

CITY COUNCIL

Larry Domenighini, Mayor
Gary L. Hansen, Vice Mayor
Lawrence Mello, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, March 24, 2015

7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff).
 - a) Consider acceptance, by motion, of City Council March 24, 2015 Agenda.
5. Presentations & Proclamations: None Scheduled
6. Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Checking, Payroll Checks & Payroll Direct Deposit.
 - b) Consider approval of the City Council Regular Meeting Minutes for February 24, 2015.
 - c) Consider approval of the City Council Regular Meeting Minutes for March 10, 2015.
8. Public Hearings: *(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).* – None Scheduled
9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:

11. New Business:

- a) Consider accepting the Annual Housing Element Progress Report and direct Staff to forward said report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code Section 65400.
- b) Consider authorizing the City Manager and Chief of Police to award the Towing and Emergency Roadside Services Contract to the lowest responsive responsible bidder, L&T Towing.
- c) Consider appropriation of \$25,000 for the repair/replacement of a 25 HP pump system for the City's Commercial Water Well from Fund 325 (Water Enterprise Fund).
- d) Consider authorizing the Mayor to sign the letter of support for the Sports Car Club of America-San Francisco Region's Used Oil Competitive Grant, 2nd Cycle Application.

12. Council Member Reports:

13. Executive Session: None

14. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before March 20, 2015.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

Period

3/5/2015 TO 3/18/2015

General Checking 28590 TO 28652

Payroll Direct Deposit Z06101 TO Z06137

Payroll Checks 33710 TO 33733

APPROVAL DATE 3/24/2015

Approved _____

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
028590	03/09/15	ABO00	STEVE ABOLD	200.00	.00	200.00	B50309	PUB. WKS. TOOL PARKS/PUB.
028591	03/09/15	ABS02	ABSOLUTE SAFETY	3768.00	.00	3768.00	2015-12	DRIVER OPERATOR 1-A
028592	03/09/15	AME02	AMERIPRIDE UNIFORM SVCS.	221.44	.00	221.44	B50305	FD STMT PER ATTACHED
				283.67	.00	283.67	2B50305	PW STMT PER ATTACHED
			Check Total.....:	505.11	.00	505.11		
028593	03/09/15	ATT01	A.T. & T.	949.54	.00	949.54	B50305	TELEPHONE EXP. JAN 2015
028594	03/09/15	BAR01	BARCELOUX BROTHERS AUTO	662.55	.00	662.55	B50309	FEB STMT PER ATTACHED
028595	03/09/15	BUR02	BURROWS OIL COMPANY	2887.85	.00	2887.85	B50309	FEB STMT PW, PD, BUILDING
028596	03/09/15	COL05	COLUSA MOTOR SALES, INC.	299.88	.00	299.88	B50305	JAN/FEB STMT PER ATTACHED
028597	03/09/15	COM16	COMCAST CABLE	140.60	.00	140.60	B50305	ADMIN INTERNET 3/1-3/28/1
028598	03/09/15	COR10	CORNING LUMBER CO., INC.	442.89	.00	442.89	B50305	FEB STMT PER ATTACHED
028599	03/09/15	GAL06	GALE	39.96	.00	39.96	608622	FEBRUARY BOOKS
				94.00	.00	94.00	632601	FEBRUARY BOOKS
			Check Total.....:	133.96	.00	133.96		
028600	03/09/15	INK01	THE INKWELL	28.86	.00	28.86	5830	PAPER-SOCCER SIGN-UPS
				87.54	.00	87.54	5919	PAPER BINDING
				161.09	.00	161.09	5967	ULTRA INK
				2.56	.00	2.56	6122	PAPER CLIPS
				28.86	.00	28.86	6205	RIBBON
			Check Total.....:	308.91	.00	308.91		
028601	03/09/15	INT17	INTERSTATE BATTERIES OF T	558.79	.00	558.79	004808	PARK GOLF CART
				404.04	.00	404.04	038437	PARK GOLF CART PUMP
			Check Total.....:	962.83	.00	962.83		
028602	03/09/15	ITF01	INDUSTRIAL TRUCK & FARM	-80.54	.00	-80.54	12805C	SPRAY RIG CREDIT
				89.35	.00	89.35	425884	SPRAY RIG
				25.66	.00	25.66	543591	SPRAY RIG
			Check Total.....:	34.47	.00	34.47		
028603	03/09/15	JON01	JONES & MAYER	131.00	.00	131.00	71225	208 N SACRAMENTO
				221.00	.00	221.00	71226	245 N PLUMAS
				198.50	.00	198.50	71227	329 N SACRAMENTO
			Check Total.....:	550.50	.00	550.50		
028604	03/09/15	KN100	LORALEE KNIGHT	107.75	.00	107.75	B50305	MILEAGE REIMBURSEMENT
028605	03/09/15	KRU02	LEONARD G. KRUP	90.00	.00	90.00	23030	PROFESSIONAL SERVICES FEB
				225.00	.00	225.00	23031	KUWATA VS CITY OF WILLOWS
			Check Total.....:	315.00	.00	315.00		
028606	03/09/15	MAL02	CHRIS MALONE	110.00	.00	110.00	B50305	OFFICIATE BOYS TOURNAMENT
028607	03/09/15	MAN04	KAREN MANTELE	23.90	.00	23.90	B50309	REIMBURSEMENT FOR GRANT B
028608	03/09/15	MAT01	MATSON & ISOM TECHNOLOGY	360.00	.00	360.00	21815	CITY COUNCIL OFFICE 360 L
				70.33	.00	70.33	21824-IN	POSTAGE METER DROP LINE
			Check Total.....:	430.33	.00	430.33		
028609	03/09/15	MCD01	MCDONALD'S ELECTRIC STORE	93.44	.00	93.44	22854	PARK BATHROOMS
028610	03/09/15	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	1069668	CYLINDER RENTAL FEB
028611	03/09/15	PGE01	PG & E	9065.33	.00	9065.33	B50305	P.G. & E. 1/15-2/13/15
028612	03/09/15	QUI01	QUINCY ENGINEERING	12108.12	.00	12108.12	12988	N BUTTE & SACRAMENTO REHA
				12277.50	.00	12277.50	13119	N BUTTE & N SACRAMENTO RE
				2685.00	.00	2685.00	13275-0	N BUTTE & N SACRAMENTO ST
			Check Total.....:	27070.62	.00	27070.62		
028613	03/09/15	SIE05	SIEMENS INDUSTRY INC.	760.50	.00	760.50	0006425	STREETLIGHT REPAIR

REPORT.: Mar 09 15 Monday
 RUN...: Mar 09 15 Time: 15:16
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 03-15 Bank Account.: 1050

PAGE: 002
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
028614	03/09/15	STA01	STANDARD INSURANCE CO.	808.55	.00	808.55	B50305	LIFE INSURANCE
028615	03/09/15	THA01	THAT'S ENTERTAINMENT	400.00	.00	400.00	B50305	COURTNEY LYNN 6/27/15
028616	03/09/15	USB02	US BANK	815.59	.00	815.59	216853	EQUIP. MAINT.
028617	03/09/15	USB04	U.S. BANK CORPORATE PAYME	1068.50	.00	1068.50	B50305	FEBRUARY STMT PER ATTACHE
028618	03/09/15	VCS00	VIGILANT CANINE SERVICES	250.00	.00	250.00	1953	CANINE SERVICE MAINTENANC
028619	03/09/15	VER02	VERIZON WIRELESS	513.10	.00	513.10	B50309	TELEPHONE EXP. 1/27-2/26/
028620	03/09/15	WIL17	WILLDAN	4834.38	.00	4834.38	007-11894	PLANNING SERVICES THROUGH
028621	03/09/15	WILHD	WILLOWS HARDWARE, INC.	643.04	.00	643.04	B50309	FEB STMT PER ATTACHED
028622	03/09/15	WILHI	WILLOWS ACE HARDWARE	115.53	.00	115.53	B50305	FEB STMT PER ATTACHED
Cash Account Total.....:				59308.65	.00	59308.65		
Total Disbursements.....:				59308.65	.00	59308.65		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
028624	03/16/15	BEN00	BEN'S TRUCK & EQUIPMENT,	2850.00	.00	2850.00	B75237	NON-HAZARDOUS WATER TRANS
028625	03/16/15	COA00	COASTLAND CIVIL ENGINEERI	345.00	.00	345.00	37057	WILLOWS LLAD THROUGH 2/28
				862.90	.00	862.90	37086	TRACTOR SUPPLY THROUGH 2/
				6751.25	.00	6751.25	37091	WILLOWS SR APTS THROUGH 2
				611.15	.00	611.15	37093	CAL WATER DRINKING WATER
				1841.25	.00	1841.25	37094	SACRAMENTO BUTTE RECONSTR
				49.52	.00	49.52	37095	MORGAN CAR WASH THROUGH 2
				179.82	.00	179.82	37100	CONTERRA BROADBAND THROUG
				3421.25	.00	3421.25	37125	TEHAMA ST RECONSTRUCTION
			Check Total.....:	14062.14	.00	14062.14		
028626	03/16/15	COM16	COMCAST CABLE	48.70	.00	48.70	B50316	PD INTERNET 3/7-4/6/15
028627	03/16/15	CUM01	CUMMINS PACIFIC	4.56	.00	4.56	31187	WASHER/SEAL WFD E-14
028628	03/16/15	DAY02	DAY WIRELESS SYSTEMS (04)	29.03	.00	29.03	374509	RADIO SERVICE #6
028629	03/16/15	EVE00	EVERGREEN NOTE SERVICING	50.00	.00	50.00	B50316	FEBRUARY STMT
028630	03/16/15	GAM01	GANDY-STALEY OIL CO.	513.70	.00	513.70	B50316	FEBRUARY STMT PER ATTACHE
028631	03/16/15	GLE05	GLENN CO. FLEET SERVICES	2425.24	.00	2425.24	FL1544	FEBRUARY VEHICLE RENTAL &
028632	03/16/15	GLE41	GLENN CO. ROP PRINTING	45.15	.00	45.15	3836	PRINTING-HOT SUMMER NIGHT
028633	03/16/15	INK01	THE INKWELL	37.48	.00	37.48	487742	SHIPPING HOME PROG
				11.97	.00	11.97	487743	SHIPPING PTA
				15.32	.00	15.32	830213	SHIPPING PD
				10.65	.00	10.65	830220	SHIPPING PD
			Check Total.....:	75.42	.00	75.42		
028634	03/16/15	NAT26	NATIONAL FIRE SYSTEMS, IN	90.00	.00	90.00	37115	MAINTENANCE/INSPECTION CI
028635	03/16/15	NOR18	NORTHERN CALIF. GLOVES	433.84	.00	433.84	179005	SEWER MISC SUPPLIES
				215.19	.00	215.19	179005 B	GLOVES PARKS
			Check Total.....:	649.03	.00	649.03		
028636	03/16/15	PGE01	PG & E	25.75	.00	25.75	B50316	P.G. & E. 2/5-3/6/15 1600
028637	03/16/15	PLA00	PLAY IT AGAIN SPORTS	335.38	.00	335.38	10322	MEN'S FAST PITCH SUPPLIES
028638	03/16/15	SEV00	SEVERN TRENT ENVIRONMENTA	316.00	.00	316.00	2077420	WILLOWS WASTEWATER PTA JA
				47918.15	.00	47918.15	2077487	WILLOWS OPERATIONS FEB 20
				190.00	.00	190.00	2077555	WILLOWS WASTEWATER PTA JA
				47918.25	.00	47918.25	2077925	WILLOWS OPERATION MARCH 2
			Check Total.....:	96342.40	.00	96342.40		
028639	03/16/15	SHE01	SHELBY'S PEST CONTROL	33.00	.00	33.00	C1933-7	BUILDING MAINT FIRE DEPAR
028640	03/16/15	VOID	VOIDED CHECK					
028641	03/16/15	VOID	VOIDED CHECK					
028642	03/16/15	VOID	VOIDED CHECK					
028643	03/16/15	VOID	VOIDED CHECK					
028644	03/16/15	VAL14	VALLEY TRUCK & TRACTOR CO	38.21	.00	38.21	505047	BELT SET JD MOWER
028645	03/16/15	WIL00	WILLOWS AUTOMOTIVE	120.40	.00	120.40	6326	REPAIR #37 STUMPER
028646	03/16/15	WIL17	WILLDAN	5713.83	.00	5713.83	15220	INSPECTION SERVICES THROU
			Cash Account Total.....:	123451.94	.00	123451.94		
			Total Disbursements.....:	123451.94	.00	123451.94		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: Mar 18 15 Wednesday
 RUN....: Mar 18 15 Time: 08:16
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 03-15 Bank Account.: 1050

PAGE: 001
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
028648	03/18/15	CFS01	CFSA	155.00	.00	155.00	B50317	HOT SUMMER NIGHTS 6/27/15
028649	03/18/15	EXE01	EXECUTIVE INN	1425.00	.00	1425.00	B50317	ICI COURSE MOTEL
028650	03/18/15	FED00	FEDEX	16.96	.00	16.96	26308	SHIPPING EXPENSE
028651	03/18/15	GLE18	GLENN COUNTY FAIRGROUNDS	600.00	.00	600.00	B50317	HOT SUMMER NIGHTS 6/27/15
028652	03/18/15	STO00	MICHAEL STOVER	300.00	.00	300.00	B50317	ICI COURSE PER DIEM
Cash Account Total.....:				2496.96	.00	2496.96		
Total Disbursements.....:				2496.96	.00	2496.96		

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

February 24, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Domenighini led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.

Absent: None

4. **Agenda Review:**

- a) Council Member Mello requested that item 11(c) entitled "Consider approval of recommendations of the subcommittee report on Chamber of Commerce funding request methodology" be removed from the agenda and placed on a future agenda. **M/S - Yoder/Hansen** to approve the February 24, 2015, City Council Agenda as amended. The motion unanimously passed.

5. **Presentations & Proclamations:**

Tarah Henrie, Manager of Water Quality for California Water Service Company, provided an update to the Council on the Chromium 6 treatment initiative and available grant funding to help mitigate some of the financial impacts of the treatment processes in the Cal Water District Service areas.

6. **Public Comment/Written Communications:**

- Rose Marie Thrailkill reported to the Council that the new 2015 Business Directory put together by the Chamber of Commerce has been completed and mailed out to 4128 residences/businesses and 489 have been placed in hotel & motel rooms in Willows. She also distributed the directories to the Council and the City Clerk to give out at City Hall.
- Jamie Millen, Chamber of Commerce President, presented a Chamber of Commerce 2015 Honorary Membership Plaque to the Council.

7. **Consent Agenda:**

M/S – Hansen/Mello to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved:

- a) Approval of General, Payroll & Direct Deposit Check Registers (28459-28543; Z06001-Z06067; 33628-33665).
- b) Approval of City Council Minutes of the December 9, 2014 regular meeting.

- c) Authorize City Staff to seek bids in conjunction with City Tow Services Contract; currently set to expire March 28, 2015.

8. **Public Hearings:** None

9. **Ordinances:** None.

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

- The City Manager reminded the Council that he would be out of state from March 3 to March 25 and Finance Director Tim Sailsbery would be the City Manager Pro Tempore during his absence.

11. **New Business:**

- a) Consideration of Façade Improvement Funding approval in an amount not-to-exceed \$6661.00 for a project located at 311 N. Butte Street owned by Ben & RaeAnn Titus:

On October 28, 2014 the City Council heard a request for reimbursement of Downtown Façade Improvement funding from Ben and RaeAnn Titus to complete plaster/stucco, painting, signage and landscaping at their property located at 311 North Butte Street in the Central Commercial zoning district. The Council adopted a resolution for funding this eligible work, with stipulations that any reimbursement shall be contingent upon full approval from the Greater Willows Improvement League (GWIL) regarding paint color options, and that all programmatic rules, regulations and procedures of Administrative Staff have been satisfied regarding signage. The Council recommended if the applicants could not satisfy the stipulation on paint color options that they should resubmit a modified application for the other project work.

Subsequently the applicants have since modified their application for funding under this program and have resubmitted an application requesting 50% reimbursement for plaster/stucco and landscaping work for a total project cost of \$13,322. The GWIL Board of Directors have completed their full review of the modified application and recommend approval of the application. Under the current program criteria, a qualifying project could seek funding of 50% of the expended project costs. The type of work under this project qualifies for funding.

The adoption of the resolution before the Council will commit the City to \$6,661 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution.

Staff is recommending adoption of the resolution approving the use of Façade Improvement Funds to reimburse/assist Ben & RaeAnn Titus with these improvements to their businesses not to exceed a total of \$6,661.

M/S – Yoder/Hansen to adopt a Resolution approving the use of downtown Façade Improvement funds for Ben & RaeAnn Titus, owners of an existing commercial building located at 311 North Butte Street. The motion unanimously passed.

- b) Consider adoption of a Resolution authorizing City Staff to submit a Grant Application to the Federal Development Administration in an amount not to exceed \$3,500,000 for Infrastructure Development in conjunction with the North Valley Commercial Center (i.e. South Willows Business Park):

Staff recommends that the City Council adopt a Resolution, authorization Staff to submit a 2015 Economic Development Assistance Programs funding application in support of the proposed Infrastructure Development Requirements at the North Valley Commercial Center/Basin Street Properties Project in South Willows.

3CORE on behalf of the City of Willows, in partnership with Basin Street Properties have been investigating funding opportunities in support of the necessary infrastructure improvements; including Highway 99 traffic accommodations, bridge work necessary to access the business park, main street/entry-way highway, frontage improvements, as well as water, sewer and associated improvements to commence development of the North Valley Commercial Center Project.

Under this newly announced Federal Funding Opportunity, US Economic Development Assistance programs solicit applications from agencies in rural and urban areas to provide investments that support construction, non-construction, technical assistance, and revolving loan fund projects under EDA's Public Works and Economic Adjustment Assistance programs. Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities.

In preliminary communications with the EDA Representatives in our Region, the Basin Street Project, in conjunction with partnership efforts involving the City of Willows, California Water Service Company, and Glenn County Economic Development Steering Committee, would meet several of the funding criteria established for this grant funding opportunity. Several of the Investment Priorities identified with this project include:

Collaborative Regional Innovation

1. Initiatives that support the development and growth of innovation clusters based on existing regional competitive strengths. Initiatives must engage stakeholders; facilitate collaboration among urban, suburban, and rural (including tribal) areas; provide stability for economic development through

long-term intergovernmental and public/private collaboration; and support the growth of existing and emerging industries

2. Public/Private Partnerships

Investments that use both public and private sector resources and leverage complementary investments by other government/public entities and/or nonprofits.

3. National Strategic Priorities

Initiatives that encourage job growth and business expansion related to advanced manufacturing; information technology (e.g., broadband, smart grid) infrastructure; communities severely impacted by automotive industry restructuring; urban waters; natural disaster mitigation and resiliency; access to capital for small, medium-sized, and ethnically diverse enterprises; and innovations in science and health care.

4. Environmentally-Sustainable Development

Investments that promote job creation and economic prosperity through projects that enhance environmental quality and develop and implement green products, processes, places, and buildings as part of the green economy. This includes support for energy-efficient green technologies.

5. Economically Distressed and Underserved Communities

Investments that strengthen diverse communities that have suffered disproportionate economic job losses and/or are rebuilding to become more competitive in the global economy.

Eligible applicants for EDA financial assistance under the Public Works and Economic Adjustment Assistance programs include a(n): (i) District Organization of a designated Economic Development District; (ii) Indian Tribe or a consortium of Indian Tribes; (iii) State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; (iv) institution of higher education or a consortium of institutions of higher education; or (v) public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

The next available funding cycle deadline is **March 12, 2015** for funding cycle 2 of FY 2015; to be considered during a particular funding cycle, completed applications must be validated and time-stamped by Grants.gov by 11:59 p.m. Eastern Time on the applicable funding cycle deadline. Eligibility requirements include a Resolution of the Local Agency Legislative Board acknowledging the application submittal and the matching funds requirements if the application process is successful. Staff is recommending approval of the required Resolution and authorizing submittal of necessary application materials and authorizing the City Manager or his designee(s) to execute, in the name of the applicant, all the required documents.

None at this time, future funding is contingent upon successful application for Federal Funding Opportunity, US Economic Development Assistance programs. When successful, the City of Willows would become responsible for the "Matching Funds" portion of project funding; contingent upon the level of grant authorized under the program. The City of Willows has sufficient available funding to accommodate these requirements as necessary.

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a 2015 Economic Development Assistance Programs funding application in support of the proposed Infrastructure Development Requirements at the North Valley Commercial Center/Basin Street Properties Project in South Willows.

M/S – Yoder/Hansen to adopt a Resolution of the City Council of the City of Willows authorizing submittal of an application to the US Economic Development Administration for funding under the Economic Development Assistance Program; and if selected, the execution of any standard agreement, any amendments thereto, and of any related documents necessary to participate in the EDA funding program opportunity ending March 12, 2015,. The motion unanimously passed.

- c) Removed from the agenda under item #4 (Agenda Review) at the request of Council Member Mello who asked that it be placed on a future agenda for discussion and/or possible action by the Council.

12. Council Member Reports:

- Council Members Hansen and Yoder gave an update on the most recent Public Safety Subcommittee Meeting about ambulance services in the City of Willows. Council Member Yoder also stated that there was some discussion about resurrecting looking into centralized dispatch which is a topic that has been discussed for over 20 years without any success or satisfactory conclusions.
- Council Member Hansen gave an update on the latest Glenn County Transit & Transportation Meetings.
- Mayor Domenighini announced that the library would be hosting an open house on April 7 from 3:00 p.m. to 7:00 p.m. and encouraged people to attend. He also gave a report on the latest LAFCO meeting.

13. Closed Session: None

14. Adjournment: Mayor Domenighini adjourned the meeting at 8:55 p.m.

Dated: February 27, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

March 10, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Williams led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.
Absent: None
4. **Agenda Review:**
 - a) **M/S - Yoder/Hansen** to approve the March 10, 2015, City Council Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:**
 - Barbara LaDoucer of the American Legion Auxiliary announced that the year 2015 is the 100 year anniversary of the United States Navy and it is also the 50 year anniversary of sending American ground troops to the Vietnam War.
 - Police Officer Kelly Kuwata announced that on June 27 there will be a benefit concert held at the Glenn County Fairgrounds in Orland with the proceeds of the event to go toward the Willows Police Department K-9 fund. Tickets are \$20.00 for adults and \$10 for children. Among the artists that will be performing are Charley Jenkins, Ry Bradley, Chad Bushnell & Courtney Lynn.
7. **Consent Agenda:**

M/S – Yoder/Hansen to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved:

- a) Approval of General, Payroll & Direct Deposit Check Registers (28545-28588; Z05058-Z06100; 33666-33709).
- b) Approval of City Council Minutes of the January 13, 2015 regular meeting.
- c) Approval of City Council Minutes of the January 27, 2015 regular meeting.
- d) Adoption of a Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District and direct the preparation of the Annual Engineer's Report for FY 2015-16.

- e) Approval of appropriations as directed by the Council at the mid-year budget review meeting on February 19, 2015.

8. **Public Hearings:** None

9. **Ordinances:** None.

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:** None

11. **New Business:** None

12. **Council Member Reports:** None

13. **Closed Session:** None

14. **Adjournment:** Mayor Domenighini adjourned the meeting at 7:06 p.m.

Dated: March 10, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

March 24, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Annual Housing Element Progress Report for period from April 1, 2014 to March 31, 2015

RECOMMENDATION

Review and accept the Annual Housing Element Progress Report and direct Staff to forward to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code Section 65400

Project Description:

Section 65400 of the State of California Code requires that cities evaluate and annually report to the Office of Planning and Research and the Department of Community Development, the status of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (*which this planning period covers from January 1, 2014 to June 30, 2019*), and efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing.

Analysis:

The City adopted its General Plan in 1981 and has not updated the General Plan since. However a major revision to the Land Use Element was completed in 1987 with the annexation of land, also some revisions to the Element and Land Use Map took place in 2000, an updated Housing Element in 2005 and 2010, and most recently the current 2014-2019 Housing Element Update.

The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for their final 90 day review/approval. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

Other General Plan Elements include Open Space (1981), Conservation (1981), Circulation (1981), Safety (1974), Seismic (1974), Noise (1974), and Scenic Highways (1974). At this time the City has no plans in the near future to update their General Plan.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (Glenn County for Willows) based upon information provided by the State Department of Housing and Community Development (HCD) and the Department of Finance (DOF)

This report is within the planning period for the city (2014-2019). The following table- taken from the adopted Housing Element - prescribes how many units the City of Willows must plan for at varying levels of affordability broken into income categories.

TABLE 34: 2014–2019 REGIONAL HOUSING NEEDS ALLOCATION

Household Income Level	Units	Percentage	Units Permitted Since 1/1/2014	Remaining RHNA
Extremely Low	7	11.1%	0	7
Very Low	8	12.7%	49 ¹	0
Low	11	17.5%	0	11
Moderate	11	17.5%	0	11
Above Moderate	26	41.3%	0	26
Total	63	100%	49	

Source: County of Glenn County Regional Housing Needs Allocation 2014–2019

Notes: ¹ 49-unit senior housing complex with income restrictions established at 45% of AMI or less.

The attached Annual Element Progress Report includes the Programs detailed in the adopted Housing Element report which the City will undertake over the next five years

ENVIRONMENTAL

This General Plan Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306.

FINANCIAL CONSIDERATIONS

None

ALTERNATE ACTIONS

No alternatives are recommended.

STAFF RECOMMENDATION:

That the Planning Commission review the General Plan Annual Report, and by motion, forward the report with any amendments, to the City Council, and thereafter to the Governor’s Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b)(2).

RECOMMENDATION

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by:

Steve Holsinger
City Manager

Attachments:

1. Annual Housing Element Progress Report (HCD forms)
2. Full list of HE programs

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §8202)**

Attachment 1
Page 1 of 3

Jurisdiction: City of Vallejo
Reporting Period: 4/1/2014 - 3/31/2015

Table A

**Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects**

Project Identifier (City or State, County, and Address)	Unit Category	TDRUC Component Code	Affordable by Tenured Income				Total Units for SFCD	SFCD Units	Housing with Financial Assistance and/or Land Subsidies		Housing as a result of Financial Assistance or Land Subsidies
			Very Low Income	Low Income	Moderate Income	Above Moderate Income			Section 8	Other Programs (USC SFCD)	
1	2	3	4	5	6	7	8	9	10	11	
(U) Total of Moderate and Above Moderate Ten Units							0	0			
(U) Total by Income Table 2.13							0	0		11	

* Note: These facts are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6222)

Attachment 1
 Page 2 of 5

Jurisdiction: City of Willow
 Reporting Period: 4/1/2014 - 3/31/2015

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 85503.1(c)(1)

* NOTE: Units may be entered as either new or existing program. The program element to be utilized to preserve or acquire units is also indicated a portion of a project's total units. For example, if a project is 100% GC Section 85503.1(c)(1)

Activity Type	Acquired by Funded Program				(4) The "number of new units" reported for each unit consists with subsection (3) of element 1.2 of Chapter 128B Section 85503.1
	3 (a) Homeless Shelter	3 (b) Homeless Shelter	3 (c) Homeless Shelter	3 (d) Other	
(1) Rehabilitation/Preserve					
(2) Preservation/Units Acquire					
(3) Acquisition of Units					
(5) Total Units by Program	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual Building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

No. of Units Permitted for Moderate	No. of Units Permitted for Above Moderate					Total	Number of Infill Units
	1. Single Family	2. 2-4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes		
						6	
						7	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §8202)

Attachment 1
Page 5 of 5

Jurisdiction: City of Wilkes
 Reporting Period: 4/1/2014 - 3/31/2015

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Eligible Under Year starting with the indicator of the RHYA allocation price. See Example.	Income Level	Builds Allowed by Income Level	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total Units to Date (all years)	Total Units Remaining to be Issued
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9					
Very Low	LESS Than Median Regional Wage	16													16	0
Low	Median Regional Wage	11													11	0
Medium	Greater Than Median Regional Wage	11													11	0
Other	Other	25													25	0
Total RHYA Allocation			62											62	0	

Note: Units starting with the indicator of the RHYA allocation price are included in the very low, low, medium, and high categories.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §9202)

Attachment 1
 page 4 of 25

Jurisdiction: City of Wilson
 Reporting Period: 4/1/2014 - 3/31/2015

Table C

Program Implementation Status

Program Description (By Housing Element Program Name)	Objective	Timeline in H.E.	Status of Program Implementation
ID-1.1	Formulate and submit budget of funds for residential	by development on going	
ID-1.3	Use LRA process	start time on going	
ID-1.4.3	Apply for CLUED alternatives	on going	
ID-1.4.5		start time	Develop Intermodal procedure by June 2015
ID-1.4.6	Encourage dev of affordable housing	start time	Develop Intermodal procedure by June 2015
RC-1.2.1	Coordinate with other cities for affordable housing	start time	Review other cities in Santa Clara for new focus on housing
RC-1.3.1	Review EHO's	start time	Amend ZC to allow for higher household sizes for family det
HC-1.1.3	Review Zoning & Jane Jan Map	start time	Establish Final Housing Opp Program by Dec 2015
ID-1.2		start time	Amend ZC by June 2015
			PC to discuss review of during planning period

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(COP Title 25 §8202)

Jurisdiction City of Williams
Reporting Period 4/1/2014 - 3/31/2015

General Comments:

LIST OF PROGRAMS

Program#	Program Action	Timeframe	Status
HD-1.1.1	Continue to monitor the available residential land in the city to ensure adequate sites are available for the development of housing. The City will consider partnering with a developer interested in developing affordable housing and/or housing for seniors or persons with disabilities, to provide financial assistance (as funding is available).	As developers approach the City and as funding is available	
HD-1.1.2	Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas	As developers approach the City and as funding is available	
HD-1.1.3	Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts. In the interim, between Housing Element adoption and the revision of the Zoning Ordinance, the City shall allow a density of 16-30 units in the R-3 and R-P zoning districts in order to be consistent with the General Plan densities for those corresponding land use designations. Additionally, the City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis as required by state law	Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually.	
HD-1.2.1	The City Planning Commission will meet at least twice during the 2014-2019 planning period to review the City zoning map and land use map with consideration of meeting future housing needs. Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas. The City will continue to participate in the monthly joint meetings of the Glenn County Board of Supervisors and the two City Councils (Willows and Orland.	Attend monthly meetings and review the zoning and land use maps twice during the planning period.	
HD-1.3.1	*The City's architectural design review process applies to all zoning districts in the city. Two specific areas of the city have overlay design guidelines, the "Historic Downtown" and "Wood Street." There guidelines are used to preserve historic design characteristics and guide future design to create buildings worth preserving. The City will continue to offer pre-application consultations for interested developers and make available public information handouts for each entitlement	Ongoing, as projects are processed through the Planning Department	
HD-1.4.1	Assist in the development of affordable housing by continuing to work with entities such as Self-Help Housing and CHIP Housing in support of the application for funds and the identification of appropriate sites for potential development of units affordable to extremely low-, very low-, and low-income households. Grants that the City will apply for (when available) in the future include HOME and CDBG	Annually apply for funds as NOFAs are released.	

	General Allocation funds		
HD-1.4.2	Continue to support the emergency housing program operated by the Glenn County Human Resource Agency, which provides emergency shelter for all Glenn County residents provided certain requirements are met, and support the provision of transitional housing. The City will continue to facilitate coordination between city residents in need and the services provided through the County program. Specifically, persons needing emergency shelter are provided contact information for the County Office of Emergency Services.	Ongoing, 2014–2019.	
HD-1.4.3	Expand homeownership opportunities for very low- and low-income and first-time homebuyers through the use of CDBG General Allocation funds as they become available	Apply for CDBG allocations annually	
HD-1.4.4	Glenn County recently conducted a senior housing needs assessment to identify the existing and future housing needs of senior citizens. According to this survey, Willows could support a small project that provides a continuum of care, with a combination of independent housing, assisted living, and memory care. The City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independence. Possible incentives may include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding.	2014–2019. Offer incentives on an ongoing basis as developers show interest in developing senior housing	
HD-1.4.5	Continue to work with housing providers to ensure that special housing needs are addressed for seniors, large families, female-headed households with children, persons with disabilities and developmental disabilities, extremely low-income households, and homeless individuals and families. The City will seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs. The City will promote market-rate and affordable housing sites, housing programs, and financial assistance available from the city, county, state, and federal governments by developing and informational brochures discussing housing opportunities in the City and providing this information at City Hall and City Planning Department. In addition, as appropriate, the City will apply for or support others' applications for funding under state and federal programs designated specifically for special needs groups.	<i>Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015</i>	
HD-1.4.6	Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new	Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter.	

	lower-income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually. As funding becomes available, the City will prioritize a portion of the funds to encourage the development of housing (i.e., SROs) for extremely low-income households. In addition, the City will consider incentives or regulatory concessions to encourage the development of SROs as new development is proposed in the City.	Prioritize a portion of the funds, based on the monitoring analysis, as funding is available	
EC-1.1.1	Promote and encourage the "weatherization" program administered by the Glenn County Human Resource Agency and funded by Pacific Gas and Electric	Ongoing, 2014–2019, and as funding is available.	
EC-1.1.2	Continue to support the energy audits free to all homes located within the city limits.	Ongoing, 2014–2019, and as funding is available.	
EC-1.2.1	Encourage use of solar energy considerations in new residential construction.	Ongoing, 2014–2019, and as projects are processed through the Planning Department	
MI-1.1.1	Apply for rehabilitation funding as funding becomes available through the CDBG and HOME programs. When funding is obtained, the City will make information regarding the program available at City Hall and at the Glenn County Human Resource Agency.	2014–2019. Annually apply for CDBG, HOME, and other state and federal funding	
MI-1.2.1	Continue code enforcement of the Housing, Electrical, and Fire Prevention Codes and Health and Safety Regulations by appropriate City departments	Ongoing, 2014–2019	
RC-1.1.1	Periodically reexamine the Zoning Ordinance (e.g., every two years) for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations.	Biannually, 2014-2019.	
RC-1.2.1	Survey other cities in the Glenn County area to ensure that local development fees do not become a constraint on housing production.	Survey by December 2016.	
RC-1.3.1	In order to fully comply with SB 2 (Cedillo), amend the Zoning Ordinance to allow transitional and supportive housing in all zones allowing residential uses and require no conditions other than those conditions identified for residential uses in those zones	Amend Zoning Ordinance by 2015.	

RC-1.3.2	In order to comply with state housing law, amend the Zoning Ordinance to remove any references limiting household sizes for the definition of "Family."	Amend Zoning Ordinance by June 2015.	
EO-1.1.1	In coordination with the Glenn County Human Resource Agency, establish an Equal Housing Opportunity Program. This program will disperse information on fair housing laws, refer tenant complaints on discrimination, and act as a tenant advocacy organization. The information will be distributed to and displayed at City Hall, the Glenn County Human Resource Agency, local community and senior centers, the Glenn County Public Works Department, and the public library in Willows. Translators for Hmong, Laotian, and Spanish languages are available to City staff if needed.	Establish Equal Housing Opportunity Program by December 2015.	

March 19, 2015

AGENDA ITEM

TO: Willows City Council
VIA: Steve Holsinger, City Manager
FROM: Jason Dahl, Chief of Police
SUBJECT: Awarding of Towing and Roadside Services Contract

RECOMMENDATION

To authorize, by motion, for the City Manager and Chief of Police to award the Towing and Emergency Roadside Services Contract to L&T Towing.

SITUATION (or BACKGROUND)

The City of Willows tow services contract is set to expire on March 28, 2015. The City sought out RFP's for a tow and roadside services contract to begin at the conclusion of the current contract. The City of Willows received two RFP's for the contract. The bids were submitted by L&T Towing and A+ Towing and were officially reviewed at 1700 hours on 3/18/15.

Based upon the bid information, it is recommended that the Towing and Roadside Service Contract be awarded (renewed) with L&T Towing effective March 29, 2015. This contract, once authorized, shall remain in effect for a period of three years.

FINANCIAL CONSIDERATIONS

Acceptance of the bid by L&T Towing shall save the City of Willows funding in accordance to the contract. The savings/costs will be dependent on the use of services.

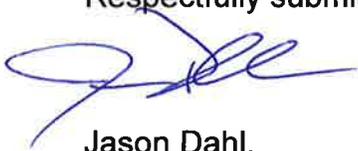
NOTIFICATION

L&T Towing
A+ Towing

ALTERNATE ACTIONS

1. Accept the recommendation of staff and award the contract to L&T Towing.
2. Not accept the recommendation of staff to award the contract to L&T Towing and re-open the RFP process.

Respectfully submitted,



Jason Dahl,
Chief of Police

Approved by,

Steve Holsinger,
City Manager

Attachments:

- EXHIBIT A: Towing Bid Analysis
- EXHIBIT B: L&T Towing Bid
- EXHIBIT C: A+ Towing Bid

Exhibit A - Towing Bid Analysis

	<u>L&T Towing</u>	<u>A+ Towing</u>
<u>Class 1 or 2 vehicles (less than 10,000 lbs):</u>		
Towing	\$30.00	\$50.00
Additional Fees (outside Willows)	\$1.50 mile	\$3.00 mile
Flat Tire Change	\$25.00	\$40.00
Winching	\$30.00	\$50.00 an hour
<u>Class 3, 4, or 5 Vehicles (10,000 to 19,499 lbs):</u>		
Towing	\$45.00	\$60.00
Additional Fees (outside Willows)	\$2.00 mile	\$4.00 mile
Flat Tire Change	\$40.00	\$50.00
Winching	\$45.00	\$50.00 an hour
<u>Class 6 vehicles (19,500 to 26,000 lbs):</u>		
Towing	\$45.00	\$70.00
Additional Fees (outside Willows)	\$2.00 mile	\$5.00 mile
Flat Tire Change	\$40.00	\$60.00
Winching	\$45.00	\$80.00 an hour
<u>Class 7 vehicles (26,001 to 33,000 lbs):</u>		
Towing	\$45.00	\$300.00
Additional Fees (outside Willows)	\$1.50 mile	\$5.00 mile
Flat Tire Change	\$40.00	\$100.00
Winching	\$45.00	\$300.00 an hour
<u>Class 8 Vehicles (33,001 lbs & over):</u>		
Towing	\$45.00	\$300.00 an hour
Additional Fees (outside Willows)	\$1.50 mile	\$5.00 mile
Flat Tire Change	\$40.00	\$100.00

Exhibit A (continued)

L&T Towing

A+ Towing

Winching

\$45.00

\$300.00 an hour

Emergency Road Services:

- | | | |
|---------------------------------------|----------------------------|----------------------------|
| • Battery Jump in Willows | \$20.00 each | \$30.00 each |
| • Battery Jump outside Willows | \$30.00 each | \$30.00 each |
| • Unlock Doors in Willows | \$20.00 each | \$30.00 each |
| • Unlock Doors outside Willows | \$30.00 each | \$30.00 each |
| • Out of gas in Willows | \$20.00 each | \$30.00 plus fuel |
| • Out of gas outside Willows | \$30.00 each | \$30.00 plus fuel |
| • Debris Removal non-Hazmat | \$50.00 an incident | \$50.00 an incident |
| ○ Beyond 1.5 hours | \$50.00 per hour | \$20.00 per hour |

Storage of City Vehicles/Equipment or vehicles under the care or custody of the City of Willows (evidence storages, etc):

\$20.00 per day

\$20.00 per day

EXHIBIT B



**TOWING AND EMERGENCY
ROADSIDE SERVICES**

for City of Willows Vehicles and Equipment
and other vehicles under care/control of the City of Willows

BID QUOTATION SCHEDULE

Must be submitted as bid

**NOTE: Must be
submitted to:
City Clerk
201 N. Lassen St.,
Willows, Ca. 95988
no later than
March 18, 2015
4:00 P.M.**

Bidder Information:

Firm Name: LAT Towing
Address: 459 N Colusa ST
City/State/Zip: Willows CA 95988
Phone # (530) 934 7300 2nd Phone # (530) 624 0026

The following includes City Vehicles, equipment and vehicles under care and control of the City of Willows (Evidence tows, etc.)

Class 1 or 2 Vehicles or equipment (less than 10,000 lbs.):

- Towing – within Willows Sphere of Influence..... \$ 30 /Each tow
(Includes abatement tows)
- Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile
- Change of flat tire..... \$ 25.00 /Each
- Winching (100 ft. maximum)..... \$ 30 Each

Class 3, 4, or 5 Vehicles or equipment (10,000 lbs. to 19,499 lbs.)

- Towing – within Willows Sphere of Influence..... \$ 45.00 /Each tow
(Includes abatement tows)
- Additional Tow fee (outside Willows Sphere of Influence).. \$ 2.00 /Mile
- Change of flat tire..... \$ 40 /Each
- Winching (100 ft. maximum)..... \$ 45 Each

Class 6 Vehicles or equipment (19,500 lbs. to 26,000 lbs.)

- Towing – within Willows Sphere of Influence..... \$ 45 /Each tow
(Includes abatement tows)
- Additional Tow fee (outside Willows Sphere of Influence).. \$ 2.00 /Mile
- Change of flat tire..... \$ 40 /Each
- Winching (100 ft. maximum)..... \$ 45 Each

City of Willows
QUOTATION SCHEDULE – Page 2

Class 7 Vehicles or equipment (26,001 lbs. to 33,000 lbs.)

Towing – within Willows Sphere of Influence..... \$ 45 /Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile
Change of flat tire..... \$ 40 /Each
Winching (100 ft. maximum)..... \$ 45 Each

Class 8 Vehicles (33,001 lbs. and over):

Towing – within Willows Sphere of Influence..... \$ 45 /Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile
Change of flat tire..... \$ 40 /Each
Winching (100 ft. maximum)..... \$ 45 /Each

Emergency Road Services:

Battery Jump Start:

Within Willows Sphere of Influence..... \$ 20 /Each
Outside Willows Sphere of Influence..... \$ 30 /Each

Unlock Doors:

Within Willows Sphere of Influence..... \$ 20 /Each
Outside Willows Sphere of Influence..... \$ 30 /Each

Out of Gas:

Within Willows Sphere of Influence..... \$ 20 /Each
Outside Willows Sphere of Influence..... \$ 30 /Each

City of Willows
QUOTATION SCHEDULE – Page 3

Removal of Debris or other Road Hazards from roadway:
(not to include HAZMAT spills or materials). Up to 1.5 hours service per incident.

Within Willows Sphere of Influence..... \$ 50 /Each incident
Within Willows Sphere of Influence (beyond 1.5 hours).... \$ 50 /per additional
hour.

Storage:

Storage of City Vehicles, Equipment or vehicles under
care and custody of City of Willows with storage facility.
(Evidence storages, etc.)..... \$ 20 /Day

(Note: once vehicles are released from care and custody of the City of Willows, this
contract shall not apply and normal storage charges are applicable to owner of
vehicle/equipment.)

**ATTESTMENT, CERTIFICATION AND AUTHORIZATION FOR
SUBMITTAL OF BID**

I attest that I am the owner or authorized person of the listed firm/company to present this bid for
consideration by the City of Willows. ZJ
(Initial)

I attest that I have reviewed and understand the conditions and requirements for making said bid
and agree to such terms. ZJ
(Initial)

I further attest that my firm or the firm I own or represent minimally meets or exceeds the
requirements as indicated for this bid. ZJ
(Initial)

Name: Zachary Thornton Title: owner
(Print) (Print)

Signature: [Handwritten Signature] Date: 3-3-15

BELOW AREA FOR CITY USE:

Opened: By: Natalie Butler

Date/time: 3/18/2015 4:00pm

Notified of bid results: Yes No
By: Mail Phone Other _____

EXHIBIT C



**TOWING AND EMERGENCY
ROADSIDE SERVICES**

for City of Willows Vehicles and Equipment
and other vehicles under care/control of the City of Willows

BID QUOTATION SCHEDULE

Must be submitted as bid

**NOTE: Must be
submitted to:
City Clerk
201 N. Lassen St.,
Willows, Ca. 95988
no later than
March 18, 2015
4:00 P.M.**

Bidder Information:

Firm Name: A Plus Tow and Transport
Address: 621 S Tehama ST
City/State/Zip: Willows CA 95988
Phone # (530) 934-3177 2nd Phone # (530) 933-9789

The following includes City Vehicles, equipment and vehicles under care and control of the City of Willows (Evidence tows, etc.)

Class 1 or 2 Vehicles or equipment (less than 10,000 lbs.):

Towing – within Willows Sphere of Influence..... \$ 50⁰⁰ /Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ 3⁰⁰ /Mile
Change of flat tire..... \$ 40⁰⁰ /Each
Winching (100 ft. maximum)..... \$ 50⁰⁰ Each hour

Class 3, 4, or 5 Vehicles or equipment (10,000 lbs. to 19,499 lbs.)

Towing – within Willows Sphere of Influence..... \$ 60⁰⁰ /Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ 4⁰⁰ /Mile
Change of flat tire..... \$ 50⁰⁰ /Each
Winching (100 ft. maximum)..... \$ 50⁰⁰ Each hour

Class 6 Vehicles or equipment (19,500 lbs. to 26,000 lbs.)

Towing – within Willows Sphere of Influence..... \$ 70⁰⁰ /Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ 5⁰⁰ /Mile
Change of flat tire..... \$ 60⁰⁰ /Each
Winching (100 ft. maximum)..... \$ 80⁰⁰ Each hour

City of Willows
QUOTATION SCHEDULE – Page 2

Class 7 Vehicles or equipment (26,001 lbs. to 33,000 lbs.)

Towing – within Willows Sphere of Influence..... \$ 300⁰⁰ /Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ 5⁰⁰ /Mile
Change of flat tire..... \$ 100⁰⁰ /Each
Winching (100 ft. maximum)..... \$ 300⁰⁰ Each *hour*

Class 8 Vehicles (33,001 lbs. and over):

Towing – within Willows Sphere of Influence..... \$ 300⁰⁰ /Each tow *hour*
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ 5⁰⁰ /Mile
Change of flat tire..... \$ 100⁰⁰ /Each
Winching (100 ft. maximum)..... \$ 300⁰⁰ /Each *hour*

Emergency Road Services:

Battery Jump Start:

Within Willows Sphere of Influence..... \$ 30⁰⁰ /Each
Outside Willows Sphere of Influence..... \$ 30⁰⁰ /Each

Unlock Doors:

Within Willows Sphere of Influence..... \$ 30⁰⁰ /Each
Outside Willows Sphere of Influence..... \$ 30⁰⁰ /Each

Out of Gas:

Within Willows Sphere of Influence..... \$ 30⁰⁰ /Each + fuel
Outside Willows Sphere of Influence..... \$ 30⁰⁰ /Each + fuel
@ current pump prices

City of Willows
QUOTATION SCHEDULE – Page 3

Removal of Debris or other Road Hazards from roadway:
(not to include HAZMAT spills or materials). Up to 1.5 hours service per incident.

Within Willows Sphere of Influence..... \$ 30 /Each incident
Within Willows Sphere of Influence (beyond 1.5 hours).... \$ 20 /per additional hour.

Storage:

Storage of City Vehicles, Equipment or vehicles under care and custody of City of Willows with storage facility. (Evidence storages, etc.)..... \$ 20 /Day

(Note: once vehicles are released from care and custody of the City of Willows, this contract shall not apply and normal storage charges are applicable to owner of vehicle/equipment.)

ATTESTMENT, CERTIFICATION AND AUTHORIZATION FOR SUBMITTAL OF BID

I attest that I am the owner or authorized person of the listed firm/company to present this bid for consideration by the City of Willows. MM
(Initial)

I attest that I have reviewed and understand the conditions and requirements for making said bid and agree to such terms. MM
(Initial)

I further attest that my firm or the firm I own or represent minimally meets or exceeds the requirements as indicated for this bid. MM
(Initial)

Name: Manuel Rodriguez Title: OWNER
(Print) (Print)

Signature: [Signature] Date: 3-16-15

BELOW AREA FOR CITY USE:

Opened: By: Natalie Butler, Clerk Date/time: 3/18/2015 4:00 p.m.

Notified of bid results: Yes No
By: Mail Phone Other _____

AGENDA ITEM

TO: City Council

FROM: Tim Sailsbery, Finance Director

SUBJECT: Appropriation from Water Enterprise Fund-Fund 325

RECOMMENDATION

By Motion, appropriate \$25,000 for the repair/replacement 25HP pump system for the City's Commercial Water Well from Fund 325 (Water Enterprise Fund)

SITUATION (or BACKGROUND):

On March 9, the commercial well located at the south end of the City Limits experienced a breakdown of one of the pump/motor systems (see Exhibit 1 for details). The net result was a required, emergency replacement of the worn out pump/motor system, along with the casing pipe and electrical work. The resulting estimate for the repair was \$24,589.44.

Given that a repair of this magnitude was not contemplated for this fiscal year, an additional appropriation of \$25,000 from the Water Enterprise Fund is requested.

The current fund balance in the Water Enterprise fund is approaching \$29,000, so, in the short term, the expenditure can be absorbed. However, this will leave the Water Enterprise Fund rather thin in terms of reserve for operations or any other emergency repair.

The General Fund is the primary source of backfill should an Enterprise Fund go into a negative position. However, should the need arise, I will return to Council to consider a working capital loan from the Sewer Enterprise Fund to the Water Enterprise Fund, with an amortization schedule for the Council to consider, should the need arise.

FINANCIAL CONSIDERATIONS:

\$25,000 Expenditure from the Water Enterprise Fund

NOTIFICATION

N/A.

ALTERNATE ACTIONS

1. Approve the motion as recommended.
2. Request additional information from staff.
3. Reject the motion

RECOMMENDATION

By Motion, appropriate \$25,000 for the repair/replacement 25HP pump system for the City's Commercial Water Well from Fund 325 (Water Enterprise Fund)

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachment:

Exhibit 1

Tim Sailsbery

From: Steve Soeth
Sent: Tuesday, March 17, 2015 2:40 PM
To: Tim Sailsbery
Subject: Well info

It came to the attention of staff on 3-9-2015 that the back up well on the water system was coming on. After investigating it was determined that the secondary 25 horsepower submersible pump which is located in well number one at Wilbur Ellis had failed. Well number one also has a 5 horsepower submersible pump located in it. The water system is designed to work as follows. The day to day normal or domestic use is supplied and pressure maintained by the 5 HP pump. During industrial operations at Wilbur Ellis the 25 HP pump works in unison with the 5 HP to maintain flow and pressure. In the event of a fire or a high demand situation there is a 75 HP pump located in well number 2 that comes on line to maintain flow and pressure. In order to supply the customer with water staff adjusted pressure settings so the 75 HP pump would work in place of the 25 HP pump. The 25 HP pump was pulled out of well number one. Based on date stamps located on the motor the pump is around 30 years old. The pump and its appurtenances needed to be replaced to allow the system to function as designed. The new pump was installed today and is back in operation.

Steve Soeth
Interim Public Works Director
City of Willows
ssoeth@cityofwillows.org
530-514-7159 cell
530-934-7041 ext. 104

3-17-15

AGENDA ITEM

TO: City Council

FROM: Tim Sailsbery, Finance Director

SUBJECT: Letter of Support- SCCA's Grant Application-Used Oil Competitive Grant

RECOMMENDATION

By Motion, Authorize the Mayor to Sign the Letter of Support for the Sports Car Club of America-San Francisco Region's Used Oil Competitive Grant, 2nd Cycle Application

SITUATION (or BACKGROUND):

David Vodden, President and CEO of Thunderhill Raceway Park, has made a request of both the County of Glenn and the City of Willows to submit letters of support for the SCCA-SF Region's application for Used Oil Recycling grant funds.

The SCCA –SF Region is proposing to conduct public outreach and education campaigns to encourage proper recycling of used oil and oil filters. The primary target audience will be high school and young adult automobile enthusiasts, ages 16-24. The proposed grant activities include events to be held primarily in Butte, Glenn, and Tehama Counties, as well as the entire SCCA region. The proposed campaign suggests that SCCA-SF would use three primary outreach methods 1) Events at motorsport facilities and shows 2) Events at high schools and community colleges, and 3) Social media campaigns with tie-ins to school and track events.

This serves strictly as a letter of support for SCCA-SF's application.

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION

N/A.

ALTERNATE ACTIONS

1. Approve the motion as recommended.
2. Request additional information from staff.
3. Reject the motion

RECOMMENDATION

By Motion, Authorize the Mayor to Sign the Letter of Support for the Sports Car Club of America-San Francisco Region's Used Oil Competitive Grant, 2nd Cycle Application

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachments:

- Letter of Support
 - Grant Application Guidelines
-



March 24, 2015

California Department of Resources, Recycling, and Recovery
CalRecycle
PO Box 4025
Sacramento, CA 95812-4025

SUBJECT: Letter of Support for the Sports Car Club of America-San Francisco Region's Used Oil Competitive Grant, 2nd Cycle (UOC2) Grant Application

Dear Grant Review Committee Members:

This letter expresses the City of Willows' support for the Sports Car Club of America-San Francisco Region's application for the Used Oil Competitive Grant, 2nd Cycle (UOC2) Program. Regional programs like this one that are designed to prevent used oil pollution in our Community and are essential to protecting our watersheds as well as our land and drinking water resources.

The City of Willows works closely with other agencies in support of used oil and HHW programs. We believe that the education and outreach program proposed in the SCCA's application perfectly complements these existing efforts.

The proposed program will effectively reach our diverse – and scattered – target audience to help teach the youth of our Community about the importance of recycling used oil and filters.

We, therefore, offer our support for this project and will work with everyone involved to ensure a successful, effective project.

Best regards,

Larry Domenighini
Mayor
City of Willows



January 2015

Department of Resources Recycling and Recovery

USED OIL COMPETITIVE GRANT PROGRAM
APPLICATION GUIDELINES & INSTRUCTIONS
2nd Cycle (UOC2) – Fiscal Year 2015–16

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GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed on [Grant Management System Web \(GMS\) webpage](http://www.calrecycle.ca.gov/Grants/GMS/default.htm) (<http://www.calrecycle.ca.gov/Grants/GMS/default.htm>).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Used Oil Competitive Grant Program (UOC) pursuant to Section 48632 of the Public Resources Code. The purpose of the grant is to reduce the potential for illegal disposal by increasing used oil and filter collection, recycling opportunities, public education, source reduction, and reuse of used oil, and the prevention of stormwater pollution from used oil.

TIMELINE FOR USED OIL COMPETITIVE GRANT PROGRAM, FY 2015–16

Date	Activity
February 3, 2015	Question and Answer Period <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
February 10, 2015	<ul style="list-style-type: none"> • All answers will be posted (tentative) by this date
February 26, 2015	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
<div style="border: 2px solid black; border-radius: 50%; padding: 5px; display: inline-block;">March 26, 2015</div>	Secondary Due Date If Resolution not submitted with the application: <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application: <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMS by this date
July 17, 2015	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
April 20, 2018	Grant Term Notice to Proceed to this date
April 20, 2018	Final Progress Report, Final Payment Request and Request for ten percent withhold Deadline

ELIGIBLE APPLICANTS

Eligible Applicants for this cycle include the following entities:

- California cities and counties.
- California joint powers authorities (JPA) and special districts, responsible for solid waste management, sanitation, or stormwater management.
- Nonprofit organizations (not including private schools) registered with the federal government under 501(c)3, (c)4, (c)6, or (c)10 of the Internal Revenue Code, and with the support of the local jurisdiction.
- Regional programs (consisting of two or more eligible entities).

Eligible applicants may apply individually or as a participant in a regional application that involves more than one eligible entity. One entity must be identified as the lead applicant to act on behalf of itself and its participating applicants. An applicant may not submit multiple applications.

If more than one application is submitted by an applicant, it will be the applicant's responsibility to decide which application should go forward. If the additional application(s) are not withdrawn, all applications from that entity will be disqualified, and that entity will be eliminated from any regional application of which it is a part. Applicants with open CalRecycle grants must be in good standing and comply with grant reporting requirements before they can receive a UOC2 Grant.

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

REGIONAL APPLICATION REQUIREMENTS

Two or more eligible entities may join together in a regional grant application for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all participating jurisdictions. The Regional Lead Participant is the applicant who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead Participant. If an applicant is a participant in a regional application, it may not also apply individually.

JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over solid waste management, sanitation, or stormwater management, and it must list all member entities and contain the signature of all members.

ELIGIBLE PROJECTS/PRODUCTS

All applicants must include one or more of the focus areas in their application to be eligible for this cycle:

- Public education and outreach to inform the public of local used oil and filter recycling opportunities and methods to prevent stormwater pollution caused by used oil.
- Implement or expand a used oil and filter collection program (includes, but is not limited to, local facilities, marinas, and curbside).
- Mitigation projects preventing used oil stormwater pollution (only available to those jurisdictions with approved stormwater management plan).

AVAILABLE FUNDS

- A total of \$2,000,000 is available for this grant cycle, fiscal year (FY) 2015–16, subject to funding availability.
- \$100,000 is the maximum available for individual grant awards.
- \$250,000 is the maximum available for regional grant awards.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on April 20, 2018. This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than April 20, 2018.

CalRecycle recommends reserving the period from April 1, 2018 to April 20, 2018 exclusively for the preparation of the Final Progress Report and Final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Progress Report and Final Payment Request are only eligible for reimbursement during the Grant Term.**

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on April 20, 2018 (*see "Grant Term" for additional information*).

Eligible costs are limited to the following:

- Used oil/filter public education and outreach.
- Implementation or expansion of a used oil/filter collection program.
- Mitigation projects preventing used oil stormwater pollution.
- Certain costs associated with indirect costs as indicated in the Indirect Cost section of the Procedures and Requirements.

Stormwater mitigation is defined in Public Resources Code 48618.4 as "...the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property. Mitigation includes the installation of devices and implementation of practices that effectively prevent used oil and oil byproducts from causing stormwater pollution. Mitigation does not include the cleanup or restoration of polluted areas."

A local government shall not receive a payment for education or mitigation projects relating to used oil stormwater pollution unless the local government certifies that it has

a stormwater management program that is approved by the appropriate California Regional Water Quality Control Board.

Eligible types of storm drain filters (inserts; debris screens) include, but are not limited to:

- A debris screen that covers the opening to the storm drain inlet: regular municipal street-sweeping must occur where debris screens are installed.
- A catch basin (street side) inlet insert that contains oil absorbent media.
- A catch basin inlet insert that contains oil absorbent media plus a debris screen that covers the opening to the storm drain inlet: (the debris screen prevents debris and sediment from entering the storm drain and obstructing the oil absorbent media).
- A vertical drop-in parking lot inlet insert that contains oil absorbent media (must be covered by a grate or debris screen).

Note: Periodic clean-out of catch basin inlet inserts and replacement of their oil-absorbent media are eligible for grant funding. However, street sweeping, parking lot cleaning, and clean-out of catch basin inlets without inserts are not eligible for grant funding.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed or after April 20, 2018.
- Cell phones, smart phones, cameras, personal computers, tablets, and other electronic devices unless such device(s): (1) are specifically needed for the grant project; (2) are not available within the Grantee's existing inventory; and (3) will be used exclusively for the grant project, and not for other departmental uses.
- Costs related to computer applications or software.
- Costs related to smart device (phone/tablet) app development and maintenance
- Purchase or lease of vehicle(s) by non-government entities.
- Developing or customizing school curricula.
- Any food or beverages (e.g., as part of meetings, workshops or events).
- Honoraria, stipends, prizes, royalties, etc.
- Indirect costs in excess of the allowable percentage as defined in the Procedures and Requirements (Exhibit B).
- Pre-paid expenditures for future goods or services delivered beyond the end of the Grant Term.
- Remediation (any cleanup or restoration of polluted areas).
- Developing or expanding a permanent facility to add a used oil/filter collection component on non-government owned property.
- Equipment or services, personnel costs, and public education and outreach not related to the project.
- Purchase or lease of land.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Promotion of either brand-name product(s) or private businesses with grant funds.
- Fine or penalties due to violation of federal, state, or local laws, ordinances, or regulations.

- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES (EPPP) POLICY REQUIREMENT

Consistent with CalRecycle's core values, all applicants are required to develop, adopt, and implement an EPPP Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the application. Applicants that do not have an EPPP Policy must adopt one by the secondary due date or the application will be disqualified.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies, open the EPPP Information document located in the Resource Document section on the Summary Tab of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to Grants@CalRecycle.ca.gov. Questions must be received by February 3, 2015 or they will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or reworded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants/) (<https://secure.calrecycle.ca.gov/Grants/>), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find Used Oil Competitive Grant UOC2 FY 2015–16 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in disqualification from the UOC2 grant cycle. Examples of disqualifications include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification
- Missing information in the online application as required below

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radial button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.

- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."

For Regional Applications or Joint Powers Authority Applications:

- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radial button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$100,000 for a single applicant or \$250,000 for a regional applicant. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the "Ctrl" key while selecting the numbers.
- Enter the applicant's department name, e.g. "General Services." If the applicant does not have a department the applicant's name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: describe your proposed project.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
- Select the appropriate answer for Program Questions.

Contacts Tab

The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the contact's detail screen. The contact will be able to log into GMS using his/her own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the grant manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the grant manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultants may manage the grant or only

conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Select the applicable budget category and enter a dollar amount and itemized budget detail information. The Total must equal the Grant Funds Requested amount shown on the Detail tab. The itemized costs should support expenditures for each activity identified in Work Plan. Round all amounts to the nearest whole dollar.

Documents Tab

See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select "today's date."

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority (identified in your resolution or letter of commitment), scan the document, upload it, and retain the original hard copy document.

APPLICATION SUBMITTAL and DEADLINE

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on February 26, 2015. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab in the Application Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list of the documents.

Narrative Proposal

The Narrative Proposal is used to describe the details of your proposed project. The response size for each section is limited to 2,500 characters and cannot be expanded. Utilizing a document form other than the official CalRecycle version, changing document format, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from this grant cycle.

Each section of this form **must** have a response. Ensure your narrative responses are concise, detailed, and most importantly, address each of the criteria. After you complete this document, use the "save as" command and save the file in the following format: **NP_Applicant-Name_UOC2.pdf** then upload it within the Documents Tab.

Work Plan

The Work Plan document **must** list the major activities, steps or tasks necessary to implement and complete your project. Provide a logical timeframe in chronological order for all proposed grant activities.

Utilizing a document form other than the official CalRecycle version, changing document format or tampering with the CalRecycle version will subject the applicant to disqualification from this grant cycle.

General Checklist of Business Permits, Licenses and Filings

The General Checklist of Business Permits, Licenses and Filings (CalRecycle Form 669) is a required application document. It can be found on the Summary tab under Application Documents. Check the appropriate box on **each** line. It must be signed by the Signature Authority, scanned, and uploaded to the Documents tab along with copies of any documentation related to this form (i.e. permits, licenses and filings, letter describing what has been done to achieve full compliance). CalRecycle staff will use this information to determine how far along you are in the process of your project.

Environmentally Preferable Purchasing and Practices Policy Notification (EPPP)

If you checked "No our organization does not have an EPPP Policy" on the Detail tab of your application, your organization must adopt one by the secondary due date and upload the EPPP Notification or your application will be disqualified. **Do not upload a copy of your organization's policy. Your policy does not replace the required EPPP Notification document.**

APPLICANT'S DOCUMENTS

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional lead applications. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements:

1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
2. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Regional Lead Application Requirements:

1. The Regional Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
3. Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the UOC2 application on behalf of applicant.

- Designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
- Authorize the Signature Authority to delegate this authority (*not required but encouraged*).

Letter of Designation

A Letter of Designation is required **ONLY** when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2014, then the Letter of Designation may not be effective beyond December 31, 2014). If a time period is not identified then the letter will follow the same time frame as the Resolution.
- It must be signed by the Signature Authority.

Letter of Authorization

A Letter of Authorization is used for grants that allow for Regional applications. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Regional Lead Participant must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Regional Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the Regional Lead to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

Letter(s) of Support

Letters of Support are required for nonprofit applicants only. The applicant must obtain letters from one or more local jurisdictions acknowledging the project. Letters must be uploaded from all local jurisdictions affected by the project. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must be on letterhead, dated, and signed by an individual authorized to represent the jurisdiction.

Joint Powers Agreement

Joint Powers Authorities (JPA) must upload a copy of its joint powers agreement giving it authority to conduct the project, listing all member entities, and containing the signature of all members. Letters of Authorization are not required for JPA applicants.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications can be considered for award.

Grant applications will be evaluated and scored by a CalRecycle review panel based on the approved Scoring Criteria for the Used Oil Competitive Grant Program, UOC2 Cycle FY 2015–16. The Scoring Criteria can be found in the Summary tab in the Resources Documents section.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or his/her designee; this is tentatively scheduled for July 2015. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

GRANT AWARD CONDITIONS

When awarded, this grant will be subject to two conditions:

- 1) The recommended grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle.
- 2) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the grant.

Failure to comply with either requirement will void the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- Award email.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C – Grantee's approved application with revisions, if any, and any amendments.
- Attachment I–Forms Guide: CalRecycle forms to be used throughout the Grant Term.

Note: See [CalRecycle Grant Forms Website](#)

(<http://www.calrecycle.ca.gov/Funding/Forms/>) to download the forms.

REPORTING PROCESS

Grantees are required to report the progress of their grant on the progress report due dates. For UOC2, progress reports are due on April 20, 2016 and April 20, 2017. The Final Progress Report and Final Payment Request are due on April 20, 2018. Detailed reporting information is included in the Procedures & Requirements (Exhibit B).

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress Report, the final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements or failure to receive the Grant Manager's approval of these documents by April 20, 2018, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements (Exhibit B).