories - Greenfield (482)



United Way
Monterey County



2-1-1 Results, Most Frequent Agency Referrals - Greenfield

Top Agency Referrals:

- Salvation Army
- Holy Trinity Church
- Community Benefits of Monterey County
- Volunteer Income Tax Assistance
- Franciscan Workers of Junipero Serra
- California Rural Legal Assistance
- Greenfield United Methodist Church
- Community Homeless Solutions
- Catholic Charities of the Diocese of Monterey
- Monterey County Free Libraries

Top Requests:

- Emergency & Other Food Pantries
- Low-Cost Internet & Computer
- Tax Assistance / Preparation
- Criminal Justice & Legal Services
- Affordable Housing
- CalFresh
- Homeless Support Services

United Way
Monterey County



What's New with 2-1-1?

Completed

- Health & Human Services For South Monterey County
<http://www.unitedwaymcca.org/south-county-directory>

In progress

- One-way texting of referrals
- Guided Search for 2-1-1 website
- Regional Occupational Program

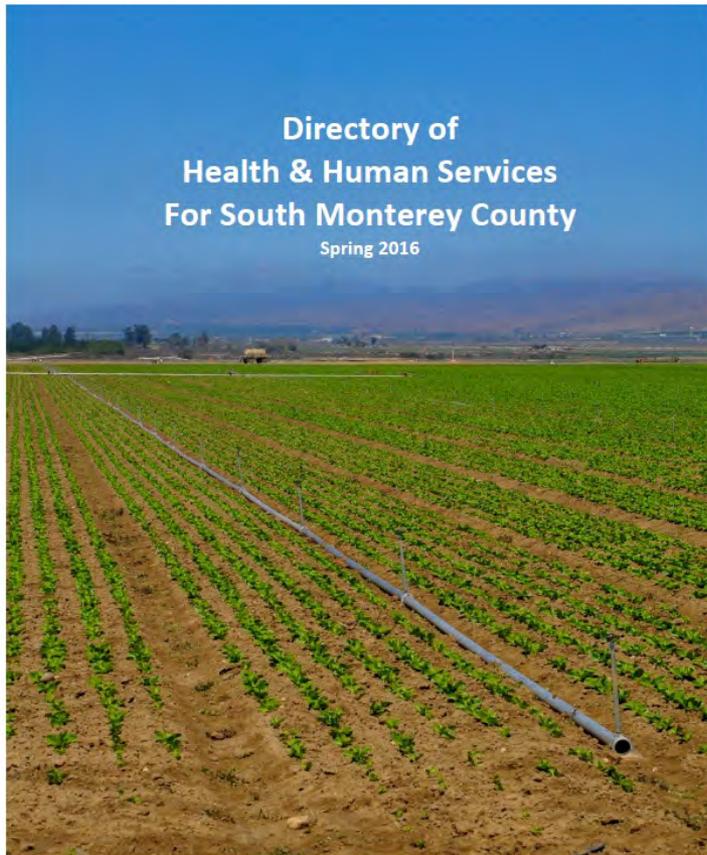
Exploring

- Possible mobile app for doing 2-1-1 searches
- Shared database for state and national resources

United Way
Monterey County



Directory of Services Health & Human Services For South Monterey County



Features:

-Standard contact information and agency/program descriptions.

-Additional information on eligibility, documentation required, hours of operation, ADA information, fees, application process, and more as made available from the agencies.

-Website information is hyperlinked for ease of use.

PDF-Downloadable



United Way
Monterey County



United Way
Monterey County

LIVE UNITED



2-1-1 Sources of Funding

- Foundations
- Fee-for-Service
- United Way Donors
- County Agencies
- Special Projects
- Sponsorships (Cities)

United Way
Monterey County



How Can the City of Greenfield Help?

United Way
Monterey County



United Way Requests Greenfield City Funding for 2-1-1

Thank You for Your Support!



United Way
Monterey County





City Council Memorandum

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

MEMORANDUM: July 20, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

FROM: Jeri Corgill
Director of Administrative Services

TITLE: **RESOLUTIONS ADJUSTING THE WATER AND SEWER SERVICE CHARGES TO PROPERLY MAINTAIN AND PROVIDE CAPITAL IMPROVEMENTS TO BOTH UTILITY SYSTEMS IN THE CITY OF GREENFIELD**

BACKGROUND:

Having a properly managed, maintained and reliable utility system is of critical importance to a growing community preparing for new development and investment. Last November, the City approved a professional service agreement with Hawksley Consulting (formerly Burton & Associates) to comprehensively evaluate the revenue sufficiency of the Water and Sewer Fund and develop a long term financial plan to address the anticipated capital improvements that have been recommended as a result of the Master Planning process for both Water and Sewer utilities.

With the completion of the Water and Sewer Master Plan, the City examined existing utility rates to ensure that sufficient revenue is generated to pay current and projected operating and capital needs for both utilities and also ensure that the fees structure comply with current statutory requirements in California. The City's existing rate structure may not strictly comply with current law because it was not based on the cost of service to provide water and sewer to the six rate classes.

Hawksley Consulting examined the City's existing customer class designations based on the joint costs proportionately shared among all customers in the system, based on their service requirements. With the establishment of these classes, Hawksley Consulting then worked with City staff to establish proposed water and wastewater rates that will recover those costs and ensure appropriate financial management of both utilities.

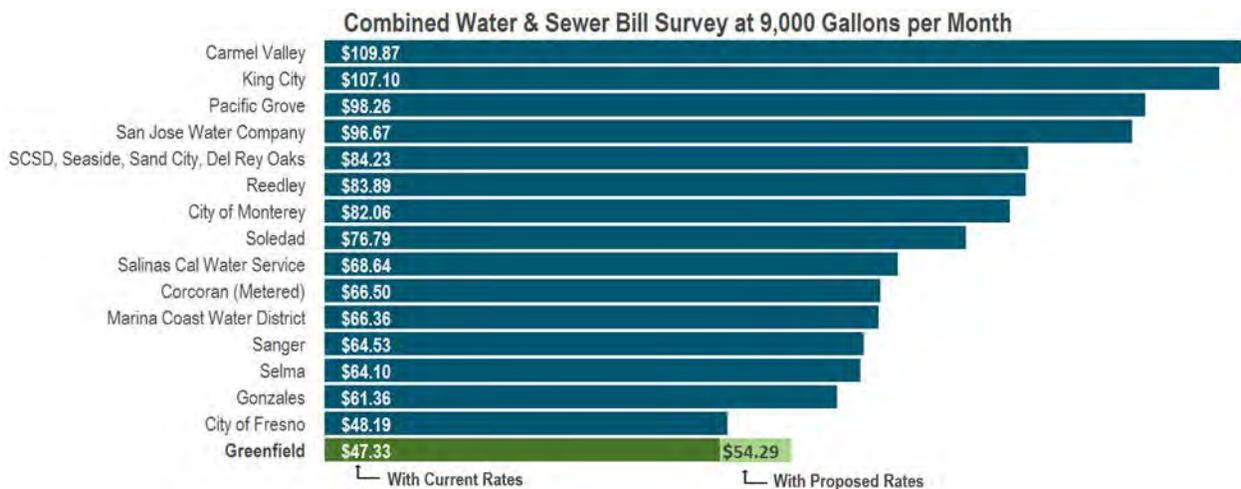
On May 31, the utility rate study that had been completed by Hawksley Consulting was presented to Council, and approval was given to proceed with the formal Proposition 218 process to adjust the water and sewer rates. This process required mailing a notice of public hearing to each utility customer 45 days prior to the public hearing date of July 26, 2016.

DISCUSSION:

On June 10, 2016, a Notice of Public Hearing, in English and Spanish, was mailed to each of the City’s utility customers. The notice explained the methodology used in the cost-of-service study completed by Hawksley Consulting, which included:

- Developing a multi-year financial management plan that integrates the capital funding needs expressed by the City’s Master Plan;
- Creating utility rate schedules that ensure adequate revenues to meet the ongoing financial requirements of the water and sewer utilities;
- Calculating the cost of providing water and sewer service to customers using industry accepted methodologies; and
- Developing rate structures that equitably recover the cost of service from each customer.

The notice also explained that the City’s combined water and sewer rates are among the lowest of communities in this area, and will remain so even with the proposed rate increases. For smaller commercial users with a 5/8” meter, their estimated utility bill will increase by \$7.44 or 10.03% but very large users (those with 2” meters) will see a reduction in their monthly bill of \$46.04 or 14.9%. As indicated in the chart below, even with the proposed rate increases and adjustments, the City of Greenfield will **continue to enjoy the lowest utility rates** in the tri-county area for many years to come.



The overall proposed water rate increase is 7.056% in fiscal year 2016-17 (effective August 1, 2016) and 5.0% for the four subsequent fiscal years (effective each July 1st). The overall

proposed sewer rate revenue increase is 16.0% in fiscal year 2016-17 (effective August 1, 2016), 16.0% in fiscal year 2018 (effective July 1, 2017) and 3.50% for the three subsequent fiscal years (effective each July 1st).

Changes to the water rate structure are also proposed, to include four customer classes — single family residential, multi-family residential, commercial/institutional (including hotels, motels and RV parks), and irrigation (including landscaping and agriculture). For all customers, the rate structure is comprised of a fixed account charge (per account), a fixed meter charge (based on the size of the meter) and consumptive (volumetric) charges. The City also imposes a fixed monthly fire protection charge (based on service size) for properties that have a private fire suppression system.

The consumptive charge portion of the water rate is determined by the amount of water served to an account. Single family residential customers have tiered rates that impose higher rates as the level of water use increases. Tier 1 rates are charged for the first 8000 gallons per month, which is considered a reasonable amount of indoor water use for a typical single family account. Tier 2 rates are charged for the next 7000 gallons per month, which is considered a reasonable amount of outdoor water use for a typical single family account. Water usage in excess of 15,000 gallons per month is charged the Tier 3 rate. All other customer classes are charged a uniform consumptive rate (non-tiered) based upon the cost of service.

Sewer rates for all customers are made up of two fixed charges: a fixed account charge (per account) and a fixed meter charge (per equivalent unit). The equivalent units are assigned to accounts based on the criteria in the table below:

Sewer Utility Table of Equivalent Units		
Customer Class	Basis	Equivalency Factor
Single Family Residential	per Home	1.0
Multi-Family Residential	per Dwelling Unit	0.75
Commercial/Institutional	Various	1.0
Motel/Hotel/RV Park	per Room/Space	0.25
Schools	per 20 Students	1.0

Water and sewer rates charged to customers that have properties outside of City limits are twice the rates charged to City customers presented above, due to factors such as higher capital and operating costs and a return on equity for use of City-owned infrastructure.

REVIEWED AND RECOMMENDED:

The proposed rates will generate sufficient revenue to properly fund projected operating costs and future costs of the recommended capital improvement projects. Based on the completed cost of service allocation, the proposed rate structure developed fairly and equitably recovers each fund’s current cost of service and revenue requirements for each customer class; conforms to accepted industry practice and legal requirements; provides fiscal stability and recovery of fixed costs of the system; maintains affordability to low volume and average users to the extent

possible; and finally, promotes water conservation. The City Manager and Administrative Services Director recommend approval.

CONSEQUENT ACTION:

If the proposed utility rates are approved, implementation of the new rates is will occur on August 1, 2016.

Also subsequent to the rate approval, the City will issue the final notice to proceed to OpTerra Energy Services to replace the hardware of the 3,118 older meters, and upgrade the City's existing 3,698 meters with fixed communication radio transmitters. Replacing outdated water meters was an important component in the City's 2010 Urban Water Management Plan, which requires the City to project water demands over the next 20 years to ensure there will be sufficient water supply to meet these demands.

The most important benefit associated with the replacement of new meters that can electronically communicate user data to the City without physically going to each customer address to read a meter is reduced staff cost. As discussed with the Council in November 2015, the total cost of installing the new meters is \$2,484,500 and financing costs are projected at \$1,059,300, for a total project cost of \$3,643,800. The combined annual cost savings for reduced labor cost and decreased water loss are estimated at \$180,119.

POTENTIAL MOTION:

I MOVE TO APPROVE/DENY RESOLUTION # 2016-64, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING ADJUSTMENTS TO SEWER USER FEES AND # 2016-65, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING ADJUSTMENTS TO WATER USER FEES

RESOLUTION NO 2016-64

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
APPROVING ADJUSTMENTS TO SEWER USER FEES**

WHEREAS, in 1996, California voters approved Proposition 218, the “Right to Vote on Taxes Act,” which added Articles XIIC and XIID to the California Constitution; and

WHEREAS, various court cases in 2005 and 2006, most notably Bighorn-Desert View Water Agency v. Verjil, Richmond v. Shasta Community Services District, and The Howard Jarvis Taxpayers Association v. City of Fresno, extended the application of Proposition 218 from general taxes and assessments to utility user fees (i.e, sewer, water, and waste collection, etc.); and

WHEREAS, accordingly, the City of Greenfield may not increase its sewer user fees without complying with the provision of Proposition 218; and

WHEREAS, Proposition 218 requires that the City give written notice to its utility customers of an impending user fee increase, which must identify the amount of the increase, the reason(s) for the increase, and the date and time of the public hearing when the City Council will discuss and adopt the proposed new user fee; and

WHEREAS, under the direction of the City Manager, Hawksley Consulting prepared a study entitled Water & Sewer Cost of Service Rate Study (“the Study”), which describes in detail the infrastructure improvements necessary to increase capacity to serve the level of anticipated future development, as well as the justification for increasing the City’s sewer user fees; and

WHEREAS, the Study describes in detail the need to increase the City’s sewer user fee to cover the full cost of providing for the collection and treatment of sewer discharges for residents and businesses located within and adjacent to the City; and

WHEREAS, in accordance with Proposition 218, the City gave written notice to all its utility customers no less than forty-five (45) days prior to the scheduled public hearing; and

WHEREAS, the City scheduled and held a public hearing on July 26, 2016 at 6:00 p.m., to give the public an additional opportunity to protest this matter, should they so desire; and

WHEREAS, as of the beginning of the public hearing, the City had received no written protests regarding the proposed sewer user fee adjustments, and the public had an additional opportunity to file written protests up to the time the public hearing was closed; and

WHEREAS, upon close of the public hearing, the City had not received a majority protest that would have prohibited adoption of the adjustments to the sewer user fees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Greenfield does hereby approve the following City sewer user fees:

<u>Effective Date</u>	<u>Monthly Rate*</u>	<u>Meter Charge (per equivalent unit)*</u>
August 1, 2016	\$3.18	\$26.58
July 1, 2017	\$3.29	\$27.51
July 1, 2018	\$3.41	\$28.47
July 1, 2019	\$3.53	\$29.47
July 1, 2020	\$3.65	\$30.50

*rates are doubled for properties outside City limits

PASSED AND ADOPTED this 26th day of **July, 2016** by the following vote:

AYES,

NOES, Councilmembers:

ABSENT, Councilmembers:

John P. Huerta, Jr., Mayor

Attest:

Ann F. Rathbun, City Clerk

RESOLUTION NO 2016-65

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
APPROVING ADJUSTMENTS TO WATER USER FEES**

WHEREAS, in 1996, California voters approved Proposition 218, the “Right to Vote on Taxes Act,” which added Articles XIIC and XIID to the California Constitution; and

WHEREAS, various court cases in 2005 and 2006, most notably Bighorn-Desert View Water Agency v. Verjil, Richmond v. Shasta Community Services District, and The Howard Jarvis Taxpayers Association v. City of Fresno, extended the application of Proposition 218 from general taxes and assessments to utility user fees (i.e, sewer, water, and waste collection, etc.); and

WHEREAS, accordingly, the City of Greenfield may not increase its water user fees without complying with the provision of Proposition 218; and

WHEREAS, Proposition 218 requires that the City give written notice to its utility customers of an impending user fee increase, which must identify the amount of the increase, the reason(s) for the increase, and the date and time of the public hearing when the City Council will discuss and adopt the proposed new user fee; and

WHEREAS, under the direction of the City Manager, Hawksley Consulting prepared a study entitled Water & Sewer Cost of Service Rate Study (“the Study”), which describes in detail the infrastructure improvements necessary to increase capacity to serve the level of anticipated future development, as well as the justification for increasing the City’s water user fees; and

WHEREAS, the Study describes in detail the need to increase the City’s water user fee to cover the full cost of providing for the collection and treatment of water discharges for residents and businesses located within and adjacent to the City; and

WHEREAS, in accordance with Proposition 218, the City gave written notice to all its utility customers no less than forty-five (45) days prior to the scheduled public hearing; and

WHEREAS, the City scheduled and held a public hearing on July 26, 2016 at 6:00 p.m. to give the public an additional opportunity to protest this matter, should they so desire; and

WHEREAS, as of the beginning of the public hearing, the City had received no written protests regarding the proposed water user fee adjustments, and the public had an additional opportunity to file written protests up to the time the public hearing was closed; and

WHEREAS, upon close of the public hearing, the City had not received a majority protest that would have prohibited adoption of the adjustments to the water user fees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Greenfield does hereby approve the City water user fees identified in the attached Exhibit "A".

PASSED AND ADOPTED this 26th day of **July, 2016** by the following vote:

AYES,

NOES, Councilmembers:

ABSENT, Councilmembers:

John P. Huerta, Jr., Mayor

Attest:

Ann F. Rathbun, City Clerk

EXHIBIT "A"

**CITY OF GREENFIELD
5-YEAR SCHEDULE OF PROPOSED WATER RATES
(rates are doubled for properties outside City limits)**

FY 2017 Water Rate Schedule (effective August 1, 2016)

Water Monthly Account Charge: \$10.67

Water Monthly Meter Charge		Private Fire Service	
Meter Size	Monthly Charge	Service Connection Size	Fixed Monthly Rate
5/8"	\$13.42	5/8"	\$0.25
3/4"	\$14.80	3/4"	\$0.40
1"	\$17.55	1"	\$0.86
1 1/2"	\$24.42	1.5"	\$2.50
2"	\$32.67	2"	\$5.34
3"	\$54.68	3"	\$15.50
4"	\$79.44	4"	\$33.03
6"	\$148.20	6"	\$95.94

Tiered Consumptive Rates (Single Family Residential)		
Tier	Threshold (gallons)	Rate (\$ per thousand gallons)
Tier 1	0 - 8000	\$1.17
Tier 2	8000 - 15000	\$1.75
Tier 3	> 15000	\$3.35

Uniform Consumptive Rates	
Customer Class	Rate (\$ per thousand gallons)
Multifamily Residential	\$1.73
Commercial / Institutional	\$1.68
Industrial	\$1.65
Irrigation/Landscape/Agriculture	\$2.38

FY 2018 Water Rate Schedule (effective July 1, 2017)

Water Monthly Account Charge: \$11.20

Water Monthly Meter Charge		Private Fire Service	
Meter Size	Monthly Charge	Service Connection Size	Fixed Monthly Rate
5/8"	\$14.09	5/8"	\$0.26
3/4"	\$15.54	3/4"	\$0.42
1"	\$18.43	1"	\$0.90
1 1/2"	\$25.64	1.5"	\$2.63
2"	\$34.30	2"	\$5.61
3"	\$57.41	3"	\$16.28
4"	\$83.41	4"	\$34.68
6"	\$155.61	6"	\$100.74

Tiered Consumptive Rates (Single Family Residential)		
Tier	Threshold (gallons)	Rate (\$ per thousand gallons)
Tier 1	0 - 8000	\$1.23
Tier 2	8000 - 15000	\$1.84
Tier 3	> 15000	\$3.52

Uniform Consumptive Rates	
Customer Class	Rate (\$ per thousand gallons)
Multifamily Residential	\$1.82
Commercial / Institutional	\$1.76
Industrial	\$1.73
Irrigation/Landscape/Agriculture	\$2.50

FY 2019 Water Rate Schedule (effective July 1, 2018)

Water Monthly Account Charge: \$11.76

Water Monthly Meter Charge		Private Fire Service	
Meter Size	Monthly Charge	Service Connection Size	Fixed Monthly Rate
5/8"	\$14.79	5/8"	\$0.27
3/4"	\$16.32	3/4"	\$0.44
1"	\$19.35	1"	\$0.95
1 1/2"	\$26.92	1.5"	\$2.76
2"	\$36.02	2"	\$5.89
3"	\$60.28	3"	\$17.09
4"	\$87.58	4"	\$36.41
6"	\$163.39	6"	\$105.78

Tiered Consumptive Rates (Single Family Residential)		
Tier	Threshold (gallons)	Rate (\$ per thousand gallons)
Tier 1	0 - 8000	\$1.29
Tier 2	8000 - 15000	\$1.93
Tier 3	> 15000	\$3.70

Uniform Consumptive Rates	
Customer Class	Rate (\$ per thousand gallons)
Multifamily Residential	\$1.91
Commercial / Institutional	\$1.85
Industrial	\$1.82
Irrigation/Landscape/Agriculture	\$2.62

FY 2020 Water Rate Schedule (effective July 1, 2019)

Water Monthly Account Charge: \$12.35

Water Monthly Meter Charge		Private Fire Service	
Meter Size	Monthly Charge	Service Connection Size	Fixed Monthly Rate
5/8"	\$15.53	5/8"	\$0.28
3/4"	\$17.14	3/4"	\$0.46
1"	\$20.32	1"	\$1.00
1 1/2"	\$28.27	1.5"	\$2.90
2"	\$37.82	2"	\$6.18
3"	\$63.29	3"	\$17.94
4"	\$91.96	4"	\$38.23
6"	\$171.56	6"	\$111.07

Tiered Consumptive Rates (Single Family Residential)		
Tier	Threshold (gallons)	Rate (\$ per thousand gallons)
Tier 1	0 - 8000	\$1.35
Tier 2	8000 - 15000	\$2.03
Tier 3	> 15000	\$3.89

Uniform Consumptive Rates	
Customer Class	Rate (\$ per thousand gallons)
Multifamily Residential	\$2.01
Commercial / Institutional	\$1.94
Industrial	\$1.91
Irrigation/Landscape/Agriculture	\$2.75

FY 2021 Water Rate Schedule (effective July 1, 2020)

Water Monthly Account Charge: \$12.97

Water Monthly Meter Charge		Private Fire Service	
Meter Size	Monthly Charge	Service Connection Size	Fixed Monthly Rate
5/8"	\$16.31	5/8"	\$0.29
3/4"	\$18.00	3/4"	\$0.48
1"	\$21.34	1"	\$1.05
1 1/2"	\$29.68	1.5"	\$3.05
2"	\$39.71	2"	\$6.49
3"	\$66.45	3"	\$18.84
4"	\$96.56	4"	\$40.14
6"	\$180.14	6"	\$116.62

Tiered Consumptive Rates (Single Family Residential)		
Tier	Threshold (gallons)	Rate (\$ per thousand gallons)
Tier 1	0 - 8000	\$1.42
Tier 2	8000 - 15000	\$2.13
Tier 3	> 15000	\$4.08

Uniform Consumptive Rates	
Customer Class	Rate (\$ per thousand gallons)
Multifamily Residential	\$2.11
Commercial / Institutional	\$2.04
Industrial	\$2.01
Irrigation/Landscape/Agriculture	\$2.89



City Council Memorandum

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

MEMORANDUM: July 22, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

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

TITLE: **AN ORDINANCE ADDING CHAPTER 5.10. TO THE
GREENFIELD MUNICIPAL CODE IMPOSING A CANNABIS
BUSINESS TAX ON COMMERCIAL CANNABIS BUSINESSES**

BACKGROUND:

On February 19, 2016 the City adopted a regulatory permit fee schedule to provide that each Medical Marijuana regulatory permit holder would pay to the City an annual per square foot fee in an amount not to exceed \$30 per gross square foot to enable the City to promote, protect, and enhance the health, safety, and welfare of the community and its residents, and its quality of life; and to compensate the City for the increased demand on City services, infrastructure, and utilities; local traffic demands; and increased City review and oversight by the police department, planning department, and code enforcement of the operations of the facility. As envisioned, these fees were to be incorporated in a development agreement prior to the final approval of a regulatory permit.

Since the time the City adopted these permit fees, it has become apparent this funding mechanism might conflict with Proposition 218 that was passed by California voters to ensure that all taxes and most charges on property owners are subject to voter approval. In addition, Proposition 218 seeks to curb some perceived abuses in the use of assessments and property-related fees, specifically the use of these revenue-raising tools to pay for general governmental services rather than property-related services.

In order to ensure compliance with Proposition 218 and the collection of fees associated with the approval of regulatory licenses the City contracted with HdL Inc. to develop an ordinance that complies with Proposition 218 which adequately compensates the City for issues on medical

marijuana permits. The proposed ordinance for imposing a cannabis business tax on commercial cannabis businesses establishes the following tax rates for the medical marijuana uses:

- Cultivation: the tax rate is \$15 per fiscal year per square foot of authorized canopy through June 30, 2020, to increase to \$25 per square foot by June 30, 2023, and to increase thereafter based on the Consumer Price Index;
- Nursery cultivation, the tax rate is \$2.00 per square foot of authorized canopy through June 30, 2020, to increase to \$5 per square foot by June 30, 2023, and to increase thereafter based on the Consumer Price Index;
- All other commercial cannabis businesses, including dispensaries, manufacturing, testing, transporting, distributing, and delivery, the tax rate is five percent of gross receipts per fiscal year through June 30, 2020, to increase thereafter by two and one-half percent per fiscal year, not to exceed a maximum tax rate of ten percent per fiscal year on gross receipts.

The tax applies to commercial medical cannabis businesses, and if legalized under state law, to nonmedical cannabis or marijuana businesses. Personal cultivation and personal use, as further delineated in the ordinance, are exempt from the tax. The ordinance contains payment and reporting requirements and enforcement provisions and authorizes the City Tax Administrator to administer the tax. The tax is for general governmental purposes and will go into effect only if the tax is approved by a majority of the voters voting on the tax at an election.

An important element of collecting the tax is properly defining revenue element of the cannabis cultivation process. The proposed ordinance defines a “canopy” as all areas occupied by any portion of a cannabis plant, **inclusive of all vertical planes**, whether contiguous or noncontiguous on any one site. The plant canopy does not need to be continuous on any premise in determining the total square footage which will be subject to tax.

The tax on commercial cannabis cultivation (except nurseries) shall automatically increase each fiscal year by five dollars (\$5.00) per square foot of authorized canopy, not to exceed the maximum tax rate of twenty-five dollars (\$25.00) per square foot beginning on July 1, 2020. For nurseries cannabis cultivation, the tax rate shall automatically increase each fiscal year by one dollar and fifty cents (\$1.50) per square foot of canopy utilized for cannabis cultivation as a nursery, not to exceed the maximum tax rate of five dollars (\$5.00) per square foot per annum. In determining the annual cannabis tax, the square footage would be the maximum square footage of canopy allowed by the City permit for commercial cannabis cultivation, or, in the absence of a City permit, the square footage shall be the maximum square footage of canopy for commercial cannabis cultivation allowed by the state license type. In no case shall canopy square footage which is authorized by the permit or license but not utilized for cultivation be deducted for the purpose of determining the tax for cultivation unless duly authorized in writing by the City Manager. This provision will ensure that there is no loss in projected revenue once a permit is issued.

The ordinance also defines “personal medical cannabis cultivation” as cultivation by a qualified patient who cultivates one hundred (100) square feet total canopy area or less of

cannabis exclusively for his or her personal medical use but who **does not** provide, donate, sell, or distribute cannabis to any other person.

BUDGET AND FINANCIAL IMPACT:

The proposed ordinance for imposing a Cannabis Business Tax on commercial cannabis businesses consistent with tax rates that are being proposed by other cities and Monterey County for the medical marijuana uses:

<u>Other Jurisdictions – Draft Tax Rates as of 6-30-16</u>					
	Monterey County	Salinas**	Gonzales	Greenfield	King City*
Starting/Minimum	\$15	\$15	\$15	\$15	11.47*
Maximum (NTE)	\$25	\$25	\$25	\$25	11.47*
Guaranteed Base Period	3 Years	3 Years	3 Years	None	None
Rate Increase Method	Automatic	City Council	City Council	City Council	City Council
CPI	Yes	Yes	Yes	No	No
Expected # of Permits	150-300	3	3	12 to 15	6 to 12
*King City proposing weighted tax: 5,000 sq. ft. or less = \$25/s.f.; 5,001sq. ft. or more = \$7.50/s.f. (Blended avg. of \$11.47/s.f.)					
**On 7/12/2016 - Salinas City Council approved moving these rates as drafted forward to the November election					

REVIEWED AND RECOMMENDED:

The proposed question to authorize the Cannabis Business Tax on commercial cannabis businesses will be consolidated with the election to be held on November 8, 2016. The purpose of the election is to submit to voters approval of the proposed tax related to the establishment of the commercial cannabis tax on the cultivation, dispensaries, delivery services, distribution, manufacturing, and transportation of medical and nonmedical marijuana as legalized by state and local law. This is the proper and correct way to adopt and impose this tax and the City Manager recommends approval.

CONSEQUENT ACTION:

In the next two weeks, the City will begin working with HdL Inc. to reengineer the Application Review Process 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. 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; 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. The City Manager recommends approval of this ordinance.

POTENTIAL MOTION:

I MOVE TO APPROVE/DENY ORDINANCE 218 ADDING CHAPTER 5.10. TO THE CITY OF GREENFIELD CODE IMPOSING A CANNABIS BUSINESS TAX ON COMMERCIAL CANNABIS BUSINESSES

ORDINANCE NO. 518

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
ADDING CHAPTER 5.10 “CANNABIS BUSINESS TAX” TO
TITLE 5, BUSINESS TAXES, LICENSES AND REGULATIONS OF THE
GREENFIELD MUNICIPAL CODE**

The City Council of the City of Greenfield ordains as follows:

SECTION 1. Chapter 5.10 is added to the Greenfield Municipal Code to read as follows:

**Chapter 5.10
CANNABIS BUSINESS TAX**

Sections:

- 5.10.010 Title.
- 5.10.020 General tax.
- 5.10.030 Purpose of the ordinance.
- 5.10.040 Definitions.
- 5.10.050 Tax imposed.
- 5.10.060 Reporting and remittance of tax.
- 5.10.070 Payments and communications –timely remittance.
- 5.10.080 Payment – when taxes deemed delinquent.
- 5.10.090 Notice not required by City.
- 5.10.100 Penalties and interest
- 5.10.110 Refunds and credits.
- 5.10.120 Refunds and procedures.
- 5.10.130 Exemptions from the tax.
- 5.10.140 Administration of tax.
- 5.10.150 Appeal procedure.
- 5.10.160 Enforcement –action to collect
- 5.10.170 Apportionment.
- 5.10.180 Constitutionality and legality.
- 5.10.190 Audit and examination of records and equipment.
- 5.10.200 Other licenses, permits, taxes or charges.
- 5.10.210 Payment of tax does not authorize unlawful business.
- 5.10.220 Deficiency determinations.
- 5.10.230 Failure to report – nonpayment and fraud.
- 5.10.240 Tax assessment –notice of requirements.
- 5.10.250 Tax assessment – hearing, application, and determination.
- 5.10.260 Conviction for chapter violation – taxes not waived.
- 5.10.270 Violation deemed misdemeanor –penalty.
- 5.10.280 Severability.
- 5.10.290 Remedies cumulative.
- 5.10.300 Amendment or repeal.

5.10.010 Title.

This ordinance shall be known as the Cannabis Business Tax Ordinance. This ordinance shall be applicable in the City of Greenfield, California which shall be referred to herein as “City.”

5.10.020 General tax.

The Cannabis Business Tax is enacted solely for general governmental purposes for the City and not for specific purposes. All of the proceeds from the tax imposed by this Chapter shall be placed in the City's general fund and used for general governmental purposes.

5.10.030 Purpose of the ordinance.

This ordinance is adopted to achieve the following purposes, among others, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a tax on the privilege of cultivating, dispensing, producing, processing, preparing, storing, providing, donating, selling, or distributing medical cannabis or medical cannabis products by commercial cannabis businesses in the City, pursuant to the state Medical Cannabis Regulation and Safety Act, formerly known as the Medical Marijuana Regulation Safety Act specifically California Business and Professions Code section 19348;

B. To impose a tax on the privilege of cultivating, manufacturing, producing, processing, preparing, storing, providing, donating, selling, or distributing nonmedical marijuana and marijuana products and accessories by commercial cannabis businesses in the City if the “California Control, Regulate and Tax Adult Use of Marijuana Initiative” is approved by the voters in the November 2016 election, or if nonmedical marijuana activity otherwise becomes legal in the State of California, notwithstanding if state law uses the term “marijuana” or “cannabis”;

C. To specify the type of tax and rate of tax to be levied and the method of collection; and

D. To comply with all requirements for imposition of a general tax, such tax to become operative only if submitted to the electorate and approved by a majority vote of the voters voting in an election on the issue.

5.10.040 Definitions.

The following words and phrases shall have the meanings set forth below when used in this Chapter:

A. “Business” shall include all activities engaged in or caused to be engaged in within the City, including any commercial or industrial enterprise, trade, profession, occupation, vocation, calling, or livelihood, whether or not carried on for gain or profit, but shall not include the services rendered by an employee to his or her employer.

B. “Cannabis” means all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis. “Cannabis” also means marijuana as defined by Section 11018 of the California Health and Safety Code and is not limited to medical cannabis.

C. “Cannabis product” means raw cannabis that has undergone a process whereby the raw agricultural product has been transformed into a concentrate, an edible product, or a topical product. “Cannabis product” also means marijuana products as defined by Section 11018.1 of the California Health and Safety Code and is not limited to medical cannabis products.

D. “Canopy” means all areas occupied by any portion of a cannabis plant, inclusive of all vertical planes, whether contiguous or noncontiguous on any one site. The plant canopy does not need to be continuous on any premise in determining the total square footage which will be subject to tax.

E. “Cannabis business” or “Commercial cannabis business” means any commercial business activity relating to cannabis, including but not limited to cultivating, transporting, distributing, manufacturing, compounding, converting, processing, preparing, storing, packaging, delivering, and selling (wholesale and/or retail sales) of cannabis and any ancillary products and accessories in the City, whether or not carried on for gain or profit.

F. “Cannabis business tax,” “business tax,” or “commercial cannabis tax” means the tax due pursuant to this Chapter for engaging in commercial cannabis business in the City.

G. “Commercial cannabis cultivation” means cultivation conducted by, for, as part of a commercial cannabis business.

H. “City permit” means a permit issued by the City to a person to authorize that person to operate or engage in a commercial cannabis business. The term “City permit” includes a commercial medical cannabis permit issued pursuant to Chapter 5.28 or any other Chapter which may be amended from time to time of the Greenfield Municipal Code, and if nonmedical marijuana business becomes legal under state law, the term “City permit” includes such permit as City may require to operate or engage in nonmedical commercial cannabis business.

I. “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

J. “Delivery” means the commercial transfer of cannabis or cannabis products from a dispensary.

K. “Dispensary” means a facility where cannabis, cannabis products, or devices for the use of cannabis or cannabis products are offered, either individually or in any combination, for retail sale, including an establishment that delivers cannabis and cannabis products as part of

a retail sale.

L. “Distributor” or “distribution” or “distribution facility” means a person or facility involved in the procurement, sale, and/or transport of cannabis and cannabis products between permitted or licensed entities.

M. “Employee” means each and every person engaged in the operation or conduct of any business, whether as owner, member of the owner's family, partner, associate, agent, manager or solicitor, and each and every other person employed or working in such business for a wage, salary, commission, barter or any other form of compensation.

N. “Engaged in business” means the commencing, conducting, operating, managing or carrying on of a cannabis business and the exercise of corporate or franchise powers, whether done as owner, or by means of an officer, agent, manager, employee, or otherwise, whether operating from a fixed location in the City or coming into the City from an outside location to engage in such activities. A person shall be deemed engaged in business within the City if:

1. Such person or person’s employee maintains a fixed place of business within the City for the benefit or partial benefit of such person;
2. Such person or person’s employee owns or leases real property within the City for business purposes;
3. Such person or person’s employee regularly maintains a stock of tangible personal property in the City for sale in the ordinary course of business;
4. Such person or person’s employee regularly conducts solicitation of business within the City;
5. Such person or person’s employee performs work or renders services in the City; and
6. Such person or person’s employee utilizes the streets within the City in connection with the operation of motor vehicles for business purposes.

The foregoing specified activities shall not be a limitation on the meaning of “engaged in business.”

O. “Evidence of doing business” means evidence such as, without limitation, use of signs, circulars, cards or any other advertising media, including the use of internet or telephone solicitation, or representation to a government agency or to the public that such person is engaged in a cannabis business in the City.

P. “Fiscal year” means July 1 through June 30 of the following calendar year.

Q. “Gross Receipts,” except as otherwise specifically provided, means the total amount actually received or receivable from all sales; the total amount or compensation actually

received or receivable for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise; discounts, rents, royalties, fees, commissions, dividends, and gains realized from trading in stocks or bonds, however designated. Included in "gross receipts" shall be all receipts, cash, credits and property of any kind or nature, without any deduction there from on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever, except that the following shall be excluded therefrom:

1. Cash discounts where allowed and taken on sales;
2. Credit allowed on property accepted as part of the purchase price and which property may later be sold, at which time the sales price shall be included as gross receipts;
3. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;
4. Such part of the sale price of any property returned by purchasers to the seller as refunded by the seller by way of cash or credit allowances or return of refundable deposits previously included in gross receipts;
5. Receipts from investments where the holder of the investment receives only interest and/or dividends, royalties, annuities and gains from the sale or exchange of stock or securities solely for a person's own account, not derived in the ordinary course of a business;
6. Receipts derived from the occasional sale of used, obsolete or surplus trade fixtures, machinery or other equipment used by the taxpayer in the regular course of the taxpayer's business;
7. Cash value of sales, trades or transactions between departments or units of the same business;
8. Whenever there are included within the gross receipts amounts which reflect sales for which credit is extended and such amount proved uncollectible in a subsequent year, those amounts may be excluded from the gross receipts in the year they prove to be uncollectible; provided, however, if the whole or portion of such amounts excluded as uncollectible are subsequently collected they shall be included in the amount of gross receipts for the period when they are recovered;
9. Transactions between a partnership and its partners;
10. Receipts from services or sales in transactions between affiliated corporations. An affiliated corporation is a corporation:
 - a. The voting and non-voting stock of which is owned at least eighty

percent by such other corporation with which such transaction is had; or

b. Which owns at least eighty percent of the voting and non-voting stock of such other corporation; or

c. At least eighty percent of the voting and non-voting stock of which is owned by a common parent corporation which also has such ownership of the corporation with which such transaction is had.

11. Transactions between a limited liability company and its member(s), provided the limited liability company has elected to file as a Subchapter K entity under the Internal Revenue Code and that such transaction(s) shall be treated the same as between a partnership and its partner(s) as specified in Subsection (9) above;

12. Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded when in excess of one dollar;

13. Amounts collected for others where the business is acting as an agent or trustee and to the extent that such amounts are paid to those for whom collected. These agents or trustees must provide the finance department with the names and the addresses of the others and the amounts paid to them. This exclusion shall not apply to any fees, percentages, or other payments retained by the agent or trustees.

R. “Manufacturer” means a person that conducts the production, preparation, propagation, or compounding of cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis at a fixed location that packages or repackages cannabis or cannabis products or labels or relabels its container, that holds a valid City permit.

S. “Nursery” means a person that produces only clones, immature plants, seeds, and other agricultural products used specifically for the planting, propagation, and cultivation of cannabis.

T. “Person” means an individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, whether organized as a nonprofit or for-profit entity, and includes the plural as well as the singular number.

U. “Personal medical cannabis cultivation” means cultivation by a qualified patient who cultivates one hundred (100) square feet total canopy area or less of cannabis exclusively for his or her personal medical use but who does not provide, donate, sell, or distribute cannabis to any other person. “Personal medical cannabis cultivation” also includes cultivation by a primary caregiver who cultivates one hundred (100) square feet total canopy area or less of cannabis exclusively for the personal medical purposes of no more than five (5) specified qualified patients for whom he or she is the primary caregiver, but who does not receive remuneration for these activities except for compensation in full compliance with Section 11362.765(c) of the California Health and Safety Code, as it may be amended.

V. "Sale" means and includes any sale, exchange, or barter.

X. "Square foot" or "square footage" means the maximum amount of canopy for commercial cannabis cultivation authorized by a City permit issued to a person engaging in commercial cannabis business, or by a state license in the absence of a City permit or license, not deducting for unutilized square footage, and shall be the basis for the tax base for cultivation.

Y. "State" means the State of California.

Z. "State license," "license," or "registration" means a state license issued pursuant to California Business & Professions Code Sections 19300, *et seq.* or other applicable state law.

AA. "Testing laboratory" means a facility, entity, or site in the state that offers or performs testing of cannabis or cannabis products and that is both of the following:

1. Accredited by an accrediting body that is independent from all other persons involved in the cannabis industry in the state; and
2. Registered with the California State Department of Public Health.

BB. "Transport" means the transfer of cannabis or cannabis products from the permitted business location of one permittee or licensee to the permitted business location of another permittee or licensee, for the purposes of conducting commercial cannabis activity authorized pursuant to state law.

CC. "Transporter" means a person issued all required state and City permits to transport cannabis or cannabis products between permitted facilities.

DD. "Tax Administrator" means the Finance Director of the City of Greenfield, his or her deputies or any other City officer charged with the administration of the provisions of this Chapter.

5.10.050 Tax imposed.

A. There is established and imposed a cannabis business tax at the rates set forth in this Chapter.

B. Tax on commercial cannabis cultivation except nurseries.

1. Every person who is engaged in commercial cannabis cultivation in the City shall pay an annual cannabis business tax. The initial tax rate effective January 1, 2017 through June 30, 2020 for commercial cannabis cultivation, excluding nurseries, shall be set at fifteen dollars (\$15.00) per fiscal year, per square foot of canopy space authorized by each City permit, or by each state license in the absence of a City permit, not deducting for unutilized square footage. The square footage shall be the maximum square footage of canopy allowed by the City permit for commercial cannabis cultivation,

or, in the absence of a City permit, the square footage shall be the maximum square footage of canopy for commercial cannabis cultivation allowed by the state license type. In no case shall canopy square footage which is authorized by the permit or license but not utilized for cultivation be deducted for the purpose of determining the tax for cultivation unless duly authorized in writing by the City Manager.

2. Beginning on July 1, 2020, such tax rate shall automatically increase each fiscal year by five dollars (\$5.00) per square foot of authorized canopy, not to exceed the maximum tax rate of twenty-five dollars (\$25.00) per square foot. Beginning on July 1, 2023 and on July 1 of each succeeding fiscal year thereafter, the amount of each cannabis business tax imposed by this subsection shall be increased by the most recent change in the annual average of the Consumer Price Index (“CPI”) for all urban consumers in the San Francisco-Oakland-San Jose areas as published by the United States Government Bureau of Labor Statistics. However, no CPI adjustment resulting in a decrease of any tax imposed by this subsection shall be made.

C. Tax on cultivation of cannabis as a nursery.

1. Every person who is engaged in cultivation of cannabis as a nursery as defined in this Chapter in the City shall pay an annual cannabis business tax. The initial tax rate effective January 1, 2017 through June 30, 2020 shall be set at two dollars (\$2.00) per square foot of canopy authorized by each City permit, or by each state license in the absence of a City permit, not deducting for unutilized square footage. The square footage shall be the maximum square footage of canopy allowed by the City permit for cultivation of cannabis as a nursery, or, in the absence of a City permit, the square footage shall be the maximum square footage of canopy for cultivation of cannabis as a nursery allowed by the state license type. In no case shall canopy square footage which is authorized by the permit or license but not utilized for cultivation as a nursery be deducted for the purpose of determining the tax for cultivation as a nursery unless duly authorized in writing by the City Manager.

2. Beginning on July 1, 2020, such tax rate shall automatically increase each fiscal year by one dollar and fifty cents (\$1.50) per square foot of canopy utilized for cannabis cultivation as a nursery, not to exceed the maximum tax rate of five dollars (\$5.00) per square foot per annum. Beginning on July 1, 2023 and on July 1 of each succeeding fiscal year thereafter, the amount of each cannabis business tax imposed by this subsection shall be increased by the most recent change in the annual average of the Consumer Price Index (“CPI”) for all urban consumers in the San Francisco-Oakland-San Jose areas as published by the United States Government Bureau of Labor Statistics. However, no CPI adjustment resulting in a decrease of any tax imposed by this subsection shall be made.

D. Tax on all other commercial cannabis businesses.

1. Every person who is engaged in business as a dispensary, manufacturer, testing laboratory, transporter, distributor, or distribution facility, or engaging in delivery of cannabis in the City shall pay an annual commercial cannabis business tax. The initial

tax rate effective January 1, 2017 through June 30, 2020 shall be set at five percent (5%) of the gross receipts per fiscal year.

2. Beginning on July 1, 2020, such tax rate shall automatically increase each fiscal year by two and one half percent (2.5%), not to exceed the maximum tax rate of ten percent (10%) per fiscal year on gross receipts.

5.10.060 Reporting and remittance of tax.

The cannabis business tax imposed by this Chapter shall be imposed on a fiscal year basis and shall be due and payable in quarterly installments as follows:

A. Each person owing a cannabis business tax shall, on or before the last day of the month following the close of each fiscal year quarter, prepare and submit a tax statement on the form prescribed by the Tax Administrator and remit to the Tax Administrator the tax due. The tax due shall be no less than the quarterly installment due, but the taxpayer may at any time pay the tax due for the entire fiscal year. Each business shall pay on or before the last day of the month following the close of each calendar quarter.

B. If the cannabis business tax is owed on commercial cannabis cultivation, the square footage tax due shall be paid based on the square footage of cultivation authorized by the City permit. The tax will not be prorated or adjusted for any reduction in the square footage authorized but not utilized for cultivation unless duly authorized in writing by the City Manager. If the cultivation begins in the middle of a fiscal year, the Tax Administrator shall prorate, in monthly increments, the amount due for the fiscal year.

C. All tax statements shall be completed on forms prescribed by the Tax Administrator.

D. Tax statements and payments for all outstanding taxes owed the City are immediately due to the Tax Administrator upon cessation of business for any reason.

E. The Tax Administrator may, at his or her discretion, establish shorter report and payment periods for any taxpayer as the Tax Administrator deems necessary to insure collection of the tax.

F. The Tax Administrator may, as part of administering the tax and in his or her discretion, modify the form of payment and take such other administrative actions as needed to facilitate collection of the tax.

5.10.070 Payments and communications – timely remittance.

Whenever any payment, statement, report, request or other communication is due, it must be received by the Tax Administrator on or before the final due date. A postmark will not be accepted as timely remittance. If the due date falls on Saturday, Sunday or a holiday, the due date shall be the next regular business day on which the City is open to the public.

5.10.080 Payment - when taxes deemed delinquent.

Unless otherwise specifically provided under other provisions of this Chapter, the taxes required to be paid pursuant to this Chapter shall be deemed delinquent if not received by the Tax Administrator on or before the due date as specified in Sections 5.10.060 and 5.10.070.

5.10.090 Notice not required by the City.

The Tax Administrator is not required to send a delinquency or other notice or bill to any person subject to the provisions of this Chapter. Failure to send such notice or bill shall not affect the validity of any tax or penalty due under the provisions of this Chapter.

5.10.100 Penalties and interest.

A. Any person who fails or refuses to pay any cannabis business tax required to be paid pursuant to this Chapter on or before the due date shall pay penalties and interest as follows:

1. A penalty equal to ten percent (10%) of the amount of the tax, in addition to the amount of the tax, plus interest on the unpaid tax calculated from the due date of the tax at the rate of one and one-half percent (1.5%) per month; and

2. If the tax remains unpaid for a period exceeding one calendar month beyond the due date, an additional penalty equal to twenty-five percent (25%) of the amount of the tax, plus interest at the rate of one and one-half percent (1.5%) per month on the unpaid tax and on the unpaid penalties.

3. Interest shall be applied at the rate of one and one-half percent (1.5%) per month on the first day of the month for the full month, and will continue to accrue monthly on the tax and penalty until the balance is paid in full.

B. Whenever a check or electronic payment is submitted in payment of a cannabis business tax and the payment is subsequently returned unpaid by the bank for any reason, the taxpayer will be liable for the tax amount due plus any fees, penalties and interest as provided for in this Section, and any other amount allowed under state law.

5.10.110 Refunds and credits.

A. No refund shall be made of any tax collected pursuant to this Chapter, except as provided in Section 5.10.120.

B. No refund of any tax collected pursuant to this Chapter shall be made because of the discontinuation, dissolution, or other termination of a business.

5.10.120 Refunds and procedures.

A. Whenever the amount of any cannabis business tax, penalty or interest has been overpaid, paid more than once, or has been erroneously collected or received by the City under

this Chapter, it may be refunded to the claimant who paid the tax provided that a written claim for refund is filed with the Tax Administrator within one (1) year of the date the tax was originally due and payable.

B. The Tax Administrator, his or her designee or any other City officer charged with the administration of this Chapter shall have the right to examine and audit all the books and business records of the claimant in order to determine the eligibility of the claimant to the claimed refund. No claim for refund shall be allowed if the claimant refuses to allow such examination of claimant's books and business records after request by the Tax Administrator to do so.

C. In the event that the cannabis business tax was erroneously paid and the error is attributable to the City, the City shall refund the amount of tax erroneously paid up to one (1) year from when the error was identified.

5.10.130 Exemptions from the tax.

A. The provisions of this Chapter shall not apply to personal medical cannabis cultivation.

B. If the “California Control, Regulate and Tax Adult Use of Marijuana Initiative” is approved by the voters in the November 2016 election, or if nonmedical cannabis use otherwise becomes legal in the State of California, the provisions of this Chapter shall not apply to personal use of cannabis that is specifically exempted from state licensing requirements, that meets the definition of personal use or equivalent terminology under state law, and for which the individual receives no compensation whatsoever related to that personal use. If a state law is adopted that legalizes nonmedical use of cannabis, the Tax Administrator may implement this exemption to conform to such exemption for personal use as may be included in state law.

5.10.140 Administration of the tax.

A. It shall be the duty of the Tax Administrator to collect the taxes, penalties, fees, and perform the duties required by this Chapter.

B. For purposes of administration and enforcement of this Chapter generally, the Tax Administrator may from time to time promulgate such administrative rules and procedures consistent with the purpose, intent, and express terms of this Chapter as he or she deems necessary to implement or clarify such provisions or aid in enforcement.

C. The Tax Administrator may take such administrative actions as needed to administer the tax, including but not limited to:

1. Provide to all cannabis business taxpayers forms for the reporting of the tax;
2. Increase tax rates in accordance with this Chapter;

3. Provide information to any taxpayer concerning the provisions of this Chapter;
4. Receive and record all taxes remitted to the City as provided in this Chapter;
5. Maintain records of taxpayer reports and taxes collected pursuant to this Chapter;
6. Assess penalties and interest to taxpayers pursuant to this Chapter;
7. Determine amounts owed and enforce collection pursuant to this Chapter.

5.10.150 Appeal procedure.

Any taxpayer aggrieved by any decision of the Tax Administrator with respect to the amount of tax, interest, penalties and fees, if any, due under this Chapter may appeal to the City Council by filing a notice of appeal with the City Clerk within thirty (30) days of the serving or mailing of the determination of tax due. The City Clerk shall fix a time and place for hearing such appeal, and the City Clerk shall give notice in writing to such operator at the last known place of address. The finding of the City Council shall be final and conclusive and shall be served upon the appellant in the manner prescribed by this chapter for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of the notice.

5.10.160 Enforcement - action to collect.

A. Any taxes, penalties and/or fees required to be paid under the provisions of this Chapter shall be deemed a debt owed to the City. Any person owing money to the City under the provisions of this Chapter shall be liable in an action brought in the name of the City for the recovery of such debt. The provisions of this Section shall not be deemed a limitation upon the right of the City to bring any other action including criminal, civil and equitable actions, based upon the failure to pay the tax, penalties and/or fees imposed by this Chapter or the failure to comply with any of the provisions of this Chapter.

B. In addition to any other remedies available under federal, state, or local law, if any amount required to be paid to the City under this Chapter is not paid when due, the Tax Administrator may, within three (3) years after the amount is due record a certificate of lien specifying the amount of taxes, fees and penalties due, and the name and address of the individual or business as it appears on the records of Tax Administrator. The lien shall also specify that the Tax Administrator has complied with all provisions of this Chapter in the determination of the amount required to be paid. From the time of the filing for record, the amount required to be paid, together with penalties thereon, constitutes a lien upon all real property in the City owned by the individual or business, or subsequently acquired by the individual or business before the lien expires. The lien has the force, effect, and priority of a judgment lien and shall continue for ten (10) years from of filing of the certificate unless sooner released or otherwise discharged.

C. At any time within three (3) years after any individual or business is delinquent in the payment of any amount herein required to be paid or within three (3) years after the last recording of a certificate of lien under Subsection C of this Section, the Tax Administrator may issue a warrant for the enforcement of any liens and for the collection of any amount required to be paid to the City under this Chapter. The warrant shall be directed to the Sheriff and shall have the same effect as a writ of execution. The warrant shall be levied and sale made pursuant to it in the same manner and with the same effect as a levy of and a sale pursuant to a writ of execution. The Tax Administrator may pay or advance to the Sheriff, the same fees, commissions and expenses for service provided by law for similar services pursuant to a writ of execution. The Tax Administrator shall approve the fees for publication in the newspaper.

D. At any time within three (3) years after recording a lien against any individual or business, if the lien is not discharged and released in full, the Tax Administrator may forthwith seize any asset or property, real or personal (including bank account), of the operator and sell at public auction the asset or property, or a sufficient part of it to pay the amount due together with any penalties and interest imposed for the delinquency and any cost incurred on account of the seizure and sale. Assets or property of the business subject to seizure and sale subject to this Chapter shall not include any assets or property which is exempt from execution under the provisions of Code of Civil Procedure.

5.10.170 Appportionment.

If a business subject to the tax is operating both within and outside the City, it is the intent of the City to apply the cannabis business tax so that the measure of the tax fairly reflects the proportion of the taxed activity actually carried on in the City. For purposes of apportionment as may be required by law, the Tax Administrator may promulgate administrative procedures for apportionment in accordance with state law.

5.10.180 Constitutionality and legality.

This tax is intended to be applied in a manner consistent with the United States and California Constitutions and state law. None of the tax provided for by this Chapter shall be applied in a manner that causes an undue burden upon interstate commerce, a violation of the equal protection and due process clauses of the Constitutions of the United States or the State of California or a violation of any other provision of the California Constitution or state law.

5.10.190 Audit and examination of records and equipment.

A. The Tax Administrator shall have the power to audit and examine all books and records of persons engaged in cannabis businesses, including both state and federal income tax returns, California sales tax returns, or other evidence documenting the gross receipts of persons engaged in cannabis businesses, and, where necessary, all equipment, of any person engaged in cannabis businesses in the City, for the purpose of ascertaining the amount of commercial cannabis tax, if any, required to be paid by the provisions hereof, and for the purpose of verifying any statements or any item thereof when filed by any person pursuant to this Chapter.

B. It shall be the duty of every person liable for the collection and payment to the City of any tax imposed by this Chapter to keep and preserve, for a period of at least three (3) years, all records as may be necessary to determine the amount of such tax as he or she may have been liable for the collection of and payment to the City, which records the Tax Administrator or his/her designee shall have the right to inspect at all reasonable times.

5.10.200 Other licenses, permits, taxes, fees or charges.

Nothing contained in this Chapter 5.10 shall be deemed to repeal, amend, be in lieu of, replace or in any way affect any requirements for any permit or license required by, under or by virtue of any provision of any other title or chapter of this code or any other ordinance or resolution of the City, nor be deemed to repeal, amend, be in lieu of, replace or in any way affect any tax, fee or other charge imposed, assessed or required by, under or by virtue of any other title or chapter of this code or any other ordinance or resolution of the City. Any references made or contained in any other title or chapter of this code to any licenses, license taxes, fees, or charges, or to any schedule of license fees, shall be deemed to refer to the licenses, license taxes, fees or charges, or schedule of license fees, provided for in other titles or chapters of this code.

5.10.210 Payment of tax does not authorize unlawful business.

A. The payment of a cannabis business tax required by this Chapter, and its acceptance by the City, shall not entitle any person to carry on any cannabis business unless the person has complied with all of the requirements of this Code and all other applicable state laws.

B. No tax paid under the provisions of this Chapter shall be construed as authorizing the conduct or continuance of any illegal or unlawful business, or any business in violation of any local or state law.

5.10.220 Deficiency determinations.

If the Tax Administrator is not satisfied that any statement filed as required under the provisions of this Chapter is correct, or that the amount of tax is correctly computed, he or she may compute and determine the amount to be paid and make a deficiency determination upon the basis of the facts contained in the statement or upon the basis of any information in his or her possession or that may come into his or her possession within three (3) years of the date the tax was originally due and payable. One or more deficiency determinations of the amount of tax due for a period or periods may be made. When a person discontinues engaging in a business, a deficiency determination may be made at any time within three (3) years thereafter as to any liability arising from engaging in such business whether or not a deficiency determination is issued prior to the date the tax would otherwise be due. Whenever a deficiency determination is made, a notice shall be given to the person concerned in the same manner as notices of assessment are given under Section 5.10.240.

5.10.230 Failure to report--nonpayment, fraud.

A. Under any of the following circumstances, the Tax Administrator may make and give notice of an assessment of the amount of tax owed by a person under this Chapter at any time:

1. If the person has not filed a complete statement required under the provisions of this Chapter;
2. If the person has not paid the tax due under the provisions of this Chapter;
3. If the person has not, after demand by the Tax Administrator, filed a corrected statement, or furnished to the Tax Administrator adequate substantiation of the information contained in a statement already filed, or paid any additional amount of tax due under the provisions of this Chapter; or
4. If the Tax Administrator determines that the nonpayment of any business tax due under this Chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to penalties and interest otherwise stated in this Chapter and any other penalties allowed by law.

B. The notice of assessment shall separately set forth the amount of any tax known by the Tax Administrator to be due or estimated by the Tax Administrator, after consideration of all information within the Tax Administrator's knowledge concerning the business and activities of the person assessed, to be due under each applicable section of this Chapter, and shall include the amount of any penalties or interest accrued on each amount to the date of the notice of assessment.

5.10.240 Tax assessment - notice requirements.

The notice of assessment shall be served upon the person either by personal delivery, or by a deposit of the notice in the United States mail, postage prepaid thereon, addressed to the person at the address of the location of the business or to such other address as he or she shall register with the Tax Administrator for the purpose of receiving notices provided under this Chapter; or, should the person have no address registered with the Tax Administrator for such purpose, then to such person's last known address. For the purposes of this Section, a service by mail is complete at the time of deposit in the United States mail.

5.10.250 Tax assessment - hearing, application and determination.

Within thirty (30) days after the date of service the person may apply in writing to the Tax Administrator for a hearing on the assessment. If application for a hearing before the City is not made within the time herein prescribed, the tax assessed by the Tax Administrator shall become final and conclusive. Within thirty (30) days of the receipt of any such application for hearing, the Tax Administrator shall cause the matter to be set for hearing before him or her no later than thirty (30) days after the receipt of the application, unless a later date is agreed to by the Tax Administrator and the person requesting the hearing. Notice of such hearing shall be given by the Tax Administrator to the person requesting such hearing not later than five (5) days

prior to such hearing. At such hearing said applicant may appear and offer evidence why the assessment as made by the Tax Administrator should not be confirmed and fixed as the tax due. After such hearing the Tax Administrator shall determine and reassess the proper tax to be charged and shall give written notice to the person in the manner prescribed in Section 5.10.240 for giving notice of assessment.

5.10.260 Conviction for chapter violation - taxes not waived.

The conviction and punishment of any person for failure to pay the required tax shall not excuse or exempt such person from any civil action for the tax debt unpaid at the time of such conviction. No civil action shall prevent a criminal prosecution for any violation of the provisions of this Chapter or of any state law requiring the payment of all taxes.

5.10.270 Violation deemed misdemeanor.

Any person violating any of the provisions of this Chapter shall be deemed guilty of a misdemeanor and shall be punishable therefore as provided in Chapter 1.12.010 of this Code.

5.10.280 Severability.

If any provision of this Chapter, or its application to any person or circumstance, is determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Chapter or the application of this Chapter to any other person or circumstance and, to that end, the provisions hereof are severable.

5.10. 290 Remedies cumulative.

All remedies and penalties prescribed by this Chapter or which are available under Title 1 of the City Code and any other provision of law or equity are cumulative. The use of one or more remedies by the City shall not bar the use of any other remedy for the purpose of enforcing the provisions of this Chapter.

5.10.300 Amendment or repeal.

Chapter 5.10 of the Greenfield Municipal Code may be repealed or amended by the City Council without a vote of the people to the extent allowed by law. However, as required by Article XIII C of the California Constitution, voter approval is required for any amendment that would increase the rate of any tax levied pursuant to this Chapter. The people of the City of Greenfield affirm that the following actions shall not constitute an increase of the rate of a tax:

A. The restoration of the rate of the tax to a rate that is no higher than that set by this Chapter, if the City Council has acted to reduce the rate of the tax;

B. An action that interprets or clarifies the methodology of the tax, or any definition applicable to the tax, so long as interpretation or clarification (even if contrary to some prior interpretation or clarification) is not inconsistent with the language of this Chapter; or

C. The collection of the tax imposed by this Chapter, even if the City had, for some period of time, failed to collect the tax.

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

SECTION 4. EFFECTIVE DATE. This ordinance shall become effective on the thirty-first day following its adoption. This ordinance shall become operative on January 1, 2017 and only if approved by a majority of the voters voting on the tax at an election.

SECTION 5. COUNCIL AMENDMENTS. The City Council of the City of Greenfield is hereby authorized to amend Chapter 5.10 of the Greenfield Municipal Code as adopted by this Ordinance in any manner that does not increase the tax rate above the maximum rate specified for each category of business or otherwise constitute a tax increase for which voter approval is required by Article XIII C of the California Constitution

PASSED AND ADOPTED this 26th day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

John Huerta, Jr Mayor

A T T E S T :

ANN RATHBUN
City Clerk

By: _____
City Clerk

APPROVED AS TO FORM:

DAVID HIRSCH
City Attorney



City Council Memorandum

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

MEMORANDUM: July 22, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

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

TITLE: **A RESOLUTION SUBMITTING TO THE ELECTORS OF THE CITY AN ORDINANCE TO IMPLEMENT AN ANNUAL TAX ON: 1) MEDICAL AND NONMEDICAL MARIJUANA ON CULTIVATION, BASED ON SQUARE FOOTAGE, and 2) MEDICAL AND NONMEDICAL MARIJUANA ON DISPENSARIES, DELIVERIES, DISTRIBUTION, MANUFACTURING, TESTING LABS AND TRANSPORTATION, BASED ON GROSS RECEIPTS**

BACKGROUND:

The City's current Business License Taxes does not include taxes on businesses engaged in the cultivation, delivery, dispensing, distribution, manufacturing, testing and transporting of medical marijuana plants or the production of the extracts or oils derived therefrom, collectively referred to the "cannabis" products. Like other cities in the Salinas Valley, the City desires to provide appropriate licensing for functions as a means of deriving revenue for the City in a manner consistent with State and local law.

Whenever an election is called by a City for the submission of any question, proposition, or office is consolidated with a statewide election, it must be appear upon the same ballot and the city must, at least 88 days prior to the date of the election, file with the Board of Supervisors, and a copy with the Elections Official, a resolution of its governing body requesting the consolidation, and setting forth the exact form of any question, proposition or office to be voted upon at the election, as it is to appear on the ballot, and upon such request, the Board of Supervisors may order the consolidation.

Resolution No. 2016-44 orders an election to be called and consolidated with the elections to be held on November 8, 2016 and requests that the Board of Supervisors of the County of Monterey to order such consolidation and to permit the Monterey Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services.

The purpose of the election is to submit to the voters a question related to the establishment of a commercial cannabis tax on the cultivation, dispensaries, delivery services, distribution, manufacturing, and transportation of medical and nonmedical marijuana as legalized by state and local law.

The proposed Measure questions will be:

Shall the City of Greenfield Municipal Code be amended to add a “Cannabis Business Tax” on cultivation, dispensaries, deliveries, distribution, manufacturing, nurseries, testing, and transportation of medical and nonmedical marijuana where legalized by state law; the cultivation tax shall not exceed (\$25.00) per square foot; a CPI maybe adjusted annually; all other cannabis activities shall be taxed at a rate not to exceed (10%); generating an estimated \$2 million annually with no termination date.

Approval of the proposed Resolution authorizes the City Attorney to prepare and submit an impartial analysis (not exceed five hundred (500 words) of the proposed measure by 5:00 p.m., August 18, 2016 showing the effect of the measure on the existing laws and the operation of the measure.

The proposed Resolution also provides that written arguments in favor or opposed to the measure may be prepared by the City Council, any member or members of the City Council so authorized by Council action, any individual voter who is eligible to vote on the measure, and bona fide association of citizens, or any combination of voters and associations. All arguments must be submitted to the City Clerk by 12:00 p.m. on August 18, 2016. No argument may exceed three hundred (300) words in length.

BUDGET AND FINANCIAL IMPACT:

The estimated cost of conducting this election is \$35,000 which also includes the election of two Councilmembers.

REVIEWED AND RECOMMENDED:

As required by Proposition 218 and governmental transparency, all taxes imposed by any local government shall be deemed to be either general taxes or special taxes. No local government may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. This is not only required by law, but it is the right thing to do. The power of initiative to affect local taxes, assessments, fees and charges is applicable to all local governments as well in the establishment of Business License Taxes does

on any businesses engaged in the cultivation, delivery, dispensing, distribution, manufacturing, testing and transporting of medical marijuana plants or the production of the extracts or oils derived therefrom, collectively referred to as “cannabis” products.

It is important, however that the imposition of a tax on cannabis products is not misunderstood to be a referendum on whether the City **should or should not allow cannabis related business to locate in city limits**. The proposed question simply asks the voters if they want to approve a business tax on this industry to generate additional revenue to pay for the cost of city government. If the proposed business tax is not approved, the City would/could still collect the existing fees and taxes on a cannabis business in the same way it does any other business in town. In this respect it is imperative that there be no confusion what question is, and is not, being asked of voters to approve, or not approve, namely the imposition of a tax on cannabis products.

Nevertheless, conducting this election gives voters the opportunity, as required by law, to show if they support the taxation of the cannabis industry.

CONSEQUENT ACTION:

Passage of the proposed Resolution authorized the City Clerk publish notice of the measure in the Greenfield News and the Registrar of Voters to conduct the official canvass, commencing no later than November 10, 2016, and to provide the City with an Official Canvass and Statement of Voters. Based on all available information as of July 26, 2016, the California Environmental Quality Act (“CEQA”) Guidelines do not constitute a project under CEQA and therefore review under CEQA is not required.

POTENTIAL MOTION:

I MOVE TO APPROVE/DENY RESOLUTION #2016-66, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016, AN ORDINANCE ADDING CHAPTER 5.10 -CANNABIS BUSINESS TAX TO TITLE 5- BUSINESS TAXES, LICENSES AND REGULATIONS OF THE CITY CODE TO IMPLEMENT AN ANNUAL TAX ON MEDICAL AND NONMEDICAL MARIJUANA WHERE LEGALIZED BY STATE LAW ON CULTIVATION, BASED ON SQUARE FOOTAGE, AND AN ANNUAL TAX ON MEDICAL AND NONMEDICAL MARIJUANA WHERE LEGALIZED BY STATE LAW ON DISPENSARIES, DELIVERIES, DISTRIBUTION, MANUFACTURING, TESTING LABS AND TRANSPORTATION, BASED ON GROSS RECEIPTS, FOR THE PURPOSE OF RAISING REVENUE TO FUND GENERAL MUNICIPAL SERVICES, AND PROVIDING STAFF WITH DIRECTION RELATED THERETO AND AUTHORIZE AND DIRECT THE CITY MANAGER TO ENTER INTO THE STANDARD “SERVICE AGREEMENT FOR THE PROVISION OF ELECTION SERVICES” BETWEEN THE CITY OF GREENFIELD AND THE MONTEREY COUNTY REGISTRAR OF VOTERS

RESOLUTION NO. 2016-66

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016, AN ORDINANCE ADDING CHAPTER 5.10 -CANNABIS BUSINESS TAX TO TITLE 5- BUSINESS TAXES, LICENSES AND REGULATIONS OF THE CITY CODE TO IMPLEMENT AN ANNUAL TAX ON MEDICAL AND NONMEDICAL MARIJUANA WHERE LEGALIZED BY STATE LAW ON CULTIVATION, BASED ON SQUARE FOOTAGE, AND AN ANNUAL TAX ON MEDICAL AND NONMEDICAL MARIJUANA WHERE LEGALIZED BY STATE LAW ON DISPENSARIES, DELIVERIES, DISTRIBUTION, MANUFACTURING, TESTING LABS AND TRANSPORTATION, BASED ON GROSS RECEIPTS, FOR THE PURPOSE OF RAISING REVENUE TO FUND GENERAL MUNICIPAL SERVICES, AND PROVIDING STAFF WITH DIRECTION RELATED THERETO

WHEREAS, through the passage of Proposition 215, the voters of California authorized the use of cannabis for medical purposes in 1996; and

WHEREAS, in accordance with the provisions of the Medical Marijuana Program Act, The Medical Marijuana Regulation and Safety Act, and relevant case-law (See *City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc.* (2013) 56 Cal. 4th 729; *James Maral, et al. v. City of Live Oak* (2013) 221 Cal.App.4th 975) the City Council of the City of Greenfield has adopted regulations permitting cultivation, dispensaries, delivering, distribution, manufacturing, testing labs and transportation of medical marijuana to meet the needs of medical patients and caregivers while at the same time protecting the public health, safety and welfare of the residents of the City; and

WHEREAS, the Council now desires to provide appropriate licensing for cultivation, dispensaries, delivering services, distribution, manufacturing, testing labs and transportation as a means of deriving revenue for the City in a manner consistent with State and local law; and

WHEREAS, every person engaged in business activity in the City of Greenfield is required to obtain a business license and to pay the established City business license tax; and

WHEREAS, the City's current business license taxes, as set forth in Title 5- Business Taxes, Licenses and Regulations of the Greenfield City Code, do not include taxes on businesses engaged in the cultivation, delivery, dispensing, distribution, nurseries, manufacturing, testing and transporting of medical marijuana plants or the production of the extracts or oils derived therefrom, collectively referred to hereafter as "cannabis" products; and

WHEREAS, accordingly, the City Council of the City of Greenfield desires to add Chapter 5.10 to Title 5 of the Code to create new tax rates for commercial medical and nonmedical cannabis business activities where legalized by state and local law; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a city for the submission of any question, proposition, or office to be filled is to be consolidated

with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the city shall, at least 88 days prior to the date of the election, file with the Board of Supervisors, and a copy with the Elections Official, a resolution of its governing body requesting the consolidation, and setting forth the exact form of any question, proposition or office to be voted upon at the election, as it is to appear on the ballot, and upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution or order calling the election; and

WHEREAS, the City Council of the City of Greenfield desires to submit to the voters at a November 8, 2016 consolidated general and municipal election a cannabis business tax on medical and nonmedical marijuana where legalized by state and local law cultivation, dispensaries, deliveries services, distribution, manufacturing, nurseries, testing labs and transportation activities in order to generate supplemental funding for the General Fund for general city services.

THEREFORE, BE IT RESOLVED by the City Council of the City of Greenfield as follows;

Section 1. Recitals and Findings. All of the recitals set forth above are true and correct to the best of its knowledge and are hereby adopted as findings of the City Council.

Section 2. Call for Consolidated Election. The City Council of the City of Greenfield hereby orders an election to be called and consolidated with any and all elections also called to be held on November 8, 2016, insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the City of Greenfield, and requests that the Board of Supervisors of the County of Monterey order such consolidation under Elections Code Sections 10401 and 10403. The City Council further requests the Board of Supervisors to permit the Monterey Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services. The purpose of the election is to submit to the voters a question related to the establishment of a commercial cannabis tax on the cultivation, dispensaries, delivery services, distribution, manufacturing, and transportation of medical and nonmedical marijuana as legalized by state and local law.

Section 3. Placement of Measure on Ballot. The official ballot to be used at said election shall conform to the laws of the State of California with relation thereto. The City Council of the City of Greenfield, pursuant to its right and authority as established by the authorities cited herein, does order submitted to the voters at the consolidated General Municipal Election the following question concerning an addition of a new “Cannabis Business Tax” on medical and nonmedical marijuana business activities to Title 5 of the Greenfield City Code:

Measure (Fill in the blank). Shall the City of Greenfield Municipal Code be amended to add a “Cannabis Business Tax” on cultivation, dispensaries, deliveries, distribution, manufacturing, nurseries, testing, and transportation of medical and nonmedical marijuana where legalized by state law; the cultivation tax shall not exceed (\$25.00) per square foot; a CPI maybe adjusted annually; all other cannabis activities shall be taxed at a rate not to exceed (10%); generating an estimated \$2 million annually with no termination date.	Yes
	No

This measure shall be designated by letter by the Monterey County Elections Department.

Section 4. Proposed Ordinance. The ordinance establishing a commercial cannabis tax to be imposed on medical and nonmedical marijuana where legalized by state and local law on cultivation, dispensaries, delivery services, distribution, manufacturing, testing labs and transportation activities to be approved by the voters pursuant to Section 3 is as set forth in Exhibit “A” hereto. The City Council hereby approves the ordinance, the form thereof, and its submission to the voters of the City at the November 8, 2016 election, subject to the approval of the majority of the voters voting on the measure at a combined General and Municipal election. The entire text of the ordinance attached hereto as Exhibit A shall be printed in the voter information portion of the sample ballot.

Section 5. Impartial Analysis and Submission of Ballot Arguments. The City Attorney is hereby authorized to prepare and submit an impartial analysis of the proposed measure by 5:00 p.m., August 18, 2016. The Attorney’s impartial analysis of the ballot measure shall not exceed five hundred (500) words in length showing the effect of the measure on the existing laws and the operation of the measure. Written arguments in favor or opposed to the measure may be prepared by the City Council, any member or members of the City Council so authorized by Council action, any individual voter who is eligible to vote on the measure, and bona fide association of citizens, or any combination of voters and associations. All arguments must be submitted to the City Clerk by 12:00 p.m. on August 18, 2016. No argument may exceed three hundred (300) words in length. A ballot argument may not be accepted unless accompanied by the printed name and signature or printed names and signatures of the author or authors submitting it, or if submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of the principal officers who is the author of the argument. No more than five signatures shall appear on any argument. If more than one argument is submitted for or against a measure, the City Clerk shall select the argument for printing and distribution in accordance with the provisions of Elections Code Section 9287. Pursuant to Section 9285 of the California Elections Code, when the City Clerk has selected the argument for and against the measure, which will be printed and distributed to the voters, the City Clerk will send copies of the argument in favor of the measure to the authors of the argument against, and copies of the argument against to the authors of the argument in favor. Rebuttal arguments may thereafter be prepared in a length not exceeding two hundred and fifty (250) words, and shall be filed with the City Clerk by no later than 12:00 p.m. on August 25, 2016. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument, which it seeks to rebut.

Section 6. CEQA. The City Council finds that based on all available information as of July 26, 2016, that under California Environmental Quality Act (“CEQA”) Guidelines Section 15060(c)(2), subdivisions (2) and (4) of subdivision (b), the involved action does not constitute a project under CEQA and therefore review under CEQA is not required.

Section 7. Publication of Measure. In accordance with Section 12111 of the Elections Code and Section 6061 of the Government Code, the City Clerk is hereby authorized and directed to cause notice of the measure to be published once in the Greenfield News, a weekly newspaper of general circulation, printed, published and circulated in the City of Greenfield and hereby designated for the purpose by the City Council.

Section 8. Canvass of Votes. The City hereby requests the Registrar of Voters to conduct the official canvass, commencing no later than November 10, 2016, and to provide the City with an Official Canvass and Statement of Voters. The City Council shall meet on or before the next scheduled meeting following the certification of the election to approve the canvass.

Section 9 Payment for Services. The City Council authorizes and directs the City Manager to enter into the standard “Service Agreement for the Provision of Election Services” between the City of Greenfield and the Monterey County Registrar of Voters.

Section 10. Effective Date. This resolution shall become effective immediately upon its passage and forthwith entered upon the minutes of the Council and kept and maintained by the City Clerk of the City of Greenfield.

Section 11. The City Clerk is hereby authorized and directed to certify to the due adoption of this Resolution and to transmit a copy hereof so certified to the Board of Supervisors and the Registrar of Voters of Monterey County.

PASSED AND ADOPTED by the City Council of the City of Greenfield at a regular meeting duly held on the 26th day of July, 2016, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

John Huerta, Jr. Mayor

ATTEST:

Ann Rathbun, City Clerk



City Council Memorandum

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

DATE: July 20, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

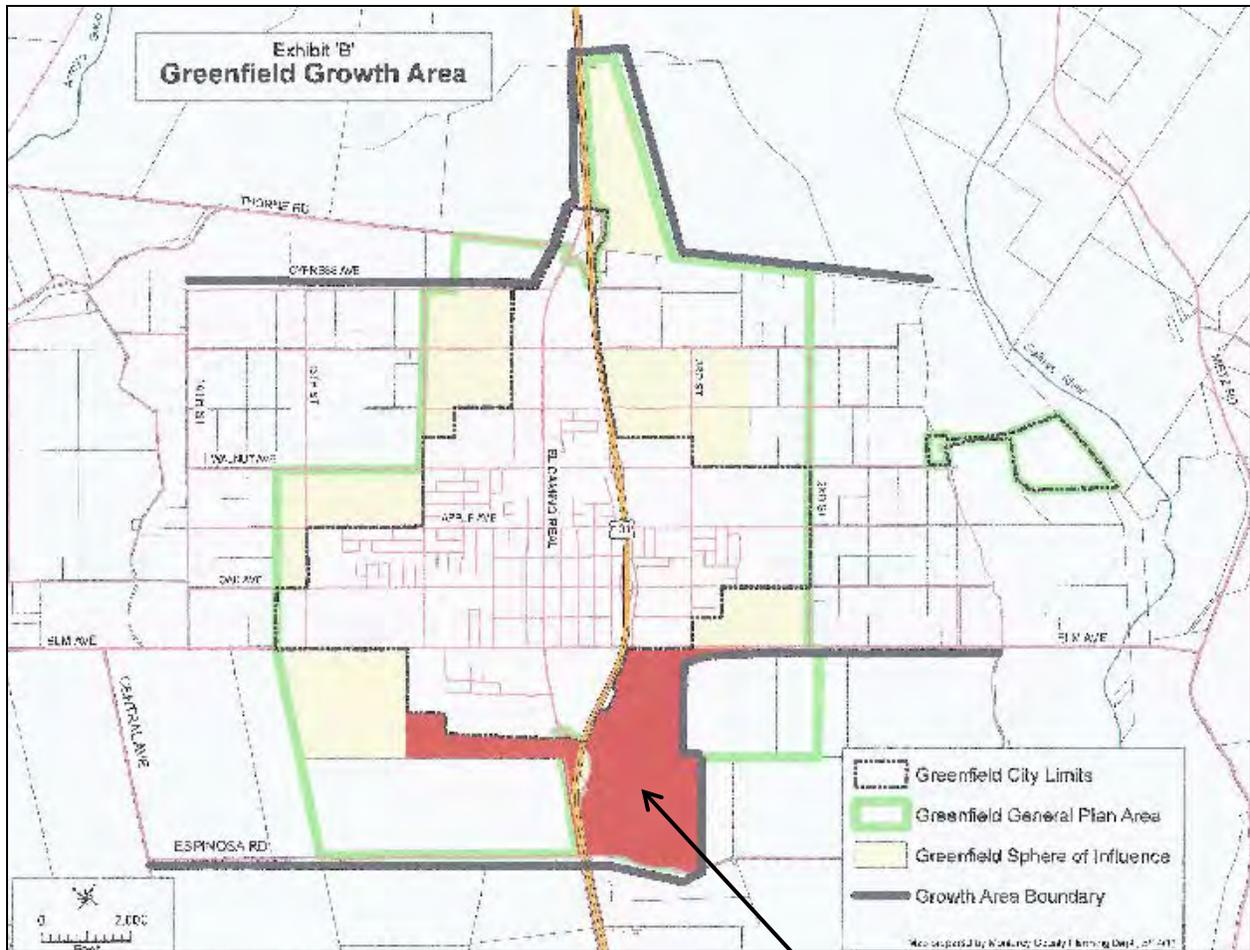
PREPARED BY: Mic Steinmann, Community Services Director

TITLE: **RESOLUTION APPROVING A FAIR SHARE DISTRIBUTION PROPERTY TAX TRANSFER FOR THE PROPOSED SOUTH END ANNEXATION INVOLVING ANNEXATION OF 290± ACRES TO THE CITY OF GREENFIELD**

BACKGROUND

In 2013, the Greenfield City Council, the Monterey County Board of Supervisors, and the Local Agency Formation Commission of Monterey County (LAFCO) adopted the *Greater Greenfield Area Memorandum of Agreement*. That agreement made a number of land use modifications to the City's General Plan and resulted in a definitive agreement whereby future annexation to support economic development could proceed. The exhibit on the following page identifies the ultimate Greenfield growth area that is authorized in the 2013 Memorandum of Agreement, including the area known as the South End Annexation area (highlighted in red). That area is located east of and adjacent to the City's southern border, totals approximately 290± acres, and is within the City's approved sphere of influence.

With approval of the Memorandum of Agreement, the landowners of the South End Annexation area are proceeding to develop a formal application to LAFCO for annexation of this area into the City of Greenfield. Technically, the City will be the lead agency for this application, with the landowners assuming responsibility for preparing the required application, CEQA review, Williamson Act exchange agreements, permanent agricultural buffers/easements, supporting documentation, and bearing the cost of those activities.



South End Annexation Area

As the South End Annexation process moves forward, the City will be required to take a number of actions, including:

1. Development of property tax transfer agreement with Monterey County;
2. Adoption of a resolution initiating the annexation process;
3. Adoption of a pre-zoning ordinance for the project area;
4. Approval of residential subdivision and parcel maps;
5. Planning Commission review and approval of pre-zoning, subdivision and parcel maps, development agreements, annexation, sphere of influence change, and design review; and
6. City Council review and approval of initiating resolution, property tax transfer agreement, sphere of influence agreement, pre-zoning ordinance, subdivision maps, development agreements, and annexation agreement.

On July 12, 2016, the Monterey County Board of Supervisors adopted a pro forma “fair share” property tax transfer resolution. The resolution provides that the County and affected agencies would transfer a percentage of their “tax base revenue” based on the pro rata share of the City’s equivalent tax rate to the combined City/County equivalent tax rates. The formula, first adopted

in 1980 and not subsequently updated, has been revised to reflect the County's loss of property tax revenue that was imposed by the State during fiscal year 1993-94. Non-affected jurisdictions, e.g., public schools, community colleges, and special districts, would retain their percentage share of property taxes collected within an affected tax code area. Of the total amount of property taxes available for distribution, the City would receive 48.27% and the County would receive 51.73%.

The proposed South End Annexation area is within Tax Rate Area 8-000. This Tax Rate Area has the following property tax increment distribution: 21.04% - Monterey County and 78.96% - non-affected districts. Due to reductions imposed by the State on the County of Monterey, the percentage share of the existing County property tax base available for distribution has been reduced by 40 percent from 21.04% to 12.62%. As recommended and approved by the Board of Supervisors, the City would receive 6.10% and the County would receive 6.52% of the existing property tax base available for distribution. The City's portion is calculated by multiplying the 48.27%/51.73% City/County distribution split by the 12.62% available distribution rate ($48.27\% \times 12.62\% = 6.10\%$). For the increment in property tax revenue above the base resulting from the increase in assessed value of the property after annexation, the City would receive 9.30% and the County 11.74% of the annual increase in property taxes attributable to increased property values.

BUDGET AND FINANCIAL IMPACT

There is no immediate revenue impact on the City from the proposed action. When the South End Annexation is approved by LAFCO, the tax sharing formula will result in City General Fund property tax receipts from the newly annexed South End area, property taxes the City does not now receive. The City will receive property tax revenue based on two annual percentage distributions – 6.10% of property taxes based on the property valuation at the time of annexation and 9.30% of the increment in property tax revenue above the initial property valuation resulting from future increases in assessed values of the property.

RECOMMENDATION

Prior to LAFCO annexation approval, the City and County must each adopt resolutions approving a Fair Share Distribution Property Tax Transfer for the property subject to annexation. The Monterey County Board of Supervisors adopted such a resolution on July 12, 2016. It is now incumbent that the City adopts a similar resolution. It is, therefore, recommended that the City Council adopt the attached resolution approving a Fair Share Distribution Property Tax Transfer for the proposed South End Annexation involving annexation of 290± acres to the City of Greenfield. This is the same resolution adopted by the Board of Supervisors.

POTENTIAL MOTION

I MOVE TO ADOPT RESOLUTION NO. 2016-67, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD APPROVING A FAIR SHARE DISTRIBUTION PROPERTY TAX TRANSFER FOR THE PROPOSED SOUTH END ANNEXATION INVOLVING ANNEXATION OF 290± ACRES TO THE CITY OF GREENFIELD.

**CITY OF GREENFIELD CITY COUNCIL
RESOLUTION No. 2016-67**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
GREENFIELD APPROVING THE TAX SHARING FORMULA
BETWEEN THE COUNTY OF MONTEREY AND THE CITY OF
GREENFIELD FOR THE PROPOSED “SOUTH END ANNEXATION”
INVOLVING ANNEXATION OF 290± ACRES TO THE CITY OF
GREENFIELD (APNs: 221-011-017, -018, -041, -045, -068, -070, AND -071)**

WHEREAS, the Revenue and Taxation Code Section 99 (Assembly Bill 8 (Chapter 282) Statutes 1979, as amended by Senate Bill 180 (Chapter 801)), provides for the Monterey County Board of Supervisors to determine an appropriate tax transfer for all jurisdictional changes of organization occurring within Monterey County and for the city council of any affected city to concur on the transfer prior to the proposal being considered by the Local Agency Formation Commission (LAFCO); and

WHEREAS, the current distribution of property taxes within tax rate area 8-000 is as follows:

21.04%	Monterey County’s Share
<u>78.96%</u>	Non-affected District’s Share
100.00%	Total; and

WHEREAS, the Revenue and Taxation Code Section 99 (Senate Bill 180 (Chapter 801)) requires that non-affected local agencies percentage share will remain constant; and

WHEREAS, the County of Monterey and the City of Greenfield wish to agree to a fair share distribution of remaining property tax revenues; and

WHEREAS, the County of Monterey has realized a 40% reduction and the City has realized a 29% reduction in property tax revenue imposed by the State under Senate Bill 617 (Chapter 699) Statutes 1992; and whereas each year thereafter both the County and the City continue to shift revenues to the Education Revenue Augmentation Fund;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City of Greenfield City Council does hereby agree to the following formulas for property tax base and increment distribution within Tax Rate Area 8-000 after change of organization annexation:

A. DISTRIBUTION OF PROPERTY TAX BASE

The County’s property tax revenues have realized a 40 percent reduction imposed by the State under Senate Bill 617 (Chapter 699) Statutes 1992.

Reduction of Property Tax due to ERAF

Monterey County's Share	21.04%
ERAF Reduction	- 40.00%
Monterey County Adjusted Share	12.62%
Share Available for Distribution	12.62%

Property tax base is the property tax revenue that is available prior to change of organization/reorganization.

Prior to Change of Organization/Reorganization

(City of Greenfield,
Tax Rate Area 8-000)

	<u>Current Rate</u>	<u>Current Ratio</u>
City of Greenfield	19.63%	48.27%
Monterey County	21.04%	51.73%

After Change of Organization/Reorganization

(New Tax Rate Area
To Be Assigned)

12.62% Property Tax Available for Distribution

1. City of Greenfield's Share of Total Property Taxes Collected:

12.62% Property Tax Available for Distribution
X 48.27% City of Greenfield's Current Ratio
= 6.10%

2. Monterey County's Share of Total Property Taxes Collected:

12.62% Property Tax Available for Distribution
X 51.73% Monterey County's Current Ratio
= 6.52%

Plus

8.42% Adjustment for State Tax Shift
= 14.94%

Formula for property tax base allocation to the City of Greenfield from Tax Rate Area 8-000 after change of organization/reorganization:

$$\text{City of Greenfield's Property Tax Revenue} = \frac{\text{Total Property Taxes Collected} \times 6.10\% \times \text{Full Months Remaining in Tax Year}}{\div \text{ by 12.}}$$

B. DISTRIBUTION OF PROPERTY TAX INCREMENT

Property tax increment is the increase in property tax revenue above the base resulting from the increase in assessed value of property after the change in organization/reorganization.

The formula recognizes that all future growth will be subject to a shift to Education Revenue Augmentation Fund (ERAF) in the amount of 40% for the County and 29% for the City. After the shift, the County and the City will be in the same relative position as before dividing the remainder.

Prior to Change of Organization/Reorganization

	(City of Greenfield, Tax Rate Area 8-000)					
	<u>Current</u> <u>Rate</u>	÷	<u>ERAF</u> <u>Adjustment</u>	=	<u>Resulting</u> <u>Rate</u>	<u>Resulting</u> <u>Ratio</u>
City of Greenfield	19.63%		71%		27.80%	44.2%
Monterey County	21.04%		60%		35.07%	55.8%

Based on existing Tax Rate Area 8-000, Monterey County's share of property tax is 21.04%. The total property tax available for distribution in the proposal area is 21.04%. The new Resulting Ratios calculated above are applied to the increment.

After Change of Organization/Reorganization

	(New Tax Rate Area To Be Assigned)	
21.04%	Property Tax Available for Distribution	
1. City of Greenfield's Share of Property Tax Increment:		
21.04%	Property Tax Available for Distribution	
X 44.20%	City of Greenfield's New Resulting Ratio	
= 9.30%		

2. Monterey County's Share of Property Tax Increment:

$$\begin{array}{rcl} & 21.04\% & \text{Property Tax Available for Distribution} \\ \text{X} & 55.80\% & \text{Monterey County's Current Ratio} \\ \hline = & 11.74\% & \end{array}$$

Formula for property tax base allocation to the City of Greenfield from Tax Rate Area 8-000 after change of organization/reorganization:

$$\begin{array}{l} \text{City of Greenfield's Property Tax Revenue} = \\ \text{Total Property Taxes Collected} \times 9.30\% \times \text{Full Months Remaining in Tax Year} \\ \div \text{by 12.} \end{array}$$

PASSED AND ADOPTED by the City Council of the City of Greenfield at a regular meeting of the City Council held on the 26th day of July, 2016, by the following vote:

AYES, and all in favor, therefore, Councilmembers:

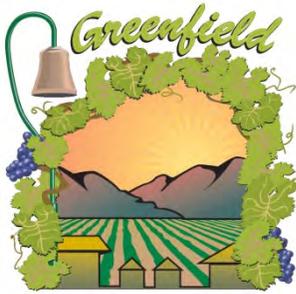
NOES, Councilmembers:

ABSENT, Councilmembers:

John P. Huerta, Jr., Mayor

Attest:

Ann F. Rathbun, City Clerk



City Council Memorandum

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

DATE: July 20, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

PREPARED BY: Mic Steinmann, Community Services Director

TITLE: **RESOLUTION TO APPROVE CONTRACT CHANGE ORDER FOR ALTERNATE BID ITEMS FOR PROPOSITION 84 COMMUNITY PARK CONSTRUCTION CONTRACT WITH STOCKBRIDGE GENERAL CONTRACTING, INC., IN THE AMOUNT OF \$123,000**

BACKGROUND AND ANALYSIS

The City of Greenfield awarded a contract to Stockbridge General Contracting, Inc., for the Proposition 84 Community Park project on May 10, 2016, in the base bid amount of \$1,922,016. Alternate add-on bid items were included in the bid process in the event that bids came in at a cost below the overall project budget. Those alternates, and Stockbridge’s bid for those items, were:

1. Amphitheater Shade Structure\$30,000
2. Pinnacles Rock Climb.....\$50,000
3. Hill Fort and CMU Wall.....\$57,000
4. Free Standing Slide\$25,000
5. Small Fort.....\$15,000
6. Binoculars on Pedestal.....\$5,000
7. Concrete Tennis and Basketball Court\$43,000

Because the Stockbridge General Contracting bid came in under the allocated construction budget of \$2,153,444, the Project Architect and City Engineer recommend that the City approve and award, by contract change order, alternate add-on bid item 1 (Amphitheater Shade Structure), item 2 (Pinnacles Rock Climb), and item 7 (Concrete Tennis and Basketball Court) in the contractor’s cumulative bid amount of \$123,000 for those items. The Project Architect and

City Engineer are of the opinion that these three alternate add-ons will produce the greatest value for the available funds, will provide the greatest enhancement to the park features, and will provide the most benefit to the expanded recreational opportunities available to the community. With these add-ons, the amended Stockbridge General Contracting contract amount remains less than the available budget. The remaining funds will be reserved at this time as a construction contingency. As the project moves through the construction phase, the City will monitor the need for this contingency and whether funds remain available to include additional alternate add-on items in the project.

FINANCIAL AND BUDGET IMPACT

The City's initial contract award to Stockbridge General Contracting was in the total amount of \$1,922,016. The proposed addition of alternate add-ons items 1, 2, and 7 will add \$123,000 to the overall contract amount, increasing the contract total to \$2,045,016.

This total is within the available construction budget. All costs of developing and constructing the Proposition 84 Community Park project will be from the City's \$2,982,281 Proposition 84 grant. There will be no cost to the City's General Fund.

RECOMMENDATION

The City Manager, Community Services Director, and City Engineer recommend the City Council authorize the additional work described as Alternate Add-On Bid Item 1 (Amphitheater Shade Structure), Item 2 (Pinnacles Rock Climb), and Item 7 (Concrete Tennis and Basketball Court) in the total amount of \$123,000, increasing the construction contract amount with Stockbridge General Contracting, Inc., to the total amount of \$2,045,016.

PROPOSED MOTION

I MOVE TO ADOPT RESOLUTION NO. 2016-68, APPROVING A CONTRACT CHANGE ORDER FOR CONSTRUCTION OF THE PROPOSITION 84 COMMUNITY PARK WITH STOCKBRIDGE GENERAL CONTRACTING, INC., FOR ALTERNATE BID ITEM 1 (AMPHITHEATER SHADE STRUCTURE), ITEM 2 (PINNACLES ROCK CLIMB), AND ITEM 8 (CONCRETE TENNIS AND BASKETBALL COURT), INCREASING THE CONSTRUCTION CONTRACT TO THE TOTAL AMOUNT OF \$2,045,016.

**CITY OF GREENFIELD CITY COUNCIL
RESOLUTION NO. 2016-68**

**A RESOLUTION APPROVING A CONTRACT CHANGE ORDER FOR
CONSTRUCTION OF THE PROPOSITION 84 COMMUNITY PARK
WITH STOCKBRIDGE GENERAL CONTRACTING, INC., FOR
ALTERNATE BID ITEMS 1 (AMPHITHEATER SHADE STRUCTURE), 2
(PINNACLES ROCK CLIMB), AND 8 (CONCRETE TENNIS AND
BASKETBALL COURT), INCREASING THE CONSTRUCTION
CONTRACT TO THE TOTAL AMOUNT OF \$2,045,016**

WHEREAS, the City of Greenfield has construction funds budgeted for and allocated from the City's Proposition 84 grant for construction of a new community park; and

WHEREAS, the City has contracted with Stockbridge General Contracting, Inc., for construction of this park; and

WHEREAS, the services of the public works construction contractor have been procured utilizing a formal bidding process in compliance with the State Public Contract Code, Proposition 84 grant requirements, and the City's bidding and contracting procedures set forth in section 3.12.053 of the municipal code; and

WHEREAS, the bidding included alternate add-on bid items to be used if funds are available within the available budget; and

WHEREAS, the contract award to Stockbridge General Contracting, Inc., is less than the available construction budget; and

WHEREAS, the City Manager, the Community Services Director, and the City Engineer recommend the City Council to add Alternate Add-On Items 1 (Amphitheater Shade Structure), 2 (Pinnacles Rock Climb), and 8 (Concrete Tennis and Basketball Court) in the contractor's cumulative bid amount of \$123,000 for those items, thereby increasing the construction contract with Stockbridge General Contracting, Inc., for construction of the Proposition 84 community park to the total amount of \$2,045,016;

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

1. That Alternate Add-On Bid Item 1 (Amphitheater Shade Structure - \$30,000), Item 2 (Pinnacles Rock Climb - \$50,000), and Item 8 (Concrete Tennis and Basketball Court - \$43,000) be added by Contract Change Order in the total amount of \$123,000 with Stockbridge General Contracting, Inc., to provide public works construction services for the Proposition 84 community park within the City's currently approved budget; and

2. That the City Manager is authorized to execute said Contract Change Order on behalf of the City of Greenfield.

PASSED AND ADOPTED by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 26th 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 Council Memorandum

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

DATE: July 20, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

FROM: Mic Steinmann, Community Services Director
Douglas Pike, City Engineer

TITLE: **RESOLUTION TO APPROVE ADDITIVE BID ITEM #17 FOR ADDITIONAL PAVEMENT TREATMENT, INCREASING THE PAVEMENT MAINTENANCE IMPROVEMENT CONTRACT IN THE AMOUNT OF \$103,400 TO AMERICAN PAVEMENT SYSTEMS, INC.**

BACKGROUND AND ANALYSIS

The City of Greenfield awarded a contract to American Pavement Systems, Inc., on June 28, 2016, in the base bid amount of \$843,440.00.

This project will apply one of three basis treatments to various streets:

1. Rejuvenating Fog Seal and Restripe. This will be used on Special District areas to preserve the good quality of the newer pavement in these areas.
2. Rejuvenating Scrub Seal (chip seal) and Restripe. This will be used on arterials.
3. Rejuvenating Scrub Seal with Micro-Surface (Slurry seal) Treatment and Restripe. This will be used on El Camino Real.

Alternate bid items were included in the bid process in the event that bids came in at a cost below the overall project budget, allowing some additional preparation and pavement work to enhance the quality and longevity of the seal coats being applied.

Because the bids have come in under the allocated budget, the City Engineer recommends that we approve and award, by contract change order, additive alternate bid item No. 17 "Asphalt Concrete Leveling Course (3/8" max Aggregate)" in the contractor's bid amount of \$103,400.

This additional work includes up to 25,852 square feet of a leveling overlay that will be used to treat severely weathered/cracked pavement on Elm, Oak, and El Camino Real prior to seal coat. This pre-treatment will increase the length of benefit of the seal coat, as well as improve the appearance of these streets.

FINANCIAL AND BUDGET IMPACT

The City's initial award was in the total amount of \$843,440.00. The proposed addition of Alternate Bid Item #17 will add \$103,400 to the overall contract amount, increasing the contract total to \$946,840.

This total is within the available construction budget. All costs of developing and constructing the pavement maintenance project will be from funds budgeted and allocated for this purpose from programmed Regional State Transportation Program (RSTP) Funds, Local Transportation Funds (LTF), Gas Tax Funds, and Special District Streets and Storm Drain Maintenance Funds.

RECOMMENDATION

The City Manager, Community Services Director, and City Engineer recommend the City Council authorize the additional work described as Alternate Bid Item No. 17- Asphalt Concrete Leveling Course (3/8" Max. Aggregate), increasing the construction contract amount with American Pavement Systems, Inc., to the total amount of \$946,840.

PROPOSED MOTION

I MOVE TO ADOPT RESOLUTION NO. 2016-69, AUTHORIZING THE ADDITIONAL WORK DESCRIBED AS ALTERNATE BID ITEM NO. 17 – ASPHALT CONCRETE LEVELING COURSE (3/8" MAX. AGGREGATE), INCREASING THE CONSTRUCTION CONTRACT AMOUNT WITH AMERICAN PAVEMENT SYSTEMS, INC. TO THE TOTAL AMOUNT OF \$946,840.

**CITY OF GREENFIELD CITY COUNCIL
RESOLUTION NO. 2016-69**

**A RESOLUTION AUTHORIZING THE ADDITIONAL WORK
DESCRIBED AS ALTERNATE BID ITEM NO. 17 – ASPHALT
CONCRETE LEVELING COURSE (3/8” MAX. AGGREGATE),
INCREASING THE CONSTRUCTION CONTRACT AMOUNT WITH
AMERICAN PAVEMENT SYSTEMS, INC., TO THE TOTAL AMOUNT
OF \$946,840**

WHEREAS, the City of Greenfield has funds budgeted for and allocated from programmed Regional State Transportation Program (RSTP) Funds, Local Transportation Funds (LTF), Gas Tax Funds, and Special District Streets and Storm Drain Maintenance Funds for pavement maintenance within the City; and

WHEREAS, the City has contracted with American Pavement Systems, Inc., for construction of the pavement improvements; and

WHEREAS, the services of the public works construction contractor have been procured utilizing a formal public bidding process in compliance with the State Public Contract Code and the City’s bidding and contracting procedures set forth in section 3.12.053 of the municipal code; and

WHEREAS, the bidding included additive optional bid items to be used if budget allowed; and

WHEREAS, the City Manager, the Community Services Director, and the City Engineer recommend the City Council to add Alternate Bid Item No. 17 for Asphalt Concrete Leveling and increase the construction contract to American Pavement Systems, Inc., to construct the pavement improvements;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Greenfield that:

1. Alternate Bid Item No. 17 – Asphalt Concrete Leveling Course (3/8” Max. Aggregate) be added by Contract Change Order in the amount of \$103,400 with American Pavement Systems, Inc., to provide public works construction services for pavement improvements within the City’s currently approved budget; and
2. The City Manager is authorized to execute said Contract Change Order on behalf of the City of Greenfield.

PASSED AND ADOPTED by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 26th day of July, 2016, by the following vote:

AYES, and all in favor, therefore, Councilmembers:

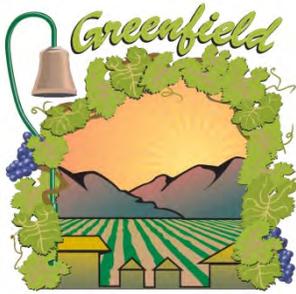
NOES, Councilmembers:

ABSENT, Councilmembers:

John P. Huerta, Jr., Mayor

Attest:

Ann F. Rathbun, City Clerk



City Council Memorandum

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

DATE: July 20, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

PREPARED BY: Mic Steinmann, Community Services Director

TITLE: **RESOLUTION TO APPROVE CONTRACT CHANGE ORDER FOR WASTEWATER TREATMENT SURFACE AERATOR ADDITION CONSTRUCTION CONTRACT WITH CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF \$15,154**

BACKGROUND AND ANALYSIS

The City of Greenfield awarded a contract to Cushman Contracting Corporation for the CDBG Wastewater Treatment Plan Surface Aerator Addition project on April 26, 2016, in the base bid amount of \$1,885,989.55. The base bid included a unit price bid schedule for additional quantities of labor and materials beyond those included in the base bid. After contract award and as the contractor began preparation of its material order list, the contractor brought to the attention of the City Engineer that increasing the size of the Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) was necessary to properly seal the pipe penetrations as shown on the plans. It was also brought to the attention of the City Engineer that there was a discrepancy in the number of required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) as listed on the Bid Schedule versus the quantity shown on the plans.

The City Engineer has reviewed the information provided by the contractor and the plans and bid documents prepared for this project and concurs that a change order is necessary to adjust Bid Item 19 to account for an increase in the size and quantity of the Fiberglass Reinforced Plastic Slide Gates. The increase cost is per the unit prices submitted by the contractor as part of its bid. The unit price includes all labor and materials, including applicable markups, for each unit price bid item. The required change order is for:

1. Increase size of Fiberglass Reinforced Plastic Slide Gates (Bid Item 19), 14 each @ \$136 each = \$1,904; and

2. Increase quantity of Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) from 13 to 14 @ \$13,250 each = \$13,250.

FINANCIAL AND BUDGET IMPACT

The City's initial contract award to Cushman Contracting Corporation was in the total amount of \$1,885,989.55. Funding for this amount was through the City's CDBG award, the Sewer Impact Fee Fund, and capital improvement project funding included in the new sewer rates.

The proposed addition of unit price items for Bid Item 19 will add \$15,154 to the overall contract amount, increasing the contract total to \$1,901,143.50. The change order amount will be funded through the Sewer Impact Fee Fund, which has a current fund balance of approximately \$1,400,000. There will be no cost to the City's General Fund.

RECOMMENDATION

The City Manager, Community Services Director, and City Engineer recommend the City Council authorize a change order to the Cushman Contracting Corporation construction contract to increase the size of the required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) in the amount of \$1,904 and to increase the quantity of the required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) in the amount of \$13,250, for a total change order amount of \$15,154. This will increase the construction contract amount with Cushman Contracting Corporation to the total amount of \$1,901,143.50.

PROPOSED MOTION

I MOVE TO ADOPT RESOLUTION NO. 2016-70, APPROVING A CONTRACT CHANGE ORDER FOR CONSTRUCTION OF THE WASTEWATER TREATMENT SURFACE AERATOR ADDITION PROJECT WITH CUSHMAN CONTRACTING CORPORATION FOR AN INCREASE IN THE SIZE AND QUANTITY OF THE FIBERGLASS REINFORCED PLASTIC SLIDE GATES (BID ITEM 19), INCREASING THE CONSTRUCTION CONTRACT TO THE TOTAL AMOUNT OF \$1,901,143.50.

**CITY OF GREENFIELD CITY COUNCIL
RESOLUTION NO. 2016-70**

**A RESOLUTION APPROVING A CONTRACT CHANGE ORDER FOR
CONSTRUCTION OF THE WASTEWATER TREATMENT SURFACE
AERATOR ADDITION PROJECT WITH CUSHMAN CONTRACTING
CORPORATION FOR AN INCREASE IN THE SIZE AND QUANTITY
OF THE FIBERGLASS REINFORCED PLASTIC SLIDE GATES,
INCREASING THE CONSTRUCTION CONTRACT TO THE TOTAL
AMOUNT OF \$1,901,143.50**

WHEREAS, the City of Greenfield has construction funds budgeted for and allocated from the City's CDBG award and Sewer Impact Fee Fund for construction of improvements to the City's wastewater treatment ponds; and

WHEREAS, the City has contracted with Cushman Contracting Corporation for construction of these improvements; and

WHEREAS, the services of the public works construction contractor have been procured utilizing a formal bidding process in compliance with the State Public Contract Code, federal HUD/CDBG contracting requirements, and the City's bidding and contracting procedures set forth in section 3.12.053 of the municipal code; and

WHEREAS, the bidding included a unit price bid schedule for additional quantities of labor and materials beyond those included in the base bid; and

WHEREAS, after contract award the City became aware of the need to increase the size of the Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) to properly seal the pipe penetrations as shown on the plans, and that there was a discrepancy in the number of required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) as listed on the Bid Schedule versus the quantity shown on the plans; and

WHEREAS, the City Manager, the Community Services Director, and the City Engineer recommend the City Council authorize a change order to the Cushman Contracting Corporation construction contract to increase the size of the required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) in the amount of \$1,904 and to increase the quantity of the required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) in the amount of \$13,250, for a total change order amount of \$15,154, thereby increasing the construction contract with Cushman Contracting Corporation for construction of improvements to the City's wastewater treatment ponds to the total amount of \$1,901,143.50;

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

1. That the Cushman Contracting Corporation construction contract be amended to increase the size of the required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) in the amount of \$1,904 and to increase the quantity of the required Fiberglass Reinforced Plastic Slide Gates (Bid Item 19) in the amount of \$13,250, for a total change order amount of \$15,154; and

2. That the City Manager is authorized to execute said Contract Change Order on behalf of the City of Greenfield.

PASSED AND ADOPTED by the City Council of the City of Greenfield, at a regularly scheduled meeting of the City Council held on the 26th 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 Council Memorandum

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

MEMORANDUM: July 22, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

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

TITLE: **CITY MANAGER COMMUNICATION GUIDELINES
MAYOR/COUNCIL – MANAGER – STAFF**

BACKGROUND:

Unlike most cities, the Greenfield has no policy statement regarding the management of the City organization under the City Manager/City Council form of government. In spite of the number of years that the City adopted this form of government, there is still the general belief that the position of Mayor is the chief executive of the City and, as such, is empowered to direct the operations of the City. This is not a problem unique to Greenfield and is often a point of confusion in many cities. The proposed policy guidelines clarify that City staff perform the operations required to deliver services, resolve service issues, carry out the assigned tasks designated in department orders and standards, analyze problems and issues, and make recommendations under the direction of the City Manager to the elected Mayor and City Council. **The proposed communication guidelines clearly state that all City staff members report through a chain of command and act under the direction of the City Manager through the Department Directors.**

Communications among all parties shall be conducted in accordance with the adopted City Council Rules of Order and Protocols, the Greenfield Municipal Code and the California Government Code - without exception. These documents provide the framework and formal basis for the Communication Guidelines listed herein. Within this restrictive framework, it is our cooperative efforts that are our best ally in moving the City forward. Preserving trust in all relationships is paramount to achieving the proper execution of City policy, rules and regulations. Trust provides the most efficient path to getting the job of governance done for the City of Greenfield. Preserving trust in all City matters requires that we exercise a prudent amount of control over how we communicate. The City Manager, staff and Mayor and Council

City Manager Communication Guidelines
Susan A. Stanton, ICMA-CM

shall strive constantly to affirm the dignity and worth of the services rendered by City government and maintain a constructive, creative, and practical attitude toward local affairs and a deep sense of social responsibility as a trusted public servant.

The following guidelines will help maintain effective communications among the Mayor and City Council, the City Manager and City Staff. Guidelines cannot cover every situation. When in doubt, the Mayor, City Council and City Staff are directed to contact the City Manager or the City Attorney for specific resolution of situations not covered herein.

1. The City Manager has the responsibility to manage the affairs of the City and, as such, shall be included in all communications between Staff and all elected officials. While City staff members are available to answer Mayor and City Council inquiries regarding resident and/or business information, excepting, however, any matter involving a *business/client relationship* or legal conflict of interest, the City Manager is the primary information liaison between the Mayor/City Council and City Staff and must provide direction to staff on completing the inquiry. When the Mayor and City Council request information, that request should be directed to the City Manager. Likewise, when City Staff needs information or discussion on matters of inquiry, information or resolution of a service inquiry, that communication will be to the City Manager.
2. The City Manager is the administrative head of the government of the City under the direction and control of the City Council. It is the job of the City Manager to control order and give directions to all heads of departments and to subordinate officers and employees of the City under his or her jurisdiction through their department heads. The City Manager shall keep the City Council at all times fully advised as to the financial condition and needs of the city and too exercise general supervision over all public buildings, public parks and all other public property which is under the control and jurisdiction of the City Council. The City Manager shall keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
3. The Mayor and all City Council members should have the same information with which to make decisions and understand the issues and recommendations of Staff related to policy and/or priorities. When an elected official has an inquiry or information request, it will be shared with the Mayor and all members of the City Council. The City Manager shall ensure that all City Staff recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies.
4. The Mayor and City Council may meet with City Staff upon the approval of the City Manager to discuss matters of policy, recommendations for changes in city services, and updates on the status of assigned departmental function, provided that *no direction* is

solicited or offered by the Mayor, City Council or City Staff. The results of all discussions shall be reported to the City Manager and used to create Staff recommendations for Mayor and City Council consideration. At no time shall direction, recommendations or opinions be sought, solicited or offered. The purpose is to provide information and comment only on the subject at hand. The critical balance, required by law, is to ensure the decision-making of the Mayor and City Council occurs at a public meeting, at which time the City Manager has placed the Staff recommendation before the City Council. At no time shall the comments, understanding or concerns from any one meeting be shared or extended in any manner to create or promote a serial or sequential formation of policy direction. The purpose of meetings is to aid in the drafting and development or improvement of proposed policy and policy alternatives by City Staff; and to develop recommendations based upon understanding of issues by City Staff. Soliciting opinion(s), offering direction, or stating opposition or support shall be avoided at all times to remain within the rules and laws followed by the City.

5. The City Manager will have regular meetings with the Mayor and City Council to update them on various issues confronting the City. The purpose of these meetings is to keep the Mayor and City Council informed on the general state of affairs of the City as well as various issues and priorities established by the City Manager for resolution or consideration at a future City Council meeting. The content of these regular update shall be the same for the Mayor and each City Council member and will occur in a similar timeframe. Again, no direction will be offered or solicited by any party. The purpose is for the Mayor and City Council to receive equal treatment that includes the same information and the same understanding of the affairs of the City.
6. The Mayor and City Council depend upon City Staff to provide consistent services to all residents and to respond to resident, citizen and business concerns, complaints, and opportunities as fully, consistently and expeditiously as practical. A major strength of the City's organizational culture is providing quality and consistent customer service. To that end, all inquiries shall be coordinated through a central management system within the City Manager's Office. To ensure efficient and responsive customer service to all, the City Manager's Office shall respond to the initial inquiry within two business days, except as modified by a state of emergency. All inquiries will be available to the Mayor and City Council, City Manager and Department Directors. It is the responsibility of all Department Directors to assign, monitor and ensure a response is provided in a timely manner, within the resources of the department and the cost-effective management and delivery of services, and to ensure the issue is returned to the City Manager for closure.
7. Respect the will of the entire City Council, but honor the right of each City Council member to be in a minority on any issue. City Staff will make every effort to respond professionally in a timely manner to all requests for information or assistance made by

individual City Council members. However, if a request reaches a certain stage in terms of workload, policy or priority, it may be more appropriate to make the assignment through the direction of the full City Council. If this should occur or is projected to occur based upon resources, the City Manager will prepare a communication to the City Council informing them of the situation and may include the item on a future City Council agenda for direction from the full body. It will always be the prerogative of the Mayor or individual City Council member to request a discussion at an upcoming City Council meeting and provide direction to the City Manager by the entire City Council. This guideline helps ensure that Staff resources are allocated in accordance with the direction of the full City Council. It shall be the duty of the City Manager to direct and ensure that Staff carries out the actions and directions of the Council.

8. The Mayor and City Council will depend upon City Staff and the City Manager to make independent and objective recommendations. The City Manager and Staff are expected to provide their best professional recommendations on issues, alternatives to recommendations as appropriate, and pros and cons for the recommendations and alternatives. All such recommendations shall first consider the law; then existing or proposed City Ordinances, Resolutions and/or Administrative Policies; then the best practices of the field of study pertaining to the issues, the available resources, and best interests of the City. Sometimes, Staff may make recommendations that will be unpopular with the public, other governmental agencies, or the Mayor and City Council. However, the City Manager and City Staff respect the role of the Mayor and City Council as the policy makers and final decision-makers for the City and understand the Mayor and City Council must consider a variety of opinions and community values in their decision-making process. It is the express intent of the City Council that their directions and actions are carried out by City Staff to the best of their ability without prejudice. The purpose here is to restrict the final authority of the City's governance to the Mayor and City Council as the elected representatives of the City. Conversely, the City Manager is the final authority of the City Staff to the elected officials on all matters placed before the full Council.
9. The City Manager and City Staff are supporters and advocates of adopted City Council policy and priorities. Whether or not it was the recommendation of the City Manager or City Staff, City Staff will always and consistently strongly support the adopted actions of the City Council. In doing so, it is understood this may concern the members of the City Council who voted in the minority on controversial issues. This guideline is intended to honor the role of the full City Council in deciding these issues, and it is the duty of the City Manager and City Staff to carry out the direction of the City Council.

10. Finally, the Mayor and City Council, the City Manager, and City Staff, within their respective roles, shall refrain from publicly criticizing any individual employee or elected official. Criticism is differentiated from questioning facts or the opinion of an elected official, the City Manager and City Staff. The purpose here is to ensure a fundamental voice of each party in the free practice of City governance by focusing on the issues confronting the City and not upon the opinions or beliefs of any individual. The Mayor and City Council should comment to the City Manager on the performance of the City Manager and/or City Staff.

These guidelines shall be followed by all City Staff in consideration of the laws of this nation, state and city, with particular emphasis on compliance with the Open Meeting Law, California Ethics in Government Law, and the City of Greenfield Code of Ordinances. They are intended to serve as the basis for cooperation in the communications used in common day-to-day operations of the City.

BUDGET AND FINANCIAL IMPACT:

There is no financial impact for adopting and following these guidelines. However, as City Manager, I strongly believe there is a substantial negative financial impacts on the community when operations of the City are being commanded and directly, formally and informally, by two or more people, each claiming legal authority over the same city employees, operations and process.

REVIEWED AND RECOMMENDED:

During my thirty years of public service, I have often been asked why a community would hire a man or woman, unelected by the community, to direct the affairs of city government and assume the role of a city manager? Many city managers answer the question by discussing their education and training in public administration and finance. And, while these two elements are of critical importance to professionally administering the affairs of government, most experienced city managers will in fact cite their commitment to the International City Manager Association Code of Ethics as the most important reason why City Managers are hired*and fired* to manage the affairs of cities all across this nation.

As a credentialed City Managers, and a member of the ICMA, the most important value I brought to Greenfield in 2012 was an absolute commitment to govern my personal and professional conduct consistent with twelve ethical tenets. Collectively, they are the most important reasons city manager are entrusted to exercise the great authority of government. They are the life blood of our profession and reason why communities hire outside professionals to do the critically important job of local government.

These tenants are:

City Manager Communication Guidelines
Susan A. Stanton, ICMA-CM

- **Tenet 1:** Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
- **Tenet 2:** Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant
- **Tenet 3:** Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- **Tenet 4:** Recognize that the chief function of local government at all times is to serve the best interests of all people.
- **Tenet 5:** Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
- **Tenet 6:** Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
- **Tenet 7:** Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
- **Tenet 8:** Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
- **Tenet 9:** Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- **Tenet 10:** Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- **Tenet 11:** Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
- **Tenet 12:** Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Asking the City Council to adopt these communication guidelines, and committing to comply with the principals outlined in this document, will be the most important contribution I make to Greenfield as your City Manager.

CONSEQUENT ACTION:

Incorporation into the City Council Rules of Protocol.

POTENTIAL MOTION:

**I MOVE TO APPROVE/DENY CITY MANAGER COMMUNICATIONS GUIDELINES
AND DIRECT THE CITY CLERK TO INCORPORATE IN THE CITY COUNCIL
RULES OF PROTOCOL.**



City Council Memorandum

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www.ci.greenfield.ca.us

MEMORANDUM: July 22, 2016

AGENDA DATE: July 26, 2016

TO: Mayor and City Council

FROM: Leah Santibanez, Councilmember
Raul Rodriguez, Mayor Pro Temp

TITLE: PERFORMANCE OF MAYOR HUERTA

BACKGROUND:

The Mayor is the official head of the City of Greenfield for all ceremonial purposes. The official duties of Mayor are as follows:

- Presiding officer at all Council meetings
- Vote on all matters but does not possess any veto power.
- State every question coming before the Council, call for a vote, and announce the decision of the Council.
- Signs all ordinances and the approved minutes for all City Council meetings.
- Execute any documents as directed by vote of the Council
- Makes appointments to all commissions and committees, with the approval of a majority of the City Council

Like other members on the Council, the Mayor does not exercise any administrative powers or oversight over any department, operation, city function, or process nor is the Mayor authorized to provide any direction to any city employee, agent of the City or department director. Unlike Strong Mayor forms of government, the City Manager is the administrative head of the government of the City under the direction and control of the City Council. The City Manager, and not the Mayor, is responsible for the efficient administration of all the affairs of the City which are under her control. As set out in our City code, the City Council **and its members must** deal with the administrative services of the City only through the City Manager. Neither the City Council nor any member has any authority to give orders to **any** subordinates of the City Manager. The City Manager takes her orders and instructions from the City Council only when

sitting in a duly held meeting of the City Council and no individual Councilmember shall give orders or instructions to City Manager.

During the past month, both of us believe other members of this Council, have received repeated complaints from residents and anonymous employees about the improper involvement of the Mayor in the administration of city government and in providing improper directives to the City Manager. These allegations are serious and troubling. I believe it is imperative for the Council to discuss these concerns with Mayor John Huerta and determine, if appropriate or justified, to initiate a formal investigation of these allegation and take appropriate actions up to and including the issues of a formal censure.

We are requesting the Council discuss this matter immediately.