Business FAQ

It is the hope of the City of Tawny Creek that this document will answer some of the most frequently asked questions regarding doing business with the city.

Construction Bids

The City of Tawny Creek intends to make information available regarding public improvement projects to all interested parties. Prospective construction projects for the Department of Public Works and Development are advertised regularly in the local newspaper for six business days.

The City of Tawny Creek requires general contractors to be prequalified according to Title 11 Chapter 12 of the City of Tawny Creek ordinances. In some cases, prequalification is not required. All general contractors must be bonded.

Sealed bids are accepted every Friday by 9:00 a.m. at the City Clerk’s office. Bids are opened at 9:30 a.m. in the City Council Chambers at the City Hall. Requirements for submitting bids are in the Bidders Requirements document.

Small Business Development

Tawny Creek’s Economic Development Department works with various organizations in the city that provide programs assisting small businesses with finances, training, and incentives. City departments also facilitate business development and entrepreneurism.

Many agencies help with these efforts. One is the Small Business Association, which provides assistance to entrepreneurs as they start, run, and grow their businesses. Another is the Tawny Creek Small Business Development Center, which provides training, workshops, and consulting on various areas of interest to small businesses. It also provides business owners with resources from lawyers, accountants, bookkeepers, marketing specialists, and more.

Several basic steps toward developing a small business include the following: evaluate your needs and location, create a business plan, check zoning regulations, determine a business structure, register a name, obtain a business license, get any necessary permits, get employer identification numbers, open a checking account, and recruit and train employees. More resources are available through the Economic Development Department.

General Instructions for Bidders

The City of Tawny Creek requires bidders to use the Purchasing Division bid forms to bid on materials, equipment, and services. Contact the Purchasing Division to request copies of the bid forms. All information on the form must be typed or written in ink. If a mistake is made, start with a new copy.

The bid form must be signed by an authorized individual and affixed with a corporate seal, if signed by a corporation.

A bid bond may be required. If so, it will be stated on the cover sheet. The bid bond must be provided by a corporate surety authorized to do business in the State of California or can be provided in the form of cash, check, or cashier’s check payable to the City of Tawny Creek for 10% of the bid.

Securities can be substituted for any monies withheld by the City to ensure contract-related performance. Securities available for investments under this section include those listed in Section 16379 of the Government Code or bank or savings and loan certificates of deposit. The contractor is the beneficiary of any securities substituted for monies withheld and will receive any applicable interest.

Zoning Information and Permits

The Economic Development Department offers services related to development under the City of Tawny Creek Planning Code and General Plan. The Zoning Section provides customer service to answer zoning questions, deal with zoning permit applications, and process environmental review documents. If you are starting a new business or building or renovating a building, the General Plan and the Planning Code should be consulted for guidelines and requirements for your project.

The Tawny Creek Planning Code is Title 18 of the Tawny Creek Municipal Code. It provides regulations and guidelines related to site development, including zoning regulations and environmental review guidelines. A complete copy of the Planning Code and/or the complete Municipal Code can be obtained by contacting the Tawny Creek City Clerk’s office.

Special Events Ordinances

Special events are welcome in the City of Tawny Creek. Promoters should register with the Parks and Recreation Department and carefully review all ordinances that pertain to any events conducted in public places within the city limits. Listed below are a few of the regulations.

Concessions

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| Caterers must be approved by the city. |
| The promoter must ensure no alcoholic beverages are carried into or out of the event. |

Signs

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| All signs must be professionally created. |
| Written permission must be obtained from the city manager prior to placing signs on public property. |
| Permanent existing signs on public property may not be removed or covered. |
| Sponsorship and event signs are not allowed on light posts. |
| Rental cost of directional signs is the responsibility of the applicant. |

Town Services

To best serve the safety and welfare of the public, the following services shall be provided by the City of Tawny Creek when deemed necessary.

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| Police protection, security, and crowd control. |
| Fire protection and emergency medical services. |
| Park maintenance. |
| Street closures. |
| Traffic and parking control. |