



Willows City Council Regular Meeting

March 25, 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/85182536319>

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.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL MATTERS**

a. **Proclamation - National Vietnam War Veteran's Day**

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

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: cityclerk@cityofwillows.org.

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.
Contact: Joanne Moore, Finance Director, jmoore@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve the March 11, 2025, meeting minutes.
Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. **City of Willows Conflict-of-Interest Code, Administrative Policy 5-1**

Recommended Action: Adopt the Resolution amending the City of Willows Conflict-of-Interest Code and Administrative Policy 5-1.

Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

d. **Purchase of New Fire Department and Public Works Equipment**

Recommended Action: Authorize the City Manager to 1.) purchase a tow behind woodchipper from Bandit Industries, Inc. using Sourcewell Agreement 010925- BAN; and 2) to contract with the lowest responsive bidder for the purchase of a Tink Claw backhoe attachment (or equivalent) and Diamond stump grinder backhoe attachment (or equivalent).

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

7. DISCUSSION & ACTION CALENDAR

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes as each agenda item is reviewed and discussed by Council. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: cityclerk@cityofwillows.org.

a. **Local Responsibility Area (LRA) Fire Hazard Severity Zone Ordinance**

Recommended Action: Adopt Ordinance 764-2025 to designate Fire Hazard Severity Zones, by title only and waive second reading.

Contact: Nate Monck, Fire Chief, nmonck@cityofwillows.org

b. **Sale of City Owned Property**

Recommended Action: Authorize the City Manager to sell city owned properties, Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006 in accordance with State law and best municipal practices.

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

c. **Policy and Fee Structure Regarding Use of Council Chambers**

Recommended Action: Review and reaffirm the fee structure for rental of Council Chambers to local government and civic groups or repeal the policy and fees or direct staff to develop a new/amended policy.

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. **Conference with Labor Negotiators (§54957.6)**

Agency Designated Representatives:

Marti Brown, City Manager and Andrew Plett, City Attorney

Employee Organizations: General Bargaining Units, and Management

b. **Public Employee Performance Evaluation (§ 54957)**

Title: City Manager

10. ADJOURNMENT

This agenda was posted on March 20, 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 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

City of Willows

Proclamation

National Vietnam War Veterans Day

WHEREAS, the United States of America Vietnam War Commemoration gives all Americans the opportunity to recognize, honor and thank our Vietnam Veterans and their families for their service and sacrifices during the Vietnam War from November 1, 1955 - April 30, 1975; and

WHEREAS, more than 9,000 organizations across America have joined with the Department of Defense as Commemorative Partners to honor our Nation's Vietnam Veterans, including the Jacob Bennett Chapter of the New Mexico State Organization National Society of the Daughters of the American Revolution; and

WHEREAS, the commemoration includes the 9 million Americans, approximately 7 million living today, who served in the United States Armed Forces during this period, and makes no distinction between those who served in-country, in-theater, or were stationed elsewhere during those 20 years because all of them answered the call of duty; and

WHEREAS, on March 28, 2017, the U.S. government passed the Vietnam War Veterans Recognition Act officially recognizing March 29th as National Vietnam War Veterans Day.

NOW THEREFORE, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim March 29, 2025, as Vietnam War Veterans Day and urge all citizens of Willows to recognize the valor and sacrifice of our veterans of the Vietnam War through ceremonies and prayers.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 25th day of March 2025.

Evan Hutson, Mayor





PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00407 - CHECK RUN 3-13-25

01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name			Total Vendor Amount
1004	3CORE			937.50
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	55355	03/13/2025	937.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
1862	FEBRUARY 2025 - RUMIANO LOAN - JOE BAIRD ASSISTAN	03/10/2025	03/10/2025	0.00 937.50

Vendor Number	Vendor Name			Total Vendor Amount
1014	ACCESS			93.07
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	55356	03/13/2025	93.07	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
11455047	MARCH 2025 SHREDDING - CW	03/10/2025	03/10/2025	0.00 93.07

Vendor Number	Vendor Name			Total Vendor Amount
1029	AFLAC- FLEX ONE			848.99
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	55357	03/13/2025	848.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
492670	PAYING REFUNDED PAYMENT-CHECK # R 012276482 -L2	03/10/2025	03/10/2025	0.00 848.99

Vendor Number	Vendor Name			Total Vendor Amount
1052	AMAZON CAPITAL SERVICES			190.31
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	55358	03/13/2025	190.31	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
1KRN-R3YQ-6D96	ZIP BOOKS GRANT - LIBRARY	03/10/2025	03/10/2025	0.00 190.31

Vendor Number	Vendor Name			Total Vendor Amount
1103	BAKER & TAYLOR BOOKS			63.76
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	55359	03/13/2025	63.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
2038920769	NEW BOOKS - LIBRARY	03/11/2025	03/11/2025	0.00 63.76

Vendor Number	Vendor Name			Total Vendor Amount
1252	CLEARWAY ENERGY LLC			9,495.40
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	55360	03/13/2025	9,495.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
1523982	JANUARY 2025 SOLAR - SEWER	03/10/2025	03/10/2025	0.00 9,495.40

Vendor Number	Vendor Name			Total Vendor Amount
1261	COMCAST CABLE			265.27
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	55361	03/13/2025	265.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
8155600290115941-022425	SERVICE TO 2-24-25 - CIVIC CENTER	03/10/2025	03/10/2025	0.00 265.27

Payment Register

APPKT00407 - CHECK RUN 3-13-25

Vendor Number 1463	Vendor Name GANDY & STALEY OIL CO					Total Vendor Amount 1,776.20	
Payment Type Check	Payment Number 55362					Payment Date 03/13/2025	Payment Amount 1,776.20
	Payable Number 226951	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 327.79	
	226971	FUEL - PUBLIC WORKS & SEWER	03/10/2025	03/10/2025	0.00	637.43	
	87140-022825	FUEL - FIRE	03/10/2025	03/10/2025	0.00	810.98	
Vendor Number 1467	Vendor Name GAYNOR TELESYSTEMS, INC.					Total Vendor Amount 120.00	
Payment Type Check	Payment Number 55363					Payment Date 03/13/2025	Payment Amount 120.00
	Payable Number INV000045606	Description UPDATE PHONE TREE SETTINGS - CIVIC CENTER	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 120.00	
Vendor Number 1566	Vendor Name INFRAMARK LLC					Total Vendor Amount 55,443.29	
Payment Type Check	Payment Number 55364					Payment Date 03/13/2025	Payment Amount 55,443.29
	Payable Number 144768	Description MARCH 2025 SERVICE	Payable Date 03/13/2025	Due Date 03/13/2025	Discount Amount 0.00	Payable Amount 55,443.29	
Vendor Number 1606	Vendor Name JEREMY'S PEST STOMPERS					Total Vendor Amount 45.00	
Payment Type Check	Payment Number 55365					Payment Date 03/13/2025	Payment Amount 45.00
	Payable Number 332511	Description MARCH 2025 SERVICE - FIRE	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 45.00	
Vendor Number 1638	Vendor Name JUNIOR LIBRARY GUILD					Total Vendor Amount 587.62	
Payment Type Check	Payment Number 55366					Payment Date 03/13/2025	Payment Amount 587.62
	Payable Number 708826	Description CHILDREN'S BOOKS - LIBRARY	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 587.62	
Vendor Number 1665	Vendor Name KNIFE RIVER CONSTRUCTION					Total Vendor Amount 203.45	
Payment Type Check	Payment Number 55367					Payment Date 03/13/2025	Payment Amount 203.45
	Payable Number 313967	Description WET PATCH - PUBLIC WORKS - STREETS	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 203.45	
Vendor Number 1670	Vendor Name L & T TOWING					Total Vendor Amount 711.00	
Payment Type Check	Payment Number 55368					Payment Date 03/13/2025	Payment Amount 711.00
	Payable Number #25-39544	Description TOW-2008 FORD F-250 SD-CORNING FORD TO SHOP - PV	Payable Date 03/13/2025	Due Date 03/13/2025	Discount Amount 0.00	Payable Amount 336.00	
	#25-39856	TOW - 2005 LADDER TRUCK YELLOW - FIRE	03/12/2025	03/12/2025	0.00	375.00	
Vendor Number 1301	Vendor Name L.N. CURTIS & SONS					Total Vendor Amount 212.13	
Payment Type Check	Payment Number 55369					Payment Date 03/13/2025	Payment Amount 212.13
	Payable Number INV918657	Description VALVE REBUILD KIT - FIRE	Payable Date 03/12/2025	Due Date 03/12/2025	Discount Amount 0.00	Payable Amount 212.13	

Payment Register
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Vendor Number 1680	Vendor Name LANNIE'S SEPTIC TANK SERV					Total Vendor Amount 144.79
Payment Type Check	Payment Number 55370					Payment Date 03/13/2025
Payable Number 26790	Description PORTABLE TOILET RENT & SERVICE - PARKS - PW	Payable Date 03/13/2025	Due Date 03/13/2025	Discount Amount 0.00	Payable Amount 144.79	
Vendor Number 1710	Vendor Name LIFE ASSIST					Total Vendor Amount 223.99
Payment Type Check	Payment Number 55371					Payment Date 03/13/2025
Payable Number 1577919	Description FIRST AID SUPPLIES - FIRE	Payable Date 03/12/2025	Due Date 03/12/2025	Discount Amount 0.00	Payable Amount 223.99	
Vendor Number 1760	Vendor Name MATSON & ISOM TECHNOLOGY					Total Vendor Amount 5,029.00
Payment Type Check	Payment Number 55372					Payment Date 03/13/2025
Payable Number 97386	Description MARCH 2025 IT SERVICE - CW	Payable Date 03/11/2025	Due Date 03/11/2025	Discount Amount 0.00	Payable Amount 5,029.00	
Vendor Number 1770	Vendor Name MENDES SUPPLY COMPANY					Total Vendor Amount 161.46
Payment Type Check	Payment Number 55373					Payment Date 03/13/2025
Payable Number R077524	Description JANITORIAL SUPPLIES - PUBLIC WORKS - STREETS	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 161.46	
Vendor Number 1778	Vendor Name MIDAMERICA ADMIN & RETIRE					Total Vendor Amount 202.00
Payment Type Check	Payment Number 55374					Payment Date 03/13/2025
Payable Number 0291262	Description 4Q24 ADMIN/PLATFORM FEE (ER) - CW	Payable Date 03/12/2025	Due Date 03/12/2025	Discount Amount 0.00	Payable Amount 202.00	
Vendor Number 1792	Vendor Name MJB WELDING SUPPLY, INC					Total Vendor Amount 45.92
Payment Type Check	Payment Number 55375					Payment Date 03/13/2025
Payable Number 0001514609	Description ACETYLENE CYL RENT - PUBLIC WORKS	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 45.92	
Vendor Number 2312	Vendor Name NAPA AUTO PARTS					Total Vendor Amount 157.36
Payment Type Check	Payment Number 55376					Payment Date 03/13/2025
Payable Number 701594	Description SWITCH - ENOS - T-4 - FIRE	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 65.15	
Payable Number 701685	Description CIRCUIT BREAKER - FIRE	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 6.42	
Payable Number 701690	Description FUEL FILTER - FIRE	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 25.47	
Payable Number 701701	Description FUEL FILTER EXCHANGE - FIRE	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 16.51	
Payable Number 900982	Description FUEL FILTER - FIRE	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 43.81	
Vendor Number 2475	Vendor Name PAXTON FAMILY INSPECTION SERVICES					Total Vendor Amount 4,484.20
Payment Type Check	Payment Number 55377					Payment Date 03/13/2025
Payable Number 828	Description PERMIT, PLAN CHECK, CNTER, CODE ENF, INSP & LIBRAR	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 4,484.20	

Payment Register

APPKT00407 - CHECK RUN 3-13-25

Vendor Number 1143	Vendor Name PEDRO BOBADILLA					Total Vendor Amount 576.92	
Payment Type Check	Payment Number 55378					Payment Date 03/13/2025	Payment Amount 576.92
Payable Number 031425PB	Description RECREATIONAL SERVICES 3-1-25 TO 3-14-25	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 576.92		
Vendor Number 1917	Vendor Name PG & E					Total Vendor Amount 283.05	
Payment Type Check	Payment Number 55379					Payment Date 03/13/2025	Payment Amount 283.05
Payable Number 1773553795-7-03042025	Description SERVICE TO 3-4-25	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 179.78		
4434252874-0-03052025	SERVICE TO 3-5-25	03/10/2025	03/10/2025	0.00	103.27		
Vendor Number 2332	Vendor Name PRENTICE LONG, PC					Total Vendor Amount 10,571.00	
Payment Type Check	Payment Number 55380					Payment Date 03/13/2025	Payment Amount 10,571.00
Payable Number 7340	Description SERVICES RENDERED THROUGH 2-26-25	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 9,165.00		
7341	N YOLO ST RECEIVERSHIP SERVICES THROUGH 2-26-25	03/10/2025	03/10/2025	0.00	1,406.00		
Vendor Number 2041	Vendor Name SACRAMENTO VALLEY MIRROR					Total Vendor Amount 55.20	
Payment Type Check	Payment Number 55381					Payment Date 03/13/2025	Payment Amount 55.20
Payable Number 2656	Description LEGAL AD - #DR-25-01 & #MUP-23-02A	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 55.20		
Vendor Number 2080	Vendor Name SILKE COMMUNICATIONS INC					Total Vendor Amount 10,531.75	
Payment Type Check	Payment Number 55382					Payment Date 03/13/2025	Payment Amount 10,531.75
Payable Number INV-25001482	Description RFC GRANT - CITY - RADIO UPGRADES & CHARGER - FIRE	Payable Date 03/12/2025	Due Date 03/12/2025	Discount Amount 0.00	Payable Amount 10,531.75		
Vendor Number 2089	Vendor Name SMITH & NEWELL CERTIFIED					Total Vendor Amount 31,800.00	
Payment Type Check	Payment Number 55383					Payment Date 03/13/2025	Payment Amount 31,800.00
Payable Number 03062025S&N	Description AUDIT & PREP OF ANNUAL FIN RPTS END 6-30-24	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 31,800.00		
Vendor Number 2385	Vendor Name SUNRUN INSTALLATIONS SERVICES, INC					Total Vendor Amount 857.25	
Payment Type Check	Payment Number 55384					Payment Date 03/13/2025	Payment Amount 857.25
Payable Number P#5129	Description REFUND - PERMIT CANCELLATION - 1136 W SYCAMORE	Payable Date 03/10/2025	Due Date 03/10/2025	Discount Amount 0.00	Payable Amount 452.25		
P#5186	REFUND - PERMIT CANCELLATION - 811 TAMARACK WAY	03/10/2025	03/10/2025	0.00	405.00		
Vendor Number 2447	Vendor Name TOP NOTCH COMMERCIAL CLEANING					Total Vendor Amount 1,100.00	
Payment Type Check	Payment Number 55385					Payment Date 03/13/2025	Payment Amount 1,100.00
Payable Number 11146	Description MARCH 2025 JANITORIAL SERVICE - CIVIC CENTER	Payable Date 03/12/2025	Due Date 03/12/2025	Discount Amount 0.00	Payable Amount 1,100.00		

Payment Register
APPKT00407 - CHECK RUN 3-13-25

Vendor Number	Vendor Name					Total Vendor Amount
1798	UBEO WEST, LLC					157.46
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55386	03/13/2025	157.46			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
549982767	PRINTER USAGE 2-20-25 TO 3-20-25	03/10/2025	03/10/2025	0.00	157.46	

Vendor Number	Vendor Name					Total Vendor Amount
2395	US BANK CORPORATE PAYMENT SYSTEMS					2,867.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55387	03/13/2025	2,867.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BROWN022425-01	AMAZON - TONER - CW	03/12/2025	03/12/2025	0.00	300.29	
BROWN022425-02	CITY CLERK ASSOC. MEMBERSHIP - K PRICE - CM	03/12/2025	03/12/2025	0.00	250.00	
BROWN022425-03	AMAZON - PRINTER - CW	03/12/2025	03/12/2025	0.00	578.08	
BROWN022425-04	LEAGUE OF CA CITIES-FULL CONFERENCE - C WALKER -CA	03/12/2025	03/12/2025	0.00	650.00	
BROWN022425-05	AMAZON - CHARGER CABLES & BATTERIES - CW	03/12/2025	03/12/2025	0.00	101.84	
MEZA022425-01	CB KITCHEN-STAFF DEV GRANT-STAFF TRAINING LUNCH	03/12/2025	03/12/2025	0.00	77.33	
MEZA022425-02	WORDPRESS - WEBSITE DOMAIN REG - LIBRARY	03/12/2025	03/12/2025	0.00	19.00	
MEZA022425-03	WORDPRESS - WEBSITE ANNUAL SUBSCRIPTION - LIBRAR	03/12/2025	03/12/2025	0.00	96.00	
MOORE022425-01	HYATT - CSMFO FINANCE CONF- J MOORE-TBR - FIN	03/12/2025	03/12/2025	0.00	795.38	

Vendor Number	Vendor Name					Total Vendor Amount
2248	VERIZON WIRELESS					403.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55388	03/13/2025	403.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6107031832	FEBRUARY 2025 SERVICE	03/10/2025	03/10/2025	0.00	403.40	

Vendor Number	Vendor Name					Total Vendor Amount
2433	VESTIS					443.12
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55389	03/13/2025	443.12			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5066802500	UNIFORM SERVICE - PUBLIC WORKS	03/11/2025	03/11/2025	0.00	141.60	
5066807873	UNIFORM SERVICE - PUBLIC WORKS	03/10/2025	03/10/2025	0.00	164.26	
5066813255	UNIFORM SERVICE - PUBLIC WORKS	03/12/2025	03/12/2025	0.00	137.26	

Vendor Number	Vendor Name					Total Vendor Amount
2260	WAL-MART COMMUNITY - CREDIT CARD					49.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55390	03/13/2025	49.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
604234-1660980029-01	NEW MOUSE & MOUSE PADS - OFFICE SUPPLIES - CW	03/10/2025	03/10/2025	0.00	49.74	

Vendor Number	Vendor Name					Total Vendor Amount
2295	WILLOWS ACE HARDWARE					132.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55391	03/13/2025	132.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
120464	SWITCH, DRIVER, & LIGHTS - LIBRARY	03/10/2025	03/10/2025	0.00	99.70	
121288	EXTENSION POLE & TOILET FLAPPER - SHOP - PW	03/13/2025	03/13/2025	0.00	32.80	

Vendor Number	Vendor Name					Total Vendor Amount
2308	WILLOWS AUTOMOTIVE					140.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	55392	03/13/2025	140.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
91073	DIAGNOSE NO START - 2008 FORD F-250 SD - PW	03/10/2025	03/10/2025	0.00	140.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	59	38	0.00	141,411.02
Packet Totals:		59	38	0.00	141,411.02

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-141,411.02
Packet Totals:		-141,411.02



City of Willows

Check Register

Packet: APPKT00402 - AP VENDOR CHECK RUN 03.10.25

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking 1029	AFLAC- FLEX ONE	03/10/2025	Regular	0.00	931.76	55352

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	1	0.00	931.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	14	1	0.00	931.76

Fund Summary

Fund	Name	Period	Amount
999	CASH CLEARING	3/2025	931.76
			<hr/> 931.76



City of Willows

Payment Register

APPKT00406 - AP PAYROLL CHECK RUN 03.14.25
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount			
1194	CALIFORNIA STATE DISBURSE	162.92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	55353	03/14/2025	162.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001109	CHILD SUPPORT	03/14/2025	03/14/2025	0.00	162.92

Vendor Number	Vendor Name	Total Vendor Amount			
2223	UNITED PUBLIC EMPLOYEES A	213.93			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	55354	03/14/2025	213.93		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001114	PUBLIC SAFETY DUES	03/14/2025	03/31/2025	0.00	213.93

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	2	2	0.00	376.85
Packet Totals:		2	2	0.00	376.85

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-376.85
Packet Totals:		-376.85



City of Willows

Check Register

Packet: APPKT00406 - AP PAYROLL CHECK RUN 03.14.25

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1194	CALIFORNIA STATE DISBURSE	03/14/2025	Regular	0.00	162.92	55353
2223	UNITED PUBLIC EMPLOYEES A	03/14/2025	Regular	0.00	213.93	55354

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	376.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	376.85

Fund Summary

Fund	Name	Period	Amount
999	CASH CLEARING	3/2025	376.85
			<hr/> 376.85



Willows City Council Regular Meeting Action Minutes

March 11, 2025
Willows City Hall
6:00 PM

Agenda Item #6b

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, Councilmembers Busby, Hansen, and Pride

Councilmembers Absent: Vice Mayor Thomas

4. **CHANGES TO THE AGENDA**

Item 7a. Staff advised the Council that Carol Lemenager was unable to attend and present. Tammy and Rick Pfifer accepted the Letter of Support.

5. **PRESENTATION**

a. **Annual Fire Department Presentation**

Action: Received the presentation of the Willows Fire Department's 2024 Annual Report and 2025 Planned Projects.

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

Public Comment Open: 7:05PM, Closed 7:12PM

- i. Public Comment #1: Brian Ramos, Friends of the Library
- ii. Public Comment #2: Doug Ross, Valley Mirror

a. **Register Approval**

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

b. **Minutes Approval**

Action: Approved February 25, 2025, meeting minutes.

c. **Jensen Park - Automated Softball Field Lights**

Action: Authorized the City Manager to purchase automated lighting equipment from MUSCO and procure a licensed contractor to install the lighting equipment at the Jensen Park East and West Softball Fields in an amount not to exceed \$37,730.

d. **Lease of City Owned Property - Construction Staging**

Action: Authorized the City Manager to execute a Temporary Construction Easement with Pacific Gas & Electric Company to lease two city owned parcels on the corner of Butte and French Streets (APN: 005-363-009 and 005-363-010) for \$1880 per month for construction staging.

e. **Local Responsibility Area (LRA) Fire Hazard Severity Zone Map**

Action: Introduced Ordinance 764-2025 to designate Fire Hazard Severity Zones, by title only and waived the first reading.

f. **Letter of Support – Enhanced Enforcement Against Copper Wire Theft**

Action: Approved a letter of support for AB 476 – Enhanced Enforcement Against Copper Wire Theft.

g. **Letter of Support – Improving Advanced Clean Fleets Regulation**

Action: Approved a letter of support for of SB 496 – Improving Advanced Clean Fleets Regulation.

h. **Letter of Support – Critical Infrastructure Grants**

Action: Approved a letter of support for SB 74 – Critical Infrastructure Grants.

Motion to approve item a, c, d, e, f, g, and h on the consent calendar.

Moved/Seconded: Councilmember Pride and Councilmember Hansen and Councilmember Hansen

Yes: Mayor Hutson, Councilmembers Busby, Hansen, and Pride

No: None

Absent: Vice Mayor Thomas

7. **DISCUSSION AND ACTION CALENDAR**

a. **Purple Heart Trail**

Action: Received update from staff, adopted Resolution 09-2025, and approved a Letter of Support to install Purple Heart Trail signage on California Highway 162.

Moved/Seconded: Councilmember Hansen and Councilmember Busby

Yes: Mayor Hutson, Councilmembers Busby, Hansen, and Pride

No: None

Absent: Vice Mayor Thomas

b. 2025 Street Banner Program

Action: Received update from staff, reviewed Street Banner design options, approved Option B with final design adjustments, and authorized the City Manager to execute the 2025 Street Banner Program.

8. COMMENTS & REPORTS

a. Council Correspondence

b. City Council Comments & Reports

Councilmember Busby provided an update on the activities of the Glenn County Waste Management Regional Agency.

Councilmember Pride provided an update on the activities of the Planning Commission and retracted her request to consider temporarily suspending the Planning Commission.

Councilmember Hansen provided updates on the Public Safety Committee and the Glenn Groundwater Authority.

Mayor Hutson provided an update on the Local Agency Formation Committee (LAFCO).

c. City Manager's Report

No report.

8. CLOSED SESSION

a. Conference with Legal Counsel - Anticipated Litigation (§54956.9(b))

Report Out: Received information and directed City Staff.

9. ADJOURNMENT – 7:43PM

Karleen Price, City Clerk



Date: March 25, 2025

To: Honorable Mayor and City Council

From: Karleen Price, City Clerk
Andrew Plett, City Attorney

Subject: City of Willows Conflict-of-Interest Code and Administrative Policy 5-1

Recommendation:

Adopt the Resolution amending the City of Willows Conflict-of-Interest Code and Administrative Policy 5-1.

Rationale for Recommendation:

The Political Reform Act requires every local government agency to review its Conflict-of-Interest Code every 2 years. The City's Code was last updated January 24, 2023.

Background:

The Conflict-of-Interest Code states which officials and employees in a city must file a Fair Political Practices Commission Form 700, Statement of Economic Interests, and which filing category they fall under (e.g., what interests they must report).

Discussion & Action:

This year, there has been a recent change in position title for the Finance & HR Specialist, and the Designated Positions List should be amended to reflect that job title. In addition, the Fire Engineer position should also be added to the Designated Positions List.

Fiscal Impact:

There is no fiscal impact.

Attachments:

- Attachment 1: Resolution No. 10-2025
 - Exhibit A: City of Willows Conflict of Interest Code
- Attachment 2: Administrative Policy 5-1
- Attachment 3: Administrative Policy 5-1 (Current)



**City of Willows
Resolution 10-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, AMENDING THE
CONFLICT-OF-INTEREST CODE AND ADMINISTRATIVE POLICY NO 5-1 (2023) OF THE CITY OF WILLOWS**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000, et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Willows (the "City"), and which requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the City Council adopted a Conflict of Interest Code (the "Code"), and Administrative Policy No. 5-1 in compliance with that Act; and

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided to each affected designated employee and was publicly posted for review; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on March 11, 2025, at which all present were given an opportunity to be heard on the proposed amended Code.

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

SECTION 1. The City Council does hereby adopt the proposed amended Administrative Policy No. 5-1 and the City's Conflict of Interest Code, a copy of which is attached hereto as Exhibit "A" and shall be on file with the City Clerk and available to the public for inspection and copying during regular business hours;

SECTION 2. The said amended Conflict of Interest Code shall become effective immediately upon its adoption and approval.

SECTION 3. Any change provided for in this Conflict of Interest Code will not affect or excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or

accruing under any other Conflict of Interest Code; nor will it affect any prosecution, suit or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

PASSED, APPROVED, AND ADOPTED on this 25th day of March, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Attachment:

- Exhibit A - City of Willows Conflict of Interest Code

**CONFLICT OF INTEREST CODE OF THE CITY OF WILLOWS, CA
(Amended March 25, 2025)**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted 2 California Code of Regulations section 18730 which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated herein by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the City of Willows (the "City").

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, shall electronically file their annual statements of economic interests directly with the Fair Political Practices Commission. All other officials and designated positions required to submit a statement of economic interests shall file their statements with the City Clerk as the City's Filing Officer. The City Clerk shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The City's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX "A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all other City Officials who manage public investments, as defined by 2 California Code of Regulations section 18700.3(b), are NOT subject to the City's Code but must file disclosure statements under Government Code section 87200, et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments.¹ These positions are listed here for informational purposes only.

Finance Director

Finance Consultant

DESIGNATED POSITIONS

The following are City classifications that are designated positions which ARE governed by this Conflict of Interest Code:

<u>Position Title</u>	<u>Disclosure Categories Assigned</u>
Finance/HR Specialist	5
Accounting Manager	4
City Clerk/Assistant to the City Manager	5
Community Development & Services	5
Director Fire Captain	5
Fire Chief	5
Fire Engineer	5
Superintendent of Public Works Community	2, 3, 5
Development Technician	5
Mechanic	5

MEMBERS OF BOARDS, COMMITTEES AND COMMISSIONS

Library Board 5

Consultants and New Positions²

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation: The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

APPENDIX "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit or division.

Category 7: All Investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

City of Willows

Administrative Procedure & Policy Manual

Subject : Conflict of Interest Code		Number: 5-1
Department(s) Affected: ALL		Effective Date: 03-25-2025
		Supersedes: 01-24-2023
File Reference(s):	Authority: 03-25-2025	
	Resolution: 10-2025	
	Approved:	

I. **PURPOSE:**

To alert public officials and members of the public to the types of financial interests that may create conflicts of interest and to ensure The City's compliance with California Government Code Section 81000, This policy is intended to ensure public officials who are managing public investments as defined in 2 CCR Section 18701(b) are properly reporting financial interests pursuant to Gov. Code Section 82000 and other designated employees are reporting pursuant to the Local Conflict of Interest Code.

II. **POLICY:**

The City's Conflict of Interest Code is attached hereto as Exhibit 1

City of Willows

Administrative Procedure & Policy Manual

Subject : Conflict of Interest Code		Number: 5-1
Department(s) Affected: ALL		Effective Date: 01-24-2023
		Supersedes: 04-11-1977
File Reference(s):	Authority: 01-24-2023	
	Resolution: 2023-XX	
	Approved: _____	

I. **PURPOSE:**

To alert public officials and members of the public to the types of financial interests that may create conflicts of interest and to ensure The City's compliance with California Government Code Section 81000, This policy is intended to ensure public officials who are managing public investments as defined in 2 CCR Section 18701(b) are properly reporting financial interests pursuant to Gov. Code Section 82000 and other designated employees are reporting pursuant to the Local Conflict of Interest Code.

II. **POLICY:**

The City's Conflict of Interest Code is attached hereto as Exhibit 1



Date: March 25, 2025

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development Services Director
Nate Monck, Fire Chief
Marti Brown, City Manager

Subject: Purchase of New Fire Department and Public Works Equipment

Recommendation:

Authorize the City Manager to 1.) purchase a tow behind woodchipper from Bandit Industries, Inc. using Sourcewell Agreement 010925- BAN; and 2) to contract with the lowest responsive bidder for the purchase of a Tink Claw backhoe attachment (or equivalent) and Diamond stump grinder backhoe attachment (or equivalent).

Rationale for Recommendation:

Approval is needed to purchase vegetation removal equipment as authorized in CAL FIRE- Willows Hazardous Fuels Reduction Grant Agreement in accordance with Willows Municipal Code 3.05.090.

Background:

The City of Willows Fire Department received a Hazardous Fuels Reduction Grant from CAL FIRE in August of 2022 in the amount of \$733,130. The grant was recently amended to include the purchase of a woodchipper, Tink Claw and stump grinder to further the Fire Department's hazardous fuels reduction efforts.

Discussion & Analysis:

The City plans to use Sourcewell to purchase The BANDIT woodchipper as it provides cooperative purchasing - procurement conducted by, or on behalf of, one or more Public Procurement Units as defined by the American Bar Association Model Procurement Code for State and Local Governments. As a result, Bandit has proven to be the best value-based supplier of this equipment.

As Sourcewell procurement is not an option for The Tink Claw (or equivalent) and Diamond stump grinder (or equivalent) backhoe attachments, they will be purchased in accordance with Willows Municipal Code 3.05.090.

Consistency with Council Priorities and Goals:

The purchase of the proposed equipment is consistent with Priority #2, Economic Development, Goal #4: Improve city appearance to attract businesses and visitors; and Priority #5, Infrastructure Improvement, Goal #2: Enhance the public works team to ensure effective service delivery.

Fiscal Impact:

Purchases will be made using CAL Fire grant funds in an amount not to exceed \$80,000. There is no city funds required for these purchases.



DISCUSSION & ACTION CALENDAR



Date: March 25, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Local Responsibility Area (LRA) Fire Hazard Severity Zone Ordinance

Recommendation:

Adopt Ordinance 764-2025 to designate Fire Hazard Severity Zones, by title only and waive second reading.

Rationale for Recommendation:

The adoption of the Local Responsibility Area (LRA) Fire Hazard Severity Zone Map (Attachment 1) ensures compliance with state-mandated requirements. The ordinance was introduced on March 11, 2025, by the City Council.

Background:

The California Office of the State Fire Marshal (OSFM) has released updated LRA Fire Hazard Severity Zone maps as required under Government Code Section 51177 to 51179. These maps classify areas into three fire hazard severity categories: moderate, high, and very high, based on physical conditions such as fuel loading, slope, and fire weather patterns.

Local agencies receiving these maps are required to take specific actions within designated timeframes:

- **Within 30 days:** Make the maps available for public review and comment.
- **Within 120 days:** Adopt the recommended map via local ordinance.
- **Within 30 days of adoption:** Submit the ordinance and required documentation to the Board of Forestry and Fire Protection.

Local jurisdictions may increase but not decrease the fire hazard severity level designated by OSFM.

Discussion & Analysis:

After Review of the State Produced Map (Attachment 1), staff agree that there are no classified Very High, High or Moderate zones in the City of Willows. As a result, there is no rationale for including additional zones, because they do not reflect the fire severity circumstances in the City of Willows and

would only increase the cost and difficulty for residents to procure fire insurance. That said, adding these more severe zones would make it easier to secure future grant funds.

Consistency with Council Priorities and Goals:

This action is consistent with the Council's priority #3, Public Safety.

Fiscal Impact:

There is no fiscal impact.

Attachments:

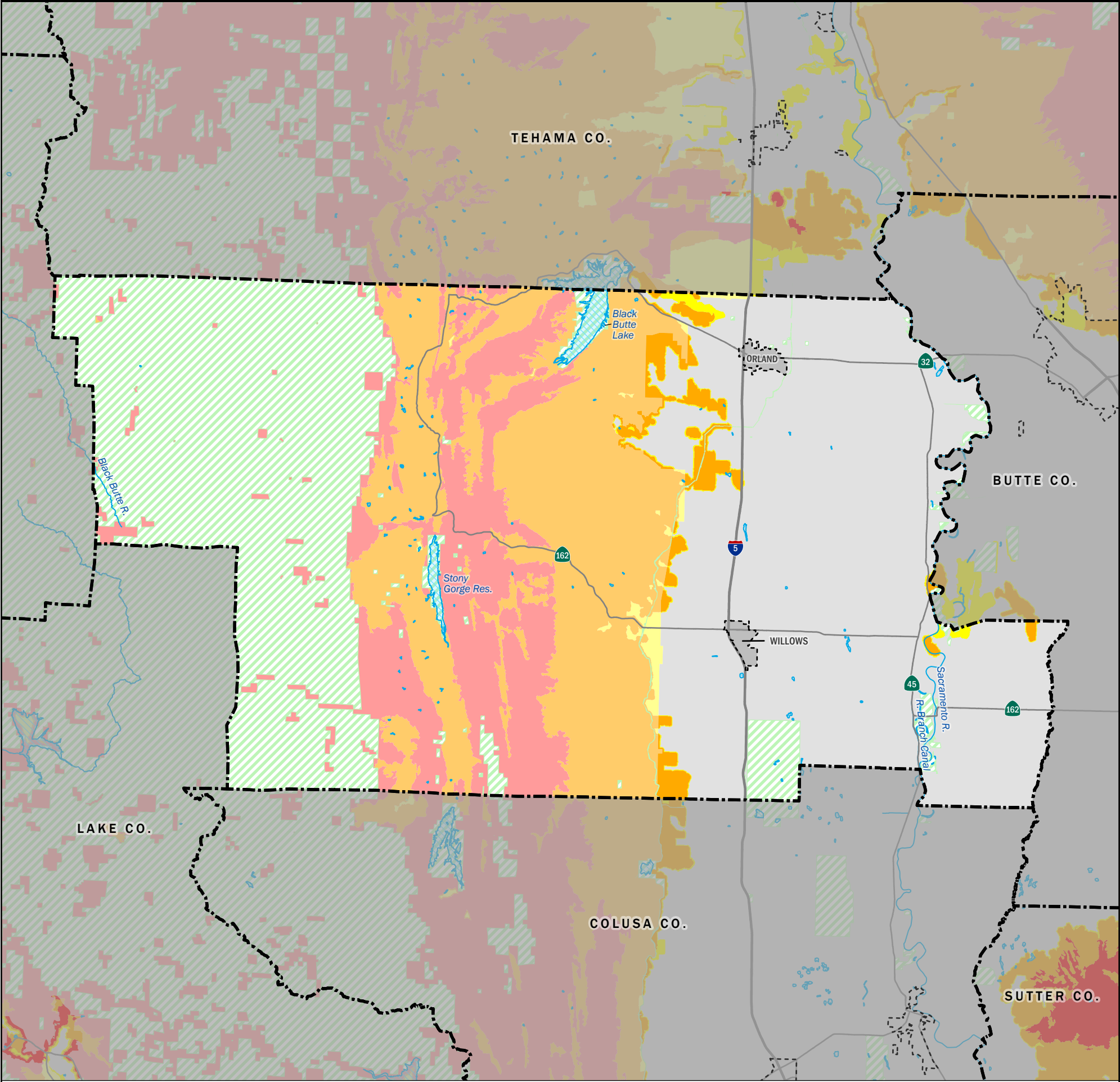
- Attachment 1: City of Willows Fire Hazard Severity Zone Map
- Attachment 2: Ordinance
- Attachment 3: Model Ordinance

GLENN COUNTY – UNINCORPORATED LRA



Local Responsibility Area
Fire Hazard Severity Zones

As Identified by the
State Fire Marshal
January 22, 2025

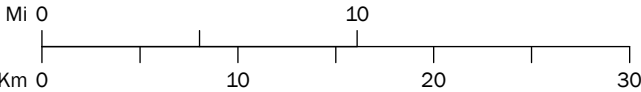


Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:386,000 at 11" x 17"

- Incorporated City
- Waterbody
- Unzoned LRA
- Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)



**City of Willows
Ordinance 764-2025**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS TO DESIGNATE
FIRE HAZARD SEVERITY ZONES**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS does ordain as follows:

SECTION 1. The City of Willows hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

The map, approved by the city of Willows is hereby incorporated by reference, and entitled "City of Willows Fire Hazard Severity Zone Map," dated January 22, 2025.

The official map is also located electronically on the following website: <https://www.cityofwillows.org/>.

INTRODUCED first reading on the 11th day of March, 2025.

PASSED AND ADOPTED by the City Council of the City of Willows this 25th day of March by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

REQUIREMENTS FOR WILDLAND-URBAN INTERFACE AREAS

SECTION 4911
MODEL ORDINANCE FOR FIRE HAZARD SEVERITY ZONE ADOPTION

ORDINANCE NO. _____

An ordinance of the City of Willows to designate fire hazard severity zones.

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

The City of Willows hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

The map, approved by the city of Willows is hereby incorporated by reference, and entitled "City of Willows Fire Hazard Severity Zones."

Dated (_____).

The official map is also located electronically on the following website:

On the motion of Member _____, seconded by Member:

The roll call vote:

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____

The foregoing ordinance was passed and adopted this day 25th day of February

2025 Ordinance

Evan Hutson

Mayor City of Willows

Attest: _____ Approved as to form:

Karleen Price _____ Carolyn Walker

Clerk _____ City Attorney



Date: March 25, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Sale of City-Owned Property

Recommendation:

Authorize the City Manager to sell city owned properties, Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006 in accordance with State law and best municipal practices.

Rationale for Recommendation:

While the 2024 1.5% sales tax measure was approved by the voters, the end of FY 2024-25 and the beginning of FY 2025-26 will be lean with little General Fund Reserve. Since the three properties in question are residential and of little asset value to the City, the sale of said properties could be used to increase and improve the City's General Fund Reserve for emergencies, cashflow purposes, and/or earmarked for specific activities.

Background:

On October 15, 2024, staff presented to the Council a discussion only item to consider future stop gap financing options and measures (Attachment 1) to address concerns of depleting General Fund Reserves and the anticipated need for cashflow, especially in the event of a municipal emergency. The discussion item assumed that the sales tax measure would be approved by the voters. The presentation and discussion recommended combining two stop gap measures for additional financing: sell three city owned residential properties and apply for a line of credit.

Should the Council approve the sale of the city owned properties, the recommendation would be to review the outcome of the sales and impact to the General Fund Reserve before seeking approval for a line of credit. If warranted, staff would return to Council to consider approval of the line of credit at a later date.

Discussion & Analysis:

As Attachment 2 illustrates, there is an anticipated General Fund deficit of \$153,071 by the end of FY 2024-25. In FY 2025-26, there is a relatively low General Fund Reserve and cashflow anticipated of \$236,471 (~4% Reserve). Rather than potentially incur additional debt, staff recommends the sale of the three proposed properties – two houses and one residential vacant lot. Net revenue of approximately \$500,000 is anticipated from the sale of all three properties.

Revenue Generated

Currently, the City generates the following annual revenue from renting two of the three residential properties:

- 139 North Lassen Street - \$12,468 per year, and
- 145 North Lassen Street - \$11,760 per year.

The total revenue generated from the two rental properties is \$24,228. The other residential property is a 6,969 square foot vacant lot in the city limits that is not rented and managed by the city. It is zoned R-1 and can accommodate one single family home.

Expenditures

On average, the City spends the following amounts per year on the two properties:

- Staff time (e.g., for repairs, maintenance): \$2400
- Equipment and materials: \$800 (e.g., \$779 between March 2024 and March 2025)
- Property taxes: \$562.71
- Sewage: \$1590.96
- Property Insurance Annual Premium: \$1276

The total expense of the properties to the City is approximately \$6,608 per year.

Potential Property Value

Based on the current insured amount for each house with a 3% CPI escalator, the houses' estimated value as insured are:

- 139 North Lassen Street – \$236,318, and
- 145 North Lassen Street – \$229,435.

Based on the current insurance, the reconstruction cost is estimated to be \$290,000 each.

Other Considerations

In addition to the monetary considerations (e.g., revenue, expenses), it's also worth considering long-term liability of these properties and the tenants in the event of natural disaster or emergency (e.g., flooding, emergency housing). The City has an additional liability of caring for tenants in the event of an emergency that could account for unknown costs.

In addition, based on current state law and after conferring with the City's PD consultant, the two residential homes are not suitable as a police/Sheriff substation or temporary police station. Furthermore, the houses are not needed for additional space nor are they suitable for the Fire Department and/or other city departments. Any improvements to the houses to prepare them for city use would be more expensive than simply renting and locating modular office buildings on city-owned property (e.g., city hall parking lot, vacant lot on North Murdock Avenue behind city hall).

Benefits from the Sale of Properties

The sale of these three residential properties would benefit the City by:

- Increasing the property tax rolls, thereby, increasing the property taxes that the city receives.
- Increasing the housing stock and private investment in the city.
- Reducing the City's general liability for injuries or damage that may occur on the property due to negligence and/or disrepair.
- Reducing the workload of the Public Works Division and making crew more efficient by removing the responsibility and liability of managing the properties and providing the Division with more time to work on other projects and deliver city services.
- Discontinuing the City's engagement in residential property management, which is specialized and outside the scope of typical city services and expertise (e.g., rental agreement enforcement).
- Reducing the need for major cleanup and repairs when tenants move out.

In summary, staff recommend preparing all three properties for sale, appraising them, and hiring a realtor or broker to sell them (via a competitive process). Initially, the sale of the residential homes could be offered to the occupying tenants at the appraised and market value if tenants are interested. If not interested, the city would move forward with a traditional sale of properties.

Consistency with Council Priorities and Goals:

The proposed financing options are consistent with Council Priority #1: Financial Stability.

Fiscal Impact:

Staff projects that the City would generate approximately \$500,000 by selling the three city owned properties.

Attachment:

- Attachment 1: October 15, 2024, Staff Report – FY 2025-26 Stop Gap Financing Options
- Attachment 2: Financial Forecast Update (based on collection of new 1.5% sales tax)



Date: October 15, 2024

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: FY 2025-26 Stop-Gap Financing Options

Recommendation:

Receive the staff presentation and provide any feedback. Based on Council direction, staff will return with a recommended action after the November 5, 2024, election should Measure I be approved by the voters.

Rationale for Recommendation:

Should Measure I, the 1.5% sales tax measure on the November 2024 ballot, be approved by the voters, the city will still require gap financing to bridge the city's cashflow needs in fiscal year 2025-26 until the new sales tax revenue is generated and received.

Background:

Since April 2023, the Council and staff have had multiple explicit and public discussions about the City's ongoing structural deficit and use of General Fund Reserves to balance the City's budget, as well as the immediate need for increased revenue or face deep cuts to city services. As a result of those ongoing discussions, the majority Council approved placing a 1.5% sales tax measure on the November 2024 ballot in April 2024.

While the potential passage of the sales tax measure will bring considerable financial relief to the city and cure the General Fund's structural deficit, it is anticipated that there will be cashflow constraints by fiscal year 2025-26 (until the new revenue is received) and additional stop-gap funding will be necessary. As a result, staff has developed the following possible interim financing strategies to support city services until there is a steady and sufficient flow of sales tax revenue to sustain the General Fund.

Discussion & Analysis:

There are basically the following two options for providing interim financing to support the General Fund in fiscal year 2025-26:

- The Sale of City-Owned Property (Attachments 1), and/or
- Line of Credit/Tax Anticipation Note.

The Sale of City-Owned Property

As Attachment 1 lists, the city owns eight salable properties with the following zoning:

- Three parcels, residential,
- One parcel, RP: Business/Professional
- One parcel, GC: General Commercial,
- One parcel, Public Facilities and Services, and
- Two parcels, MH: Heavy Manufacturing and Public Facilities and Services.

For the purposes of generating additional revenue from city-owned properties that do not serve or facilitate city business, staff recommends disposing of the three properties zoned residential.

For the time being, and until the Council and staff may assess the highest and best use of the other five properties, staff recommends keeping those properties. In addition, staff recommends reviewing and more closely examining these properties and their unique attributes as part of updating the Council Priorities and Goals in 2025. After further assessment, the Council may wish to develop a long-term strategy for development and disposition of the properties based on Council goals, the community vision and the demands of the marketplace.

Should the Council approve selling the three residential properties, staff estimates that approximately \$500,000 in revenue would be generated.

While not recommended for sale at this time, staff also included a 2019 appraisal of the city-owned properties adjacent to the city's wastewater treatment plant currently leased for the cultivation of rice, as well as house the installed solar panels (Attachment 2). The appraisal was included to provide the Council with an idea of the potential one-time revenue that could be generated from the sale of those properties if desired. Based on 2019 market values, the appraised value for those parcels was estimated at slightly more than \$1 million.

Tax Anticipation Note

Other recommended options include a Tax Anticipation Note (TAN). Should Measure I be approved by the voters, A TAN could be issued on a tax-exempt basis and secured by the approved sales tax for an amount up to \$2 million.

TANs allow public agencies to finance current operations before tax revenues are received. When the taxes are received, they are used to pay back the loan/note. The term of a TAN is typically 12 months or less. However, an annual renewal provision may be included, provided that such annual renewal will require the City to approve a new resolution and documentation which will be substantially similar to the documents created for the original Credit Facility.

The TAN would likely be a variable interest rate between 4-6.33%. There would be an annual fee of approximately \$15,000 and legal fees and expenses are anticipated to be approximately \$20,000.

Other Options – Not Recommended

The City could also consider restructuring its Pension Obligation Bond (POB) to delay payments and thereby reserve General Fund revenues over the next few years (Attachment 3). However, staff does

not recommend this option, because the city would lose the savings it generated by bonding in the first place, and it would also lose the interest rate that was locked in at the time that the POB was issued.

Another option is it to borrow a Taxable Working Capital Loan (Attachment 3), which is basically borrowing against city assets that are not already being used for collateral by other debt. It's anticipated that the City could borrow up to approximately \$6 million based on this model. Again, however, staff does not recommend this option because the city could end up borrowing considerably more money than it needs resulting in a high debt service.

Consistency with Council Priorities and Goals:

The proposed financing options are consistent with Council Priority #1: Financial Stability.

Fiscal Impact:

There is no fiscal impact at this time.

Attachment:

- Attachment 1: City Owned Properties
- Attachment 2: Not included – Not Relevant to March 11 Agenda Item
- Attachment 3: Not included – Not Relevant to March 11 Agenda Item

145 N. Lassen St.
Developed Land- Rental House

002-101-006

.15 Acres

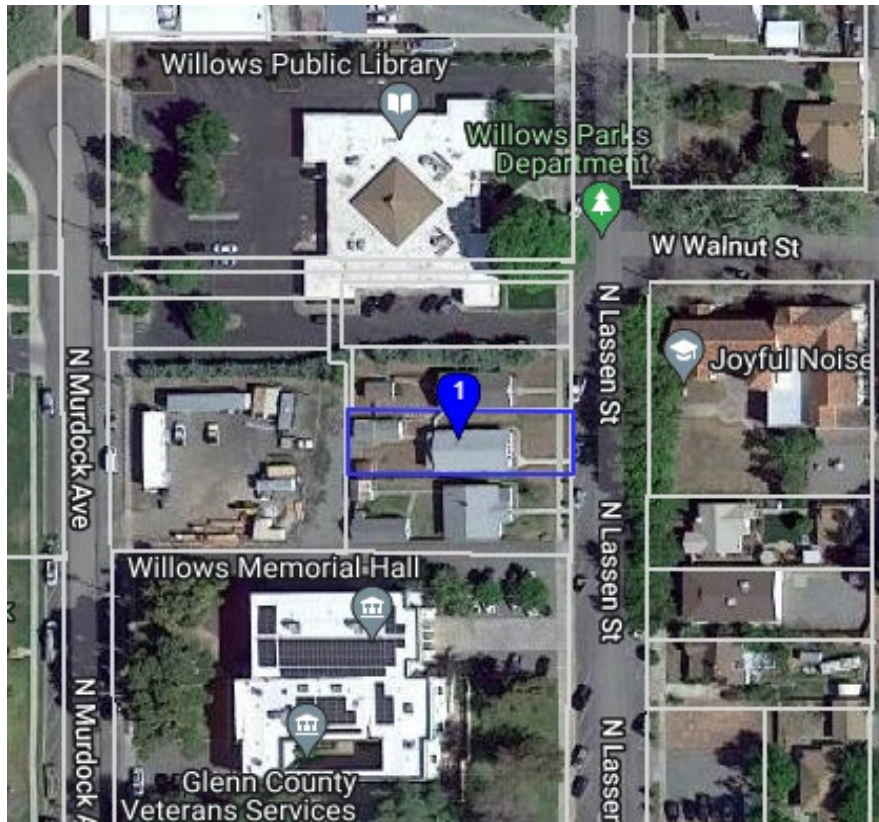
6,534 Sq. Ft.

Year Built – 1935

Two Bedroom – One Bathroom

1,060 Sq. Ft.

Approx. Value - \$230,000



139 N. Lassen St.

Developed Land- Rental House

002-101-006

.15 Acres

6,534 Sq. Ft.

Year Built – 1928

Two Bedroom – One Bathroom

1,128 Sq. Ft.

Approx. Value - \$235,000



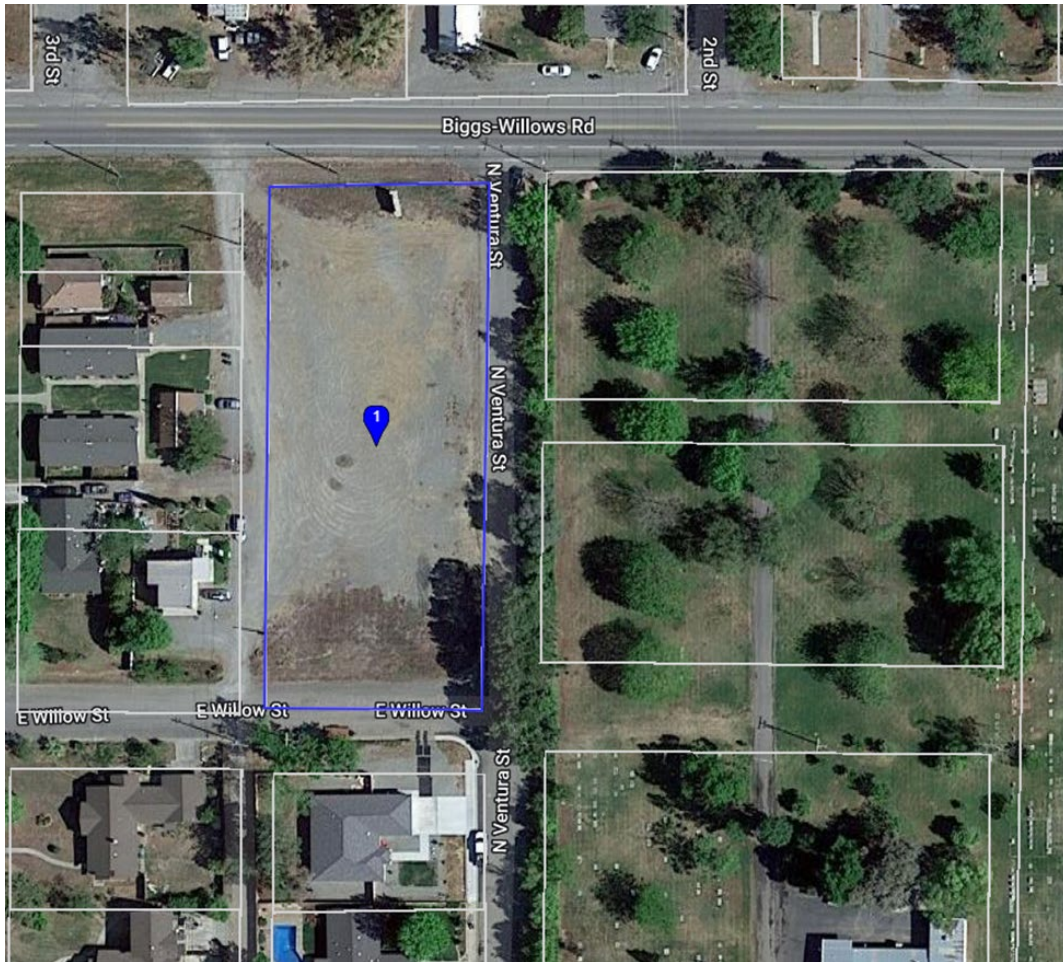
N. Ventura St. and HWY 162

Vacant Land

003-142-004

.79 Acres

34,412 Sq. Ft.



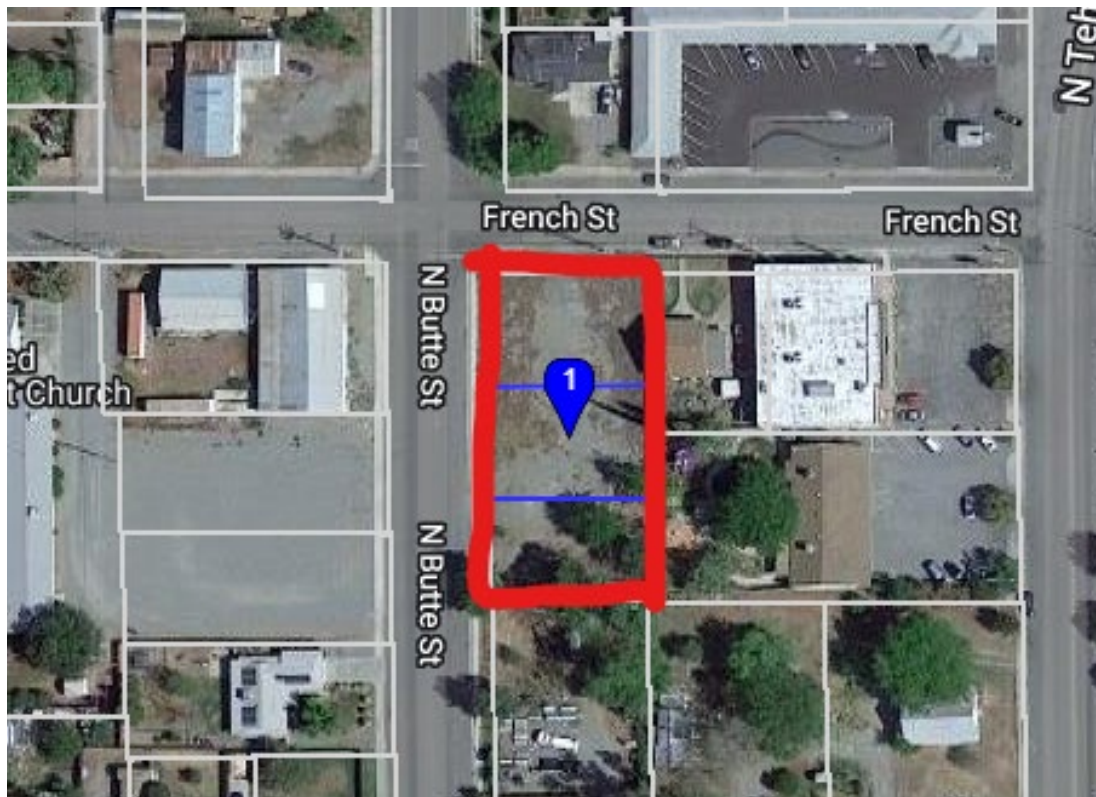
N. Butte St. and French St.
Vacant Land
Three Contiguous Properties

Norh Parcel
005-363-009
.18 Acres
7,840 Sq. Ft.

Middle Parcel
005-363-010
.15 Acres
6,534 Sq. Ft.

South Parcel
005-363-011
.14 Acres
6,098 Sq. Ft.

Combined
.47 Acres
20,472 Sq. Ft.



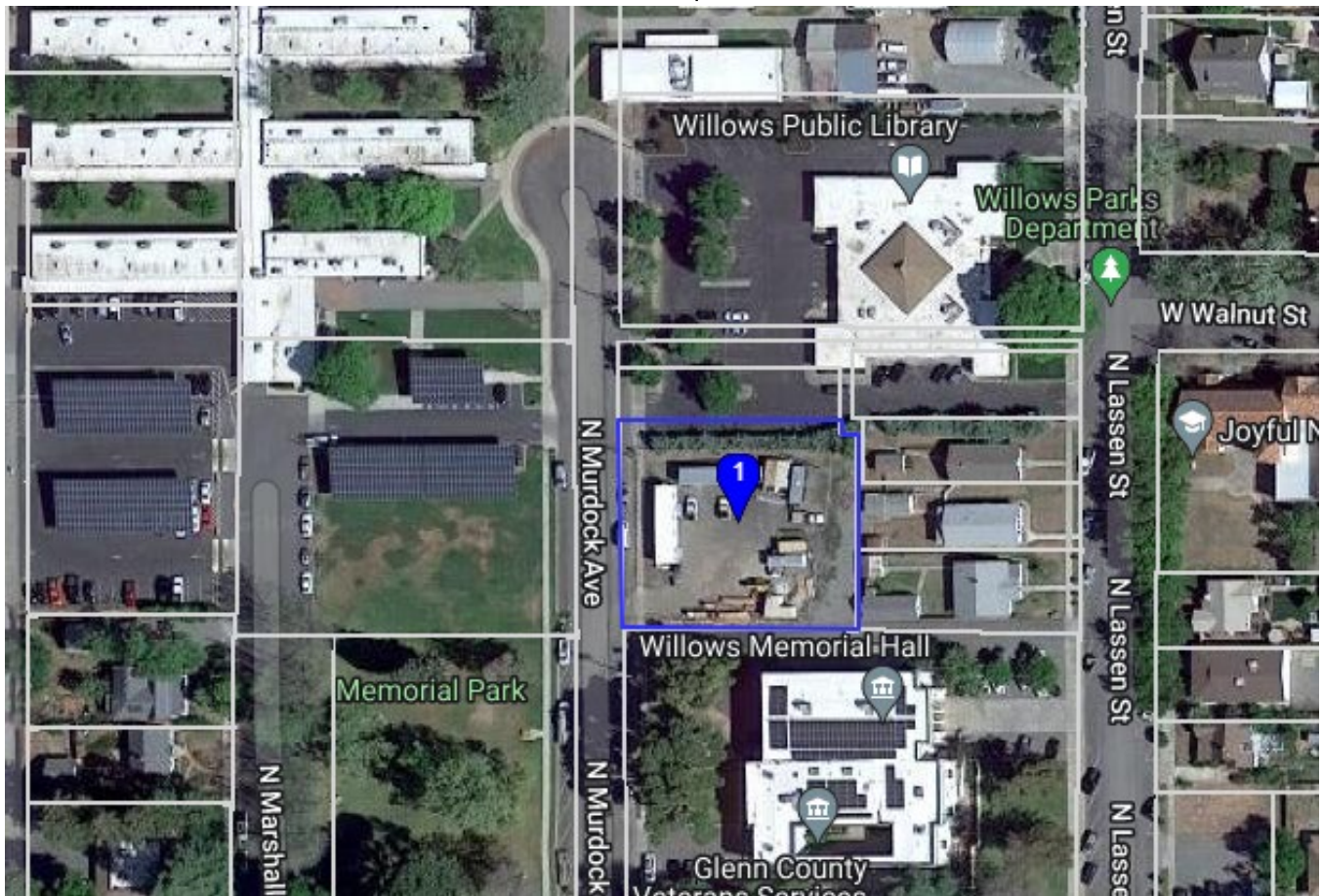
South of City Hall Parking Lot

Vacant Land

002-101-010

.51 Acres

22,215 Sq. Ft.



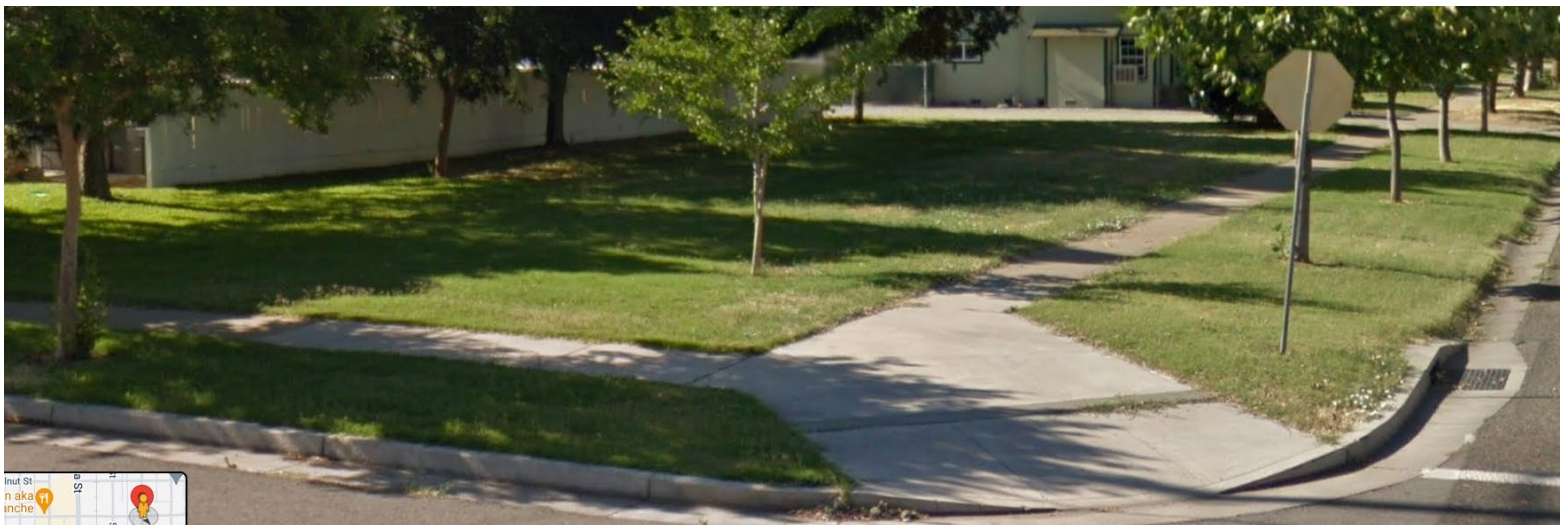
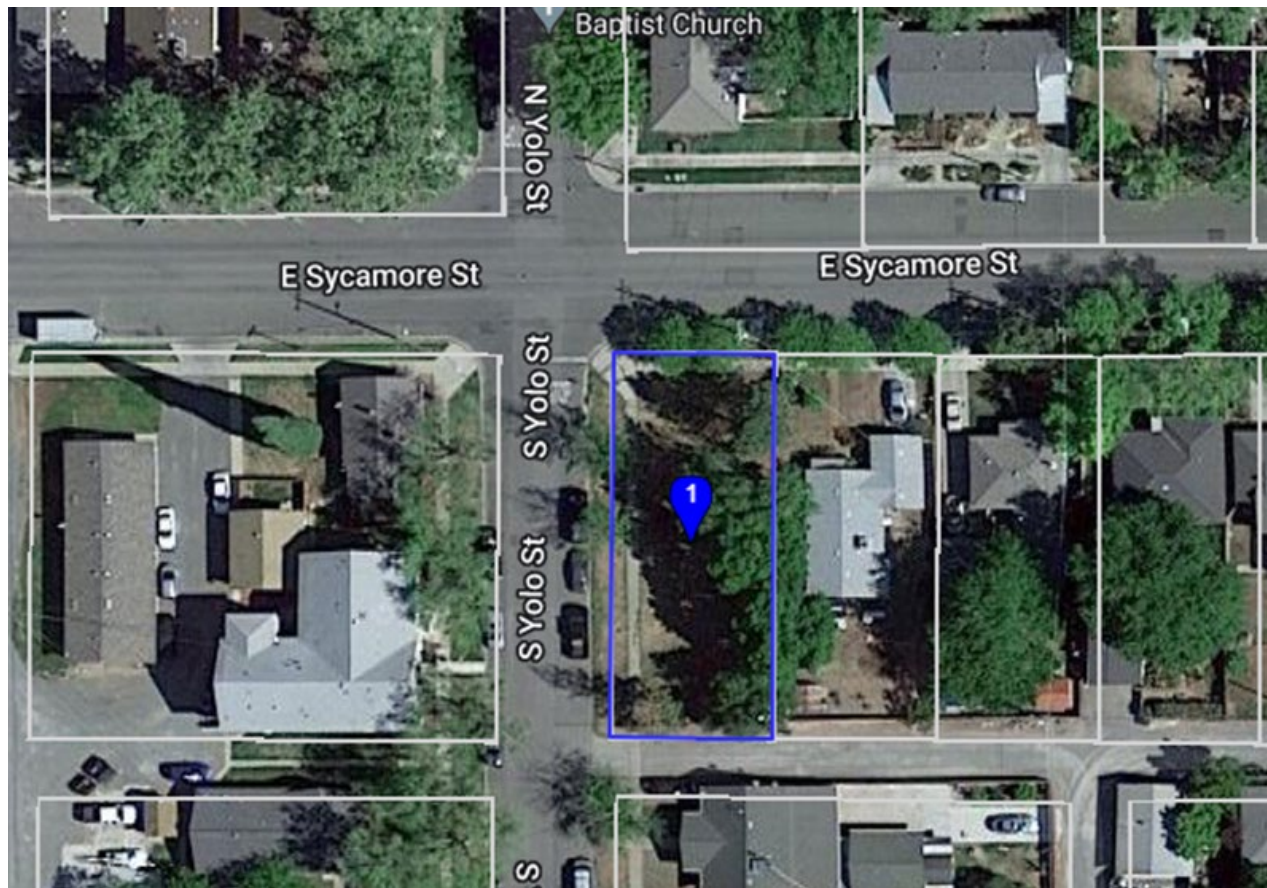
S. Yolo St. and E. Sycamore St.

Vacant Land

003-113-006

.16 Acres

6,969 Sq. Ft.



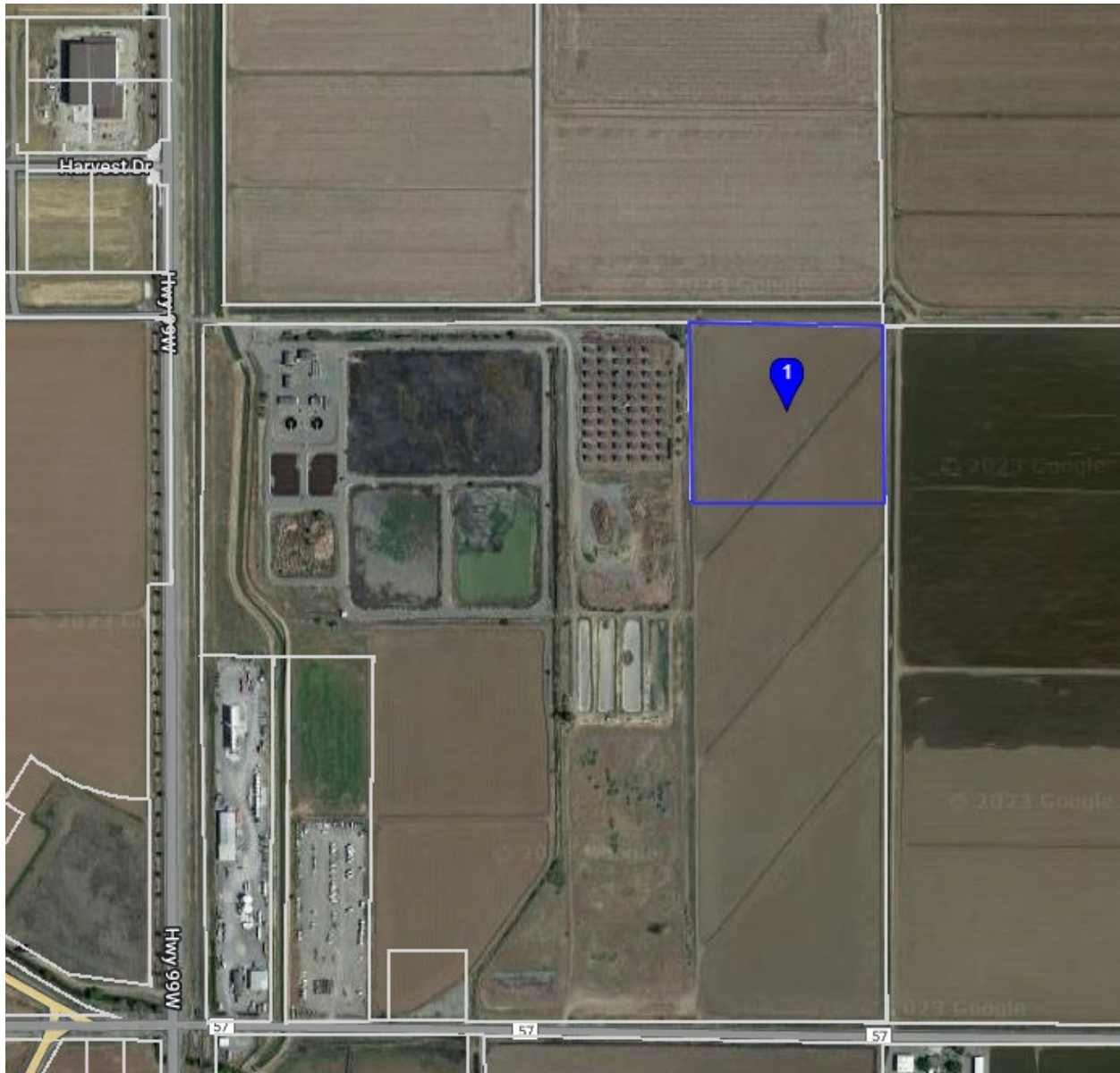
City of Willows

Vacant Land

017-170-005

10 Acres

435,600 Sq. Ft.



City of Willows
Vacant Land

017-170-050
124.850 Acres
5,438,666 Sq. Ft.

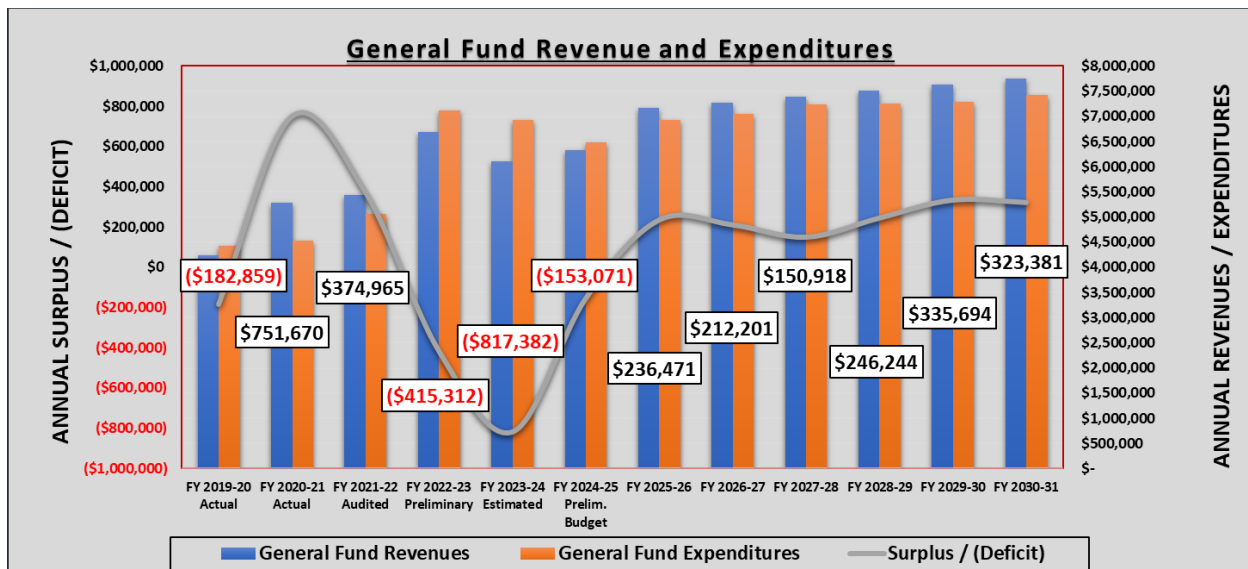


City of Willows
Financial Forecast Update
(Includes Projected Forecast of New 1.5% Sales Tax Measure)

Forecast Assumptions:

- **Maintenance of Police / Safety contract costs throughout term of forecast:**
 - \$2,355,000 in FY 2025-26
- **Conservative revenue growth for new Measure I Sales Tax**
 - \$1.9 million in FY 2025-26
 - Grows by 2% for each year thereafter
- **Labor Negotiations:**
 - Potential Salary Increases

UPDATED FORECAST:





Date: March 25, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager
Karleen Price, City Clerk

Subject: Policy and Fee Structure Regarding Use of Council Chambers

Recommendation:

Review and reaffirm the fee structure for rental of Council Chambers to local government and civic groups or repeal the policy and fees or direct staff to develop a new/amended policy.

Rationale for Recommendation:

The policy requires re-evaluation due to inconsistencies in policy execution (e.g., charges, waivers), post-event conditions of Council Chambers, and tampering with equipment.

Background:

The Council Chambers serve as the primary venue for official city council meetings, public hearings, and other government-related events. Additionally, the facility is available for rental to community groups, non-profit organizations, non-partisan and non-religious organizations, and governmental agencies, provided these requests do not conflict with the needs of the City Council, its boards and commissions, or other city government functions.

The current Council Chambers Policy (Attachment 1) outlines the rules and regulations for the use of the space, including eligibility criteria, booking procedures, permissible events, and user responsibilities. The policy also includes a fee structure to cover operational costs associated with the use of the facility. The current fee structure is as follows:

- \$20 for each meeting up to three (3) hours, and
- \$45 for each meeting over three (3) hours.

This policy has not been updated since 1991 when changes were made to the City of Willows Administrative Policy 1-3 (Attachment 2) to better align the charges with actual costs and usage patterns. However, staff is confident that the current charges do not reflect the market and cost of inflation.

Discussion & Analysis:

The current Council Chambers policy and fee structure have revealed several inconsistencies and operational challenges. While the facility generally serves its intended purpose, there have been issues regarding which organizational entities are eligible for a fee waiver versus those that must pay, leading to confusion among staff and users. Additionally, the condition of the Chambers after events has been a concern, as the space is sometimes not returned to its original state, and staff often must clean up, return furniture back to its original location, and generally reorganize the Chambers. Moreover, tampering with the audio and video equipment has resulted in technical issues, causing disruptions during City Council meetings and other events. These challenges suggest a need to clarify guidelines and develop more rigorous post-event policies to ensure the facility is maintained properly and that charges are applied consistently.

Therefore, staff seek Council direction to either reaffirm the fee structure for rental of Council Chambers to local government and civic groups or repeal the policy and fees or direct staff to develop a new/amended policy and fee structure as a result of the following re-occurring issues and concerns:

- **Inconsistencies in Charges:** Facility rental fees and waivers have been inconsistently applied (e.g., for some groups, fees are waived; while other similar groups, must pay).
- **Post-Event Condition of the Chambers:** Frequently, the chamber is not returned to its original state after use requiring extra staff time to prepare the chambers for the next city event.
- **Damage to Equipment:** Users report that the sound and audio equipment have sometimes been tampered with or improperly adjusted, leading to malfunctions and inefficiencies during meetings or events. These issues often result in delays and additional troubleshooting, causing inconvenience for both staff, users and meeting participants.

Reaffirming and updating the policy would preserve the community's access to the Council Chambers; however, if the chambers are to continue to be a community resource, staff recommends a policy that increases and consistently applies the fee structure, as well as requires proper use of the space, ensures post-event cleanup and prevents equipment tampering and/or damage. Alternatively, repealing public use of Council Chambers would resolve the aforementioned issues altogether.

Consistency with Council Priorities and Goals:

None

Fiscal Impact:

Because the fees of most, if not all, regular users of the Council Chambers are waived, it's safe to assume that the rental fees have not covered the facility's operational and maintenance expenses, nor have they contributed to the General Fund.

Attachments:

- Attachment 1: Council Chambers Policy and Fees
- Attachment 2: City of Willows Administrative Policy 1-3



CITY OF WILLOWS COUNCIL CHAMBER RULES AND REGULATIONS

POLICY: It is the intent to make the Council Chambers available to:

- (1) Community groups and non-profit, non-partisan and non-religious organizations.
- (2) Governmental agencies when requests are not in conflict with the needs of the City Council, its boards and commissions, or other City government needs.

RULES:

- (1) Fees: \$20 for each meeting up to three (3) hours.
\$45 for each meeting over three (3) hours.
- (2) Reservations are not to be made more than three (3) months in advance. Unless approved by the City Clerk. Renter must attach a calendar with list of reservations dates that are dated preceding the (3) months.
- (3) Cleanup: All users of the facility shall leave the room in its original state. If appropriate, vacuuming shall be required by the user.
- (4) Room Capacity: The Council Chamber shall not have a capacity in excess of sixty (60) people.
- (5) Usage: No organization may utilize the facility any more than one day per week. Unless approved by City Manager.
- (6) Types of Use: The facility is primarily for meeting purposes. It is generally inappropriate for the use to include storage of boxed materials, distribution purposes or any other type of use that is not primarily for general meeting purposes.
- (7) No reservations will be made for the Council Chamber without a reservation form completed and fee paid in advance of use. All reservations will be made in person at the Civic Center, 201 North Lassen Street, Willows, CA.
- (8) Messages and Postings shall not be placed through City Hall. Organization are to bring their own paper, pencils, and other office supplies they may need.
- (9) Serving and eating of food or beverages in the Council Chamber and foyer is

prohibited.

Name of Organization:			
Date Reserved:			
Time Needed:			
I have read the rules and regulations and will be responsible for any violations by the organization.			
Signature:			
Phone #:		Date:	

Staff Use Only

Fee Collected:	\$	Reason Fees Waived:	
Key Given:	Yes <input type="checkbox"/> NO <input type="checkbox"/>		
Additional Conditions:			
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Employee Signature:		

City of Willows Administrative Procedure & Policy Manual

Subject : City Hall- Organization Usage Policy		Number: 1-3
Department(s) Affected: Library & General Office		Effective Date: 01-01-1992
		Supersedes: Res. 29-81
File Reference(s):	Authority: Resolution: 2-88 & Council Meeting 12-10-91	
	Approved:	

POLICY: It is the intent of the City Council to make the Council Chambers and Eubank Room available to:

- (1) Community groups and non-profit, non-partisan and non-religious organizations.
- (2) Governmental agencies when requests are not in conflict with the needs of the City Council, its boards and commissions, or other City government needs.

RULES:

- (1) Reservation form shall be created setting forth rules and shall be signed by an individual responsible for the usage of room.
- (2) Capacity: Council Chamber shall not have usage of more than 60 people. Eubank shall not exceed 15 people when using tables and 20 without tables.
- (3) No organization shall utilize facilities more than on time per week.
- (4) Fees for use of facility are as follows: City Council Chamber \$20.00 for each meeting up to 3 hours; \$45 per meeting over 3 hours.
- (5) All users shall leave the facility in its original state.
- (6) No reservations shall be made without reservation form being signed by responsible person and the fee paid in advance.
- (7) Additional rules and regulations shall be made by the City Manager when deemed appropriate.
- (8) IF in the opinion of the City Manager there are unusual circumstances, exceptions may be made to the aforementioned policy.



COMMENTS AND REPORTS



CLOSED SESSION