



Willows City Council Regular Meeting

December 9, 2025
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Rick Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
Matt Busby, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/82394942504>

Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

If you have documents you would like to submit to the Council, please deliver or mail them to the City Clerk at 201 N. Lassen St., Willows, CA 95988, or email cityclerk@cityofwillows.org.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **CEREMONIAL MATTERS**

a. **Lifesaver Award – For Saving the Life of an EMS Patient**

Presented by Fire Chief Monck to Firefighters Jaimie Fuentes, Matt Lopez, Marshall Giesbrecht, Kenzie Wilson, Matt Randolph, Shane Rakestraw, Robbie Burt, and Evan Dyck.

6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Council or City Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.
Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve the November 25, 2025, meeting minutes.
Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. **Children's Librarian Position – Updated Job Classification & Salary Schedule**

Recommended Action: Approve the updated job classification for the full-time Children's Librarian position, as well as the new salary schedule for the position.

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

d. Fire Captain – Updated Job Classification & Incentive Pay

Recommended Action: Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) incentive pay for Fire Captains and approving the updated and revised Fire Captain Job Classification (Attachment 2).

Contact: Nate Monck, nmonck@cityofwillows.org

e. Firefighter/Engineer - Updated Job Classification & Incentive Pay

Recommended Action: Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for Firefighter/Engineers and approving the updated and revised Firefighter/Engineer job classification (Attachment 2).

Contact: Nate Monck, nmonck@cityofwillows.org

f. Part-Time Firefighter/Engineer - Updated Job Classification & Incentive Pay

Recommended Action: Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for Part-Time Firefighter/Engineers and approving the updated and revised Part-Time Firefighter/Engineer Job Classification (Attachment 2).

Contact: Nate Monck, nmonck@cityofwillows.org

g. Fire Chief – Updated Job Classification & Incentive Pay

Recommended Action: Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for the Fire Chief position and approving the updated and revised Fire Chief Job Classification (Attachment 2).

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

h. 2026 Staffing and Adequate Fire and Emergency Response (SAFER) Grant

Recommended Action: Approve Resolution XX-2025 authorizing the City Manager, or her designee, to sign and execute all agreements with JMCM Consulting for an amount not to exceed \$6500 to prepare a Staffing and Adequate Fire and Emergency Response (SAFER) Grant application for submission to the State.

Contact: Nate Monck, nmonck@cityofwillows.org

i. **Supplemental Funding to Purchase Tink Claw Backhoe Attachment**

Recommended Action: Authorize the City Manager to use Storm Drain Development Impact Fees to supplement existing funding to purchase a 520 Tink Claw in an amount not to exceed \$8,000.

Contact: Joe Bettencourt, Community Development & Services Director,
jbettencourt@cityofwillows.org

j. **2025 California Fire Code and Willows Municipal Code Chapter 15.15 Amendment**

Recommended Action: Introduce by title only and waive the full the reading of the text of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2025 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED, and schedule a public hearing for the second reading and adoption of the Ordinance for the January 13, 2026 City Council Meeting.

Contact: Nate Monck, nmonck@cityofwillows.org

k. **2025 California Building Standards Code and Willows Municipal Code Title 15 - Buildings and Construction Amendment**

Recommended Action: Introduce by title only and waive the full reading of the text of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE AND ADOPTING LOCAL AMENDMENTS THERETO IN TITLE 15 OF THE WILLOWS MUNICIPAL CODE, INCLUDING REPEALING AND RE-ENACTING CHAPTERS 15.10, 15.11, 15.20, 15.30, 15.35, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 AND 15.95.2., and schedule a public hearing for the second reading and adoption of the Ordinance for the January 13, 2026, City Council meeting.

Contact: Joe Bettencourt, Community Development & Services Director,
jbettencourt@cityofwillows.org

l. **Annual Developmental Impact Fee Report – FY 2024-25**

Recommended Action: Receive the Annual Mitigation Fee Act Report (AB 1600) on Development Impact Fees for Fiscal Year Ending June 30, 2025 (Attachment 1) and approve Resolution XX-2025 (Attachment 2).

Contact: Joe Bettencourt, Community Development & Services Director,
jbettencourt@cityofwillows.org

7. DISCUSSION & ACTION CALENDAR

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a speaker card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **WM Franchise Agreement – Annual Consumer Price Index Rate Increase**

Recommended Action: Approve the WM Consumer Price Index (CPI) increase of 2.95%.

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

b. **New Library Technology**

Recommended Action: Authorize the City Manager, or her designee, to purchase new library technology using the Library Development Impact Mitigation Fees in an amount not to exceed \$12,000.

Contact: Christine Watson, City Librarian, cwatson@cityofwillows.org

c. **City of Willows 140th Anniversary of Incorporation Celebration**

Recommended Action: Approve expending a not-to-exceed amount of \$5,000 for the City of Willows' 140th Anniversary of Incorporation Celebration and authorize the City Manager to distribute historical commemorative mementos from the city vault as part of this event.

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

8. COMMENTS & REPORTS

a. **Council Correspondence**

b. **City Council Comments & Reports**

c. **City Manager's Report**

9. CLOSED SESSION

a. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)**

Title: City Librarian

b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code 54956.8)**

Property: 459 South Butte Street, Willows, CA

Agency negotiator: Marti Brown, City Manager

Negotiating parties: Clay Dawley & Elizabeth JT

Under negotiation: Price and Terms of Payment

10. ADJOURNMENT

This agenda was posted on December 5, 2025.

Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall 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. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 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.



CEREMONIAL MATTERS



PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00521 - CHECK RUN 11-21-25

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount
	Void					0.00
Payment Type	Payment Number			Payment Date	Payment Amount	
**Void Check	56181			11/21/2025	0.00	
**Void Check	56193			11/21/2025	0.00	
**Void Check	56194			11/21/2025	0.00	
**Void Check	56195			11/21/2025	0.00	
**Void Check	56196			11/21/2025	0.00	
Vendor Number	Vendor Name					Total Vendor Amount
2527	ANTHEM BLUE CROSS OF CALIFORNIA					20,396.62
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56170			11/21/2025	20,396.62	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
JANUARY2026	JANUARY 2026 HEALTH INSURANCE PREMIUMS - CW	11/19/2025	11/19/2025	0.00	20,396.62	
Vendor Number	Vendor Name					Total Vendor Amount
1172	CALIFORNIA WATER SERVICE					113.37
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56171			11/21/2025	113.37	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1053836442-110625	SERVICE TO 11-06-25 - LLAD ZONE C	11/17/2025	11/17/2025	0.00	113.37	
Vendor Number	Vendor Name					Total Vendor Amount
1211	CASCADE FIRE EQUIPMENT					13,999.63
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56172			11/21/2025	13,999.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#INV21893	23 FIRE SHELTERS - VFC GRANT - FIRE	11/17/2025	11/17/2025	0.00	13,999.63	
Vendor Number	Vendor Name					Total Vendor Amount
1243	CITY OF ORLAND					1,235.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56173			11/21/2025	1,235.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV00163	LEGAL SERV - GLENN CO TEETER CLAWBACK-JAVIS FAY	11/17/2025	11/17/2025	0.00	1,235.25	
Vendor Number	Vendor Name					Total Vendor Amount
1278	CORNING FORD					138.22
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56174			11/21/2025	138.22	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
66260	NUTS & BOLTS - F450 DUMPBED #4 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	25.90	
66261	BUCKLE ASY - F350 #6 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	112.32	
Vendor Number	Vendor Name					Total Vendor Amount
1463	GANDY & STALEY OIL CO					1,357.41
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56175			11/21/2025	1,357.41	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
87140-103125	FUEL - FIRE	11/17/2025	11/17/2025	0.00	1,357.41	

Payment Register

APPKT00521 - CHECK RUN 11-21-25

Vendor Number	Vendor Name					Total Vendor Amount	
2375	GLENN-COLUSA IRRIGATION DISTRICT					59.05	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56176					11/21/2025	59.05
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
25 37845-1	PARCEL 19 3 15 C & PARCEL 19 3 16 I ASSESSMENT-SWR	11/17/2025	11/17/2025	0.00	59.05		

Vendor Number	Vendor Name					Total Vendor Amount	
1564	ITF - INDUSTRIAL TRUCK & FARM					7.36	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56177					11/21/2025	7.36
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
651268	FASTENERS - LEAF TRUCK #11 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	7.36		

Vendor Number	Vendor Name					Total Vendor Amount
1606	JEREMY'S PEST STOMPERS					55.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56178				11/21/2025	55.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1172511	NOVEMBER 2025 SERVICE - CIVIC CENTER	11/17/2025	11/17/2025	0.00	55.00	

Vendor Number	Vendor Name					Total Vendor Amount	
2482	KARLEEN PRICE					502.95	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56179					11/21/2025	502.95
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
112125KP	NEW LAW & ELECTIONS CONFERENCE - LA - CM	11/17/2025	11/17/2025	0.00	502.95		

Vendor Number	Vendor Name					Total Vendor Amount	
2312	NAPA AUTO PARTS					2,851.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56180					11/21/2025	2,851.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
715571	BATTERY - SEWER GENERATOR - SEWER	11/19/2025	11/19/2025	0.00	219.49		
715882	OIL & FILTER - SWEEPER #16 - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	1,052.13		
715884	OIL - SWEEPER #16 - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	-88.00		
715934	BATTERIES - INVENTORY SHOP - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	482.48		
715966	POWERATED BELT - TORO MOWER #32 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	51.26		
715999	POWERATED BELT - TORO MOWER #32 - INVENTORY - PV	11/17/2025	11/17/2025	0.00	102.53		
716074	POWERATED BELT - TORO MOWER #32 - INVENTORY - PV	11/17/2025	11/17/2025	0.00	51.26		
716761	ANTIFREEZE - LEAF TRUCK #11 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	130.43		
716775	GASKET - LEAF TRUCK #11 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	27.18		
716784	DOOR JAM MOMENTARY SWITCH - E #2 - FIRE	11/17/2025	11/17/2025	0.00	92.04		
716843	POWERATED BELT - TORO MOWER #32 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	102.53		
716973	MAINTENANCE - DODGE 1500 - CHIEF #1 - FIRE	11/17/2025	11/17/2025	0.00	269.47		
716982	CORE RETURN- INV#716973 - DODGE 1500-CHIEF #1-FIRE	11/17/2025	11/17/2025	0.00	-19.58		
717015	PARTS CLEANER - FIRE	11/17/2025	11/17/2025	0.00	7.37		
717087	EXACTFITBLADE - SWEEPER #16 - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	73.91		
717095	OIL CHANGE SUPPLIES - DODGE 1500 - CHEIF #1 - FIRE	11/17/2025	11/17/2025	0.00	46.44		
717105	EXCHANGE & WINDSHIELD WASH-SWEEPER #16-PW	11/19/2025	11/19/2025	0.00	11.94		
717161	RAIN CAP - SWEEPER #16 - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	27.79		
717166	EXACTFITBLADE - SUPPLIES - FLEET VEHICLE - PW	11/17/2025	11/17/2025	0.00	110.86		
717328	EXHAUST RAIN CAP - SWEEPER #16 - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	40.28		
717385	EXCHANGE & RETURN RAIN CAP - SWEEPER #16 - PW	11/19/2025	11/19/2025	0.00	-27.79		
717390	WIPERS - ENGINE #3 - FIRE	11/20/2025	11/20/2025	0.00	86.98		

Vendor Number	Vendor Name						Total Vendor Amount
1864	O'REILLY AUTO PARTS						80.85
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	56182				11/21/2025	80.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
4878-102805	TIE ROD - FORD F350 #6 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	62.97		

Payment Register

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4878-104463	THERMOSTAT - LEAF TRUCK #11 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	17.88
Vendor Number	Vendor Name	Total Vendor Amount			
1877	ORLAND SAW & MOWER	36.28			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56183	11/21/2025	36.28		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
062819	AIR CLEANER & COVER-E#2 POWER PLANT - FIRE	11/17/2025	11/17/2025	0.00	36.28
Vendor Number	Vendor Name	Total Vendor Amount			
2521	PAPE' KENWORTH	358.05			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56184	11/21/2025	358.05		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
15734537-	SENSORS - JD MOWER - PARKS - PW	11/17/2025	12/10/2025	0.00	358.05
Vendor Number	Vendor Name	Total Vendor Amount			
1896	PAPE' MACHINERY JOHN DEERE	197.14			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56185	11/21/2025	197.14		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
16493539-	POSITION SENSOR - JD MOWER - PARKS - PW	11/17/2025	11/17/2025	0.00	197.14
Vendor Number	Vendor Name	Total Vendor Amount			
1143	PEDRO BOBADILLA	576.92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56186	11/21/2025	576.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
112125PB	RECREATIONAL SERVICES 11-8-25 TO 11-21-25 - REC	11/17/2025	11/17/2025	0.00	576.92
Vendor Number	Vendor Name	Total Vendor Amount			
2332	PRENTICE LONG, PC	9,165.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56187	11/21/2025	9,165.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8047	SERVICES RENDERED THROUGH 10-26-25 - CA	11/17/2025	11/17/2025	0.00	9,165.00
Vendor Number	Vendor Name	Total Vendor Amount			
1978	REGIONAL GOVERNMENT SERVI	4,285.08			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56188	11/21/2025	4,285.08		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
20242	PERSONNEL RULES & POLICIES - CM	11/17/2025	11/17/2025	0.00	4,285.08
Vendor Number	Vendor Name	Total Vendor Amount			
2041	SACRAMENTO VALLEY MIRROR	128.80			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56189	11/21/2025	128.80		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4097	LEGAL AD - ADOPT ORDINANCE 766-2025 - PLAN	11/17/2025	11/17/2025	0.00	128.80
Vendor Number	Vendor Name	Total Vendor Amount			
2044	SAFETY TIRE SERVICE	1,128.92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56190	11/21/2025	1,128.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
66986	TIRES - 2005 FORD F-350 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	1,128.92

Payment Register
APPKT00521 - CHECK RUN 11-21-25

Vendor Number	Vendor Name					Total Vendor Amount	
2447	TOP NOTCH COMMERCIAL CLEANING					1,100.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56191					11/21/2025	1,100.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
12194	NOVEMBER 2025 JANITORIAL SERVICES - CIVIC CENTER	11/17/2025	11/17/2025	0.00	1,100.00		

Vendor Number	Vendor Name					Total Vendor Amount	
2484	UMPQUA BANK COMMERCIAL CARD OPS					10,988.31	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56192					11/21/2025	10,988.31
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
BROWN103125-01	ICMA - FULL MEMBERSHIP - CM	11/19/2025	11/19/2025	0.00	910.40		
BROWN103125-02	EXPEDIA - MERRITT HOUSE HOTEL FOR CONFERENCE - CM	11/19/2025	11/19/2025	0.00	962.73		
BROWN103125-03	CALPERLA CONFERENCE - CM	11/19/2025	11/19/2025	0.00	1,225.00		
BROWN103125-04	MISCHARGE REIMBURSED - CM	11/19/2025	11/19/2025	0.00	12.99		
BROWN103125-05	2026 CITY MANAGERS CONFERENCE - MB - CM	11/19/2025	11/19/2025	0.00	775.00		
BROWN103125-06	2026 CITY MANAGERS CONFERENCE - JB - PLANNING	11/19/2025	11/19/2025	0.00	775.00		
BROWN103125-07	CONSTANT CONTACT ADJ - MONTHLY NEWSLETTER - CW	11/19/2025	11/19/2025	0.00	16.65		
BROWN103125-08	CONSTANT CONTACT RENEWAL - MONTHLY NEWSLETTE	11/19/2025	11/19/2025	0.00	265.20		
ENOS103125-01	WALMART - STATION SUPPLIES - FIRE	11/17/2025	11/17/2025	0.00	301.48		
FUENTES103125-01	CA FIRE CHAPLAIN ASSOC-BASIC FD CHAPLIAN TRAIN-FIR	11/17/2025	11/17/2025	0.00	256.25		
LOMBARD103125-01	AMAZON - SAFES FOR NARC BOXES - FIRE	11/17/2025	11/17/2025	0.00	260.97		
MONCK103125-01	MARVAL - FOOD FOR NATIONAL NIGHT OUT - FIRE	11/19/2025	11/19/2025	0.00	24.96		
MONCK103125-02	ROUND TABLE - FOOD FOR VOLUNTEERS-CITY BURN-FIRE	11/19/2025	11/19/2025	0.00	91.55		
MOORE103125-01	CHATGPT - CHATGPT SUBSCRIPTION - CW	11/19/2025	11/19/2025	0.00	20.00		
MOORE103125-02	WESTERN CITY MAGAZINE - FIN DIR RECRUITMENT-CW	11/19/2025	11/19/2025	0.00	300.00		
MOORE103125-03	CSMFO - FIN DIR RECRUITMENT - CW	11/19/2025	11/19/2025	0.00	325.00		
MOORE103125-04	PAYPAL-TRIEPI SMITH & ASSOC-FIN DIR RECRUITMENT	11/19/2025	11/19/2025	0.00	365.00		
PFYL103125-01	DMV - DRIVERS LICENSE RENEWAL - PW	11/19/2025	11/19/2025	0.00	59.22		
PFYL103125-02	CARLS FEED - PROPANE FOR LIFT STATION - PW	11/19/2025	11/19/2025	0.00	126.83		
PRICE103125-01	AMAZON - OFFICE SUPPLIES & NATIONAL NIGHT OUT	11/19/2025	11/19/2025	0.00	52.17		
PRICE103125-02	AMAZON - OFFICE SUPPLIES - CW	11/19/2025	11/19/2025	0.00	97.19		
PRICE103125-03	CHEFSTORE - NATIONAL NIGHT OUT FOOD	11/19/2025	11/19/2025	0.00	671.68		
PRICE103125-04	WALMART - NATIONAL NIGHT OUT FOOD	11/19/2025	11/19/2025	0.00	78.13		
PRICE103125-05	DOLLAR TREE - SUPPLIES - NATIONAL NIGHT OUT	11/19/2025	11/19/2025	0.00	22.84		
PRICE103125-06	AMAZON - OFFICE SUPPLIES - CW	11/19/2025	11/19/2025	0.00	14.91		
PRICE103125-07	WALMART - OFFICE SUPPLIES - CW	11/19/2025	11/19/2025	0.00	13.90		
PRICE103125-08	AMAZON - COMPUTER WORKSTATION - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	224.64		
PRICE103125-09	AMAZON - KEYLESS ENTRY DOOR HANDLE - CIVIC CENTER	11/19/2025	11/19/2025	0.00	106.54		
PRICE103125-10	AMAZON - OFFICE SUPPLIES - CW	11/19/2025	11/19/2025	0.00	116.88		
PRICE103125-11	WALMART-SUPPLIES- NATIONAL WILDLIFE REFUGE EVEN	11/19/2025	11/19/2025	0.00	38.86		
PRICE103125-12	STARBUCKS - NATIONAL WILDLIFE REFUGE EVENT	11/19/2025	11/19/2025	0.00	22.00		
PRICE103125-13	CROWN AWARDS - NATIONAL NIGHT OUT - REPLACED A	11/19/2025	11/19/2025	0.00	30.15		
PRICE103125-14	STARBUCKS - REIMBURSED - KARLEEN STARBUCKS	11/19/2025	11/19/2025	0.00	20.00		
PRICE103125-15	AMAZON - OFFICE SUPPLIES - CW	11/19/2025	11/19/2025	0.00	49.41		
PRICE103125-16	STARBUCKS - REIMBURSED - KARLEEN STARBUCKS	11/19/2025	11/19/2025	0.00	20.00		
PRICE103125-17	AMAZON - PUBLIC WORKS UNIFORMS - PW	11/19/2025	11/19/2025	0.00	254.30		
PRICE103125-18	AMAZON - PUBLIC WORKS UNIFORM - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	180.72		
PRICE103125-19	AMAZON - PUBLIC WORK UNIFORMS - RETURNED - PW	11/19/2025	11/19/2025	0.00	-178.40		
PRICE103125-20	AMAZON - RIBBON CUTTING CEREMONY	11/19/2025	11/19/2025	0.00	8.25		
PRICE103125-21	IIMC MEMBERSHIP DUES - CM	11/19/2025	11/19/2025	0.00	195.00		
PRICE103125-22	AMAZON - RIBBIN CUTTING CEREMONY	11/20/2025	11/20/2025	0.00	6.84		
PRICE103125-23	ACE HARDWARE - RIBBON CUTTING CEREMONY	11/19/2025	11/19/2025	0.00	14.13		
PRICE103125-24	ACE HARDWARE - REFUND RIBBON CUTTING CEREMONY	11/19/2025	11/19/2025	0.00	-14.13		
PRICE103125-25	ACE HARDWARE - RIBBON CUTTING CEREMONY	11/19/2025	11/19/2025	0.00	10.86		
PRICE103125-26	STARBUCKS - REIMBURSED KARLEEN STARBUCKS	11/19/2025	11/19/2025	0.00	20.00		
WATSON103125-01	D LUNA MARKET - CHILDREN'S SUPPLIES FOR STORYTIME	11/19/2025	11/19/2025	0.00	5.98		
WATSON103125-02	AMAZON - WIFI ADAPTERS- IT MAINT-CIRCULATION COM	11/19/2025	11/19/2025	0.00	39.12		
WATSON103125-03	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	17.94		
WATSON103125-04	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	17.54		
WATSON103125-05	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	13.79		

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WATSON103125-06	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	8.62
WATSON103125-07	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	4.33
WATSON103125-08	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	22.73
WATSON103125-09	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	17.94
WATSON103125-10	MICHAELS - SUPPLIES CHILDRENS PROGRAM - LIBRARY	11/19/2025	11/19/2025	0.00	17.84
WATSON103125-11	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	10.32
WATSON103125-12	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	19.14
WATSON103125-13	AMAZON - ZIP BOOK - LIBRARY	11/19/2025	11/19/2025	0.00	17.56
WATSON103125-14	BARNES & NOBLES - MATERIALS - LIBRARY	11/19/2025	11/19/2025	0.00	1,326.76
WATSON103125-15	CANVA - SUBSCRIPTION PROMO CHILDRENS PROGRAM -	11/19/2025	11/19/2025	0.00	120.00
WATSON103125-16	AMAZON - SUPPLIES CHILDRENS STORYTIME - LIBRARY	11/19/2025	11/19/2025	0.00	142.88
WATSON103125-17	WALMART - PUMPKINS - CHILDRENS TIME - LIBRARY	11/19/2025	11/19/2025	0.00	34.72

Vendor Number	Vendor Name					Total Vendor Amount
2395	US BANK CORPORATE PAYMENT SYSTEMS					119.88
Payment Type	Payment Number					Payment Date Payment Amount
Check	56197					11/21/2025 119.88
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BROWN-01	DROPBOX - AUTO RENEWAL - PLANNING	11/17/2025	11/17/2025	0.00	119.88	

Vendor Number	Vendor Name					Total Vendor Amount
2433	VESTIS					317.24
Payment Type	Payment Number					Payment Date Payment Amount
Check	56198					11/21/2025 317.24
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5067003130	UNIFORM SERVICE - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	158.62	
5067008440	UNIFORM SERVICE - PUBLIC WORKS	11/19/2025	11/19/2025	0.00	158.62	

Vendor Number	Vendor Name					Total Vendor Amount
2265	WASTE MANAGEMENT					62.53
Payment Type	Payment Number					Payment Date Payment Amount
Check	56199					11/21/2025 62.53
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
66527806-0533	9-15-25 - SURCHARGE - LIBRARY	11/17/2025	11/17/2025	0.00	62.53	

Vendor Number	Vendor Name					Total Vendor Amount
2295	WILLOWS ACE HARDWARE					110.96
Payment Type	Payment Number					Payment Date Payment Amount
Check	56200					11/21/2025 110.96
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
130434	HEX SCREW - SWEEPER #16 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	22.83	
130883	RETURN - HEX SCREW - SWEEPER #16 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	-22.83	
131081	HOLE SAW BIT & PIPE FITTINGS - FIRE	11/17/2025	11/17/2025	0.00	30.81	
131084	PIPE FITTINGS - FIRE	11/17/2025	11/17/2025	0.00	2.25	
131106	BATTERIES - FIRE	11/17/2025	11/17/2025	0.00	34.07	
131109	BATTERIES - FIRE	11/17/2025	11/17/2025	0.00	21.50	
131206	FASTENERS & MARKING PAINT - NARC SAFE CABNET- FIR	11/17/2025	11/17/2025	0.00	10.62	
131298	GLASS CLEANER - COUCIL CHAMBERS WINDOWS-CW	11/19/2025	11/19/2025	0.00	8.68	
131341	SNAPLBLADE KNIFE - FIRE	11/20/2025	11/20/2025	0.00	3.03	

Vendor Number	Vendor Name					Total Vendor Amount
2308	WILLOWS AUTOMOTIVE					180.00
Payment Type	Payment Number					Payment Date Payment Amount
Check	56201					11/21/2025 180.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
RO#93895	STARTER - 2011 FORD F-350 - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	180.00	

Payment Register

APPKT00521 - CHECK RUN 11-21-25

Vendor Number		Vendor Name		Total Vendor Amount		
2282		WILLOWS HARDWARE, INC.		379.73		
Payment Type		Payment Number		Payment Date	Payment Amount	
Check		56202		11/21/2025	379.73	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
327944	CRANE STEMS - FIRE	11/17/2025	11/17/2025	0.00	26.08	
372266	TRIMMER - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	45.00	
372267	FINISHING SUPPLIES - LIBRARY ROOF PROJECT - LIB	11/17/2025	11/17/2025	0.00	47.81	
373580	CHAINSAW CHAINS - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	134.84	
374630	CHAINSAW BLADES - STUMPER - PUBLIC WORKS	11/17/2025	11/17/2025	0.00	126.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	115	26	0.00	65,535.51
Gen Chk	Voided **Void Check	0	4	0.00	0.00
Gen Chk	Check	10	2	0.00	4,396.04
Packet Totals:		125	33	0.00	69,931.55

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-69,931.55
Packet Totals:		-69,931.55



City of Willows

Payment Register

APPKT00520 - AP MONTHLY VENDORS NOVEMBER 2025
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount
1029	AFLAC- FLEX ONE					499.39
Payment Type	Payment Number					Payment Date Payment Amount
Check	56165					11/21/2025 499.39
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001495	AFLAC DENTAL	11/21/2025	11/30/2025	0.00	140.89	
INV0001496	AFLAC CANCER	11/21/2025	11/30/2025	0.00	103.33	
INV0001497	AFLAC ACCIDENT	11/21/2025	11/21/2025	0.00	143.87	
INV0001498	AFLAC STD	11/21/2025	11/30/2025	0.00	48.62	
INV0001499	AFLAC EVENT/CRITICAL	11/21/2025	11/30/2025	0.00	21.66	
INV0001500	AFLAC HOSPITAL	11/21/2025	11/30/2025	0.00	26.82	
INV0001501	AFLAC VISION	11/21/2025	11/30/2025	0.00	14.20	

Vendor Number	Vendor Name					Total Vendor Amount
1194	CALIFORNIA STATE DISBURSE					162.92
Payment Type	Payment Number					Payment Date Payment Amount
Check	56166					11/21/2025 162.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001502	CHILD SUPPORT	11/21/2025	11/21/2025	0.00	162.92	

Vendor Number	Vendor Name					Total Vendor Amount
1650	FIRE RISK MANAGEMENT SERVICES					24,066.86
Payment Type	Payment Number					Payment Date Payment Amount
Check	56167					11/21/2025 24,066.86
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001485	MEDICAL	11/07/2025	11/30/2025	0.00	6,283.47	
INV0001486	MEDICAL	11/07/2025	11/30/2025	0.00	5,592.01	
INV0001505	MEDICAL	11/21/2025	11/30/2025	0.00	6,283.42	
INV0001506	MEDICAL	11/21/2025	11/30/2025	0.00	5,591.96	
NOVEMBER 2025	ROBINETTE/MISTROI RETIREE HEALTH INSURANCE	11/21/2025	11/21/2025	0.00	316.00	

Vendor Number	Vendor Name					Total Vendor Amount
1551	HUMANA DENTAL/VISION					1,645.34
Payment Type	Payment Number					Payment Date Payment Amount
Check	56168					11/21/2025 1,645.34
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001483	DENTAL	11/07/2025	11/30/2025	0.00	330.19	
INV0001484	DENTAL	11/07/2025	11/30/2025	0.00	415.76	
INV0001488	VISION	11/07/2025	11/30/2025	0.00	43.90	
INV0001489	VISION	11/07/2025	11/30/2025	0.00	32.88	
INV0001503	DENTAL	11/21/2025	11/30/2025	0.00	330.16	
INV0001504	DENTAL	11/21/2025	11/30/2025	0.00	415.67	
INV0001508	VISION	11/21/2025	11/30/2025	0.00	43.90	
INV0001509	VISION	11/21/2025	11/30/2025	0.00	32.88	

Vendor Number	Vendor Name					Total Vendor Amount
2223	UNITED PUBLIC EMPLOYEES A					213.93
Payment Type	Payment Number					Payment Date Payment Amount
Check	56169					11/21/2025 213.93
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001507	PUBLIC SAFETY DUES	11/21/2025	11/30/2025	0.00	213.93	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	22	5	0.00	26,588.44
Packet Totals:		22	5	0.00	26,588.44

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-26,588.44
Packet Totals:		-26,588.44



City of Willows

Payroll Check Register

Checks

Pay Period: 11/3/2025-11/16/2025

Packet: PYPKT00507 - PAY PERIOD 11-3-25 TO 11-16-25 PAY DATE 11-21-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
RANDOLPH, CORA	RAN02	Regular	11/21/2025	120.46	41044



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 11/3/2025-11/16/2025

Packet: PYPKT00507 - PAY PERIOD 11-3-25 TO 11-16-25 PAY DATE 11-21-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BROWN, MARTHA	BRO01	11/21/2025	3,915.72	1800
PRICE, KARLEEN	PRI01	11/21/2025	1,744.73	1801
HAZLETT, ROBIN	HAZ01	11/21/2025	1,261.40	1802
MOORE, JOANNE	MOO01	11/21/2025	7,824.32	1803
MOORE, JOANNE	MOO01	11/21/2025	500.00	1803
RICHARDSON, TARYN	RIC00	11/21/2025	975.26	1804
RUSTENHOVEN, TARA L	RUS01	11/21/2025	1,629.38	1805
GAMBOA, YADIRA	GAM00	11/21/2025	438.35	1806
LUNA-SARINAS, CRISTINA	LUN00	11/21/2025	459.90	1807
MYERS, KEVIN M	MYE00	11/21/2025	436.02	1808
WATKINS, COLLEEN	WAT00	11/21/2025	361.35	1809
WATSON, CHRISTINE	WAT01	11/21/2025	2,623.24	1810
CONNELLY, WILLIAM	CON00	11/21/2025	1,057.01	1811
ENOS, KYLE	ENO00	11/21/2025	2,006.66	1812
FUENTES, JAIME	FUE01	11/21/2025	1,946.69	1813
LOMBARD, TYLER JOSEPH	LOM00	11/21/2025	1,960.61	1814
MINGS, MICHAEL E	MIN00	11/21/2025	1,515.26	1815
RANDOLPH, MATTHEW	RAN01	11/21/2025	1,395.88	1816
REED, JOSHUA	REE00	11/21/2025	1,599.92	1817
VASQUEZ, PEDRO CEASAR	VAS01	11/21/2025	1,611.35	1818
ZOLLER-HARRIS, TRAVIS	ZOL00	11/21/2025	2,049.35	1819
BETTENCOURT, JOSEPH	BET01	11/21/2025	3,497.95	1820
MONCK, NATHANIAL T	MON00	11/21/2025	3,147.39	1821
PFYL, NATISA N	PFY00	11/21/2025	1,755.56	1822



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 11/3/2025-11/16/2025

Packet: PYPKT00507 - PAY PERIOD 11-3-25 TO 11-16-25 PAY DATE 11-21-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	11/21/2025	1820	4,808.00	421.86	888.19	3,497.95
BROWN, MARTHA	BRO01	11/21/2025	1800	6,513.46	908.45	1,689.29	3,915.72
CONNELLY, WILLIAM	CON00	11/21/2025	1811	1,260.00	0.00	202.99	1,057.01
ENOS, KYLE	ENO00	11/21/2025	1812	2,885.93	544.89	334.38	2,006.66
FUENTES, JAIME	FUE01	11/21/2025	1813	2,538.19	365.71	225.79	1,946.69
GAMBOA, YADIRA	GAM00	11/21/2025	1806	504.00	0.00	65.65	438.35
HAZLETT, ROBIN	HAZ01	11/21/2025	1802	1,997.61	600.42	135.79	1,261.40
LOMBARD, TYLER JOSEPH	LOM00	11/21/2025	1814	3,025.92	805.98	259.33	1,960.61
LUNA-SARINAS, CRISTINA	LUN00	11/21/2025	1807	504.00	0.00	44.10	459.90
MINGS, MICHAEL E	MIN00	11/21/2025	1815	2,242.88	308.80	418.82	1,515.26
MONCK, NATHANIAL T	MON00	11/21/2025	1821	4,776.80	748.69	880.72	3,147.39
MOORE, JOANNE	MOO01	11/21/2025	1803	15,832.24	917.70	6,590.22	8,324.32
MYERS, KEVIN M	MYE00	11/21/2025	1808	486.00	0.00	49.98	436.02
PFYL, NATISA N	PFY00	11/21/2025	1822	3,191.35	864.81	570.98	1,755.56
PRICE, KARLEEN	PRI01	11/21/2025	1801	2,447.53	256.98	445.82	1,744.73
RANDOLPH, MATTHEW	RAN01	11/21/2025	1816	1,937.60	199.31	342.41	1,395.88
RANDOLPH, CORA	RAN02	11/21/2025	41044	132.00	0.00	11.54	120.46
REED, JOSHUA	REE00	11/21/2025	1817	2,228.24	409.36	218.96	1,599.92
RICHARDSON, TARYN	RIC00	11/21/2025	1804	1,152.00	0.00	176.74	975.26
RUSTENHOVEN, TARA L	RUS01	11/21/2025	1805	2,406.91	419.85	357.68	1,629.38
VASQUEZ, PEDRO CEASAR	VAS01	11/21/2025	1818	2,333.40	409.40	312.65	1,611.35
WATKINS, COLLEEN	WAT00	11/21/2025	1809	396.00	0.00	34.65	361.35
WATSON, CHRISTINE	WAT01	11/21/2025	1810	4,007.20	347.78	1,036.18	2,623.24
ZOLLER-HARRIS, TRAVIS	ZOL00	11/21/2025	1819	2,745.60	266.63	429.62	2,049.35
Totals:				70,352.86	8,796.62	15,722.48	45,833.76



City of Willows

Payroll Check Register Report Summary

Pay Period: 11/3/2025-11/16/2025

Packet: PYPKT00507 - PAY PERIOD 11-3-25 TO 11-16-25 PAY DATE 11-21-25

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	1	120.46
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	24	45,713.30
Total	25	45,833.76



Willows City Council Regular Meeting Action Minutes

November 25, 2025
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Rick Thomas, Vice Mayor
Matt Busby, Council Member
Gary Hansen, Council Member
Lorri Pride, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

1. CALL TO ORDER – 6:01 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Mayor Hutson, Vice Mayor Thomas, Councilmembers Hansen and Pride

Councilmembers Absent: Councilmember Busby

4. CHANGES TO THE AGENDA

5. CEREMONIAL MATTERS

- a. **Proclamation** – Pearl Harbor Remembrance Day received by Carol Lemenager, VFW Auxiliary Post 1770.

Councilmember Hansen requested a moment of silence to honor Roger Roberts, Retired Sheriff and USMC Veteran.

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

b. Minutes Approval

Action: Approved the October 28, 2025 meeting minutes.

c. Letter of Support – 2026 Stanford Local Governance Summer Institute

Action: Authorized the City Manager to submit a Letter of Support as part of her application to the 2026 Stanford Local Governance Summer Institute Volunteer Fire Capacity Program Grant Match Funding Acceptance.

d. Notice of Completion for the Lift Station Rehabilitation Project

Action: Approved Resolution 37-2025 accepting the improvements for the Willows Lift Station

Rehabilitation Project and authorizing the Notice of Completion to be filed for the project.

e. **Notice of Completion for the Emergency Library Roof Failure Project**

Action: Approved Resolution 38-2025 accepting the improvements for the Emergency Library Roof Failure Project and authorizing the Notice of Completion to be filed for the project.

f. **Emergency Medical Services Assessment Study – Request for Proposal Award**

Action: Authorized the City Manager, or her designee, to execute a contract with Healthcare Strategist Solutions, in partnership with Glenn County and the City of Orland, for the purpose of performing an Emergency Medical Services System Assessment in an amount not to exceed \$48,000.

Motion to approve items #6a, 6b, 6c, 6d, 6e, and 6f as presented.

Moved/Seconded: Councilmember Hansen/Vice Mayor Thomas

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

7. DISCUSSION AND ACTION CALENDAR

a. **Finance & Measure I Oversight Committee (FMIOC) Membership**

Action: Reviewed and discussed Section D. Membership Guidelines of the Finance Committee's Bylaws.

The item was tabled to the January meeting.

b. **Library Board of Trustees Subcommittee Vacancy and Appointment Process**

Action: Elected a two Councilmember subcommittee to review applications, conduct interviews, and return to the full Council with a recommendation for appointment to the Library Board of Trustees to fill the remaining term, vacated by Lisa Kennedy, that is scheduled to expire on June 30, 2028.

Motion to appoint Mayor Hutson and Councilmember Pride to the subcommittee.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

c. **Street Banner Program**

Public Comment:

Public Comment #1: Laurel Hill-Ward, Resident

Action: Approved the renewal of the City's Street Banner Program contract with CGI. An amendment was included directing staff to utilize the designers who previously worked on the Wayfinding Sign project.

Motion to approve option A, as amended.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

d. **2026 Council Meeting Calendar & Schedule**

Action: Adopted Resolution 39-2025 establishing the 2026 Council Meeting Calendar and Schedule.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

8. INFORMATIONAL

a. **Pioneer Community Energy – 2027 Campaign Launch**

Action: Staff provided information regarding the October 2027 launch of Pioneer Community Energy in the City of Willows.

9. COMMENTS & REPORTS

a. **Council Correspondence**

City Clerk Karleen Price distributed to the Council a letter from Planning Commissioner Brott and former Commissioners Valencia and Myers seeking clarification of the vote on the Retail Dispensary Cannabis Business item from the July 17, 2024 Planning Commission meeting. The amended minutes are scheduled for consideration by the Planning Commission on December 2, 2025.

b. **City Council Comments & Reports**

Vice Mayor Thomas provided a report on the Finance and Measure I Committee (FMiOC) Special Meeting of November 4.

Councilmember Pride reported on the activities of the LAFCO Meeting.

Councilmember Hansen reported on activities of the Glenn Groundwater Authority meeting of November 10 and the Regional Transit Committee meeting of November 20. He also provided an update on the Glenn County Transportation Committee and the Joint Glenn/Colusa Groundwater Authority meeting.

Councilmember Hansen expressed appreciation to the Public Works crew for their efforts on the Leaf Pickup Program and to the City Mechanic for his ongoing work. He further acknowledged City staff, Thunderhill Raceway, the Glenn County Sheriff's Department, and the U.S. Marine Corps for their role in honoring Sheriff Roger Roberts.

Councilmember Hansen announced the Willows Museum Grand Reopening and Ribbon Cutting scheduled for December 11 at 5:30 p.m.

Mayor Hutson reported that the new street signs have been well received and expressed appreciation to Public Works staff for their efforts on the leaf pickup program. He also noted the visible use of Measure I funds, specifically referencing the tree stumper.

c. City Manager's Report

City Manager Marti Brown announced that City Hall will be closed on Thursday and Friday in observance of the Thanksgiving holiday. She also announced the following upcoming events:

- Planning Commission Meeting: December 2, 2025, at 6:00 p.m.
- Library Board of Trustees Meeting: December 11, 2025, at 11:00 a.m.
- Grand Opening and Ribbon Cutting Ceremony: December 4, 2025, from 11:30 a.m. to 12:30 p.m. at the Sycamore Street Lift Station, west of Villa Ave.
- Geocache Adventure: December 4, 2025 at the Ribbon Cutting Ceremony
- Public Meeting for the Zoning Code Update – December 4, 2025, at 5:30 p.m. at The Ark. 222 N Butte St.

10. CLOSED SESSION – 7:11 PM

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Attorney

Report Out: Direction given to staff.

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code 54956.8)

Property: 459 S. Butte Street, Willows, CA

Agency negotiator: Marti Brown, City Manager

Negotiating parties: Dawley Clay K & Elizabeth JT

Under negotiation: Price and Terms of Payment
Report Out: Direction given to staff.

11. ADJOURNMENT – 7:59 PM

Karleen Price, City Clerk



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Children's Librarian Position – Updated Job Classification & Salary Schedule

Recommendation:

Approve the updated job classification for the full-time Children's Librarian position, as well as the new salary schedule for the position.

Rationale for Recommendation:

The City Librarian wishes to hire a full-time Children's Librarian and forgo filling the vacant Library Technician position. As a result, the salary schedule for the full-time position must be updated, as well as a few minor changes were made to the classification.

Background:

The full-time Library Technician and part-time Children's Librarian positions have both been vacant since the summer of 2025. Concurrently, a new City Librarian was hired in August 2025 and, since then, she has been assessing the organizational structure and personnel needs of the library before refilling the vacant positions.

Discussion & Analysis:

After evaluating the department's organizational structure over the past four months, the City Librarian has concluded that the best structure for the library, given the department's budget, would be to discontinue the full-time Library Technician position and turn the part-time Children's Librarian position into a full-time position.

The City Librarian has concluded that there is a lack of sufficient cataloguing duties and other library tasks to warrant a full-time Library Technician. In contrast, there is considerable demand and need for a full-time Children's Librarian to increase and improve children's programming and activities at the library.

In addition, the City Librarian also proposed minor changes and updates to the Children's Librarian job classification (Attachment 1), including a 40-hour work week, preferred ability to speak and write Spanish, and programming that includes videos and singing. Based on an informal salary survey of

Children's Librarian positions in Northern California, the recommended salary schedule for the position ranges from \$47,603 to \$58,000 annually (Attachment 2).

At some point in the future, the City Librarian would also like to convert one or two of the current part-time Library Clerk positions to part-time Library Technicians to assist with cataloguing. There are currently four part-time Library Clerks. When ready and at that time, staff will recommend a modest hourly rate increase for the potential future part-time Library Technician position.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Priority #5, Quality of Life, Goal #1: Expand Youth and Adult Activities.

Fiscal Impact:

Currently, there is a total of \$80,128 budgeted for a full-time Library Technician (including benefits) and a part-time Children's Librarian. The proposed personnel change will result in cost savings of at least \$10,000 annually (and likely more). As a result of the potential cost savings, no additional allocation of funds are needed and any budgetary changes will be addressed in the Mid-Year Budget Review and Adjustment.

Attachments:

- Attachment 1: Updated Job Classification
- Attachment 2: Salary Schedule

CITY OF WILLOWS
CHILDREN'S LIBRARIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The Children's Librarian is responsible for planning and providing library programs and services to children and young adults. This is a full-time, 40 hours per week position.

DISTINGUISHING CHARACTERISTICS:

The **Children's Librarian** serves children and young adults and should possess a desire to work with young people; this person should know and enjoy children's and young adult literature. Incumbents should strive to learn new information technology, teach it to others and have a commitment to helping people learn. This individual cares about making a positive impact on the community's youth and explores ways to build strong parent/child relationships. Must possess creativity, motivation, flexibility, excellent communication skills, imagination and enthusiasm.

SUPERVISION RECEIVED/EXERCISED:

Incumbent receives supervision and direction from the City Librarian.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Programming: Designs, promotes, presents and evaluates a variety of programs, such as storytelling, videos and songs, book talking, book discussion groups, class tours, crafts, and other age-appropriate activities for children and young adults.
- Outreach: Serves as liaison to the schools and performs outreach activities with organizations, agencies, day cares, schools, and home school providers in the community to creatively promote library services and facilitate programming and service delivery.
- Reference: Provides instruction and assistance in the use of computer catalog, internet, and other computer resources and assists children and adults in selecting and locating materials in the youth collections.
- Other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

CHILDREN'S LIBRARIAN

Page 2

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

Education and/or Experience:

Any combination of training, education, and experience which demonstrates ability to perform the duties of the position. High school diploma or GED, and experience working with children required, with one to two years post-secondary education preferred.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS (KAS): *(The following are a representative sample of the KAS's necessary to perform the essential duties of the position.)*

Knowledge of:

- Knowledge of common computer applications with the ability to use/learn library software programs.

Ability to:

- Ability to work well under stress and maintain a welcoming attitude; strong communication and interpersonal skills for providing quality customer service to patrons of all ages.
- Ability to lift, carry & shelve library materials.
- Speak and read in Spanish (preferred).

Skills to:

- Design and provide engaging activities that help young people develop their creativity, interests, and talents

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Children's Librarian position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date

**CHILDREN'S LIBRARIAN
ANNUAL SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$47,603	\$48,793	\$50,013	\$51,263	\$52,545	\$53,858	\$55,205	\$56,585	\$58,000

MONTHLY SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$3966	\$4066	\$4167	\$4271	\$4378	\$4488	\$4600	\$4715	\$4833



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief
Marti Brown, City Manager

Subject: Fire Captain - Updated Job Classification & Incentive Pay

Recommendation:

Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) incentive pay for Fire Captains and approving the updated and revised Fire Captain Job Classification (Attachment 2).

Rationale for Recommendation:

Outdated certification and licensure language needed to be replaced or removed from the Job Classification (e.g., Advanced Life Support (ALS)). In addition, incentive pay for Emergency Medical Technician (EMT) and Paramedic certification also needed to be added.

Background:

The newly amended job classification replaces old certifications and licenses that are no longer recognized by the California State Fire Marshalls Office and removes specific outdated emergency medical services language that is no longer in use or considered a best practice. More significantly, the update includes a provision in the essential functions assigning qualified personnel to Advanced Life Support (ALS) duties at the discretion of the Fire Chief.

The California State Fire Marshalls Office updates, changes, and retires curriculum often. California Emergency Medical Services Authority also changes verbiage of certification and licensure. As Willows Fire is now an ALS capable Fire Department, this expansion in scope of potential duties must be listed in the job classifications. In addition, incentive pay must be provided for Fire Captain EMT and Paramedic certification. The newly amended job classifications reflect an accurate and realistic picture of requirements for applicants

Discussion & Analysis:

As part of the job classification update, an informal wage analysis was completed for comparative agencies with working paramedics. Incentives ranged anywhere from \$400-\$700 per month. Many agencies had specific paramedic job classifications which were 10-15% higher than non-paramedic equivalents. As a result of the survey and analysis, staff recommend \$500 per month for Paramedics and \$300 per month for Emergency Medical Technicians based on the market and agency size.

The City Manager met and conferred with UPEC Fire to consider the proposed job classification changes and incentive pay. Staff and UPEC agree with the above recommended incentive pay for employees working in an ALS capacity.

Consistent with Council Goals and Priorities:

This item is consistent with Priority #3, Goal #2: Right-size and enhancement of the Willows Fire Department to include 24-hour Advanced Life Saving (ALS) services.

Fiscal Impact:

Based on the Willows Fire Department's current staffing levels (e.g., three full-time career firefighters), staff anticipate an additional \$3500 in incentive pay for FY 2025-26 should the recommended action be approved. If all budgeted WFD employees were eligible for Paramedic Incentive Pay, staff estimate that it would cost the city an additional \$24,000 per fiscal year.

Attachment:

- Attachment 1: Resolution XX-2025
- Attachment 2: Updated Fire Captain Job Classification



**City of Willows
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE IMPLEMENTATION
OF PARAMEDIC AND ADVANCED EMT INCENTIVE PAY FOR FIRE CAPTAINS**

WHEREAS, the City of Willows("City") recognizes the critical importance of providing high-quality emergency medical services to the community; and

WHEREAS, Fire Captains who obtain and maintain advanced medical certifications such as Paramedic or Advanced Emergency Medical Technician (Advanced EMT) provide substantial operational, supervisory, and clinical benefits to the City's emergency response capabilities; and

WHEREAS, the additional training, responsibility, continuing education, and recertification requirements associated with Paramedic and Advanced EMT licensure represent a significant professional investment by personnel; and

WHEREAS, the Department seeks to support and encourage Fire Captains to obtain and retain these advanced medical qualifications for the purpose of enhancing the effectiveness of the Department and improving patient outcomes; and

WHEREAS, it is in the best interest of the City and the community to provide incentive pay to Fire Captains who hold and maintain these certifications.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows hereby approves the establishment of incentive pay for Fire Captains meeting the following criteria:

1. Paramedic Incentive Pay:

Fire Captains possessing and maintaining a valid State of California Paramedic license and all required local accreditation shall receive **\$500.00 per month** in incentive pay.

2. Advanced EMT Incentive Pay:

Fire Captains possessing and maintaining a valid State of California Advanced EMT certification and all required local accreditation shall receive **\$300.00 per month** in incentive pay.

3. Eligibility Requirements:

- a. Incentive pay shall only apply while the employee maintains the required certification(s) in good standing.
- b. Incentive pay shall not be cumulative; Fire Captains holding both certifications shall receive only the Paramedic incentive.
- c. Employees must comply with all Department, State, and local EMS agency requirements to remain eligible and be authorized by the Fire Chief to Provide ALS level care.

4. **Implementation:**

This incentive pay structure shall take effect on December 1, 2025, and shall be incorporated into the Department's compensation schedule and applicable labor agreements.

BE IT FURTHER RESOLVED that the City Council of the City of Willows authorizes the City Manager to implement and administer this program.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 9th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

CITY OF WILLOWS**FIRE CAPTAIN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction of the Fire Operations Chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs fire inspection and prevention programs; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the first-level supervisor and company commander class, responsible for overseeing and directing the department's day-to-day activities. Incumbents report to the Fire Chief or Designee and exercise overall supervision of department activities and personnel in the absence of the Fire Operations Chief.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Fire Operations Chief.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.
- Plans, coordinates and supervises activities of fire Suppression Company during emergency response and administrative activities.
- Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.
- Plans, schedules, assigns and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.
- Assists in overall department planning, programming and administration; represents the department in meetings, conferences and public events; participates in planning, developing and implementing the department's public education and community outreach program; communicates and ensures under-

FIRE CAPTAIN

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standing of the department's policies and procedures; assumes command of the Fire Department in the absence of the Fire Operations Chief; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the department's operations.

- Prepares and reviews a variety of records and reports; prepares paper work for training, emergency response, performance evaluations, leave requests, purchase documents and budget requests; delegates special assignments to company personnel.
- Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training and personal development needs; inspects records and daily logs; inspects department facilities to ensure proper safety practices; interprets department policies, procedures and safety practices and ensures understanding and compliance.
- Participates in the planning, development and implementation of department-wide training programs; oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department; oversees the training and development of full-time, volunteers and paid on-call Firefighters; participates in the selection and/or promotion process for full-time, paid on-call and volunteer staff.
- Plans, organizes, coordinates and directs the department's fire prevention and inspection programs; develops and implements systems, procedures, policies and standards for program evaluation; prepares or directs the preparation of a variety of studies and reports pertaining to the fire prevention and inspection programs and develops specific plans and activities to meet the department's overall goals and objectives; directs and participates in inspection activities for a variety of facilities and buildings to ensure compliance with laws, codes and regulations related to fire safety; investigates and prepares reports on fires, traffic accidents, emergency medical calls and other responses; plans, develops and implements training programs designed to ensure the department's fire prevention and inspection goals are achieved; works closely with the public to explain or coordinate programs and to resolve fire inspection and/or prevention issues; responds to and resolves citizens' fire prevention-related complaints; coordinates the activities of other City staff and outside agencies to achieve the City's fire prevention goals and objectives; provides technical assistance and advice to departmental and other city staff on fire prevention-related subjects; prepares and maintains records and reports on fire prevention and inspection activities; may review construction plans and specifications to ensure compliance with relevant laws, codes and regulations.
- Monitors developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.
- Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.
- Employees may be assigned Advanced Life Support (ALS) duties at the discretion of the Fire Chief. Personnel designated to perform as an Advanced EMT or Paramedic shall operate under the direction of the Fire Chief and in accordance with department protocols and applicable laws. Employees assigned to ALS functions will receive compensation as specified in the applicable Memorandum of Understanding (MOU). Individuals serving in an ALS capacity are required to maintain all

certifications and licensure as required by the Local Emergency Medical Services Authority (LEMSA) having jurisdiction.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works in outside weather conditions and is exposed to extremely hazardous conditions and materials.

Physical: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and or move equipment and/or persons weighing up to 150 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.

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

Education and/or Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a two-year college (or equivalent units/credits) with major course work in fire science; and five years of experience as a paid, full-time firefighter; or an equivalent combination of training and experience.

License/Certificate:

- A valid California driver's license, Class C-With Firefighter Endorsement or Class A or B Commercial license with applicable endorsements.
- Cardiopulmonary Resuscitation certification. (American Heart Association or American Red Cross)
- California State Company Officer certification or ability to obtain within 18 months of appointment.
- Current California EMT certification or National Registry EMT certification at the time of application (California Paramedic license, Advanced EMT or National Registry Paramedic certification accepted). LEMS A accreditation within 90 days of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Principles and practices of effective employee supervision, including selection, training,

FIRE CAPTAIN

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work evaluation and discipline; administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.

Ability to: Plan, organize, schedule, assign and review the work of others; analyze emergency response and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances; develop and conduct classroom and practical training courses and programs; render emergency medical care at the basic life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Fire Captain position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief
Marti Brown, City Manager

Subject: Firefighter/Engineer - Updated Job Classification & Incentive Pay

Recommendation:

Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) incentive pay for Firefighter/Engineers and approving the updated and revised Firefighter/Engineer job classification (Attachment 2).

Rationale for Recommendation:

The newly amended job classifications replace old certifications and licenses that are no longer recognized by the California State Fire Marshalls Office and remove specific outdated emergency medical services verbiage no longer in use or best practice. Most significantly, the updates include a new provision within the essential functions section stating that qualified personnel may be assigned to Advanced Life Support (ALS) duties at the discretion of the Fire Chief.

Background:

The California State Fire Marshalls Office frequently updates, changes, and retires curriculum. California Emergency Medical Services Authority also changes verbiage of certification and licensure. As Willows Fire is now an ALS capable Fire Department, this expansion in scope of potential duties must be listed in the job classifications. The newly amended job classifications reflect an accurate and realistic picture of requirements for applicants.

Discussion & Analysis:

As part of the job classification update, an informal wage analysis was completed for comparator agencies with working paramedics. Incentives ranged anywhere from \$400-\$700 per month. Many agencies had specific job classifications for paramedics which were 10-15% higher than non-paramedic equivalents. After analysis, staff recommend \$500 per month for

Paramedics and \$300 per month for Advanced EMTs are market rate stipends for an agency of this size.

Staff have met with UPEC Fire to discuss the job classification changes. Staff and UPEC agree that an incentive should be offered to employees working in an ALS capacity.

Consistent with Council Goals and Priorities:

This item is consistent with Priority #3, Goal 2: Right-size and enhancement of the Willows Fire Department to include 24-hour Advanced Life Saving (ALS) services.

Fiscal Impact:

The Proposed Incentives are \$500 per month for Paramedics and \$300 per month for Advanced Emergency Medical Technicians. Willows Fire Department Currently has four full time employees, two of which are currently eligible for Paramedic incentive pay. If approved by Council, this will reflect an additional cost of \$7,000 for the remainder of FY 2025-26. If all budgeted WFD employees were eligible for Paramedic incentive pay, it would cost an additional ~\$24,000 annually.

Attachment:

- Attachment 1: Resolution XX-2025
- Attachment 2: Updated Firefighter/Engineer Job Classification



**City of Willows
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE IMPLEMENTATION
OF PARAMEDIC AND ADVANCED EMT INCENTIVE PAY FOR FIREFIGHTER/ENGINEERS**

WHEREAS, the City of Willows("City") recognizes the critical importance of providing high-quality emergency medical services to the community; and

WHEREAS, Firefighter/Engineers who obtain and maintain advanced medical certifications such as Paramedic or Advanced Emergency Medical Technician (Advanced EMT) provide substantial operational, supervisory, and clinical benefits to the City's emergency response capabilities; and

WHEREAS, the additional training, responsibility, continuing education, and recertification requirements associated with Paramedic and Advanced EMT licensure represent a significant professional investment by personnel; and

WHEREAS, the Department seeks to support and encourage Firefighter/Engineers to obtain and retain these advanced medical qualifications for the purpose of enhancing the effectiveness of the Department and improving patient outcomes; and

WHEREAS, it is in the best interest of the City and the community to provide incentive pay to Firefighter/Engineers who hold and maintain these certifications.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows hereby approves the establishment of incentive pay for Firefighter/Engineers meeting the following criteria:

1. Paramedic Incentive Pay:

Firefighter/Engineers possessing and maintaining a valid State of California Paramedic license and all required local accreditation shall receive **\$500.00 per month** in incentive pay.

2. Advanced EMT Incentive Pay:

Firefighter/Engineers possessing and maintaining a valid State of California Advanced EMT certification and all required local accreditation shall receive **\$300.00 per month** in incentive pay.

3. Eligibility Requirements:

- a. Incentive pay shall only apply while the employee maintains the required certification(s) in good standing.
- b. Incentive pay shall not be cumulative; Firefighter/Engineers holding both certifications shall receive only the Paramedic incentive.
- c. Employees must comply with all Department, State, and local EMS agency requirements to remain eligible and be authorized by the Fire Chief to Provide ALS level care.

4. **Implementation:**

This incentive pay structure shall take effect on December 1, 2025, and shall be incorporated into the Department's compensation schedule and applicable labor agreements.

BE IT FURTHER RESOLVED that the City Council of the City of Willows authorizes the City Manager to implement and administer this program.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 9th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

CITY OF WILLOWS
FIREFIGHTER/ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; drives, operates and maintains fire apparatus, equipment and other specialized vehicles; operates fire pumpers and related apparatus; participates in training, drill and independent studies; participates in fire prevention inspections and public education activities; participates in the maintenance of Fire Department equipment and facilities; performs various staff support assignments; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the fire suppression series, fully qualified to operate any apparatus, vehicles and equipment in addition to performing all other emergency response duties. Incumbents are expected to possess sufficient technical and supervisory skills to assume company commander duties as a Fire Captain on a relief and on an emergency basis for multiple-alarm and other emergency calls.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Fire Operations Chief or supervising Fire Captain.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Responds to a wide variety of emergency alarms by driving fire apparatus and other Fire Department vehicles; operates engines, connects lines and monitors and controls hydraulic operations, setting and adjusting controls to ensure proper water flow; briefs and advises adjacent shift apparatus operators on status of equipment; monitors and performs various duties to ensure the emergency response readiness of fire apparatus and vehicles.
- In addition to performing the specialized Fire Engineer duties described above, Fire Engineers are expected to be capable of performing all of the essential duties of the Firefighter class.
- Participates in various support assignments, including but not limited to the maintenance of inventory records, scheduled inspections of department equipment, hydrant inspections and maintenance and fire flow testing; ordering, inventorying and issuance of safety equipment, the preparation and maintenance of department maps and pre-fire plans, and the preparation of specifications for new equipment and apparatus.
- Participates in the training of fire personnel in the safe and proper operation and maintenance of all Fire Department apparatus and vehicles.

- May be called upon to perform the duties of a company commander, as an acting Fire Captain, on a relief basis; supervises other department personnel on multiple-alarm responses and as dictated by emergency situations.
- Assists and participates in the preparation of reports and recommendations regarding new firefighting and emergency medical techniques, equipment and apparatus.
- Employees may be assigned Advanced Life Support (ALS) duties at the discretion of the Fire Chief. Personnel designated to perform as an Advanced EMT or Paramedic shall operate under the direction of the Fire Chief and in accordance with department protocols and applicable laws. Employees assigned to ALS functions will receive compensation as specified in the applicable Memorandum of Understanding (MOU). Individuals serving in an ALS capacity are required to maintain all certifications and licensure as required by the Local Emergency Medical Services Authority (LEMSA) having jurisdiction.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works in outside weather conditions and is exposed to extremely hazardous conditions and materials.

Physical: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and or move equipment and/or persons weighing up to 150 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.

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

Education and/or Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in fire science, including fire hydraulics, fire apparatus and equipment operation, fire tactics and strategy, or CSFM Company Officer coursework; and three years of paid, full-time experience as a Firefighter.

License/Certificate:

- A valid California driver's license, Class C-With Firefighter Endorsement or Class A or B Commercial license with applicable endorsements.
- Cardiopulmonary Resuscitation certification (American Heart Association or American Red Cross)
- California State Firefighter I certification.
- Current California EMT certification or National Registry EMT certification at the time of application (California Paramedic license or National Registry Paramedic certification accepted). LEMSA accreditation within 90 days of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles of hydraulics as applied to fire suppression; design, use and maintenance of fire apparatus and equipment; geography of the City and the department's response area; location of water main and fire hydrants in the City; departmental rules and regulations; basic principles of employee supervision and training; safety methods and precautions involved in the operation of fire apparatus and vehicles; federal, state and local laws and regulations governing the operation of fire apparatus and vehicles on public roads and rights-of-way; principles, methods and techniques of fire suppression and prevention; methods, techniques and practices for hazardous materials mitigation; principles of mathematics, physics, chemistry and mechanics as they apply to fire science; federal, state and local codes, rules and regulations as they pertain to fire safety; basic principles of emergency medical care at the basic life support level; proper lifting, carrying and climbing techniques; plans check practices and procedures as they pertain to fire safety.

Ability to:

Skillfully and safely operate all of the fire apparatus and vehicles employed by the City's Fire Department; read and understand technical materials related to fire science; understand and follow oral and written instructions; establish and maintain effective relationships with those encountered in the course of the work; remain calm, make sound decisions and respond appropriately in emergency situations; maintain records and prepare clear and concise reports; maintain physical endurance and agility; perform mathematical calculations.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Fire Fighter/Engineer position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief
Marti Brown, City Manager

Subject: Part-Time Firefighter/Engineer – Updated Job Classification & Incentive Pay

Recommendation:

Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for Part-Time Firefighter/Engineers and approving the updated and revised Part-Time Firefighter/Engineer Job Classification (Attachment 2).

Rationale for Recommendation:

The newly amended job descriptions replace old certifications and licenses that are no longer recognized by the California State Fire Marshalls Office and remove specific outdated emergency medical services verbiage no longer in use or best practice. Most significantly, the updates include a new provision within the essential functions section stating that qualified personnel may be assigned to Advanced Life Support (ALS) duties at the discretion of the Fire Chief.

Background:

The California State Fire Marshalls Office frequently updates, changes, and retires curriculum. California Emergency Medical Services Authority also changes verbiage of certification and licensure. As Willows Fire is now an ALS capable fire department, this expansion in scope of potential duties must be listed in the job classifications. The newly amended job classifications reflect an accurate and realistic picture of requirements for applicants.

Discussion & Analysis:

As part of the job classification update an informal wage analysis was completed for comparator agencies with working paramedics. Incentives ranged anywhere from \$400-\$700 per month. Many agencies had specific job classifications for Paramedics which were 10-15%

higher than non-paramedic equivalents. After analysis, staff recommend \$500 per month for Paramedics and \$300 per month for Advanced EMTs are market rate for an agency of this size. For part-time employees, these incentives will be pro-rated and applied to the hourly rate for hours worked in an ALS capacity.

Consistent with Council Goals and Priorities:

This item consists of Priority #3, Goal #2: Right-size and enhancement of the Willows Fire Department to include 24-hour Advanced Life Saving (ALS) services.

Fiscal Impact:

The proposed incentives are \$500 per month for Paramedics and \$300 per month for Advanced Emergency Medical Technicians. Willows Fire Department currently has four full-time employees, two of which are currently eligible for Paramedic Incentive Pay. If approved, this change would result in an additional expense of \$7,000 for the remainder of FY 2025-26. If all budgeted WFD employees were eligible for Paramedic Incentive Pay, it would result in a total additional expense of \$24,000 annually.

Attachments:

- Attachment 1: Resolution XX-2025
- Attachment 2: Updated Part Time Firefighter - Engineer Job Classification



**City of Willows
Resolution XX-2025**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE IMPLEMENTATION OF PARAMEDIC AND ADVANCED EMT INCENTIVE PAY FOR PART TIME FIREFIGHTER/ENGINEERS

WHEREAS, the City of Willows("City") recognizes the critical importance of providing high-quality emergency medical services to the community; and

WHEREAS, Part Time Firefighter/Engineers who obtain and maintain advanced medical certifications such as Paramedic or Advanced Emergency Medical Technician (Advanced EMT) provide substantial operational, supervisory, and clinical benefits to the City's emergency response capabilities; and

WHEREAS, the additional training, responsibility, continuing education, and recertification requirements associated with Paramedic and Advanced EMT licensure represent a significant professional investment by personnel; and

WHEREAS, the Department seeks to support and encourage Part Time Firefighter/Engineers to obtain and retain these advanced medical qualifications for the purpose of enhancing the effectiveness of the Department and improving patient outcomes; and

WHEREAS, it is in the best interest of the City and the community to provide incentive pay to Part Time Firefighter/Engineers who hold and maintain these certifications.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows hereby approves the establishment of incentive pay for Firefighter/Engineers meeting the following criteria:

1. Paramedic Incentive Pay:

Part Time Firefighter/Engineers possessing and maintaining a valid State of California Paramedic license and all required local accreditation shall receive **\$500.00 per month** in incentive pay which shall be pro-rated based on actual hours worked.

2. Advanced EMT Incentive Pay:

Part Time Firefighter/Engineers possessing and maintaining a valid State of California Advanced EMT certification and all required local accreditation shall receive **\$300.00 per month** in incentive pay which shall be pro-rated based on actual hours worked.

3. Eligibility Requirements:

a. Incentive pay shall only apply while the employee maintains the required certification(s) in good standing.

b. Incentive pay shall not be cumulative; Part Time Firefighter/Engineers holding both certifications shall receive only the Paramedic incentive.

c. Employees must comply with all Department, State, and local EMS agency requirements to remain eligible and be authorized by the Fire Chief to Provide ALS level care.

4. **Implementation:**

This incentive pay structure shall take effect on December 1, 2025, and shall be incorporated into the Department's compensation schedule and applicable labor agreements.

BE IT FURTHER RESOLVED that the City Council of the City of Willows authorizes the City Manager to implement and administer this program.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 9th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

**CITY OF WILLOWS
PART TIME
FIREFIGHTER/ENGINEER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; drives, operates and maintains fire apparatus, equipment and other specialized vehicles; operates fire pumpers and related apparatus; participates in training, drill and independent studies; participates in fire prevention inspections and public education activities; participates in the maintenance of Fire Department equipment and facilities; performs various staff support assignments; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the fire suppression series, fully qualified to operate any apparatus, vehicles and equipment in addition to performing all other emergency response duties. Incumbents are expected to possess sufficient technical and supervisory skills to assume company commander duties as a Fire Captain on a relief and on an emergency basis for multiple-alarm and other emergency calls.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Fire Operations Chief.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Responds to a wide variety of emergency alarms by driving fire apparatus and other Fire Department vehicles; operates engines, connects lines and monitors and controls hydraulic operations, setting and adjusting controls to ensure proper water flow; briefs and advises adjacent shift apparatus operators on status of equipment; monitors and performs various duties to ensure the emergency response readiness of fire apparatus and vehicles.
- In addition to performing the specialized Fire Engineer duties described above, Fire Engineers are expected to be capable of performing all of the essential duties of the Firefighter class.
- Participates in various support assignments, including but not limited to the maintenance of inventory records, scheduled inspections of department equipment, hydrant inspections and maintenance and fire flow testing; ordering, inventorying and issuance of safety equipment, the preparation and maintenance of department maps and pre-fire plans, and the preparation of specifications for new equipment and apparatus.
- Participates in the training of fire personnel in the safe and proper operation and maintenance of all Fire Department apparatus and vehicles.

- May be called upon to perform the duties of a company commander, as an acting Fire Captain, on a relief basis; supervises other department personnel on multiple-alarm responses and as dictated by emergency situations.
- Assists and participates in the preparation of reports and recommendations regarding new firefighting and emergency medical techniques, equipment and apparatus.
- Employees may be assigned Advanced Life Support (ALS) duties at the discretion of the Fire Chief. Personnel designated to perform as an Advanced EMT or Paramedic shall operate under the direction of the Fire Chief and in accordance with department protocols and applicable laws. Employees assigned to ALS functions will receive compensation as specified in the applicable Memorandum of Understanding (MOU). Individuals serving in an ALS capacity are required to maintain all certifications and licensure as required by the Local Emergency Medical Services Authority (LEMSA) having jurisdiction.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works in outside weather conditions and is exposed to extremely hazardous conditions and materials.

Physical: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and or move equipment and/or persons weighing up to 150 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.

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

Education and/or Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in fire science, including fire hydraulics, fire apparatus and equipment operation, fire tactics and strategy or CSFM Company Officer coursework; or three years of paid or volunteer, experience as a Firefighter.

License/Certificate:

- A valid California driver's license, Class C-With Firefighter Endorsement or Class A or B Commercial license with applicable endorsements
- Cardiopulmonary Resuscitation certification.
- Current California EMT certification or National Registry EMT certification or Emergency Medical Responder (EMR) at the time of application (California Paramedic license or National Registry Paramedic certification accepted). LEMSA accreditation within 90 days of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles of hydraulics as applied to fire suppression; design, use and maintenance of fire apparatus and equipment; geography of the City and the department's response area; location of water main and fire hydrants in the City; departmental rules and regulations; basic principles of employee supervision and training; safety methods and precautions involved in the operation of fire apparatus and vehicles; federal, state and local laws and regulations governing the operation of fire apparatus and vehicles on public roads and rights-of-way; principles, methods and techniques of fire suppression and prevention; methods, techniques and practices for hazardous materials mitigation; principles of mathematics, physics, chemistry and mechanics as they apply to fire science; federal, state and local codes, rules and regulations as they pertain to fire safety; basic principles of emergency medical care at the basic life support level; proper lifting, carrying and climbing techniques; plans check practices and procedures as they pertain to fire safety.

Ability to:

Skillfully and safely operate all of the fire apparatus and vehicles employed by the City's Fire Department; read and understand technical materials related to fire science; understand and follow oral and written instructions; establish and maintain effective relationships with those encountered in the course of the work; remain calm, make sound decisions and respond appropriately in emergency situations; maintain records and prepare clear and concise reports; maintain physical endurance and agility; perform mathematical calculations.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Fire Fighter/Engineer position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Fire Chief - Updated Job Classification & Incentive Pay

Recommendation:

Adopt Resolution XX-2025 (Attachment 1) approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for the Fire Chief and approve the updated and revised Fire Chief Job Classification (Attachment 2).

Rationale for Recommendation:

The Willows Fire Department currently employs only two licensed paramedics, one of whom is the Fire Chief. The Fire Chief routinely provides paramedic-level care on emergency incidents and frequently fills the role of a working Paramedic during staffing shortages, high call volume, or periods of limited ALS availability. Extending the same incentive pay to the Fire Chief acknowledges the operational necessity of his direct clinical participation. For this job classification, staff recommend incentive pay of \$500 per month for a Paramedic and \$300 per month for Advanced EMT – the same pay as line staff.

In addition, the Fire Chief administers, manages, and oversees the entirety of the Fire Department's new Advanced Life Support (ALS) Program, including training compliance, protocol adherence, equipment oversight, medical supply management, quality assurance, liaison responsibilities with other local EMS agencies, and continuous program development. These program and management duties represent significant additional workload and are directly tied to the Department's ALS capability.

Background:

With the Willows Fire Department now functioning as an Advanced Life Support (ALS) non-transport provider, the City Council is considering at the December 9 Council meeting incentive pay for Fire Captains and Firefighter/Engineers and other qualified line personnel who hold Paramedic or Advanced EMT certifications.

The Department currently has four full-time employees. Only two hold Paramedic licensure: the Fire Chief and one Fire Captain. Because the Fire Chief functions operationally in the field and maintains full Paramedic licensure, he is subject to the same training, continuing education, skill competency

requirements, and EMS agency accreditation as line personnel. In addition, the Fire Chief is also responsible for the creation, maintenance, and administration of the entire ALS program, a responsibility not assigned to line personnel.

Discussion & Analysis:

Most ALS-capable fire departments provide incentive pay to all certified personnel who actively participate in the delivery of ALS services, including chief officers who function operationally. The purpose of the incentive is to compensate for the following:

- Increased training and continuing education required to maintain licensure.
- Higher clinical responsibility assumed during patient care.
- Operations to maintain ALS staffing coverage.
- Administrative burden associated with managing EMS systems and compliance.

The Fire Chief routinely responds to incidents as a paramedic due to the department's limited number of ALS providers. The Chief's active participation is essential for maintaining ALS capability. Providing the same incentive to the Fire Chief ensures compensation is aligned with responsibilities and meets standard practice among comparable agencies.

Providing equitable incentive pay for the Fire Chief ensures consistency, fairness, and recognition of both the clinical and administrative responsibilities associated with maintaining ALS services.

Consistency with Council Priorities and Goals:

This item aligns with Priority #3, Goal #2, which supports the rightsizing and enhancement of the Willows Fire Department, including the delivery of 24-hour Advanced Life Support (ALS) services. Maintaining consistent compensation structures for all ALS providers strengthens the sustainability and resilience of the City's ALS program.

Fiscal Impact:

Extending Paramedic incentive pay (\$500 per month) or Advanced EMT incentive pay (\$300 per month) to the Fire Chief position will result in an annual cost increase of \$6,000 for a Paramedic Certification or \$3,600 for an Advanced EMT certification. This cost is consistent with the structure already approved for line staff and reflects a fair and equitable application of ALS incentive pay across all qualified personnel.

Attachments:

- Attachment 1: Resolution XX-2025
- Attachment 2: Fire Chief Job Classification



**City of Willows
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE IMPLEMENTATION
OF PARAMEDIC AND ADVANCED EMT INCENTIVE PAY FOR THE FIRE CHIEF**

WHEREAS, the City of Willows("City") recognizes the critical importance of providing high-quality emergency medical services to the community; and

WHEREAS, the Fire Chief who obtains and maintains advanced medical certifications such as Paramedic or Advanced Emergency Medical Technician (Advanced EMT) provide substantial operational, supervisory, and clinical benefits to the City's emergency response capabilities; and

WHEREAS, the additional training, responsibility, continuing education, and recertification requirements associated with Paramedic and Advanced EMT licensure represent a significant professional investment by personnel; and

WHEREAS, the Department seeks to support and encourage the Fire Chief to obtain and retain these advanced medical qualifications for the purpose of enhancing the effectiveness of the Department and improving patient outcomes; and

WHEREAS, it is in the best interest of the City and the community to provide incentive pay to the Fire Chief who hold and maintain these certifications.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows hereby approves the establishment of incentive pay for the Fire Chief who meets the following criteria:

1. Paramedic Incentive Pay:

Fire Chiefs possessing and maintaining a valid State of California Paramedic license and all required local accreditation shall receive **\$500.00 per month** in incentive pay.

2. Advanced EMT Incentive Pay:

Fire Chiefs possessing and maintaining a valid State of California Advanced EMT certification and all required local accreditation shall receive **\$300.00 per month** in incentive pay.

3. Eligibility Requirements:

- a. Incentive pay shall only apply while the employee maintains the required certification(s) in good standing.
- b. Incentive pay shall not be cumulative; Fire Chiefs holding both certifications shall receive only the Paramedic incentive.
- c. Employees must comply with all Department, State, and local EMS agency requirements to remain eligible and be authorized by the City Manager to Provide ALS level care.

4. **Implementation:**

This incentive pay structure shall take effect on December 1, 2025, and shall be incorporated into the Department's compensation schedule and applicable labor agreements.

BE IT FURTHER RESOLVED that the City Council of the City of Willows authorizes the City Manager to implement and administer this program.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 9th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

FSLA: EXEMPT

CITY OF WILLOWS**FIRE CHIEF**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction: plans, directs and reviews the activities of the fire Department in preventing and extinguishing fires, limiting harm to citizens, preventing destruction to property and being a resource to the Fire Operations/Administration, Prevention and Training Divisions; responsible for budget, and program direction; provides direction to assure compliance to federal, state and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. The Fire Chief will function as the City's Emergency Manager. May act as City Manager in his/her absence and perform other job related work as required.

This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS:

This is a department head management classification responsible for the direction of discrete departmental organizational component(s) and programs/functions as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multi department and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. The incumbent is expected to demonstrate professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal and fire codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED/EXERCISED:

Administrative direction is provided by the City Manager. The job incumbent provides general direction to subordinate level managers in affected program areas.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Duties may include but are not limited to:

- Provides administrative direction to activities relating to the effective utilization of personnel, facilities and equipment.

- Directs departmental policy; collaborates with division managers regarding divisional policies and procedures.
- Consults, confers and coordinates with City departments, citizens and officials regarding conflicts and issues related to regulatory compliance; participates with Executive Team.
- Plans, directs and coordinates the activities of the Fire Department in operations, fire prevention training, and Neighborhood Services.
- Coordinates with other local government agencies such as mutual aid and autoaid with departments, steering committee member for EMS response and implementation.
- Coordinates the City's Emergency Operation Plan, Emergency Operation Center, and the City's Safety Program.
- Confers with and makes recommendations to the City manager regarding projects and programs and participates in the development and implementation of City's strategic plan.
- Updates City Council and City Executive Staff of emergency developments.
- Personally responds to major fire alarms and directs fire suppression activities as necessary.
- Manages outside fire protection contracts and cooperative agreements.
- Recommends new ordinances related to fire protection and manages the City's EMS program.
- Acts as Hearing Officer for discipline of employees.
- Directs and participates in the preparation of budget related to assigned activities; oversees budget implementation; directs the forecast of additional funds; approves expenditures; implements mid-year adjustments.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.

- May be assigned Advanced Life Support (ALS) duties if the department is operating as an ALS provider when the Fire Chief is a licensed Paramedic or Advanced EMT. Personnel designated to perform as an Advanced EMT or Paramedic shall operate under the direction of the in accordance with department protocols and applicable laws. Employees assigned to ALS functions will receive compensation as specified in the applicable Memorandum of Understanding (MOU) as line personnel. Individuals serving in an ALS capacity are required to maintain all certifications and licensure as required by the Local Emergency Medical Services Authority (LEMSA) having jurisdiction.
- Performs other duties, as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Maintain required physical abilities including: vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person; body mobility adequate to operate emergency medical equipment and perform required duties; use of hands and fingers adequate for writing, typing and computer related functions; ability to lift heavy equipment, as needed.

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

Education and/or Experience:

Five years of increasingly responsible professional experience with a fire department, including three years of administrative and management experience.

Possession of an Associate of Arts degree from an accredited college or university with significant course work in the areas of Fire Science Administration, Business Administration, or a related field.

License/Certificate:

1. A valid California driver's license, Class C-With Firefighter Endorsement or Class A or B Commercial license with applicable endorsements.
2. Cardiopulmonary Resuscitation certification. (American Heart Association or American Red Cross)
3. California State Chief Officer certification or ability to obtain within 18 months of appointment.
4. Fire Investigator 1A or equivalent
5. Current California EMT certification or National Registry EMT certification at the time of application (California Paramedic license, Advanced EMT or National Registry Paramedic certification accepted). LEMS A accreditation within 90 days of appointment

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Modern principles of Fire Department administration and personnel training; modern fire suppression, prevention and training principles; uses and maintenance of firefighting equipment and apparatus; fire codes and local ordinances related to fire prevention, emergency response and disaster preparedness programs; modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods; budgeting development procedures and administration; principles and practices of supervision, staff selection, motivation, training and personnel management; principles of effective time management; principles of effective public speaking, conflict resolution and excellent customer service.

Ability to: plan, organize, direct, evaluate and improve fire prevention, suppression and support activities; interact with citizens and employees in an effective way that produces positive results; lead and direct City processes and procedures and specific requirements of assigned program areas; delegate authority and responsibility as well as schedule and program work on a long-term basis; work with and control sensitive and confidential information; plan, initiate, and direct complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines; lead, manage, evaluate and train personnel effectively and maintain discipline; organize, implement and direct departmental goals within City objectives; use computer and needed programs in a highly effective manner; establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work; communicate effectively, orally, electronically and in writing.

Skills to: Understand, interpret and communicate state and federal regulations, laws, codes, policies and solutions in the area of fire management; direct program services that benefit the community; analyze policy issues and develop recommendations; direct, manage and monitor complex programs, and other processes involving multiple groups; make highly effective presentations before groups and represent the City in public forums; interpret and communicate codes and regulatory information; direct, project and administer a budget.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Fire Chief position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Nate Monck, Fire Chief
Marti Brown, City Manager

Subject: 2026 Staffing and Adequate Fire and Emergency Response (SAFER) Grant

Recommendation:

Approve Resolution XX-2025 authorizing the City Manager, or her designee, to sign and execute all agreements with JMCM Consulting for an amount not to exceed \$6500 to prepare a Staffing and Adequate Fire and Emergency Response (SAFER) Grant application for submission to the State.

Rationale for Recommendation:

The Fire Chief wishes to apply for a SAFER grant and would benefit from grant writing expertise in order to prepare a successful grant application. The City of Willows has used JMCM Consulting in the past for similar federal grants with great success. Other local Glenn and Colusa County departments have also had grant application success by hiring JMCM Consulting (e.g., Indian Valley Fire District, Ord Bend Fire District, Glenn-Codora Fire District). JMCM has proven itself to be responsive, knowledgeable, and a trustworthy partner to the City of Willows.

Background:

The objectives of the SAFER Grant Program are to assist local fire departments with staffing and deployment capabilities to respond to emergencies and ensure that communities have adequate protection from fire and fire-related hazards. Local fire departments accomplish this by improving staffing and deployment capabilities, so they may more effectively and safely respond to emergencies. With enhanced staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

There is an anticipated \$360 million dollars available for this year's SAFER program. The hiring of firefighters is listed as a high priority, and the period of performance will fund these new

positions 100% for the first three years, including benefits. There is no grant match requirement. The prospective award date is June 2026.

Discussion & Analysis:

Chief Monck had an extensive conversation with the owner of JMCM consulting, discussing the City of Willows eligibility and position as it relates to the 2026 SAFER application. After reviewing the City of Willows position, JMCM consulting identified the City of Willows as a strong grant candidate with a high probability of award due to the passage of Measure I and the current shortage of hospital-related and medical services.

In 2021, Chief Monck applied for a SAFER Grant without consultant support. The application did not score high enough to be funded before available grant monies were depleted. In addition, the grant application was very time-consuming to author, review, and submit (e.g., more than 60 hours of staff time).

Under the current circumstances, staff recommend using the expertise of JMCM Consulting for this grant application. If approved by Council, it would save valuable staff hours, as well as benefit from JMCM's grant writing expertise of an extremely technical and competitive grant application, which the city already applied for unsuccessfully in 2021.

If awarded, the successful grant application would fund three additional full-time Fire Engineers and three full-time Firefighters. The total grant award would be approximately \$1.8 million.

Should the city be successful in this grant application, the Fire Department would increase its daily staffing to a three person crew until at least 2030.

Fiscal Impact:

The cost for JMCM Consulting to prepare and submit the grant application on behalf of the City is \$1500. If successful and awarded, JMCM would receive an additional \$5,000. In total, a successful SAFER Grant application prepared and submitted by JMCM Consulting will cost \$6,500. If the grant is not selected for funding this grant cycle, JMCM consulting will resubmit the application the following year for no additional cost.

Attachment:

- Attachment 1: Resolution XX-2025



**City of Willows
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER, OR HER
DESIGNEE, TO SIGN AND EXECUTE ALL AGREEMENTS WITH JMCM CONSULTING FOR THE PURPOSE OF
STAFFING AND ADEQUATE FIRE RESOURCES (SAFER) GRANT SUBMISSION**

WHEREAS, the City recognizes that each year hundreds of thousands of dollars in damage, injuries and death to our residents occur because of fire related incidents; and

WHEREAS, the safety of the public and Willows Firefighters is a paramount duty of the City of Willows and the Willows Fire Department; and

WHEREAS, the Willows Fire Department as part of its desire to promote public safety within the city wishes to pursue SAFER grant funding from FEMA; and

WHEREAS, JMCM Consulting has the technical expertise to create the most efficient grant package with a higher chance for success than City staff.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows does hereby authorize the City Manager, or her designee, to enter into and execute all agreements between the City and JMCM Consulting for the purpose of applying for a SAFER Grant.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 9th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development and Services Director
Marti Brown, City Manager

Subject: Supplemental Funding to Purchase Tink Claw Backhoe Attachment

Recommendation:

Authorize the City Manager to use Storm Drain Development Impact Fees to supplement existing funding to purchase a 520 Tink Claw in an amount not to exceed \$8,000.

Rationale for Recommendation:

Development Impact Fee funds were not included in the original equipment purchase authorization; however, an additional \$8,000 of Storm Drain Impact Fee funds are now needed to close the funding gap for the 520 Tink Claw. As the Tink Claw attachment directly supports the maintenance and of the City's storm drainage system, Storm Drain Impact Fees may be used for this purpose.

Background:

On March 25, 2025, the City Council authorized the City Manager to purchase a Bandit Tow-Behind Woodchipper through Sourcewell and to contract with the lowest responsive bidders to purchase a Tink Claw backhoe attachment (or equivalent) and a stump grinder backhoe attachment (or equivalent), using CAL FIRE grant funds in an amount not to exceed \$80,000.

Following that authorization, the City successfully purchased the Bandit Chipper at the estimated price. However, when staff attempted to purchase the quoted stump grinder as a backhoe attachment, it was determined that there were no stump grinder attachments available that were compatible with the City's backhoe. As a result, staff instead procured a track stump grinder that meets operational needs but is significantly more expensive than the originally anticipated backhoe attachment, which created a funding shortfall for the 520 Tink Claw. Staff obtained two quotes for the 520 Tink Claw, and the lowest bid was \$19,575, leaving a remaining funding gap of \$7,196.06.

Discussion & Analysis:

In order to expend Storm Drain Development Impact Mitigation Fees, the City must comply with the 2008 Council-approved Development Impact Mitigation Fee Feasibility/Nexus Study by demonstrating the following:

1. identify the purpose of the fee,
2. demonstrate a reasonable relationship, or “nexus,” between the fee and the impacts of new development, and
3. restrict spending to the types of capital facilities and improvements justified in the study.

The Storm Drain fee is based on the increased stormwater runoff generated by additional impervious surfaces as development occurs and is intended to fund storm drainage facilities and related capital costs needed to collect, convey, and manage those increased flows while maintaining an adequate level of service.

As development adds new streets, driveways, parking lots, and roof area, the volume and velocity of runoff entering gutters, inlets, culverts, ditches, and storm channels increase. This growth also increases the number of leaves, woody material, and other debris that accumulates in and around these facilities, which can reduce hydraulic capacity, create localized flooding, and accelerate wear on downstream infrastructure if not regularly removed. The Tink Claw is a backhoe attachment used to remove leaves and debris from gutters, inlets, and storm channels, which is an allowable use of Storm Drain Development Impact Fees because it directly supports the operation and capacity of the City’s storm drainage system.

The Nexus Study anticipates the need for the City to invest in storm drainage improvements and supporting capital assets so that the system can continue to function as designed under higher flow conditions associated with new development.

Because the Storm Drain Development Impact Fee is designed to fund capital facilities and related improvements necessary to accommodate increased runoff and debris from growth, using a limited amount of Storm Drain DIF to help purchase the Tink Claw 520 is reasonably related to the purpose of the fee, the impacts of development, and the facilities on which the fee is based. The expenditure will enhance the City’s long-term ability to maintain storm drain infrastructure at the level of service contemplated in the Nexus Study and therefore qualifies as an appropriate and eligible use of Storm Drain Development Impact Mitigation Fees.

Consistency with Council Priorities and Goals:

The proposed project and expenditure are consistent with the Council’s Priority of Infrastructure Improvement Goal 3: Enhance the Public Works Team to Support Effective Service Delivery.

Fiscal Impact:

The requested amount from the Storm Drainage Development Impact Fee Fund is not to exceed \$8,000. The current fund balance is \$164,059, which would leave an estimated balance of \$156,059 if the full \$8,000 is used.

Attachment:

- Attachment 1: 520 Tink Claw Quote



Purchase Agreement

N&S Tractor Willows

530-934-3382 · 827 N Tehama St Willows, CA 95988

Prepared For: CITY OF WILLOWS- PUB WKS (NW113)
Address: 201 N LASSEN WILLOWS, CA 95988
Contact: 530-934-7041

Quote Number: Q-8-43297
Date Prepared: 10/29/2025
Presented By: Ray Soeth (530-330-0371)

Quoted Equipment Overview

New order 2025 TINK C520

Stock Number: TBD
Engine Hours: 0

Serial #: TBD
Delivery Extra

C520
 1.2 CYD. CLAW

CASE 580N BACKHOE PIN-ON MTG BRKTS

520 CLAW LEAF EXPANSION KIT
 3 PIECE PANEL KIT
 LEAF EXPANSION

PAINT, CURRENT CASE GRAY

Pricing

2025 TINK C520: \$18,000.00

Equipment Subtotal: \$18,000.00

Sales Tax (8.750%): \$1,575.00

Subtotal: \$19,575.00

Tire Tax: \$0.00

Total Price: \$19,575.00

Quote Expires: 10/31/2025

Comments: (14 WEEK LEAD TIME)

Accepted By: _____

Date: _____



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief
Marti Brown, City Manager

Subject: 2025 California Fire Code and Willows Municipal Code Chapter 15.15
Amendment

Recommendation:

Introduce by title only and waive the full reading of the text of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2025 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED, and schedule a public hearing for the second reading and adoption of the Ordinance at the January 13, 2026 City Council Meeting.

Rationale for Recommendation:

This proposed ordinance (Attachment 1) recommends adoption of the 2025 California State Fire Code and amends the previous local ordinances for fire protection systems. The intent of this recommendation is twofold: First, it is to ensure that the City of Willows conforms to the State Fire Code and that the Citizens and Visitors of Willows are conducting business in safely constructed and maintained buildings; and second, it is to implement a common-sense approach to fire protection in the City of Willows ensuring that businesses and developers are not prevented from building or expanding due to costly fire protection upgrades.

Background:

As part of periodic review of the Fire Code, the California Building Standards Commission's 2025 published California Fire Code will become effective January 1, 2026. State law permits local jurisdictions to amend the local fire code to be more restrictive (at the discretion of the Council); however, local jurisdictions may not make the municipal fire code less restrictive than the California State Fire Code.

Discussion & Analysis:

Below is a summary of the proposed change to the Willows Municipal Code:

- **15.15.110 Sprinkler Systems**

Amend Section B to the following: " All Commercial and Industrial occupancies required by the California Fire Code to have an automatic sprinkler system shall have a Fire Department Connection (FDC) identified, accessible, and placed within 50' of a City standard hydrant.

This change eliminates mention of a specified year of the fire code, which should limit the need for future code amendments.

Fiscal Impact:

Other than staff time, the only anticipated expense is the need to purchase new code books for staff use.

Attachment:

- Attachment 1: Ordinance XX-2026



**City Of Willows
Ordinance #XX-2026**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2025 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED

WHEREAS, the California Fire Codes are published every three years by the California Building Standards Commission; and

WHEREAS, the California Building Standards Commission has published the 2025 California Fire Codes by amending Title 24 of the California Code of Regulations, effective January 1, 2026; and

WHEREAS, the 2025 California Fire Codes are based in part on the 2024 International Fire Code, published by the International Code Council; and

WHEREAS, the California Fire Codes may be adopted by cities by incorporation by reference; and

WHEREAS, cities may establish more restrictive Fire standards than those set forth in the California Fire Codes, if certain findings are made pertaining to local climatic, geological or topographical conditions; and

WHEREAS, the 2025 California Fire Codes will automatically become effective without amendment in the City of Willows 180 days after January 1, 2025, unless the City affirmatively amends the Codes otherwise.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

SECTION 1. Amend, Reenact or Create Sections of Chapter 15 -subsection (s) 15.15.010-15.15.230

Chapter 15: subsection (s) 15.15 of the City of Willows Municipal Code are hereby amended, reenacted and created to read as follows:

Chapter Fifteen (15.15.010) Adoption of California Fire Codes

The following publications are hereby adopted by reference and incorporated, as if fully set forth in this Code; except as expressly amended or superseded by the provisions of this Chapter:

15.150.010 The 2025 California Fire Code, Title 24, Part 9 of the California Code of Regulations, including Appendices and Amendments There is hereby adopted by the City Council of the City of Willows for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain document entitled "2025 Edition of the California Fire Code and Standards with Amendments, Appendices, the 2025 California Building Code Standards with Certain Amendments, and the 2024 International Fire Code and Standards," is adopted as the California Fire Code of the City of Willows and included in and made a part of this code as though set forth at length herein. Additionally, National Fire Protection Association (NFPA) Standards 10, 13, 13R, 13D, 25 with California Amendments, and NFPA 72 with the most recent editions are adopted.

Chapter Fifteen (15.15.110) Sprinkler Systems

Amend Section B to the following: " All Commercial and Industrial occupancies required by the California Fire Code to have an automatic sprinkler system shall have a Fire Department Connection (FDC) identified, accessible, and placed within 50' of a City standard hydrant."

INTRODUCED and passed first reading on the 9th day of December.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this ____ day of _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: December 9, 2025

To: Honorable Mayor and City Council

From: Joe Bettencourt, Community Development & Services Director
Marti Brown, City Manager

Subject: 2025 California Building Standards Code and Willows Municipal Code Title 15 -
Buildings and Construction Amendment

Recommendation:

Introduce by title only and waive the full reading of the text of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE AND ADOPTING LOCAL AMENDMENTS THERETO IN TITLE 15 OF THE WILLOWS MUNICIPAL CODE, INCLUDING REPEALING AND RE-ENACTING CHAPTERS 15.10, 15.11, 15.20, 15.30, 15.35, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 AND 15.95.2., and schedule a public hearing for the second reading and adoption of the Ordinance at the January 13, 2026, City Council meeting.

Rationale for Recommendation:

The attached Ordinance (Attachment 1) is required in order to adopt the State's 2025 Building Standards Codes, effective January 1, 2026, and to ensure that Title 15 is consistent with current law. It also updates the City's local amendments so that permit, plan review, and valuation-based fees are clearly established and collected in accordance with the City of Willows Master Fee Schedule.

Background:

The California Building Standards Code, Title 24 of the California Code of Regulations, is updated every three years. The City of Willows currently enforces the 2022 California Building Standards Code, which was adopted by reference with local amendments in Title 15 of the Willows Municipal Code. The State has now completed the next triennial cycle; the 2025 California Building Standards Code was published July 1, 2025, and becomes effective January 1, 2026.

Under State law, cities are required to enforce the current State building standards and may adopt the codes by reference, together with more restrictive local amendments supported by findings of local climatic, geological, or topographical conditions. This Ordinance updates Title 15 to adopt the 2025 code cycle and retains the City's existing local amendments, while also updating the fee and valuation provisions so they are tied to the City's Master Fee Schedule.

Discussion & Analysis:

The proposed Ordinance No. XX 2025 updates Title 15 of the Willows Municipal Code to adopt by reference the 2025 California Building Standards Code and to replace all remaining references to the 2022 code cycle with the 2025 editions. This includes re-adopting, by reference, the 2025 California Building Code, Residential Code, Electrical Code, Mechanical Code, Plumbing Code, Administrative Code, Energy Code, Historical Building Code, Green Building Standards Code (CALGreen), Referenced Standards Code, and the current State elevator regulations in Title 8 of the California Code of Regulations. The ordinance also confirms that at least one copy of each adopted code is on file with the City Clerk for public inspection, as required by Government Code section 50022.3.

In addition, the ordinance makes targeted updates to the City's existing local amendments in California Building Code Sections 109.2 (Schedule of Permit Fees), 304.3 (Plan Review Fees), and 109.3 (Building Permit Valuations) so that all permit, plan review, and valuation-based fees are established and collected in accordance with the City of Willows Master Fee Schedule as adopted and amended by the City Council. Other than these fee-related clarifications, all previously adopted local amendments in Title 15 remain in effect and are carried forward to apply to the 2025 code cycle.

Fiscal Impact:

There is no fiscal impact by approving this action.

Attachment:

- Attachment 1: Ordinance XX-2026



**City of Willows
Ordinance XX-2026**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE AND ADOPTING LOCAL AMENDMENTS THERETO IN TITLE 15 OF THE WILLOWS MUNICIPAL CODE, INCLUDING REPEALING AND RE-ENACTING CHAPTERS 15.10, 15.11, 15.20, 15.30, 15.35, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 AND 15.95.

WHEREAS, the California Building Standards Code is published by the California Building Standards Commission in Title 24 of the California Code of Regulations on a triennial basis, and the next triennial edition, the 2025 California Building Standards Code, will be effective January 1, 2026, as required by state law, and; and

WHEREAS, state law authorizes cities to adopt by reference the California Building Standards Code and to adopt local amendments that are more restrictive when reasonably necessary due to local climatic, geological, or topographical conditions; and

WHEREAS, the City of Willows has previously adopted the California Building Standards Code by reference with local amendments, as codified in Title 15 of the Willows Municipal Code, and has adopted findings describing the local conditions that justify those more restrictive local amendments; and

WHEREAS, the City Council desires to adopt by reference the 2025 California Building Standards Code and to adopt local amendments thereto in Title 15 that are the same as, or substantially the same as, the existing local amendments adopted in prior code cycles, so that the City's building regulations remain aligned with current state standards and local conditions; and

WHEREAS, at least one copy of each of the codes adopted by reference in this ordinance has been, and will remain, on file in the office of the City Clerk of the City of Willows for public inspection, not less than fifteen days prior to the adoption of this ordinance, as required by Government Code section 50022.3; and

WHEREAS, the City Council finds that adoption of this ordinance is necessary to preserve the public peace, health, and safety by ensuring that all new construction, alterations, and repairs are designed and constructed in accordance with the most current building standards adopted by the State of California, together with locally justified amendments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

SECTION 1. BODY

The City Council of the City of Willows hereby adopts by reference the 2025 California Building Standards Code, as published in Title 24 of the California Code of Regulations, together with the local amendments contained in Title 15 of the Willows Municipal Code, and directs that Title 15 be updated so that all references to prior code cycles are brought forward to the 2025 code cycle. The City Council re adopts its previously adopted findings describing local climatic, geological, and topographical conditions that support the City's more restrictive local amendments to the California Building Standards Code, as required by Health and Safety Code section 17958.7. Except as expressly amended by this ordinance, including the updated local amendments to California Building Code Sections 109.2, 304.3, and 109.3 described in Section 2, all existing local amendments to the California Building Standards Code contained in Title 15 remain in full force and effect and shall be construed as local amendments to the corresponding provisions of the 2025 California Building Standards Code.

SECTION 2. AMENDMENT CLAUSE

Title 15 of the Willows Municipal Code is amended to adopt by reference the 2025 California Building Standards Code and to specify the particular parts of that code that are adopted and locally amended, as follows:

- a. Willows Municipal Code chapter 15.10 is amended to adopt by reference the 2025 California Building Code, Title 24, Part 2, including Chapter 1 and the specific appendices identified in chapter 15.10. Local Amendments to the California Building code are amended as follows:
 1. California Building Code Section 109.2, Schedule of Permit Fees: On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the City of Willows Master Fee Schedule as adopted by resolution of the City Council, as it may be amended from time to time.
 2. California Building Code Section 304.3, Plan Review Fees: When submittal documents are required by other sections of this code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fees shall be established and collected in accordance with the City of Willows Master Fee Schedule as adopted by resolution of the City Council, as it may be amended from time to time.
 3. California Building Code Section 109.3, Building Permit Valuations:

The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include the total value of all work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed estimates to the satisfaction of the building official. The building official may use the actual contract price, the latest publication of "Building Valuation Data," or an equivalent publication of the International Code Council, as

periodically adjusted for inflationary changes in labor and material costs, to assist in determining valuation. Final building permit valuation shall be set by the building official, and all fees based on building permit valuation shall be established and collected in accordance with the City of Willows Master Fee Schedule as adopted by resolution of the City Council, as it may be amended from time to time.

b. Willows Municipal Code chapter 15.11 is amended to adopt by reference the 2025 California Residential Code, Title 24, Part 2.5.

c. Willows Municipal Code chapter 15.20 is amended to adopt by reference the 2025 California Electrical Code, Title 24, Part 3.

d. Willows Municipal Code chapter 15.30 is amended to adopt by reference the 2025 California Mechanical Code, Title 24, Part 4.

e. Willows Municipal Code chapter 15.35 is amended to adopt by reference the 2025 California Plumbing Code, Title 24, Part 5.

f. Willows Municipal Code chapter 15.70 is amended to adopt by reference the 2025 California Administrative Code, Title 24, Part 1, including the chapters specified in chapter 15.70.

g. Willows Municipal Code chapter 15.75 is amended to adopt by reference the 2025 California Energy Code, Title 24, Part 6.

h. Willows Municipal Code chapter 15.80 is amended to adopt by reference the 2025 California Elevator Safety Construction Code, as adopted and codified in Title 8 of the California Code of Regulations, reflecting the current location of state elevator regulations.

i. Willows Municipal Code chapter 15.85 is amended to adopt by reference the 2025 California Historical Building Code, Title 24, Part 8.

j. Willows Municipal Code chapter 15.90 is amended to adopt by reference the 2025 California Referenced Standards Code, Title 24, Part 12.

k. Willows Municipal Code chapter 15.91 is amended to adopt by reference the 2025 California Green Building Standards Code, CALGreen, Title 24, Part 11.

l. Willows Municipal Code chapter 15.95 is confirmed and amended as needed to ensure that the penalty provisions in Title 15 are consistent with the new code cycle and with the general penalty provisions of the Willows Municipal Code.

m. All references in Title 15 to prior editions of the California Building Standards Code are updated so that they refer to the 2025 editions of those codes adopted by this ordinance.

SECTION 3. REPEAL CLAUSE

All ordinances, and parts of ordinances, and all provisions of the Willows Municipal Code that are in conflict with the provisions of this ordinance are repealed to the extent of such conflict as of the effective date of this ordinance. Without limiting the foregoing, any prior local amendments to California Building Code Sections 109.2, 304.3, and 109.3 that are inconsistent with the provisions set forth in Section 2(a)(1) through (3) of this ordinance are hereby repealed.

SECTION 4. PENALTY CLAUSE

Any person, firm, or corporation violating any of the provisions of Title 15 of the Willows Municipal Code, as amended by this ordinance, shall be subject to the penalties provided in chapter 15.95 of the Willows Municipal Code and in chapter 1.10 of the Willows Municipal Code, unless a different penalty is expressly provided by ordinance or applicable state law.

SECTION 5. SEVERABILITY CLAUSE

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Willows hereby declares that it would have adopted this ordinance, and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions might be declared invalid or unconstitutional.

SECTION 6. EFFECTIVE DATE

This ordinance shall take effect thirty days after its passage. The 2025 California Building Standards Code shall be enforced within the City of Willows on and after the effective date established by state law for the 2025 code cycle.

INTRODUCED first reading on the 9th day of December 2025.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this ____ day of _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: John Wanger, City Engineer
Laurie Loaiza, Deputy City Engineer
Joe Bettencourt, Community Development and Services Director
Marti Brown, City Manager

Subject: Annual Development Impact Fee Report - FY 2024-25

Recommendation:

Receive the Annual Mitigation Fee Act Report (AB 1600) on Development Impact Fees for Fiscal Year Ending June 30, 2025 (Attachment 1) and approve Resolution XX-2025 (Attachment 2).

Rationale for Recommendation:

Pursuant to Government Code 66000 et seq, when a City adopts and implements a Development Impact Fee program, the Agency implementing the fees shall make available to the public an annual report.

Background:

The City of Willows imposes development impact mitigation fees, also known as AB 1600 fees, to help ensure that new development pays its fair share of the costs associated with public facilities and infrastructure needed to serve growth. These fees are established pursuant to the California Mitigation Fee Act (Government Code Sections 66000–66008), which requires a reasonable relationship, or “nexus,” between the fee charged and the impacts of new development on public facilities such as streets, parks, public safety, storm drainage, and other capital improvements.

The Mitigation Fee Act also imposes certain ongoing reporting and accounting requirements on local agencies. For each development impact fee fund, the City must prepare an annual report that identifies the beginning and ending fund balances, fee revenues received, interest earnings, expenditures made during the fiscal year, and any interfund transfers or loans.

Discussion & Analysis:

Pursuant to Government Code 66000 et seq, when a City adopts and implements a Development Impact Fee program, the Agency implementing the fees shall make available to the public an annual report stating the following:

- The type of fee in the account or fund.
- The amount of the fee.
- The beginning and ending balance of the account or fund for the fiscal year covered by the report.
- The amount of the fees collected, and the interest earned.
- An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees in the fiscal year covered by the report.
- An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.
- If applicable, a description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.
- The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001.

The attached report fulfills the above requirements for FY2024-25. The Government Code requires that this report be made available to the public within 180 days of the end of the prior fiscal year. The report was included on the City's website as of November 21, 2025 and a hard copy was available at the front counter of City Hall for public review.

Consistency with Council Priorities and Goals:

Not applicable.

Fiscal Impact:

Expenses related to the development of this report are funded by Development Impact Fees.

Attachment:

- Attachment 1: FY 2024-25 Annual Mitigation Fee Act Report
- Attachment 2: Resolution XX-2025 Approving the FY 2024-25 Annual Mitigation Fee Act Report

City of Willows
Annual Mitigation Fee Act (AB 1600) Report on Development Impact Fees
for Fiscal Year Ending June 30, 2025

Introduction

LEGAL REQUIREMENTS FOR DEVELOPMENT IMPACT FEE REPORTING

A. California Government Code Section 66006 (b)

Government Code Section 66006(b) defines the specific annual reporting requirements for local agencies that impose AB 1600 Development Impact Fees on new development. Annually, for each separate fund established for the collection and expenditure of Development Impact Fees, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the most recent fiscal year:

- A brief description of the fee in the account or fund; and
- The amount of the fee; and
- The beginning and ending balance of the account or fund; and
- The amount of the fees collected, and the interest earned; and
- An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement; including the total percentage of the cost of the public improvement that was funded with the fees; and
- An identification of an approximate date by which the construction of the public improvement will commence, if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement; and
- A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan; and
- The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements when the local agency fails to identify, within 180 days, an approximate date construction will comment, and the amount of reallocated funds when the administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

B. California Government Code Section 66001 (d)

For all funds established for the collection and expenditure of Development Impact Fees, Governmental Code Section 66001 (d) has additional requirements. For the fifth fiscal year following the first deposit into the fund and every five years thereafter, the local agency shall make all of the following findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put; and
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged; and
- Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements; and

- Designate the approximate dates on which the funding is expected to be deposited into the appropriated account or fund.

C. Additional Notes

California Government Code Section 66002 states that local agencies that have developed a fee program may adopt a Capital Improvement Plan (CIP) indicating the approximate location, size, timing of availability, and estimates of cost for all facilities or improvements to be financed by fees. A formal CIP is recommended, at a minimum, as a five-year plan. The City of Willows has developed a CIP and at the duly noticed public meeting, the City Council adopted the most recent CIP at the City Council Meeting of July 26, 2022. An updated version of the CIP is scheduled to be adopted in January 2025.

D. Establishing a Reasonable Relationship Between the Fee and the Purpose for Which it is Charged.

On June 24, 2008, the City Council adopted Resolution 30-2008 establishing Development Impact Fees as set forth in the Development Impact Mitigation Fee Feasibility Study completed that year for the City. Subsequently, the City adopted Ordinance 684-09 setting forth the overall Development Impact Fee Program.

The Development Impact Fees Nexus Study sets forth the relationship between contemplated future development, facilities needed to serve future development and the estimated costs for those improvements based on the General Plan. Per Section 19-05.030 of the City's Municipal Code, the City can review the fees to determine whether the fee amounts are reasonably related to the impacts of developments. Additionally, fees can be updated annually to reflect changes in the Engineering News Record (ENR) Index.

E. Funding of Infrastructure

The FY 2024-2025 adopted budget includes funding for those capital improvements identified in the Capital Improvement Program (CIP) for funding projects identified for the current budget year. Due to the prioritization and adoption of a CIP, the FY 2024-2025 and future budgets will include providing a framework for programming projects for implementation by fiscal year for planning purposes.

The City of Willows collects Development Impact Fees to offset and address the impacts of new development on facilities and infrastructure. Currently there are nine Development Impact Fee categories:

- Library
- Parks and Recreation
- Freeway Interchanges
- Street and Traffic
- Public Safety-Police
- Fire
- Wastewater
- Storm Drainage
- Administration

While each fee category has its own methodology for determining fees, two main principles apply throughout:

- The City of Willows aims to maintain the existing level of service through any periods of growth; and
- New development should pay its fair share of the City's infrastructure needs.

The fees in effect as of June 1, 2021, are as follows:

TABLE 1 – Current Impact Fees

Development Impact Fees	Single Family Residence \$ per unit	Multi-Family Residence \$ per unit	Commercial \$ per 1,000 s.f.	Industrial \$ per 1,000 s.f.
Library	\$1,495	\$1,434	-	-
Parks and Recreation	\$2,139	\$2,052	-	-
Freeway Interchanges	\$412	\$290	\$892	\$276
Street and Traffic	\$768	\$539	\$1,662	\$514
Police	\$790	\$758	\$344	\$162
Fire	\$1,623	\$1,556	\$707	\$333
Wastewater	\$1,261	\$1,209	\$549	\$258
Storm Drainage	\$2,035	\$1,221	\$1,495	\$1,682
Administrative	\$316	\$272	\$169	\$97

A detailed description of FY 2024-2025 activity for each development fee follows. The City anticipates collecting additional development fee revenue in order to generate sufficient funds to construct, install and purchase the improvements and equipment described in the Development Impact Fee Report dated May 2008.

Library Facilities Fee

The Library Facilities Fee is levied to fund the costs related to new development's impact on library facilities at the same rate per capita as existing development. A listing of the cost per square foot for library construction is included in the May 2008 Development Impact Mitigation Fee Report (referred to herein as the 2008 Report). Additionally, the 2008 Report details that monies collected shall be used for new facilities needed to accommodate growth that include an additional 3063 square feet of library, 27,032 new books and 2.5 new computer workstations. The current fee charge for Library Impact Fees is shown in Table 1.

The Library Facilities Fee Fund balance at the end of FY24-25 is \$123,452. No capital projects were done in FY24-25.

The balance of the remaining Library Development Impact fee funds are committed for the long-term need to expand the library building, volumes of book and computer facilities. The following table summarizes the activity for the Library Facilities Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

LIBRARY FACILITIES FUND	FY 2024-25
Beginning Balance	\$120,898
Developer Fees	\$0
Interest Income	\$2,554
Expenditures	\$0
Ending Balance	\$123,452

The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2025, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases, improvements associated with expansion of the library, additional books and additional computers will be needed. It is anticipated that when the population reaches 8,000-8,500, expansion of the facilities will be needed. The date when this will occur is unknown and dependent on when growth occurs within the City. Books and computers will be needed on a pro-rata basis as the population grows.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

Parks and Recreation Fee

The Parks and Recreation fee is levied to fund the cost of park amenities as listed in the 2008 Report.

These improvements include:

- Solar lights for park around play equipment/pathways and pedestrian walkway lighting
- 2 new softball fields
- Bike paths/BMX course
- Warm-up areas for softball pitchers
- Coin/token operated softball lights
- Pathways in parks
- Trees
- 2 soccer fields
- 14 acres of additional parks

The Parks and Recreation Fee Fund at the end of FY24-25 is \$324,946. The current fee charge for Parks and Recreation Impact Fees is shown in Table 1. No capital projects were done in FY24-25. The funds are committed for the long-term need for the facilities outlined above. The following table summarizes the activity for the Parks and Recreation Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

PARKS AND RECREATION FEE FUND	FY 2024-25
Beginning Balance	\$343,358
Developer Fees	\$0
Interest Income	\$7,253
Expenditures	\$25,655
Ending Balance	\$324,946

One expenditure was made during FY24-25. The expenditure was for upgrades to the lighting system at the softball fields. The original impact fee report allocated funds for coin/token operated softball lights. The upgrades to the lighting system at the softball fields allows for staff to control the lights remotely (a higher level of service from the original intent). The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2025, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases, improvements associated with expansion of the Parks and Recreation facilities will be needed. It is anticipated that when the Basin Street residential project is constructed, additional new park amenities (both soccer and baseball/softball fields will be needed, along with the amenities associated with the park(s). The developer has been conditioned to dedicate parklands and improvements at the parks as that development is built. It is anticipated that the improvements will be built with that development in lieu of paying their portion of this impact fee, as well as the developer will contribute additional monies to complete the needed improvements. The date when this will occur is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

Freeway Interchange Fee

The Freeway Interchange Fee is levied to fund the construction of improvements to the southbound off-ramps and signals for the Interstate 5 Interchanges. Improvements associated with the I-5 interchange at Wood Street were primarily completed with the Walmart development. Improvements associated with the Road 57 Interchange are slated to be completed as development at the southern portion of the City is built out.

The Freeway Interchange Fee Fund at the end of FY24-25 is \$411,410. The current fee charge for Freeway Interchange Impact Fees is shown in Table 1. No capital projects were done in FY24-25. The funds are committed for the long-term need for improvements to the Road 57/I-5 Interchange. The following table summarizes the activity for the Freeway Interchange Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

FREEWAY INTERCHANGE FEE FUND	FY 2024-25
Beginning Balance	\$402,056
Developer Fees	\$851
Interest Income	\$8,503
Expenditures	0
Ending Balance	\$411,410

No expenditures were made from this fund during FY24-25. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2025, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases and traffic trips increase, improvements associated with the Road 57/I-5 Interchange will be needed. It is anticipated that when the Basin Street residential project and the Taylor property is improved, interchange improvements will be needed. The exact timing of the needed improvements will be determined by the project trip volumes from development that occurs in the southern portion of the City. The date when this will occur is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

Street and Traffic Impact Fee

Per the 2008 Report, the Street and Traffic Impact Fee is levied to fund the construction of the following improvements:

- Tehama @ Sycamore turn lane and signal modification
- Tehama - Cedar to Road 53 road widening to 4 lanes
- Tehama @ GCID canal bridge modifications
- Tehama – northbound @ Road 53 right turn lane improvements
- Tehama @ Road 53 – intersection reconstruction
- Road 53 westbound @ Tehama – construct right turn lane
- Sacramento @ GCID canal bridge modifications

The Street and Traffic Fee Fund at the end of FY24-25 is \$195,276. The current fee charge for Street and Traffic Impact Fees is shown in Table 1. No capital projects were done in FY24-25 where Street and Traffic Impact Fees were used. The funds are committed for the long-term need for improvements to the Tehama Road, various intersections and 2 bridges. The following table summarizes the activity for the Street and Traffic Impact Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

STREET AND THOROUGHFARE IMPACT FEE	FY 2024-25
Beginning Balance	\$189,667
Developer Fees	\$1,587
Interest Income	\$4,023
Expenditures	0
Ending Balance	\$195,276

No expenditures were made from this fund during FY24-25. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2025, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases and traffic trips increase from projected development in the southern portion of the City, improvements associated with improvements to Tehama, intersections and bridges will be needed. It is anticipated that when the Basin Street residential project and the Taylor property is improved, these improvements will be needed. The exact timing of the needed improvements will be determined by the project trip volumes from development that occurs in the southern portion of the City. The date when this will occur is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

Police Impact Fee

The Police Impact Fee is levied to fund the expansion of the police station, as well as 3 additional police cars needed as new development occurs. Details of the needed facilities and equipment are outlined in the 2008 Report. As of July 1, 2017, the City has outsourced all police services through a contract with Glenn County Sherriff's Office (GCSO.) In the agreement with GCSO, the agreement states that GCSO *"...shall furnish and supply all necessary labor, supervision, transportation, equipment, communication facilities, and supplies necessary to provide the Services to be rendered hereunder."* As growth occurs in the City and GCSO encounters a need to expand their facilities or add vehicles due to population growth in the City of Willows, the Police Impact Fees can be used to pay GCSO for these costs.

The Police Impact Fee Fund at the end of FY24-25 is \$64,747. The current fee charge for the Police Impact Fee is shown in Table 1. There were no fund expenditures out of this fund in FY24-25. The funds are committed for the long-term need for expansion of needed facilities and patrol cars as growth occurs. The following table summarizes the activity for the Police Impact Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

POLICE IMPACT FEE	FY 2024-25
Beginning Balance	\$63,082
Developer Fees	\$328
Interest Income	\$1,337
Expenditures	0
Ending Balance	\$64,747

No expenditures were made from this fund during FY24-25. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2025, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases it is anticipated that additional officers and vehicles will be needed. The exact timing of the needed officers and vehicles is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

Fire Impact Fee

The Fire Impact Fee is levied to fund the following due to impacts from development:

- One new structure engine
- Outfit new engine
- Purchase 3 new breathing apparatus
- Expansion of the existing fire station

Details of the needed facilities and equipment are outlined in the 2008 Report.

The Fire Impact Fee Fund at the end of FY24-25 is \$2,859. The current fee charge for the Fire Impact Fee is shown in Table 1. There were no fund expenditures out of this fund in FY24-25. The funds are committed for the long-term need for expansion of needed facilities and equipment as development occurs. The following table summarizes the activity for the Fire Impact Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

FIRE IMPACT FEE	FY 2024-25
Beginning Balance	\$2,131
Developer Fees	\$675
Interest Income	\$53
Expenditures	\$0
Ending Balance	\$2,859

No expenditures were made from this fund during FY24-25. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2025, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases it is anticipated that additional equipment and facility expansion will be needed. The exact timing of the needed equipment and facility expansion is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

Wastewater Impact Fee

In 2006, the City invested \$10.256 million to upgrade the City's Wastewater Treatment Plant to be able to process 2.0 million gallons per day of wastewater (accommodated both existing and future growth.) Of the overall amount, \$3.367 million was paid by grant and internal funding and an additional \$70,000 in principle was paid by the City, leaving \$6,819,000 in costs. Per the 2008 Report, of \$6,819,000, 20% (\$1,380,871) was the new development share of the cost.

The Wastewater Impact Fee Fund at the end of FY24-25 is \$49,633. The current fee charge for the Wastewater Impact Fee is shown in Table 1. Per the 2008 Report, it is anticipated that the full fund balance of \$49,633 will be used to pay back the long-term debt incurred by the City for the expansion of the Wastewater Treatment Plant. The following table summarizes the activity for the Wastewater Impact Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

WASTEWATER IMPACT FEE	FY 2024-25
Beginning Balance	\$42,203
Developer Fees	\$7,430
Interest Income	\$0
Expenditures	\$0
Ending Balance	\$49,633

There were no expenditures in FY2024-25 out of the Wastewater Impact Fee account; however, it is anticipated that the full amount in this fund will be used in FY25-26 on the debt service for the long-term debt of the WWTP construction from 2006. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2025, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases it is anticipated that the additional impact fees will be collected to pay off the remaining debt of the Wastewater Treatment Plant. The exact timing of collecting the remaining fees is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as funds are used to pay off existing debt on an annual basis.

Storm Drainage Impact Fee

Per the 2008 Report, the Storm Drain Impact Fee is levied to fund the construction of city-wide storm drain improvements associated with impacts from development.

The Storm Drainage Impact Fee Fund at the end of FY24-25 is \$159,208. The current fee charge for Storm Drainage Impact Fees is shown in Table 1. There were no fund expenditures out of this fund in FY24-25. The funds are committed for the long-term need for improvements to city-wide storm drain improvements due to development. The following table summarizes the activity for the Storm Drainage Impact Fee Fund for fiscal year July 1, 2024, through June 30, 2025.

STREET AND THOROUGHFARE IMPACT FEE	FY 2024-25
Beginning Balance	\$159,208
Developer Fees	\$3,380
Interest Income	\$1,427
Expenditures	\$0
Ending Balance	\$164,015

No expenditures were made from this fund during FY24-25. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of January 1, 2024, per the Department of Finance for the State of California, the population of the City of Willows was 6,475. As the population increases the overall impervious area in the City will increase and cause impacts to stormwater runoff, which will result in additional improvements to existing storm drain facilities or new storm drain facilities. The exact timing of the needed improvements will be determined by new development. Accordingly, the date when this will occur depends on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.



**City of Willows
Resolution XX-2025**

**RESOLUTION OF THE CITY COUNCIL OF CITY OF WILLOWS APPROVING THE FY2024-25
ANNUAL DEVELOPMENT IMPACT FEE REPORT**

WHEREAS, Pursuant to Government Code 66000 et seq, in 2008 the City of Willows adopted a Development Impact Mitigation Fee Feasibility/Nexus Study and established public facilities fees to recover the impacts that development will have on the City's facilities; and

WHEREAS, specific facilities fees were established for Library, Parks and Recreation, Freeway Interchange, Street and Traffic, Police, Fire, Wastewater, Storm Drainage and Administrative; and

WHEREAS, pursuant to Government Code Section 66013(d), the City is required to make a report available to the public outlining fees collected in the prior fiscal year and provide certain information for each of the public facilities fees stating the amount collected, any interest earned, any expenditures made and other pertinent information; and

WHEREAS, a report has been prepared pursuant to the requirements of Section 66013(d) has been prepared, made available to the public starting on November 21, 2025, and presented to the City Council and the public on December 9, 2025.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby makes the following findings:

1. The Mitigation Fee Act (AB 1600) Report on Development Impact Fees for Fiscal Year Ending June 30, 2025, accurately depicts the revenues collected and expenditures incurred in FY2024-25 for all established development impact fees.
2. The fees collected for the Library, Parks and Recreation, Interchange, Street and Traffic, Police, Fire, Wastewater, Storm Drainage have been accurately detailed in the annual report prepared for FY2024-25.
3. Public Facilities Fees were collected to construct the projects and purchase equipment as identified in the 2008 Development Impact Mitigation Fee Feasibility/Nexus Study. The purposes for the collected fees are accurately identified in the attached annual report.
4. The City Council finds that there exists a reasonable relationship between the City's established Development Impact Fees and the projects defined in the 2008 Development Impact Mitigation Fee Feasibility/Nexus Study because (a) the property owners, residents, employees and other persons occupying and using the development projects that paid the fees will be served by and benefit from the facilities and equipment funded by the fees, (b) the fees and accumulated funds will assist the City in expanding its facilities and equipment as necessary to maintain an adequate level of service to accommodate new development, and (c) the fees offset and mitigate the impact to the facilities and equipment caused by new development.

5. The City Council finds that the City anticipates collecting additional development fee revenues in order to generate enough funds to construct, install and purchase the improvements and equipment described in the 2008 Development Impact Mitigation Fee Feasibility/Nexus Study. The amount and timing of the receipt of such additional revenue depends upon new development, which is uncertain. Because of the recession beginning in 2008 that resulted in an economic downturn, there has been little development and construction in the City in recent years. Therefore, the City cannot determine the approximate date(s) on which additional development fee revenue will be received or the date(s) when the City will have enough funding to proceed with the planned construction and purchases.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 9th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



DISCUSSION & ACTION CALENDAR



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: WM Franchise Agreement – Annual Consumer Price Index Rate Increase

Recommendation:

Approve the WM Consumer Price Index (CPI) increase of 2.95%.

Rationale for Recommendation:

The City's agreement with WM authorizes an annual CPI increase of up to 5%.

Background:

Effective December 1, 2020, and continuing through December 31, 2030, the City of Willows has contracted with U.S.A. Waste of California (D.B.A. Waste Management, Inc.; now known as "WM") for solid waste collection within the City of Willows. This collection service is undertaken pursuant to a franchise agreement between the City of Willows and the U.S.A. Waste of California is part of a master agreement that includes the County of Glenn and the City of Orland.

Pursuant to the agreement, the collection rates are subject to annual rate adjustments, increases or decreases, calculated pursuant to the most recent Consumer Price Index/Urban Customers-Western States (CPI), diesel fuel and tipping fee rates.

Discussion & Analysis:

This year, WM requests a 2.95% CPI increase for the 2026 calendar year. The new rate will be effective January 1, 2026, through December 31, 2026. The CPI is calculated from the most recent Consumer Price Index/Urban Customers - Western States (per the franchise agreement).

Below is a snapshot of increases for common services:

- Senior 35 Gallon Cart – From \$17.12 to \$17.62,
- 35 Gallon Cart – From \$23.10 to \$23.78, and
- 64 Gallon Cart – From \$24.98 to \$25.72.

Fiscal Impact:

There is no fiscal impact to the City.

Attachments:

- Attachment 1: WM Service Letter
- Attachment 2: Collections Services Proposal – Service Charge Fee Schedule



Corning Disposal
Waste Management
3281 Hwy 99 W
Corning, CA 96021

October 30, 2025

Ms. Marti Brown
City Manager
City of Willows
201 N Lassen St.
Willows, CA 95988

Dear Ms. Brown:

Attached is our rate review in accordance with Attachment 8B – Service Fee Adjustments in the Master Franchise Agreement and Attachment 8B Service Fee Adjustments of our Collection Franchise Agreement with the City of Willows. These sections address rate increases or decreases based on the Consumer Price Index, service fee, fuel and transfer station service fee.

The CPI rate increase of 2.95% has been calculated using the most recent Consumer Price Index/Urban Customers - Western States, (1982-1989=100).

I have attached the calculation of the new rates and the support information. If you have any questions, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Diana Ramirez'.

Diana Ramirez
Public Sector Manager



COLLECTION SERVICES PROPOSAL
City of Willows
Effective - 1/1/2026
Service Charge Fee Schedule

Rate Adjustment
2.95%

RESIDENTIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2026
Cart Services (MSW & Recycle)			
Senior 35 Gallon Cart (65 and older)	\$17.12	\$0.50	\$17.62
35 Gallon Cart	\$23.10	\$0.68	\$23.78
64 Gallon Cart	\$24.98	\$0.74	\$25.72
96 Gallon Cart	\$35.67	\$1.05	\$36.72
96 Gallon Yard Waste - 1st Cart	\$6.44	\$0.19	\$6.63
Ancillary Services			
Additional recycling cart after 1st cart	\$9.58	\$0.28	\$9.86
Additional yard waste cart after 1st cart	\$9.58	\$0.28	\$9.86
Cancellation of yard waste services within the first 6 months of set up	\$31.91	\$0.94	\$32.85
Side Yard Assisted Service - medically justified	No Charge	N/A	No Charge
Side Yard Assisted Service - NOT medically justified	\$13.48	\$0.40	\$13.88
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Replacement Cart-if due to customer negligence	Market Rate	N/A	Market Rate
Extra Pick up - 35 Gallon	\$8.17	\$0.24	\$8.41
Extra Pick up - 64 Gallon	\$8.84	\$0.26	\$9.10
Extra Pick up - 96 Gallon	\$12.39	\$0.36	\$12.75
Extra Pick up - 35, 64, 96 Gallon on non-route day	\$17.13	\$0.50	\$17.63
Contamination in Residential Containers * (per cart/per service)	\$18.11	\$0.53	\$18.64
Overage charge (cart too full for lid to close) *	\$18.11	\$0.53	\$18.64
Bad Pay/Reactivation Fees (no delivery)	\$40.85	\$1.20	\$42.05
Bad Pay/Reactivation Fees (with delivery)	\$57.44	\$1.69	\$59.13

* Contamination/Overage charged after 1st warning

COMMERCIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2026
MSW Bin Services			
1 Yard MSW - 1xWeek	\$128.46	\$3.79	\$132.25
1 Yard MSW - 2xWeek	\$242.96	\$7.16	\$250.12
1 Yard MSW - 3xWeek	\$356.68	\$10.52	\$367.20
1 Yard MSW - 4xWeek	\$470.92	\$13.89	\$484.81
1 Yard MSW - 5xWeek	\$585.07	\$17.25	\$602.32
1.5 Yard MSW - 1xWeek	\$141.32	\$4.17	\$145.49
1.5 Yard MSW - 2xWeek	\$267.26	\$7.88	\$275.14
1.5 Yard MSW - 3xWeek	\$392.33	\$11.57	\$403.90
1.5 Yard MSW - 4xWeek	\$518.01	\$15.27	\$533.28
1.5 Yard MSW - 5xWeek	\$643.58	\$18.98	\$662.56
2 Yard MSW - 1xWeek	\$151.16	\$4.46	\$155.62
2 Yard MSW - 2xWeek	\$285.83	\$8.43	\$294.26
2 Yard MSW - 3xWeek	\$419.62	\$12.37	\$431.99
2 Yard MSW - 4xWeek	\$554.02	\$16.34	\$570.36
2 Yard MSW - 5xWeek	\$688.31	\$20.30	\$708.61
3 Yard MSW - 1xWeek	\$242.96	\$7.16	\$250.12
3 Yard MSW - 2xWeek	\$386.45	\$11.39	\$397.84
3 Yard MSW - 3xWeek	\$579.22	\$17.08	\$596.30
3 Yard MSW - 4xWeek	\$686.00	\$20.23	\$706.23
3 Yard MSW - 5xWeek	\$857.50	\$25.28	\$882.78
4 Yard MSW - 1xWeek	\$285.83	\$8.43	\$294.26
4 Yard MSW - 2xWeek	\$454.64	\$13.41	\$468.05
4 Yard MSW - 3xWeek	\$681.43	\$20.09	\$701.52
4 Yard MSW - 4xWeek	\$807.04	\$23.80	\$830.84
4 Yard MSW - 5xWeek	\$1,008.86	\$29.75	\$1,038.61
6 Yard MSW - 1xWeek	\$377.36	\$11.13	\$388.49
6 Yard MSW - 2xWeek	\$610.21	\$17.99	\$628.20
6 Yard MSW - 3xWeek	\$847.92	\$25.00	\$872.92
6 Yard MSW - 4xWeek	\$1,093.80	\$32.25	\$1,126.05
6 Yard MSW - 5xWeek	\$1,367.29	\$40.32	\$1,407.61

Recycling Bin Services			
1 Yard RECYCLE - 1xWeek	\$64.24	\$1.89	\$66.13
1 Yard RECYCLE - 2xWeek	\$121.47	\$3.58	\$125.05
1 Yard RECYCLE - 3xWeek	\$178.34	\$5.26	\$183.60
1 Yard RECYCLE - 4xWeek	\$235.45	\$6.94	\$242.39
1 Yard RECYCLE - 5xWeek	\$292.53	\$8.62	\$301.15
1.5 Yard RECYCLE - 1xWeek	\$70.67	\$2.08	\$72.75
1.5 Yard RECYCLE - 2xWeek	\$133.62	\$3.94	\$137.56
1.5 Yard RECYCLE - 3xWeek	\$196.17	\$5.78	\$201.95
1.5 Yard RECYCLE - 4xWeek	\$259.00	\$7.64	\$266.64
1.5 Yard RECYCLE - 5xWeek	\$321.79	\$9.49	\$331.28
2 Yard RECYCLE - 1xWeek	\$75.59	\$2.23	\$77.82
2 Yard RECYCLE - 2xWeek	\$142.90	\$4.21	\$147.11
2 Yard RECYCLE - 3xWeek	\$209.82	\$6.19	\$216.01
2 Yard RECYCLE - 4xWeek	\$277.01	\$8.17	\$285.18
2 Yard RECYCLE - 5xWeek	\$344.16	\$10.15	\$354.31
3 Yard RECYCLE - 1xWeek	\$121.47	\$3.58	\$125.05
3 Yard RECYCLE - 2xWeek	\$193.22	\$5.70	\$198.92
3 Yard RECYCLE - 3xWeek	\$289.61	\$8.54	\$298.15
3 Yard RECYCLE - 4xWeek	\$342.99	\$10.11	\$353.10
3 Yard RECYCLE - 5xWeek	\$428.76	\$12.64	\$441.40
4 Yard RECYCLE - 1xWeek	\$142.90	\$4.21	\$147.11
4 Yard RECYCLE - 2xWeek	\$227.34	\$6.70	\$234.04
4 Yard RECYCLE - 3xWeek	\$340.72	\$10.05	\$350.77
4 Yard RECYCLE - 4xWeek	\$403.52	\$11.90	\$415.42
4 Yard RECYCLE - 5xWeek	\$504.41	\$14.87	\$519.28
6 Yard RECYCLE - 1xWeek	\$188.70	\$5.56	\$194.26
6 Yard RECYCLE - 2xWeek	\$305.11	\$9.00	\$314.11
6 Yard RECYCLE - 3xWeek	\$423.95	\$12.50	\$436.45
6 Yard RECYCLE - 4xWeek	\$546.89	\$16.13	\$563.02
6 Yard RECYCLE - 5xWeek	\$683.63	\$20.16	\$703.79
COMMERCIAL CARTS			
64 Gallon Cart - MSW	\$24.98	\$0.74	\$25.72
96 Gallon Cart - MSW	\$35.67	\$1.05	\$36.72
64 Gallon Cart - Recycling - Every Other Week	\$12.49	\$0.37	\$12.86
96 Gallon Cart - Recycling - Every Other Week	\$17.84	\$0.53	\$18.37

Extra Pickups			
Extra Pick up - Service Day - 1 yard	\$35.22	\$1.04	\$36.26
Extra Pick up - Service Day - 1.5 yard	\$42.25	\$1.24	\$43.49
Extra Pick up - Service Day - 2 yard	\$46.32	\$1.36	\$47.68
Extra Pick up - Service Day - 3 yard	\$75.23	\$2.22	\$77.45
Extra Pick up - Service Day - 4 yard	\$87.58	\$2.58	\$90.16
Extra Pick up - Service Day - 6 yard	\$146.26	\$4.31	\$150.57
Temporary Bins			
4 Yard Temp Bin - 3-day rental	\$133.87	\$3.95	\$137.82
4 Yard Temp Bin per day after 3rd day	\$44.62	\$1.31	\$45.93
Ancillary Services			
Walk in/Pull Out per Bin per Service over 10 feet	\$13.72	\$0.40	\$14.12
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Trip Charge (WM unable to service due to non-WM caused circumstance)	\$31.91	\$0.94	\$32.85
Replacement Bin-if due to customer negligence	Market Price	N/A	Market Price
Key Charge when container access requires driver to remove lock per month	\$6.38	\$0.19	\$6.57
Contamination in Commercial Bins/Carts * (per Bin/Cart per service)	\$62.53	\$1.84	\$64.37
Overage/Snapshot charge (bin too full for lid to close) *	\$84.91	\$2.50	\$87.41
Bad Pay/Reactivation fee (no delivery)	\$40.85	\$1.20	\$42.05
Bad Pay/Reactivation fee (with delivery)	\$70.19	\$2.07	\$72.26

* Contamination/Overage charged after 1st warning

ROLL OFF	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2026
Containers Services			
20 Yard Roll Off Container (includes 3 tons disposal)*	\$562.69	\$16.59	\$579.28
30 Yard Roll Off Container (includes 3 tons disposal)*	\$642.01	\$18.93	\$660.94
Compactor Haul Charge (no included disposal)**	\$270.69	\$7.98	\$278.67
Ancillary Services			
Min Haul Charge - 7-day rental charged per day on 8th day	\$16.22	\$0.48	\$16.70
Trip Charge (WM unable to service due to non-WM caused circumstance)	\$191.48	\$5.65	\$197.13
Relocation Charge (Move box to new location on customers current site)	\$191.48	\$5.65	\$197.13
Bad Check/EFT Charge	\$33.96	\$1.00	\$34.96
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Replacement Bin-if-due to customer negligence	Market Price	N/A	Market Price

*Any tonnage in excess will be charged the landfill rate plus applicable franchise fees

**Disposal not included. Charged landfill rate plus applicable franchise fees

PI Year
2026

	Current			
	Operations (CPI)	Fuel	Disposal	Total Adjustment
Adjustment Percentage	2.58%	-7.69%	5.00%	
Weighted Allocation	66.80%	3.45%	29.75%	Final Percentage
Allocated Adjustments	1.73%	-0.27%	1.49%	2.95%

Historical			
Operations (CPI)	Fuel	Disposal	Total Adjustment

2022	2.16%	0.25%	0.00%	2.41%
2023	5.25%	1.71%	0.00%	6.96%
2024	3.49%	-0.16%	0.00%	3.32%
2025	2.05%	-0.15%	0.00%	1.90%
2026	1.73%	-0.27%	1.49%	2.95%
2027				
2028				
2029				
2030				

PI Year
2026

Data extracted on: September 23, 2021 (6:57:21 PM)

CPI for All Urban Consumers (CPI-U)

Series Id: CUUR0400SAO
Not Seasonally Adjusted
Series Title: All items in West urban, all urban consumers, not seasonally adjusted
Area: West
Item: All items
Base Period: 1982-84=100

		Start Period	End Period
Older Period	331.0348	10/1/2023	9/30/2024
Newer Period	339.5903	10/1/2024	9/30/2025
Index Change	8.555417		
Index Change %	2.58%		

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	Calculated Average
2011	223.149	224.431	226.558	227.837	228.516	228.075	227.805	228.222	229.147	229.195	228.771	228.117	227.485	226.428	228.543	
2012	228.98	229.995	232.039	232.561	233.053	232.701	231.893	233.001	234.083	234.966	233.206	232.029	232.376	231.555	233.196	231.1990833
2013	232.759	234.595	235.511	235.488	235.979	236.227	236.341	236.591	237.146	237	236.153	236.096	235.824	235.093	236.555	235.0698333
2014	236.707	237.614	239.092	239.808	241.35	241.616	241.85	241.66	241.92	241.65	240.22	239.095	240.215	239.365	241.066	239.2388333
2015	238.318	239.748	241.69	242.302	244.227	244.332	245.04	244.737	244.257	244.341	243.749	243.434	243.015	241.77	244.26	242.1346667
2016	244.6	244.821	245.404	246.589	247.855	248.228	248.375	248.498	249.234	249.897	249.448	249.516	247.705	246.25	249.161	246.2606667
2017	250.814	252.252	252.949	253.806	254.38	254.469	254.708	255.282	256.504	257.223	257.126	257.347	254.738	253.112	256.365	252.8354167
2018	258.638	259.986	260.994	262.037	263.24	263.732	263.971	264.395	265.105	266.195	265.658	265.209	263.263	261.438	265.089	261.1495
2019	265.624	266.215	267.37	269.522	270.88	270.957	271.029	271.264	272.102	273.524	273.128	272.584	270.35	268.428	272.272	268.5020833
2020	273.34	274.412	273.995	272.913	273.062	274.155	275.597	276.443	276.422	276.876	276.875	276.593	275.057	273.646	276.468	274.13125
2021	277.238	278.702	280.625	283.507	285.793	288.263	289.863	290.393	291.053	293.397	294.986	296.102	287.494	282.355	292.632	282.98175
2022	298.705	301.158	305.082	307.145	309.645	313.496	313.951	314.013	315.094	317.299	315.919	314.599	310.509	305.872	315.146	305.2311667
2023	317.477	319.13	320.715	322.187	323.525	324.448	324.865	326.234	327.491	327.708	326.299	325.932	323.834	321.247	326.422	321.1574167
2024	328.053	329.339	332.202	334.05	334.292	333.662	333.174	333.442	334.265	334.558	334.218	334.084	332.945	331.933	333.957	331.0348333
2025	335.989	337.868	339.627	341.159	342.343	342.613	343.234	344.096	345.294					339.933		339.59025

PI Year
2026

Sourcekey EMD_EPD2D_PTE_SCA_DPG

California No 2 Diesel Retail

Date Prices (Dollars per Gallon)

10/15/2023	6.094
11/15/2023	5.684
12/15/2023	5.32
1/15/2024	5.13
2/15/2024	5.214
3/15/2024	5.216
4/15/2024	5.239
5/15/2024	5.078
6/15/2024	4.927
7/15/2024	4.901
8/15/2024	4.758
9/15/2024	4.733
10/15/2024	4.714
11/15/2024	4.667
12/15/2024	4.606
1/15/2025	4.734
2/15/2025	4.825
3/15/2025	4.795
4/15/2025	4.78
5/15/2025	4.783
6/15/2025	4.809
7/15/2025	4.936
8/15/2025	4.895
9/15/2025	4.962



City of Willows
Effective - 1/1/2026
Disposal Change Calculations

New County Rate Per Ton Eff 1/1/2025	\$100.00
New County Rate Per Ton Eff 1/1/2026	\$105.00
Rate Change	\$5.00
Rate Change %	5.00%

Historical Data	
Year	County Rate
2021	\$100.00
2022	\$100.00
2023	\$100.00
2024	\$100.00
2025	\$100.00
2026	\$105.00
2027	
2028	
2029	
2030	



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Christine Watson, City Librarian
Marti Brown, City Manager

Subject: New Library Technology

Recommendation:

Authorize the City Manager, or her designee, to purchase new library technology using the Library Development Impact Mitigation Fees in an amount not to exceed \$12,000.

Rationale for Recommendation:

With the recent library backroom repairs and strong desire to expand library services and programs, staff would like to refresh the technology of the library with new digital displays and 3D printing technology to ensure that the public has access to technology upgrades throughout the library and increased library programs.

Background:

In August 2025, the City of Willows hired a new full-time City Librarian who immediately demonstrated a strong interest in expanding the library's program offerings to better serve the residents of Willows and Glenn County. As a result of these staffing changes, now is a perfect time to refresh the library's technology. As part of the new City Librarian's duties and as requested by both the Library Board of Trustees and City Manager, she reviewed and evaluated the library's technology offerings and its impact on library programming.

Upon initial review, it was immediately evident that the existing technology was very out of date, keeping staff from easily implementing programming and using it effectively. The City Librarian also noticed the library lacked the ability to digitally cast wirelessly to any device in library spaces during programming, making it difficult to engage all patrons. Additionally, the existing 3D printer was broken, and the company no longer supported repairs.

Discussion & Analysis:

While this proposed technology purchases are not budgeted for, the Library Development Impact Mitigation Fee Fund currently has a balance of \$123,338 and could be used to fund the purchase and installation of new technology throughout the library.

In order to expend Library Development Impact Mitigation Fees (DIF), the city must comply with the 2008 Council approved Development Impact Mitigation Fee Feasibility/Nexus Study ('Nexus Study') guidelines, including the ability to:

- Identify the purpose of the fee;
- Demonstrate a reasonable relationship (e.g., nexus) between the fee and the impact of development; and
- Restrict spending on the types of capital facilities or improvements justified in the nexus study.

Typically, the use of DIF is also tied to population growth (e.g., in the city and county) over time and, therefore, demonstrating the need to expand city services and facilities.

Since the library serves both the City of Willows and Glenn County, it's relevant to review countywide population growth since the 2008 Nexus Study was prepared and approved. The population in Glenn County has increased by 854 residents since 2008, making it practical to increase library programs and services.

Additionally, the 2008 Nexus Study identified new library services to be borne by new residents to include increasing the building's square footage, purchasing additional library books, and adding computer workstations available to the public. As the library has existing computer workstations, updated displays will be available for public use, and the improvements associated with the requested expenditure will allow an expansion of the available technology for public use, the recommendation directly aligns with expanding computer workstations of the library and therefore it is appropriate to use Library DIF funds for the proposed project.

The proposed purchases and project have been reviewed by the City Engineer and he agrees with staff's assessment that using Library DIF to purchase and install new technology throughout the library complies with the 2008 Nexus Study.

Consistency with Council Priorities and Goals:

The proposed project and expenditure are consistent with Council Priority #5, Goal #1: to "Expand youth and adult activities (e.g., children's librarian/youth role)."

Fiscal Impact:

Currently, there is a balance of \$123,338 in the Library Development Impact Mitigation Fee Fund. Should the Council approve using \$12,000 from the Fund for the new technology purchase, there will be a remaining balance of \$111,338 in the Mitigation Fee fund.



Date: December 9, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager
Karleen Price, City Clerk/Assistant to the City Manager

Subject: City of Willows 140th Anniversary of Incorporation Celebration

Recommendation:

Approve expending a not-to-exceed amount of \$5,000 for the City of Willows' 140th Anniversary of Incorporation Celebration and authorize the City Manager to distribute historical commemorative mementos from the city vault as part of this event.

Rationale for Recommendation:

January 16, 2026, will be the 140th anniversary of the City of Willows incorporation. With such a momentous occasion, it seemed paramount to properly celebrate the City's birthday event!

Background:

The City of Willows was incorporated on January 16, 1886. On January 16, 2026, it will be 140 years since its "birthday" and incorporation. This important 140-year milestone event deserves a community wide celebration!

Discussion & Analysis:

Staff recommend commemorating the 140th Anniversary of the City of Willows' incorporation with a community celebration that recognizes local history, builds civic pride, and strengthens community identity. The Willows' Anniversary of Incorporation Celebration presents an opportunity to:

- Recognize the City's history and heritage,
- Engage residents and local organizations in a positive civic event, and
- Promote community pride and shared identity.

To that end, staff requests a not to exceed budget of \$5,000 to host the event. In addition, staff also request authorization to distribute commemorative mementos to residents and attendees in a fair and transparent manner. In addition, staff are also pursuing sponsorships and community partnerships to help offset the cost of hosting this community celebration.

Potential Event Elements and Activities

While event planning is still in its infancy, proposed celebration activities and themes considered so far, include:

- Local vendors and community information booths,
- Food and beverage options (e.g., cake, champagne)
- Live music/performances,
- Displays of historic city documents (e.g., resolutions, museum photos),
- Youth activities in the library,
- A “Time Capsule” station (community messages/artifacts),
- Family-friendly activities,
- A brief recognition ceremony (e.g., proclamation, remarks, historical highlight), and
- Commemorative item distribution (e.g., medallions, souvenir spoons).

Final programming will be scaled to remain within the authorized spending limit and based on availability of sponsors and partners.

Commemorative Mementos

In addition to the budget approval for the event, staff also requests Council authorization to distribute commemorative mementos such as historical medallions and souvenir spoons (in the city vault) in an effort to promote community participation and enhance the celebratory nature of the event. As these historic mementos are already in the City’s possession, there is no cost associated with distributing them.

Distribution options of these mementos may include:

- First-come, first-served distribution at the event,
- Distribution at City Hall or designated community locations while supplies last,
- Raffle Prizes, and
- Allocation for community partners assisting with anniversary programming (e.g., historical groups, schools, service organizations).

Staff will manage distribution including identifying rules, quantity limits per household, and consistent distribution procedures.

Where & When

As January 16, 2026, is on a Friday, staff recommend a Friday night event from 5:30 to 9:30 pm. Staff is investigating the use of Memorial Hall (indoor/outdoor space); however, Vice-Mayor Thomas recently recommended using City Hall (indoor and outdoor) as this event is basically celebrating the birth of the City of Willows and the current Civic Center is the epicenter of its incorporation. Since weather conditions are uncertain, we thought the celebration could be an event that is indoor and outdoor (e.g., Council Chambers, the lobby, front of the Civic Center).

Consistency with Council Priorities and Goals:

This proposal is consistent with Priority #4: Community Engagement, Priority #6: Quality of Life.

Fiscal Impact:

Approval of this item authorizes one-time expenditures not to exceed \$5,000 to support the City of Willows' 140th Anniversary of Incorporation Celebration.

Attachment:

- Attachment 1: Photo of Historical Mementos (in the city vault)





COMMENTS AND REPORTS



CLOSED SESSION