

CITY COUNCIL

Vince Holvik, Mayor  
Jeff Cobb, Vice Mayor  
Gary Hansen, Council Member  
Terry Taylor-Vodden, Council Member  
Jim Yoder, Council Member

CITY MANAGER  
Steve Holsinger

CITY CLERK  
Natalie Butler



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Willows, CA 95988  
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[www.cityofwillows.org](http://www.cityofwillows.org)

**CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday, March 27, 2012**

**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 27, 2012, Agenda.
5. Presentations & Proclamations:
  - a) Police Chief Spears will make the following presentations:
    - VIP of the Year
    - VIP 1000 hours Certificates
    - Explorer of the Year
    - Officer of the Year
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 Check Register.
  - b) Consider approval of Payroll & Direct Deposit Check Registers.
  - c) Consider approval of the March 13, 2012, Regular City Council Meeting Minutes.

8. Public Hearings: (Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).
- a) Conduct a Public Hearing and upon conclusion, consider by motion, adopting a Resolution approving the submittal of a CDBG PT/A Grant Application for a Senior Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development.
9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:
11. New Business:
- a) Review, and by motion, consider accepting the Annual Housing Element Progress Report and direct Staff to forward the report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code §65400.
- b) Consider adopting a Resolution approving the use of Downtown Façade Improvement Funds for a Mini Grant in the amount of \$1200 to replace windows above the awning at 216/218 W. Sycamore Street.
- c) Consider authorizing the City Manager and Police Chief to award the Towing and Emergency Roadside Services Contract to the lowest responsive responsible bidder, L&T Towing.
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 22, 2012.

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](http://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.

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**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**  
**March 13, 2012**

1. The meeting was called to order at 7:00 p.m. by Vice Mayor Cobb.
2. **PLEDGE OF ALLEGIANCE:** Susan Meeker led the Pledge of Allegiance.
3. **ROLL CALL:**  
  

<u>Present:</u>	Council Members Yoder, Hansen, Taylor-Vodden, & Vice Mayor Cobb
<u>Absent:</u>	Mayor Holvik
4. **Agenda Review:** It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the March 13, 2012, City Council Meeting agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
  - a) Vice Mayor Cobb read a Proclamation declaring the month of April as Sexual Assault Awareness Month” in the City of Willows and presented the Proclamation to Ginger Scarborough of Rape Crisis Intervention and Prevention.
6. **Public Comment/Written Communications:** None
7. **Consent Agenda:**  
  
It was **moved** by Council Member Yoder and **seconded** by Council Member Taylor-Vodden to approve the Consent Agenda as presented. The motion passed 3/1, with Council Member Hansen abstaining, and the following items were approved/adopted:
  - a) Approval of General Check Register (24220-24327)
  - b) Approval of Payroll & Direct Deposit Check Registers (Z03333-Z03364 & 31706-31756).
  - c) Approval of the February 14, 2012, Regular City Council Meeting Minutes.
  - d) Approval of the February 28, 2012, Regular City Council Meeting Minutes.
8. **Public Hearings:** None
9. **Ordinances:** None
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

Council Member Taylor-Vodden inquired about what the City’s policy is, if any, to allow use of the Council Chambers by the public and other groups. Her concerns were that the City should be getting compensated for the wear and tear to the Chambers, the use of utilities, equipment,

supplies, etc. The City Manager stated that there is a written Policy currently in place, however, it hasn't been enforced to the extent that it could be for many years. This is due in part to certain groups having received fee exemptions from the Council in the past, and now those exemptions have come to be "expected" by certain groups. The Council Chambers are predominantly utilized by the School District at no charge, as a trade-off for allowing the City to utilize certain School District facilities for Recreational events and on other occasions. Other groups that utilize the Chambers are P.A.L., G.W.I.L. and some other governmental and non-profit groups and agencies. The City Manager stated that if it is the Council's desire, Staff will be happy to survey some other Cities on their policies and provide feed-back to the Council. The Consensus of the Council was for staff to look into this further, re-evaluate the current policy and then bring this item back before them at a later date in order to adopt an amended policy that Staff would enforce.

## 11. New Business:

### a) Gateway Monument Sign, Phase 2 project:

In 2011, Public Works successfully obtained federal monies for funding the replacement of the monument sign on West Wood Street west of North Villa Avenue and installation of a new sign on East Wood Street at its intersection with North Ventura Street. Overall funding obtained and available for the project includes \$109,000 to be used for design, construction, inspection and contingencies. As the project is 100% funded with federal funds, no matching funds are required from the City. Plans and specifications were completed for the project and the project was advertised for bid at the beginning of February. Bids were opened on February 23, 2012. Only one bid was received for \$63,300 from Robert J. Frank Construction, who was also the contractor that was awarded the bid and successfully erected the Gateway Monument Signs for Phase I of this project. The total estimated Construction cost for the project is \$72,700. This includes the Construction Contract cost of \$63,300, Estimated Construction Management/Inspection cost of \$3,000 and Construction Contingency (10%) cost of \$6400. As the overall project funds allocated by Caltrans for this project include \$109,000, the bid amount and overall projected budget for this project is well within the available funds. The project is scheduled to be completed within 40 working days and should be invoiced to Caltrans in time for reimbursement within this fiscal year. With that, staff is asking the Council award the bid. It was then **moved** by Council Member Hansen and **seconded** by Council Member Yoder to adopt a Resolution awarding a construction contract to Robert J. Frank Construction Inc. for the Gateway Monument Sign, Phase 2 project. The motion unanimously passed.

### b) Public Works Department Restructuring:

During the development of the fiscal year 2011/12 budget, the Council authorized and directed staff to commence the necessary adjustment to the PERS Contract to provide an early retirement incentive, to all current city employees; offering a two year service credit for any city employees volunteering for normal retirement between October 2011 and March 2012. Initially three public works employees expressed interest in retiring as soon as the incentive window became available. During the budget development process, accommodation for funding seasonal part-

time staffing was included in the budget and the positions held by those three public works employees would be eliminated upon their ultimate retirement.

Since the late December retirement of the original three public works staff, two additional senior supervisors have announced their retirement; Brian Taylor, Public Works Superintendent and Greg Tyhurst, Public Works Director, both of which officially retired this past week. City Council did authorize the recruitment and replacement of Superintendent Taylor's position this past December. Despite a diligent effort to attract qualified personnel for this position, staff was unable to identify a candidate that possessed all of the required certifications; more specifically, those technical qualifications in conjunction with Water & Waste Water Treatment and distribution. This has resulted in the need to re-evaluate our public works departmental structure and identify the following four step process to address our required public works service commitments, maintain our ability to deliver community expectation for services and ultimately develop another first rate management staffing compliment for the public works department.

Furthermore, the City has highly qualified and experienced personnel on staff with an interest in assuming the responsibilities of the Superintendent position. Unfortunately the City of Willows must have a supervisor on staff with the appropriate certifications to complete and submit the appropriate reporting required by State Agencies in conjunction with Water & Waste Water Treatment facilities. Previously this responsibility rested with the Director of the department. However, with the retirement of Mr. Tyhurst the City's compliance is temporarily in limbo and will be addressed on an as needed specialty contractual basis.

Given the current financial position of the City of Willows and the budgeted dollars appropriated within this past year's fiscal work plan, it is highly unlikely we could recruit a qualified Public Works Director to assume these required responsibilities and also possess the appropriate certifications and with a willingness to participate along all other management staff in the city's current voluntary furlough plan for department directors and administrative staff. This has recently been the experience of neighboring cities of Red Bluff and Live Oak which both encountered great difficulty in recruiting for Public Works Directors over the past two years. Ultimately the City of Live Oak settled on a part-time contract arrangement with a retired former director. All of this is of some significance for the City of Willows, as staff is proposing a combination of these efforts to address our current vacancies and develop a long term competent staffing component for the future of our Public Works service commitments.

Step one of the proposed solution would require Council authorization to create and appoint a new Deputy Public Works Director. Staff has had some on-going dialogue with an individual in another city; which possesses all of the certification necessary for our requirements, has impressive educational credentials, former supervisory experience, but limited direct overall public works exposure. However, this individual is relatively familiar with the City of Willows and available to work within the proposed wage scale and participate in the management imposed voluntary furlough program. With a moderate amount of general supervision, mentoring on broader public works issues and exposure to greater engineering criteria specific to streets, construction, storm drains, etc., this individual could very quickly assume the role of Public Works Director for the City. This methodology has been employed by the City of Willows previously and it has been extremely successful for the organization and the community as well.

Step two will require a well-qualified mentoring figure, most specifically in the form of calling back our former Director Greg Tyhurst on a part-time consulting basis in full compliance with PERS statutes concerning hour limits, etc. Although it is necessary for Mr. Tyhurst to completely vacate his position with the city for no less than sixty days immediately following retirement, he would ultimately be available to return on some limited scope & justifiable basis. Staff believes it is essential to have him available over the next twelve to eighteen months to monitor and actively participate in the Time- Schedule Order issued by the Regional Water Quality Control Board (RWQCB) in conjunction with our WWTP permit and discharge compliance standards. Once again, this is essentially mimicking the contractual basis of Public Works in Live Oak, however do keep in mind they also are one of the five small Northern Cities impacted by the recent reversal of agriculture drain exemption in the "Basin Plan" by the RWQCB. Although it is significant to note that Mr. Tyhurst has agreed to a compensation rate some twenty percent less than Live Oak currently pays for their PWD services. It is anticipated he would return on an as-needed basis to assist with specific public works requirements, however it is not anticipated this would require more than ten hours per week under normal circumstances. Furthermore it is not structured to have any additional impact on the general fund component of the Public Works Services area.

Steps two and three were immediate day-to-day operations impacts within the Public Works Department and they have already been addressed by management intervention. The retirement of Brian Taylor and Greg Tyhurst on the same day last week, essentially left the department without any formally appointed supervisors to direct the work of staff on a day-to-day basis. Therefore at the direction of the City Manager on Tuesday, March 6<sup>th</sup> a provisional appointment was made naming James Corneliussen as the new Public Works Superintendent. However, this appointment left the secondary crew-leader position of Maintenance Worker II vacant. Therefore, the City Manager additionally promoted/appointed Natisa Davidson into this vacant crew-leader position. Both of these employees have outstanding service records with the City of Willows, have demonstrated exceptional devotion to the performance of required assignments and possess a combined history of twenty years of specific public works knowledge within the department and the City of Willows. Although these are provisional assignments, it is the City Manager's expectation that both employees will enthusiastically embrace the opportunity and challenges of advancement. Both will grow comfortably into their new roles within the department and become part of the overall success in re-structuring our Public Works Services commitments.

Finally, with the provisional appointments of two incumbent staff members, the city has inadvertently created an entry level vacancy within an already severely depleted public works crew. As part of the retirement incentive program, staff assumed an overall reduction in Public Works Staffing of three employees. However, as a result of the five retirements; with only one newly created replacement position and two incumbent promotional appointments, the ultimate staffing level was effectively reduced from ten employees to the current level of five employees. Even with the creation of the New Deputy Director we are still short one employee. Therefore staff is requesting immediate approval to recruit and appoint an entry level public works member to fulfill our community service commitments during the extremely busy summer and fall demand cycles. It is understood that the promotional opportunities were provisional however we

cannot postpone the immediate replacement of an entry level worker. Management will monitor the situation closely and make any future adjustments that may become necessary. However it is extremely important to replace the staffing component to the anticipated level before the beginning of the busy park activity season. Therefore, staff is respectfully requesting approval of the four steps outlined and authority to make immediate appointments as necessary to meet the community service expectations.

Although a moderate amount of salary savings may ultimately result in the four step process outlined, staff is not able to quantify that amount at this time. However, it is possible to assure that funding required in this re-structure will not exceed any General Fund monies already appropriated in the 2011/2012 fiscal year work plan. Funding for the Director/Consultant Contract would be paid solely from Sewer Enterprise Fund, as the vast majority of these activities are directly related to the sewer enterprise system operation; collection, treatment and discharge/permitting obligations.

Council discussion ensued and the Council indicated that they thought this sounded like a very good plan for restructuring the Public Works Department and that over time there should be somewhat of a cost savings to the City.

County resident Jeff Williams addressed the Council and had a few questions. He stated that when he was reading the information in the Staff Report it said the hours allowed for the former Public Works Director to return are for a maximum of 960 hours a year at \$55.00 per hour and he asked the City Manager if that was correct. The City Manager stated that that was correct. Mr. Williams then pointed out that if a person worked this many hours and at that rate of pay, they would make approximately \$52,800 annually. The City Manager clarified that if Mr. Tyhurst were to return, he anticipates he may work a maximum of ten hours per week and will in no way achieve the maximum of 960 hours during his training of the Deputy Public Works Director. Mr. Williams then asked the City Manager what the salary of the Deputy Director would be. The City Manager stated that the range of pay for that position has been established at \$4492 per month at step "A" up to \$5460 per month at step "E". Mr. Williams expressed that he was curious how this was going to be a savings to the City. He then asked if there was an interview process involved in upgrading the two positions that were promoted. The City Manager stated that there was an application process involved for the Superintendent's position. He further explained that the appointments that were made to the Superintendent position and to the Maintenance Worker II position were provisional and they were made in compliance with the City's personnel rules and regulations which allow for the City Manager to fill positions on an emergency basis and that is what he did.

Additional discussions occurred among the Council, and for clarification purposes, Council Member Taylor-Vodden noted that the City Council is not included in the hiring or promotion process for City Staff. That is one of the City Manager's responsibilities. The City Council is merely responsible in the creations and/or eliminations of positions/titles, but they have no direct involvement in who is ultimately chosen for the positions. Council Member Yoder asked if the City Manager intended to keep the position of Deputy Director of Public Works, once the Director position was filled. The City Manager stated that it was his intent that once the Deputy

Director would presumably and eventually be promoted to the Director position, the Council would then eliminate the Interim Deputy Director Position.

Once discussions ceased it was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to authorize the City Manager to create, recruit and appoint a new Deputy Public two incumbent members of the Public Works Department. The motion unanimously passed.

**12. Council Member Reports:**

Council Member Hansen thanked Chiefs Spears and Peabody for assisting in the Memorial Service that was held for Bill Carter. Bill had a long career in law enforcement and will be missed.

Council Member Taylor-Vodden asked the City Manager if he knew the status of the Wal-Mart sign project promoting the Downtown Business District and drawing people to that area that is supposed to eventually be prominently displayed at the Wal-Mart Super Center. The City Manager stated there were a few more details that needed to be added to the sign before it is finished and once completed, it will come back before the Council for final approval.

Vice Mayor Cobb reminded everybody of the Wal-Mart Super Center Grand Opening that would be taking place the following morning beginning at 8:00 a.m. He also stated that the two new signal lights on Hwy 162 between Humboldt Avenue and Wal-Mart are up and operational, so he urged everybody to drive with caution.

**13. Executive Session: None**

**14. Adjournment: Vice Mayor Cobb adjourned the meeting at 7:46 p.m.**

Dated: March 13, 2012

NATALIE BUTLER

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City Clerk

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## AGENDA ITEM

March 27, 2012

**TO:** Honorable Mayor Holvik and Members of City Council

**FROM:** Karen Mantele, Principal Planner

**SUBJECT:** CDBG 2012 SUPER NOFA PT/A Grant Application under Community Development Allocation

## RECOMMENDATION

Conduct a Public Hearing and upon conclusion, consider by motion, adopting the attached resolution approving the submittal of a CDBG PT/A Grant Application for a Senior Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development.

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## SUMMARY

The State of California, Department of Housing and Community Development (Department) administers a Federal program known as the State Community Development Block Grant (CDBG) Program. The Department receives funds annually from the Federal Department of Housing and Urban Development (HUD). The Department sets aside part of each annual funding allocation received from HUD for Planning and Technical Assistance (PTA) grants, through a NOFA (Notice of Funding Availability). This year (2012) the State issued a SUPER NOFA and consolidated all CDBG activities which may be applied for at the same time.

In issuing this SUPER NOFA, the Department is announcing the availability of funding under the CDBG PT/A Community Development allocation, including Planning and Technical Assistance (PTA) grants, which can assist a city with a wide range of studies, pre-development, design and engineering costs. The allocation provides funding in the form of grants to small cities and rural counties for planning and feasibility studies related to CDBG eligible activities. The maximum grant award is not to exceed \$100,000 total, with a maximum of two PT/A studies per application, where in prior years the total a city could make application for was \$35,000. The proposed application will be a stand-alone application for \$50,000 to conduct a **Senior Housing Needs Assessment Study**. Applications must be received by HCD by April 6, 2012.

## FINANCIAL CONSIDERATIONS

State CDBG statute (Health and Safety Code, Section 50833) requires each applicant to contribute a percentage of cash match. Commitment of the required cash match must be included in the authorizing resolution. The approval of the attached resolution commits the City to \$2,500 (5%) of the total project cost of each grant application. The source of funding is available through Community Discretionary Funding that the City has available for such purposes.

## NOTIFICATION

A public hearing notice for this item has been published in the local paper of distribution in accordance with state law. CDBG Regulations require that two public hearings be held before the jurisdiction submits an application to the Department. The first hearing must be held during the program design stage. This public hearing was held on February 14, 2012. Prior to submittal of an application for funding, a second public hearing must be noticed 10 days prior to the meeting. This notice for this Public Hearing was published in compliance with State Law.

**ALTERNATE ACTIONS**

No alternatives are recommended.

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**RECOMMENDATION**

Conduct the required Public Hearing, and upon conclusion, by motion, consider adoption of the attached resolution approving the submittal of a CDBG PT/A Grant Application authorizing the City Manager to sign application and submit the application to the Department of Housing and Community Development

Respectfully submitted,

Karen Mantele  
Principal Planner

Approved by:



Steve Holsinger  
City Manager

Attachments:

- 1) Draft Resolution
- 2) Scope of Project (Senior Housing Needs Assessment Study)

## RESOLUTION No. \_\_\_\_-2012

**A RESOLUTION APPROVING A 2012 SUPER NOFA GRANT APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE PLANNING AND TECHNICAL ASSISTANCE (PT/A) COMMUNITY DEVELOPMENT ALLOCATION OF THE STATE CDBG PROGRAM FOR A SENIOR HOUSING NEEDS ASSESSMENT STUDY**

**WHEREAS**, the City Council for the City of Willows has reviewed and hereby approves a grant application for up to \$50,000 for the preparation of a Senior Housing Needs Assessment Study; and;

**WHEREAS**, funding is available from the State Department of Housing and Community Development through the release of the SUPER NOFA on January 9, 2012; and

**WHEREAS**, on February 14, 2012 the City Council of the City of Willows held a general public program design hearing; and,

**WHEREAS**, on March 27, 2012 the City Council of the City of Willows held an application submittal hearing; and

**WHEREAS**, the City Council has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, and all other relevant documents and evidence which are part of the record of proceedings; and

**WHEREAS**, the City has determined that Federal Citizen Participation requirements were met during the development of this application; and

**WHEREAS**, the City Council finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15262, Feasibility and Planning Studies; and

**WHEREAS**, the City hereby approves the use of Community Discretionary Funding Sources in the amount of \$2,500 to be used as the City's required match for this application, and

**WHEREAS**, the City Manager is hereby authorized and directed to sign this application and act on the City's behalf in all matters pertaining to this application, and

**WHEREAS**, If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant; and

**WHEREAS**, If the application is approved, the City Manager is authorized to sign Funds Requests and other required reporting forms for the purposes of this grant.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Willows does hereby resolve as follows:

1. That the proposed project qualifies as an eligible use of Department funds.
2. That the City Council hereby commits \$2,500 of cash match towards the project costs.

**PASSED, APPROVED AND ADOPTED** at a special meeting of the City Council on this 27<sup>th</sup> day of March, 2012, by the following vote:

AYES in favor of:  
NOES:  
ABSENT:  
ABSTAIN:  
APPROVED:

ATTESTED:

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Vince Holvik, Mayor

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Natalie Butler, City Clerk

CITY OF WILLOWS  
GENERAL ALLOCATION CDBG P/TA GRANT APPLICATION 2012

PROPOSED ACTIVITY: **SENIOR HOUSING NEEDS ASSESSMENT STUDY**

**TOTAL AMOUNT OF FUNDS REQUESTED: \$50,000**

**NATIONAL OBJECTIVE**

The national objective that will be met through this activity is benefit to low- and moderate-income households. Through the development of a needs assessment, the City will be able to determine the specific senior housing needs for some of the 52.4% households in the Targeted Income Group as identified by the State Department of Housing and Community Development (HCD).

**ACTIVITY DESCRIPTION**

**BRIEF DESCRIPTION OF THE PROBLEM:**

The City of Willows, with a population of 6,166 (Dept. of Finance 4/1/10) is located in the County of Glenn, suffers from a variety of economic development distress factors including chronically high unemployment and poverty, low per capita and family income, and an un-diversified local economy. The community has experienced severe long-term economic distress for over a decade. The impact of reliance on agriculture and government has had significant ramifications including high unemployment and underemployment, negative employment growth, dismal per capita income, and stagnant sales growth.

Based on recent data gathered from the Employment Development Department, the January 2012 unemployment rate for Willows was 13.7% or 125% of the State average rate of 10.9%. In 2009, the annual average unemployment rate for the City of Willows was 13.2% or 107% of the State's annual average of 12.4%. Also pointing to the poor conditions that exist in the City is the low level of per capita personal income. According to the 2010 Census, the per capita income in the City of Willows was \$20,282, 69% below the State's figure of \$29,188.

State law recognizes the vital role local governments play in the supply and affordability of housing. The governing body of a local government in California is required to adopt a comprehensive, long-term general plan for the physical development of the city. The housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1969, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community, including the Senior Citizen community. This assessment will directly address this mandate.

Policy makers, leaders, and citizens must continually analyze present data and future trends when determining the levels and types of housing needed at regional or local levels. Whether projecting the capacity for sewer and water infrastructure, building roads, or planning for schools, housing needs assessments are an integral element in community and regional planning.

## **DETAILED DESCRIPTION OF THE PROGRAM DESIGN /SCOPE OF WORK:**

Through completion of the scope of work outlined below, a comprehensive Senior Housing Needs Assessment Study will be completed that will identify the existing and future housing needs of seniors citizens of the City of Willows. Through the results of this Study, the City will be able to identify the future need for senior housing and care facilities, and to provide recommendations for future developers of senior housing on the amount and types of senior housing concepts that should be developed. Based on the needs identified in the Study, the City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independent lifestyle.

### **Task I: Background work in preparation of Needs Assessment Study**

- \*Assemble Senior Needs Housing Task Force and identify interested participants
- \*Analyze the current senior housing and care facilities market conditions within the City
- \*Analyze the demographic growth trends
- \*Estimate projections for the demand of different types of housing (*independent, assisted, skilled nursing care facilities, memory care*)
- \*Obtain U.S. Census data and use for basis of analysis
- \*Interview current senior housing and care facilities managers/owners, builders/developers, City staff and others involved in the Senior Housing market in Willows
- \*Prepare a Senior Housing/Senior Care Needs Assessment survey to include determining critical gaps in services and supports for seniors in Willows
- \*Prepare a Senior Housing Business Plan to identify future housing strategies, goals, and an action plan that would assist the City in targeting senior housing developers, including recommendations on type and size of facility to construct
- \*Prepare a Comprehensive Market Feasibility Study to assist potential senior housing developers in locating development sites

### **Task II: Completion of Study by Consultant to include:**

- \*An Assessment of overall demand for senior housing and care facilities into the future
- \*Conclusion of Senior Housing/Senior Care Needs Assessment survey
- \*Conclusion of Senior Housing Business Plan
- \*Conclusion of Comprehensive Market Feasibility Study
- \*Identifying incentives the City could provide to developers of senior housing and care facilities
- \*Identifying potential state and federal funding opportunities to augment senior housing development and implementation

### **Task III: Present Recommendations to Key City Staff**

- \*Identify key staff members who need to be included in presentation
- \*Set meetings date, time and location
- \*Send letters to key staff and interested participants regarding presentation

### **Task IV: Review Draft Final Report**

- \*Schedule Task Force meeting to review draft report
- \*Submit comments and recommendations and draft report to City Council

### **Task V: Prepare and Submit Final Report to City and to State CDBG**

- \*Schedule public hearing date and prepare legal notice for City Council meeting
- \*Prepare staff report for City Council meeting
- \*Complete all required State forms and narratives and provide to City

**TARGETED INCOME GROUP BENEFIT:**

State CDBG uses the term "Targeted Income Group" (TIG) for households at 80% and below median and "lowest Targeted Income Group" (LTIG) for households at 50% and below median. As provided in the 2012 CDBG NOFA and Application Packet, the most recent data provided by HUD for the City of Willows indicates that 52.4% of the jurisdiction is a member of the Targeted Income Group (TIG). According to the 2010 Census there are approximately 1,066 households with persons 60 and older located in the City of Willows. Assuming that 52.4% of these households are TIG, the number of eligible for Senior Housing would be approximately 558.

**DESCRIPTION OF THE FINAL PRODUCT**

The final product will be a completed assessment identifying the housing needs of the senior community located in the City of Willows. The report will be in a format that is easy to read and useful as a resource document for the City and will identify CDBG as the funding agency.

**AGENDA ITEM**

March 27, 2012

**TO:** Members of City Council

**FROM:** Karen Mantele, Principal Planner

**SUBJECT:** Annual Housing Element Progress Report for period from April 1, 2011 to March 31, 2012

**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

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**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 Housing Element of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (which current planning period covers from January 1, 2007 to June 30, 2014), 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, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, an updated Housing Element in 2005, and most recently the current 2009-2014 Housing Element Update. The 2009-2014 Housing Element was adopted by the City Council on June 8, 2010. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on September 9, 2010. 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). As this time, the City has no plans in the near future to update their General Plan.

Affordability levels for the City of Willows is based upon Glenn County income limit information (adjusted for household size) provided by HCD each year. In Glenn County, the February 2012 income limits are based upon a median income of \$34,740 for a family of four.

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). The following figures prescribe how many housing units the City of Willows must plan for at varying levels of affordability between 2007 and 2014, broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	52	10.5%
Very Low	52	10.5%
Low	82	17%
Moderate	103	21%
Above Moderate	198	41%
<b>TOTAL</b>	<b>487</b>	<b>100%</b>

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element.

The attached Annual Housing Element Progress report was not brought before the City of Willows Planning Commission, as has been past practice. The reason being, the Planning Commission has not conducted a regular meeting for two months, as there have not been any projects to bring before them; therefore they never were presented the report. However, the Commission was provided a copy of the report and may speak at the Council meeting or provide written comments prior to the meeting. To note, In 2010 the Commission expressed that they would like to see a Senior Housing Assessment prepared, as that is one of the programs listed within the recent Housing Element. This report includes the information that the City is currently making an application for a CDBG PT/A grant for a Senior Needs Assessment Study.

**FINANCIAL CONSIDERATIONS**

None

**ALTERNATE ACTIONS**

No alternatives are recommended.

**RECOMMENDATION**

Respectfully submitted,



Karen Mantele  
Principal Planner

Approved by:



Steve Holsinger  
City Manager

Attachments:

\* Annual Housing Element Progress Report (HCD forms)

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction City of Willows  
 Reporting Period 4/1/2011 to 3/31/2012

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

Housing Development Information										Housing with Financial Assistance and/or Dead Restrictions			Housing without Financial Assistance or Dead Restrictions	
1	2	3	4	5	5a	6	7	8						
005-260-033	SF	O	1					1						1
005-260-031	SF	O	1					1						1
005-182-016	SF	O		1				1						1
005-187-017	SF	O		1				1						1
005-182-015	SF	O		1				1						1
005-187-016	SF	O		1				1						1
005-182-014	SF	O		1				1						1
005-187-015	SF	O		1				1						1
<b>(9) Total of Moderate and Above Moderate from Table A3</b>										<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>(10) Total by Income Table A/A3</b>										<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>(11) Total Extremely Low-Income Units*</b>														

\* Note: These fields are voluntary

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
 (CCR Title 25 §6202)

**\* continued  
 Report**

Jurisdiction: City of Willows  
 Reporting Period: 4/1/2011 to 3/31/2012

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

Housing Development Information										Housing with Financial Assistance and/or Dead Restrictions		Housing without Financial Assistance or Dead Restrictions
1	2	3	4	5	6	7	8	9	10	11	12	13
Project Name	Project Type	Units	Very Low Income	Low Income	Mixed Income	Very Low Income	Low Income	Mixed Income	Total	Very Low Income	Low Income	Mixed Income
005-182-013	SF	O	1						1			
005-182-014	SF	O	1						1			
005-182-012	SF	O	1						1			
005-187-013	SF	O	1						1			
005-182-010	SF	O	1						1			
005-187-011	SF	O	1						1			
(9) Total of Moderate and Above Moderate from Table A3										0	0	0
(10) Total by Income Table A3										6		
(11) Total Extremely Low-Income Units*												

\* Note: These fields are voluntary

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction City of Willows  
Reporting Period 4/1/2011 to 3/31/2012

**Table A2**  
**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program, its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Income	(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
(1) Rehabilitation Activity	0	
(2) Preservation of Units At-Risk	0	
(3) Acquisition of Units	0	
(5) Total Units by Income	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	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Above Moderate						0	
No. of Units Permitted for Above Moderate						0	

\* Note: This field is voluntary

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Willows  
 Reporting Period 4/1/2011 to 3/31/2012

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

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		RHNA Allocation by Income Level	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Dead Restricted	104										19	85
	Non-dead restricted				3		14	2					
Low	Dead Restricted	82										15	67
	Non-dead restricted				3			12					
Moderate	Dead Restricted	103											103
	Non-dead restricted												
Above Moderate		198	12	3		1						18	182
Total RHNA by COG. Enter allocation number.		487										36 (7.3%)	437
Total Units			12	3	5	1	14	14					
Remaining Need for RHNA Period													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.





**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

Jurisdiction City of Willows  
Reporting Period 4/1/2011 to 3/31/2012

General Comments:

The city of Willows has complied with all of the conditions of the Housing Element certification letter (dated September 9, 2010) from the State HPD department and documented all pertinent information in a letter and packet to the State on August 27, 2011.

**AGENDA ITEM**

March 27, 2012

**TO:** Honorable Mayor Holvik and Members of City Council

**FROM:** Karen Mantele, Principal Planner

**SUBJECT:** Mini-Grant Façade Improvement Program Funds Request from Dale Myers  
216/218 W. Sycamore Street/APN: 002-172-007

**RECOMMENDATION**

Adopt the attached resolution approving the use of Downtown Façade Improvement Funds for a Mini Grant to replace windows above the awning at 216/218 W. Sycamore Street, authorizing the commitment of \$1,200 (Total allowed for Mini-Grants)

---

**SUMMARY**

In June of 2008 the City Council adopted Resolution #31-2008 which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. This resolution and funding will implement a community goal of the 2000 Community Vision and Action Plan which was to establish a Downtown Façade Improvement Program (PROGRAM) to support downtown revitalization efforts. Until now implementing the program has been stalled for lack of seed funding; however as part of the Wal-Mart project conditions of approval, funds were committed and deposited with the City to which a portion has been set aside for this PROGRAM. Mini Grant Funding is available up to a maximum of Twelve Hundred (\$1,200) per project with no "matching funds" required. Mini Grants are subject to all façade improvement program criteria and subject to approval by city staff and or Planning Commission as required.

Dale Myers made an application request to the City for a Mini-Grant under the Façade Improvement Program to replace the windows above the awning at the referenced address, a business located within the Central Commercial District. The type of work proposed did not require Planning Commission approval as prior Façade Improvement projects were subject to, therefore the project is proceeding to the City Council for grant funding approval. This project was applied for under the Mini Grant portion of the PROGRAM as Mr. Myers desires to improve the building front and obtain financial assistance with the improvements. The cost estimate to replace the windows is approximately \$1,501.13. Mr. Myers understands that the maximum allowed under Mini Grants is \$1,200 and that he is liable to pay the difference. Windows are one of the eligible items listed under the Program Guidelines. As stated earlier, Mini-Grants have a maximum limit of \$1,200 with no matching funds required, as such this request is for the total limit.

**FINANCIAL CONSIDERATIONS**

The approval of the attached resolution commits the City to \$1,200 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution.

**NOTIFICATION**

Holly & Dale Myers, owners of 216/218 W. Sycamore Street, have been notified.

**ALTERNATE ACTIONS**

No alternatives are recommended.

**RECOMMENDATION**

Adopt the attached resolution approving the use of Façade Improvement Funds to assist Dale Myers with the replacement of store front windows above the awning not to exceed 1,200.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Karen Mantele".

Karen Mantele  
Principal Planner

Attachments:

- 1) Draft Resolution
- 2) Project cost estimate

RESOLUTION No. \_\_\_\_\_ 2012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE USE OF MINI GRANT DOWNTOWN FAÇADE IMPROVEMENT FUNDS FOR DALE MYERS IN ORDER TO REPALCE STOREFRONT WINDOWS ABOVE AWNING ON AN EXISTING COMMERCIAL BUILDING LOCATED AT 216/218 W.SYCAMORE STREET, ASSESSORS PARCEL NUMBER 002-172-007**

**WHEREAS**, on June 13, 2000, the City Council of the City of Willows adopted the Community Vision and Action Plan per Resolution No. 16-2000 which recommended a Community Goal to establish a Façade Improvement Program (PROGRAM), and

**WHEREAS**, on June 24, 2008 the City Council of the City of Willows adopted Resolution No. 31-2008 implementing a Downtown Façade Improvement Program, and,

**WHEREAS**, funding is available for the PROGRAM through partial allocation of the Wal-Mart Economic Impacts contribution, and

**WHEREAS**, Dale Myers has requested the use of Mini Grant PROGRAM funds not to exceed \$1,200, to assist with replacement of store front windows for property located at 216/218 W. Sycamore Street, within the Central Commercial Zoning district, and

**WHEREAS**, windows are an eligible item under the PROGRAM, and

**WHEREAS**, in an effort to further the goal of providing assistance to businesses within the Central Commercial Zoning District for downtown revitalization, it is recommended that the Council consider approving the use of PROGRAM funds for this window project.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Willows does hereby resolve as follows:

1. That the window project qualifies as an eligible use of PROGRAM funds.
2. That the City Council hereby commits \$1,200 of the PROGRAM funds to Holly Meyer for the window project.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 27th day of March, 21012, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

Mayor Holvik

---

Natalie Butler, City Clerk

Cost Estimate

P - 2

Ramsey's Glass  
 480 S. Tehama St.  
 Willows, CA 95988

**Estimate**

Date	Estimate #
1/31/2012	278

Name / Address
Holly Meyer 205 N. Sacramento St. Willows, Ca 95988

			Project
Description	Qty	Cost	Total
17 x 28 " 3/32 thick	25	42.00	1,050.00
Installation		375.00	375.00
Tax		7.25%	76.13
Think you, we look forward to serving you again. 994-7217			<b>Total</b>
			\$1,501.13

Customer Signature \_\_\_\_\_

March 27, 2012

**AGENDA ITEM**

**TO:** Willows City Council  
**VIA:** Steve Holsinger, City Manager  
**FROM:** William Spears, Chief of Police  
**SUBJECT:** AWARDING OF TOWING AND EMERGENCY 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**

Previously council approved and directed the Chief of Police and the City Clerk to seek and accept RFP's for a tow and vehicles services contact.

The City received two RFP's. The bids were submitted by Highway Towing and L&T Towing. On March 12, 2012 at 1700 hours the bids were officially reviewed.

Based on the bid information submitted it is recommended that the Towing and Emergency Roadside Service Contract be awarded to L&T Towing effective March 28, 2012.

This new contract once authorized shall remain in effect for a period of one year, with two possible one year renewals, for a total period of no more than three (3) years.

**FINANCIAL CONSIDERATIONS**

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

**NOTIFICATION**

Highway Towing  
L&T Towing

**ALTERNATE ACTIONS**

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

**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.

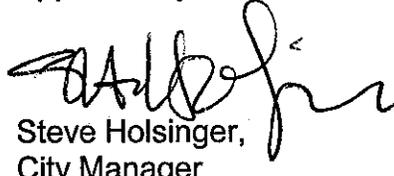
---

Respectfully submitted,



William Spears,  
Chief of Police

Approved by,



Steve Holsinger,  
City Manager

---

Attachments:

- EXHIBIT A: Towing bid analysis
- EXHIBIT B: Highway Towing Bid
- EXHIBIT C: L&T Towing Bid

# EXHIBIT A

## TOWING BID ANALYSIS

3/16/2012

	Highway	L&T
<b>Class 1 or 2 vehicles</b>		
towing	\$ 45.00	\$ 25.00
additional	\$ 3.00	\$ 1.50
change flats	0	\$ 20.00
Winching	\$ 45.00	\$ 25.00
<b>Class 3,4 or 5 vehicles</b>		
Towing	\$ 75.00	\$ 30.00
Additional	\$ 6.00	\$ 1.50
change flat	\$ 75.00	\$ 30.00
Winching	\$ 100.00	\$ 30.00
<b>Class 6 Vehicles</b>		
Towing	\$ 100.00	\$ 40.00
Additional	\$ 6.50	\$ 1.50
Change flat	\$ 85.00	\$ 40.00
Winching	\$ 100.00	\$ 40.00
<b>Class 7 Vehicles</b>		
Towing	\$ 100.00	\$ 45.00
Additional	\$ 6.50	\$ 1.50
Change flat	\$ 85.00	\$ 40.00
Winching	\$ 100.00	\$ 45.00
<b>Class 8 Vehicles</b>		
Towing	N/A	\$ 50.00
Additional	N/A	\$ 1.50
Change flat	\$ 100.00	\$ 45.00
Winching	\$ 100.00	\$ 50.00
<b>Emergency Road Services</b>		
Battery jump		
Within Willows	0	\$ 20.00
Outside Willows	0	\$ 20.00
Unlock Doors		
Within Willows	0	\$ 20.00
Outside Willows	0	\$ 20.00
Out of Gas		
Within Willows	0	\$ 20.00
Outside Willows	0	\$ 20.00
Removal of Debris		
Within Willows	\$ 75.00	\$ 1.00
Outside Willows	\$ 50.00	\$ 1.00
<b>Storage</b>		
Storage of City Vehicles & vehicles under control	\$ 20.00	\$ 10.00

# 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 15, 2012  
4:00 P.M.

#### Bidder Information:

Firm Name: Hiway Truck & Auto  
Address: 625 N. Tehama St  
City/State/Zip: Willows CA 95988  
Phone # (530) 934-0664 2<sup>nd</sup> Phone # (530) 330 1674

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..... \$ 45 /Each tow  
(Includes abatement tows)  
Additional Tow fee (outside Willows Sphere of Influence).. \$ 3 /Mile  
Change of flat tire..... \$ 45 /Each  
Winching (100 ft. maximum)..... \$ 45 Each

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

Towing – within Willows Sphere of Influence..... \$ 75 /Each tow  
(Includes abatement tows)  
Additional Tow fee (outside Willows Sphere of Influence).. \$ 6 /Mile  
Change of flat tire..... \$ 75 /Each  
Winching (100 ft. maximum)..... \$ 100 Each

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

Towing – within Willows Sphere of Influence..... \$ 100 /Each tow  
(Includes abatement tows)  
Additional Tow fee (outside Willows Sphere of Influence).. \$ 650 /Mile  
Change of flat tire. IN Sphere..... \$ 85 /Each  
Winching (100 ft. maximum)..... \$ 100 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..... \$ 100 /Each tow  
(Includes abatement tows)

Additional Tow fee (outside Willows Sphere of Influence).. \$ 6<sup>50</sup> /Mile

Change of flat tire..... within sphere \$ 85 /Each

Winching (100 ft. maximum)..... \$ 100 Each

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

Towing – within Willows Sphere of Influence..... \$ N/A /Each tow  
(Includes abatement tows)

Additional Tow fee (outside Willows Sphere of Influence).. \$ N/A /Mile

Change of flat tire..... \$ 100 /Each

Winching (100 ft. maximum)..... \$ 100 /Each

**Emergency Road Services:**

Battery Jump Start:

Within Willows Sphere of Influence..... \$ 0 /Each

Outside Willows Sphere of Influence..... \$ 0 /Each

Unlock Doors:

Within Willows Sphere of Influence..... \$ 0 /Each

Outside Willows Sphere of Influence..... \$ 0 /Each

Out of Gas:

Within Willows Sphere of Influence..... \$ 0 /Each + fuel

Outside Willows Sphere of Influence..... \$ 0 /Each + fuel

**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..... \$ 75 /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. RPJ  
(Initial)

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

Name: Paul E Brackensick Title: OWNER  
(Print) (Print)

Signature: [Signature] Date: 3/13/11

----- City of Willows use only -----

Opened: By: [Signature] Date/time: 3-15-12/1730

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 15, 2012**  
**4:00 P.M.**

#### Bidder Information:

Firm Name: L & T Towing  
Address: 459 N Colusa St.  
City/State/Zip: Willows CA 95988  
Phone # (530) 934-7300 2<sup>nd</sup> 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..... \$ 25.00 /Each tow  
(Includes abatement tows)
- Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile
- Change of flat tire..... \$ 20.00 /Each
- Winching (100 ft. maximum)..... \$ 25.00 Each

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

- Towing – within Willows Sphere of Influence..... \$ 30.00 /Each tow  
(Includes abatement tows)
- Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile
- Change of flat tire..... \$ 30.00 /Each
- Winching (100 ft. maximum)..... \$ 30.00 Each

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

- Towing – within Willows Sphere of Influence..... \$ 40.00 /Each tow  
(Includes abatement tows)
- Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile
- Change of flat tire..... \$ 40.00 /Each
- Winching (100 ft. maximum)..... \$ 40.00 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..... \$ 45.00 /Each tow  
(Includes abatement tows)

Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile

Change of flat tire..... \$ 40.00 /Each

Winching (100 ft. maximum)..... \$ 45.00 Each

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

Towing – within Willows Sphere of Influence..... \$ 50.00 /Each tow  
(Includes abatement tows)

Additional Tow fee (outside Willows Sphere of Influence).. \$ 1.50 /Mile

Change of flat tire..... \$ 45.00 /Each

Winching (100 ft. maximum)..... \$ 50.00 /Each

**Emergency Road Services:**

Battery Jump Start:

Within Willows Sphere of Influence..... \$ 20.00 /Each

Outside Willows Sphere of Influence..... \$ 20.00 /Each

Unlock Doors:

Within Willows Sphere of Influence..... \$ 20.00 /Each

Outside Willows Sphere of Influence..... \$ 20.00 /Each

Out of Gas:

Within Willows Sphere of Influence..... \$ 20.00 /Each

Outside Willows Sphere of Influence..... \$ 20.00 /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..... \$ 1.00 /Each incident  
Within Willows Sphere of Influence (beyond 1.5 hours).... \$ 1.00 /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.)..... \$ 10.00 /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.)

---

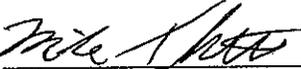
**ATTESTMENT, CERTIFICATION AND AUTHORIZATION FOR  
SUBMITTAL OF BID**

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. MT  
(Initial)

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

Name: Michael R Thornton Title: Owner  
(Print) (Print)

Signature:  Date: 3-2-12

----- City of Willows use only -----

Opened: By:  Date/time: 3-15-12/1730

Notified of bid results:  Yes  No  
By:  Mail Phone Other \_\_\_\_\_