



Willows City Council Regular Meeting

April 22, 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/86322470265>

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 Mental Health Matters Month**
 - b. **Proclamation – National Foster Care Month**
 - c. **Proclamation – National Police Week**
 - d. **Proclamation – National Small Business Week**
 - e. **Proclamation – Light the Night for Fallen Firefighters**

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 April 8, 2025, meeting minutes.

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

c. **Letter of Opposition to SB 634– Homelessness: Civil and Criminal Penalties**

Recommended Action: Approve a letter opposing Senate Bill (SB) 634 – Homelessness: Civil and Criminal Penalties.

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

d. **Annual Weed and Rubbish Abatement Schedule**

Recommended Action: Adopt a resolution declaring weeds, rubbish, refuse, and dirt public nuisances; and approve the Weed and Rubbish Abatement Schedule for the 2025 fire season.

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

e. **Minor Revision and Update to Master Fee Schedule**

Recommended Action: Adopt Resolution XX-2025 (Attachment1) amending the Master Fee Schedule to correct a clerical error and previous oversight related to the cost recovery efforts of issuing encroachment permits.

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

f. **Updated Mechanic Job Classification & Salary Schedule**

Recommended Action: Approve the job classification and updated salary schedule for the Mechanic job classification and position.

Contact: Marti Brown, City Manager, mbrown@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. **Expending Park Impact Fees**

Recommended Action: Review presentation, discuss proposed budget, and provide direction to staff.

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

b. **FY 2025-26 Proposed New Budget Acquisitions & Projects**

Recommended Action: Receive presentation, discuss proposed budget, and provide direction to staff.

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. **Employee Negotiations - Conference with Labor Negotiators (\$54957.6)**
Agency Designated Representatives: Andrew Plett, City Attorney
Unrepresented Employee: City Manager
- b. **Public Employee Performance Evaluation (§ 54957)**
Title: City Manager

10. ADJOURNMENT

This agenda was posted on April 18, 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



Proclamation

Mental Health Matters Month

WHEREAS, **Mental Health Matters Month** is a time to raise awareness about mental health, reduce stigma, and promote access to care for all; and

WHEREAS, Mental health challenges affect one in seven adults in California, impacting individuals living with mental health conditions and also their families, friends, and caregivers; and

WHEREAS, Approximately one in twenty-four Californians living with a serious mental illness experience significant difficulty functioning in everyday life, and without proper treatment, they may face a life expectancy up to 25 years shorter than the general population; and

WHEREAS, Every day, millions of people confront mental health challenges, often feeling isolated and reluctant to seek help due to the stigma associated with mental illness; and

WHEREAS, Recovery is possible, and with the right support, individuals can overcome mental health challenges and lead fulfilling lives; and

WHEREAS, It is essential to create an environment where everyone feels safe and supported in reaching out for help, fostering a community where mental health is treated with the same care and respect as physical health; and

WHEREAS, Access to mental health support and eliminating the stigma surrounding mental illness are crucial to ensuring the well-being of all Californians; and

WHEREAS, The City of Willows is committed to increasing awareness of mental health and creating a supportive, stigma-free environment for all residents.

NOW, THEREFORE, BE IT RESOLVED, that I, Evan Hutson, Mayor of the City of Willows and on behalf of the City Council and the Citizens of Willows, do hereby proclaim May 2025 as **Mental Health Matters Month**, to raise awareness about mental health, eliminate stigma, and promote access to the resources necessary for all individuals to live healthy, balanced lives.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of April 2025.

Evan Hutson, Mayor





City of Willows

Proclamation

National Foster Care Month

WHEREAS, in 1988, the United States Congress designated May as National Foster Care Month to recognize the critical role that foster parents, child welfare professionals, and communities play in the lives of children and youth in foster care; and

WHEREAS, National Foster Care Month is a time to honor the strength and resilience of children and youth in foster care, and to recognize the caring adults - kinship caregivers, foster families, mentors, social workers, and advocates who support their journeys; and

WHEREAS, children entering foster care often face significant trauma, mental health challenges, and disruptions in their lives, and it is vital to promote prevention efforts that strengthen families and reduce Adverse Childhood Experiences (ACEs); and

WHEREAS, when children must be removed from their homes, placement with relatives or other familiar caregivers - known as kinship care - provides stability and connection, and is linked to more positive outcomes for children; and

WHEREAS, foster families are essential to the child welfare system and must be supported with intentional recruitment, culturally responsive training, and resources that enable them to meet the complex needs of children in their care; and

WHEREAS, the voices and lived experiences of current and former foster youth are essential in shaping systems that respond to their needs with dignity, compassion, and respect, and must be included in policy, planning, and service delivery; and

WHEREAS, National Foster Care Month is a time to raise awareness of the urgent need for more safe and nurturing homes, including both kinship and foster care providers, to ensure every child has the opportunity to grow up in a stable, loving environment.

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, does hereby proclaim **May 2025** as **National Foster Care Month** in the City of Willows, and encourages all citizens to recognize the critical importance of supporting children in foster care, uplifting youth voice, and ensuring every child has a family to count on.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of April, 2025.

Evan Hutson, Mayor





City of Willows

Proclamation

National Police Week

WHEREAS, of all the promises America offers, none is more precious—or more essential—than the right to live free from fear and harm; and

WHEREAS, the dedicated men and women who have chosen law enforcement as a career face extraordinary risk and danger in order to safeguard our communities, uphold the rule of law, and preserve our freedoms; and

WHEREAS, the week of May 11 through May 17, 2025, is recognized throughout the nation as **National Police Week**, honoring the service and sacrifice of law enforcement officers across the United States; and

WHEREAS, as part of this important observance, the City of Willows will honor May 15, 2025, as **Peace Officer Memorial Day**, paying solemn tribute to those noble officers who have made the ultimate sacrifice in the line of duty; and

WHEREAS, in 2024, 147 peace officers across the nation made the ultimate sacrifice in the line of duty, including five courageous officers from the State of California, whose dedication, bravery, and unwavering commitment to protecting our communities will never be forgotten.

NOW, THEREFORE, BE IT RESOLVED that I, Evan Hutson, Mayor of the City of Willows, on behalf of the Willows City Council and the citizens of Willows, do hereby proclaim the week of May 11 through May 17, 2025, as **National Police Week**, and further recognize May 15, 2025, as **Peace Officer Memorial Day** in the City of Willows. I direct that all American flags in the City of Willows be displayed at half-staff on May 15, in honor of those peace officers who have given their lives in the line of duty, and I encourage all citizens to join in remembering and honoring their sacrifice, and to express our ongoing appreciation to the men and women who continue to serve with courage, integrity, and dedication.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of April, 2025.

Evan Hutson, Mayor





City of Willows

Proclamation

National Small Business Week

WHEREAS, small businesses serve as the cornerstone of our local economy, contributing significantly to job creation, innovation, and the overall vitality of our community; and

WHEREAS, the entrepreneurial spirit, resilience, and dedication demonstrated by small business owners and their employees are vital to the continued prosperity and well-being of our region; and

WHEREAS, the **Willows Chamber of Commerce** plays a pivotal role in supporting, promoting, and advocating for the success of our local businesses, helping to create a thriving environment where entrepreneurs can grow and succeed; and

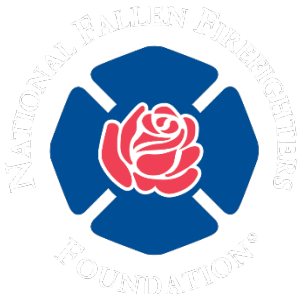
WHEREAS, National Small Business Week is a time to recognize the invaluable contributions of small businesses and to celebrate their role in shaping the character and strength of our community.

NOW, THEREFORE, BE IT RESOLVED, 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 the week of **May 4 - May 10, 2025 as National Small Business Week**, and call upon all residents, community organizations, and local leaders to join in recognizing and supporting the small businesses that are vital to our economy and essential to the unique identity of our community.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of April, 2025.

Evan Hutson, Mayor





City of Willows

Proclamation

Light the Night for Fallen Firefighters

WHEREAS, across our nation, firefighters selflessly dedicate themselves to protecting life, property, and the environment, often placing themselves in harm's way to keep others safe; and

WHEREAS, each year, the National Fallen Firefighters Foundation sponsors **Light the Night for Fallen Firefighters**, an annual tribute that honors those brave individuals who have died in the line of duty; and

WHEREAS, iconic buildings, landmarks, homes, and fire departments across the United States are illuminated in red during the week leading up to the **National Fallen Firefighters Memorial Weekend**, serving as a beacon of remembrance and gratitude; and

WHEREAS, this national tribute is a powerful reminder of the courage and sacrifice made by firefighters, and a symbol of support for the families, friends, and fellow firefighters they leave behind; and

WHEREAS, the City of Willows is proud to stand in solidarity with communities across the country in recognizing the extraordinary service and sacrifice of our fallen heroes.

NOW, THEREFORE, BE IT RESOLVED, 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 the week of **April 27 – May 4, 2025** as **Light the Night for Fallen Firefighters Week**, and encourage all residents, businesses, and organizations to participate in this tribute by lighting buildings and homes in red to honor those who gave their lives in service to others.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this **22nd day of April, 2025**.

Evan Hutson, Mayor





PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00417 - CHECK RUN 4-11-25

01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number 1014	Vendor Name ACCESS	Total Vendor Amount 92.33
Payment Type Check	Payment Number 55442	Payment Date 04/10/2025
Payable Number 11498668	Description APRIL 2025 SHREDDING - CW	Payment Amount 92.33
	Payable Date 04/07/2025	Discount Amount 0.00
	Due Date 04/07/2025	Payable Amount 92.33

Vendor Number 1052	Vendor Name AMAZON CAPITAL SERVICES	Total Vendor Amount 1,225.27
Payment Type Check	Payment Number 55443	Payment Date 04/10/2025
Payable Number 1FCL-JFCV-TJRH	Description ZIP BOOKS GRANT - LIBRARY	Payment Amount 1,225.27
	Payable Date 04/07/2025	Discount Amount 0.00
	Due Date 04/07/2025	Payable Amount 1,225.27

Vendor Number 1193	Vendor Name CALIFORNIA BUILDING STAND	Total Vendor Amount 130.50
Payment Type Check	Payment Number 55444	Payment Date 04/10/2025
Payable Number 033125BSASRF	Description JANUARY - MARCH 2025 BSASRF FEES - BUILD	Payment Amount 130.50
	Payable Date 04/08/2025	Discount Amount 0.00
	Due Date 04/08/2025	Payable Amount 130.50

Vendor Number 1243	Vendor Name CITY OF ORLAND	Total Vendor Amount 26,088.02
Payment Type Check	Payment Number 55445	Payment Date 04/10/2025
Payable Number 157	Description LIBRARY DIRECTOR SERV - JAN, FEB, MAR 2025 - LIB	Payment Amount 26,088.02
	Payable Date 04/07/2025	Discount Amount 0.00
	Due Date 04/07/2025	Payable Amount 26,088.02

Vendor Number 1261	Vendor Name COMCAST CABLE	Total Vendor Amount 265.27
Payment Type Check	Payment Number 55446	Payment Date 04/10/2025
Payable Number 8155600290115941-032425	Description SERVICES 3-29-25 TO 4-28-25 - CIVIC CENTER	Payment Amount 265.27
	Payable Date 04/07/2025	Discount Amount 0.00
	Due Date 04/07/2025	Payable Amount 265.27

Vendor Number 1278	Vendor Name CORNING FORD MERCURY	Total Vendor Amount 155.00
Payment Type Check	Payment Number 55447	Payment Date 04/10/2025
Payable Number 245652	Description 2008 FORD F-250 - MAINT - PW	Payment Amount 155.00
	Payable Date 04/07/2025	Discount Amount 0.00
	Due Date 04/07/2025	Payable Amount 155.00

Vendor Number 1334	Vendor Name DEPT. OF CONSERVATION	Total Vendor Amount 506.48
Payment Type Check	Payment Number 55448	Payment Date 04/10/2025
Payable Number 033125SMIF	Description JANUARY - MARCH 2025 - SMIF FEES - ENG	Payment Amount 506.48
	Payable Date 04/08/2025	Discount Amount 0.00
	Due Date 04/08/2025	Payable Amount 506.48

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Vendor Number 1337	Vendor Name DEPT. OF MOTOR VEHICLES						Total Vendor Amount 54.00	
Payment Type Check	Payment Number 55449						Payment Date 04/10/2025	Payment Amount 54.00
Payable Number EK4C49-063025	Description RENEWAL- SIDE BY SIDE 2023 HONDA PIONEER - PW	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 54.00			
Vendor Number 1463	Vendor Name GANDY & STALEY OIL CO						Total Vendor Amount 4,109.01	
Payment Type Check	Payment Number 55450						Payment Date 04/10/2025	Payment Amount 4,109.01
Payable Number 227207	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 04/07/2025	Due Date 04/07/2025	Discount Amount 0.00	Payable Amount 953.42			
227208	FUEL - PUBLIC WORKS & SEWER	04/07/2025	04/07/2025	0.00	757.18			
227492	FUEL - PUBLIC WORKS & SEWER	04/07/2025	04/07/2025	0.00	212.48			
227493	FUEL - PUBLIC WORKS & SEWER	04/07/2025	04/07/2025	0.00	1,294.22			
87140-033125	FUEL - FIRE	04/07/2025	04/07/2025	0.00	891.71			
Vendor Number 1483	Vendor Name GLENN COUNTY ELECTIONS DE						Total Vendor Amount 3,970.33	
Payment Type Check	Payment Number 55451						Payment Date 04/10/2025	Payment Amount 3,970.33
Payable Number 46256	Description ELECTION - NOVEMBER 5, 2024 - CW	Payable Date 04/07/2025	Due Date 04/07/2025	Discount Amount 0.00	Payable Amount 3,970.33			
Vendor Number 2468	Vendor Name HARRIS & ASSOCIATES						Total Vendor Amount 6,037.50	
Payment Type Check	Payment Number 55452						Payment Date 04/10/2025	Payment Amount 6,037.50
Payable Number 66670	Description FEBRUARY 2025-PLANNING, CODE UPDATE, PROJECTS - F	Payable Date 04/07/2025	Due Date 04/07/2025	Discount Amount 0.00	Payable Amount 4,452.50			
66671	FEBRUARY 2025 - PLANNING, REVIEW/RESEARCH - PL	04/07/2025	04/07/2025	0.00	1,585.00			
Vendor Number 2481	Vendor Name HCA ASSET MANAGEMENT						Total Vendor Amount 6,990.00	
Payment Type Check	Payment Number 55453						Payment Date 04/10/2025	Payment Amount 6,990.00
Payable Number 25-2057	Description APPRAISAL - NCCSIF - ALLIANT - CW & SEWER	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 6,990.00			
Vendor Number 2408	Vendor Name IMAGETREND						Total Vendor Amount 6,905.18	
Payment Type Check	Payment Number 55454						Payment Date 04/10/2025	Payment Amount 6,905.18
Payable Number PS-INV114652	Description CAD DISTR & ELITE FIRE SAAS - ANNUAL FEE - FIRE	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 6,905.18			
Vendor Number 2432	Vendor Name IMPERIAL COUNTY OFFICE OF EDUCATION						Total Vendor Amount 2,975.70	
Payment Type Check	Payment Number 55455						Payment Date 04/10/2025	Payment Amount 2,975.70
Payable Number INV25-00628	Description BROADBAND INTERNET - LIBRARY	Payable Date 04/07/2025	Due Date 04/07/2025	Discount Amount 0.00	Payable Amount 2,975.70			
Vendor Number 1566	Vendor Name INFRAMARK LLC						Total Vendor Amount 55,443.29	
Payment Type Check	Payment Number 55456						Payment Date 04/10/2025	Payment Amount 55,443.29
Payable Number 146977	Description APRIL 2025 SERVICE	Payable Date 04/07/2025	Due Date 04/07/2025	Discount Amount 0.00	Payable Amount 55,443.29			

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Vendor Number 1577	Vendor Name INTERSTATE BATTERIES OF THE ROGUE RIVER					Total Vendor Amount 115.00
Payment Type Check	Payment Number 55457					Payment Date 04/10/2025
Payable Number 30069780	Description BATTERY MAINTENANCE VEHICLE - PW & SEWER	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 115.00	
Vendor Number 1564	Vendor Name ITF - INDUSTRIAL TRUCK & FARM					Total Vendor Amount 137.13
Payment Type Check	Payment Number 55458					Payment Date 04/10/2025
Payable Number 633944	Description 1 ANCHOR SHACKLE - BACKHOE - PW	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 74.84	
Payable Number 634691	Description MOWER GREASE - PARK MOWER - PW	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 62.29	
Vendor Number 1606	Vendor Name JEREMY'S PEST STOMPERS					Total Vendor Amount 45.00
Payment Type Check	Payment Number 55459					Payment Date 04/10/2025
Payable Number 41259	Description APRIL 2025 SERVICE - FIRE	Payable Date 04/07/2025	Due Date 04/07/2025	Discount Amount 0.00	Payable Amount 45.00	
Vendor Number 1770	Vendor Name MENDES SUPPLY COMPANY					Total Vendor Amount 133.74
Payment Type Check	Payment Number 55460					Payment Date 04/10/2025
Payable Number R077998	Description TOILET TISSUE FOR PARKS - PW	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 133.74	
Vendor Number 1792	Vendor Name MJB WELDING SUPPLY, INC					Total Vendor Amount 50.84
Payment Type Check	Payment Number 55461					Payment Date 04/10/2025
Payable Number 0001518764	Description ACETYLENE CYL RENTAL - SHOP SUPPLIES - PW	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 50.84	
Vendor Number 2312	Vendor Name NAPA AUTO PARTS					Total Vendor Amount 66.49
Payment Type Check	Payment Number 55462					Payment Date 04/10/2025
Payable Number 703630	Description BATTERY TEST - TOOLS - FIRE	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 66.49	
Vendor Number 2475	Vendor Name PAXTON FAMILY INSPECTION SERVICES					Total Vendor Amount 4,313.51
Payment Type Check	Payment Number 55463					Payment Date 04/10/2025
Payable Number 25002	Description PLAN EXAM-INSP-MILEAGE-CODE ENF-637 S SHASTA-BUI	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 4,313.51	
Vendor Number 1143	Vendor Name PEDRO BOBADILLA					Total Vendor Amount 576.92
Payment Type Check	Payment Number 55464					Payment Date 04/10/2025
Payable Number 041125PB	Description RECREATIONAL SERVICES 3-29-25 TO 4-11-25	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 576.92	

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Vendor Number	Vendor Name					Total Vendor Amount
1917	PG & E					113.01
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55465			04/10/2025	113.01	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1773553795-7-04022025	D-1 SERVICE TO 4-2-25	04/08/2025	04/08/2025	0.00	12.20	
4434252874-0-04032025	SERVICE TO 4-3-25	04/08/2025	04/08/2025	0.00	100.81	
Vendor Number	Vendor Name					Total Vendor Amount
1928	POLY RISER & PIPE					863.18
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55466			04/10/2025	863.18	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
18207	COUPLER 24" - RICE LEASE ROAD ACCESS - PW	04/08/2025	04/08/2025	0.00	95.27	
18219	20 - PIPE 95 24" - RICE LEASE ROAD ACCESS - PW	04/08/2025	04/08/2025	0.00	767.91	
Vendor Number	Vendor Name					Total Vendor Amount
2332	PRENTICE LONG, PC					9,296.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55467			04/10/2025	9,296.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7436	SERVICES RENDERED THROUGH 3-26-25	04/08/2025	04/08/2025	0.00	9,165.00	
7437	CHANGE OF ATTORNEY-143 N YOLO-SERV TO 3-26-25	04/08/2025	04/08/2025	0.00	131.00	
Vendor Number	Vendor Name					Total Vendor Amount
2342	ROBERT BURT CONSTRUCTION					578.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55468			04/10/2025	578.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
304	1" CRUSHED ROCK - ALLEYS - PW	04/08/2025	04/08/2025	0.00	578.90	
Vendor Number	Vendor Name					Total Vendor Amount
2041	SACRAMENTO VALLEY MIRROR					55.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55469			04/10/2025	55.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2691	LEGAL AD-DESIGN RVW- #DR25-02-ATM WALMART-PLAN	04/08/2025	04/08/2025	0.00	55.20	
Vendor Number	Vendor Name					Total Vendor Amount
2089	SMITH & NEWELL CERTIFIED					10,600.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55470			04/10/2025	10,600.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
03262025S&N	ANNUAL FIN RPT-SINGLE AUDIT RPT-APPROPR LIMIT-FIN	04/08/2025	04/08/2025	0.00	10,600.00	
Vendor Number	Vendor Name					Total Vendor Amount
2334	STREAM IT NETWORKS LLC					85.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55471			04/10/2025	85.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2025-04000050	APRIL 2025 INTERNET - PUBLIC WORKS	04/08/2025	04/08/2025	0.00	85.00	
Vendor Number	Vendor Name					Total Vendor Amount
1439	THE FIRST CHOICE COFFEE S					45.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55472			04/10/2025	45.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1982	APRIL 2025 WATER FILTRATION - FIRE	04/07/2025	04/07/2025	0.00	45.00	

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Vendor Number 1798	Vendor Name UBEO WEST, LLC						Total Vendor Amount 157.46	
Payment Type Check	Payment Number 55473						Payment Date 04/10/2025	Payment Amount 157.46
	Payable Number 552240871	Description PRINTER USAGE - 03-20-2025 TO 04-20-2025	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 157.46		
Vendor Number 2395	Vendor Name US BANK CORPORATE PAYMENT SYSTEMS						Total Vendor Amount 404.21	
Payment Type Check	Payment Number 55474						Payment Date 04/10/2025	Payment Amount 404.21
	Payable Number BROWN032425-09	Description HYATT PLACE-NUTS & BOLTS CONF - C CLERK K PRICE-CM	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 171.55		
	ENOS032425-01	GLENN CO AIRPORT - AV GAS - FIRE	04/09/2025	04/09/2025	0.00	61.82		
	ENOS032425-02	WILLOWS TRAVEL PLAZA - FUEL PREPO 250072 - FIRE	04/09/2025	04/09/2025	0.00	170.84		
Vendor Number 2233	Vendor Name US BANK ST. PAUL CM-9703						Total Vendor Amount 125.00	
Payment Type Check	Payment Number 55475						Payment Date 04/10/2025	Payment Amount 125.00
	Payable Number 14693736	Description BASE FEE - INVESTMENT ACCT 12-1-24 TO 2-28-25 - CW	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 125.00		
Vendor Number 2248	Vendor Name VERIZON WIRELESS						Total Vendor Amount 403.40	
Payment Type Check	Payment Number 55476						Payment Date 04/10/2025	Payment Amount 403.40
	Payable Number 6109524388	Description MARCH 2025 SERVICE	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 403.40		
Vendor Number 2433	Vendor Name VESTIS						Total Vendor Amount 274.52	
Payment Type Check	Payment Number 55477						Payment Date 04/10/2025	Payment Amount 274.52
	Payable Number 5066824000	Description UNIFORM SERVICE - PUBLIC WORKS	Payable Date 04/09/2025	Due Date 04/09/2025	Discount Amount 0.00	Payable Amount 137.26		
	5066829403	UNIFORM SERVICE - PUBLIC WORKS	04/09/2025	04/09/2025	0.00	137.26		
Vendor Number 2260	Vendor Name WAL-MART COMMUNITY - CREDIT CARD						Total Vendor Amount 103.36	
Payment Type Check	Payment Number 55478						Payment Date 04/10/2025	Payment Amount 103.36
	Payable Number 604234-1661567633-01	Description BLEACH, MOP, SPRAY BOTTLE & PAPER TOWELS - PW	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 91.54		
	604234-1661567633-02	PENS & JOURNAL - PW	04/08/2025	04/08/2025	0.00	11.82		
Vendor Number 2295	Vendor Name WILLOWS ACE HARDWARE						Total Vendor Amount 61.60	
Payment Type Check	Payment Number 55479						Payment Date 04/10/2025	Payment Amount 61.60
	Payable Number 121345	Description WIRE & FASTENERS - FIRE	Payable Date 04/08/2025	Due Date 04/08/2025	Discount Amount 0.00	Payable Amount 38.56		
	121626	ORIGINAL INV #121625-PAID #55435-REC SOCCER-PARKS	04/08/2025	04/08/2025	0.00	-424.62		
	121627	ORIGINAL INV #121625-PAID #55435-REC SOCCER-PARKS	04/08/2025	04/08/2025	0.00	424.62		
	122140	FBRGLS AIR FILTER - HVAC - FIRE	04/08/2025	04/08/2025	0.00	19.24		
	122159	D-1 - BUSHING, COUPLE & TAPE - BIRCH ST - PW	04/08/2025	04/08/2025	0.00	3.80		

Payment Register

APPKT00417 - CHECK RUN 4-11-25

Vendor Number		Vendor Name		Total Vendor Amount		
2282		WILLOWS HARDWARE, INC.		345.60		
Payment Type		Payment Number		Payment Date	Payment Amount	
Check		55480		04/10/2025	345.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
323172	2 CHAINS & CHAINS SHARPENED - FIRE	04/09/2025	04/09/2025	0.00	193.73	
323363	RISERS - LAWNS - PUBLIC WORKS - CIVIC CENTER	04/09/2025	04/09/2025	0.00	4.18	
323782	BOX, COVER, CLAMPS, WASHERS, BOLTS, NUTS, BIT-FIRE	04/09/2025	04/09/2025	0.00	47.95	
323813	KEY - CIVIC CENTER	04/09/2025	04/09/2025	0.00	2.13	
325053	ANCHOR, EYE BOLT, TURNBUCKLE - HOSE RACK - FIRE	04/09/2025	04/09/2025	0.00	36.35	
328925	ELECTRIC BOXES, COVERS, SUPPLIES-CONEX BOX - FIRE	04/09/2025	04/09/2025	0.00	61.26	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	61	39	0.00	143,897.95
Packet Totals:		61	39	0.00	143,897.95

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-143,897.95
Packet Totals:		-143,897.95



City of Willows

Payment Register

APPKT00416 - PAY PERIOD 03-24-25 to 04-06-25 AP PAYROLL
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	55440	04/10/2025	162.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001154	CHILD SUPPORT	04/11/2025	04/11/2025	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	55441	04/10/2025	213.93		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001159	PUBLIC SAFETY DUES	04/11/2025	04/30/2025	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

Payroll Check Register Checks

Pay Period: 3/24/2025-4/6/2025

Packet: PYPKT00412 - PAY PERIOD 3-24-25 TO 4-6-25 PAY DATE 4-11-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
CANO, GABRIELA M	CAN01	Regular	04/11/2025	87.60	41002
CASTORENA, SOFIA	CAST01	Regular	04/11/2025	87.60	41003
GARCIA, OMAR	GAR14	Regular	04/11/2025	45.17	41004
GUTIERREZ, JACQUELINE	GUT01	Regular	04/11/2025	87.60	41005
JIMENEZ, LUIS	JIM001	Regular	04/11/2025	87.60	41006
RANDOLPH, CORA	RAN02	Regular	04/11/2025	45.17	41007



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 3/24/2025-4/6/2025

Packet: PYPKT00412 - PAY PERIOD 3-24-25 TO 4-6-25 PAY DATE 4-11-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BUSBY, MATTHEW	BUS01	04/11/2025	228.12	1328
HANSEN, GARY L	HAN02	04/11/2025	228.12	1329
PRIDE, LORRI A	PRI00	04/11/2025	228.12	1330
THOMAS, RICHARD	THO00	04/11/2025	228.12	1331
BROWN, MARTHA	BRO01	04/11/2025	3,512.53	1332
PRICE, KARLEEN	PRI01	04/11/2025	1,793.62	1333
HAZLETT, ROBIN	HAZ01	04/11/2025	1,256.98	1334
MOORE, JOANNE	MOO01	04/11/2025	2,654.86	1335
MOORE, JOANNE	MOO01	04/11/2025	150.00	1335
BROTT, SHERRY	BRO02	04/11/2025	45.62	1336
VALENCIA, LLANIRA	VAL01	04/11/2025	45.62	1337
RUSTENHOVEN, TARA L	RUS01	04/11/2025	1,661.00	1338
EHORN, CAITLIN A	EHQ02	04/11/2025	1,126.67	1339
GAMBOA, YADIRA	GAM00	04/11/2025	323.79	1340
SPENCE, KYLIEGH C	SPE02	04/11/2025	607.35	1341
VARGAS, GIOVANI	VAR00	04/11/2025	553.72	1342
BOBADILLA, PEDRO D	BOB00	04/11/2025	45.62	1343
BOBADILLA, TAVIAN	BOB02	04/11/2025	75.27	1344
GALLARDO-CANO, NATALY	GAL01	04/11/2025	45.17	1345
RAYGOZA, RODRIGO	RAY00	04/11/2025	156.04	1346
ENOS, KYLE	ENO00	04/11/2025	2,162.32	1347
FUENTES, JAIME	FUE01	04/11/2025	1,403.16	1348
HUTSON, EVAN C	HUT01	04/11/2025	228.12	1349
LOMBARD, TYLER JOSEPH	LOM00	04/11/2025	1,311.95	1350
MINGS, MICHAEL E	MIN00	04/11/2025	1,509.72	1351
RANDOLPH, MATTHEW	RAN01	04/11/2025	1,275.42	1352
REED, JOSHUA	REE00	04/11/2025	1,428.09	1353
VASQUEZ, PEDRO CEASAR	VAS01	04/11/2025	1,502.98	1354
BETTENCOURT, JOSEPH	BET01	04/11/2025	3,537.62	1355
MONCK, NATHANIAL T	MON00	04/11/2025	3,107.88	1356
PFYL, NATISA N	PFY00	04/11/2025	1,640.56	1357



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 3/24/2025-4/6/2025

Packet: PYPKT00412 - PAY PERIOD 3-24-25 TO 4-6-25 PAY DATE 4-11-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	04/11/2025	1355	4,868.00	426.67	903.71	3,537.62
BOBADILLA, TAVIAN	BOB02	04/11/2025	1344	82.50	0.00	7.23	75.27
BOBADILLA, PEDRO D	BOB00	04/11/2025	1343	50.00	0.00	4.38	45.62
BROTT, SHERRY	BRO02	04/11/2025	1336	50.00	0.00	4.38	45.62
BROWN, MARTHA	BRO01	04/11/2025	1332	5,676.92	801.80	1,362.59	3,512.53
BUSBY, MATTHEW	BUS01	04/11/2025	1328	250.00	0.00	21.88	228.12
CANO, GABRIELA M	CAN01	04/11/2025	41002	96.00	0.00	8.40	87.60
CASTORENA, SOFIA	CAST01	04/11/2025	41003	96.00	0.00	8.40	87.60
EHORN, CAITLIN A	EHO02	04/11/2025	1339	1,539.21	164.57	247.97	1,126.67
ENOS, KYLE	ENO00	04/11/2025	1347	3,110.37	490.64	457.41	2,162.32
FUENTES, JAIME	FUE01	04/11/2025	1348	2,114.24	546.90	164.18	1,403.16
GALLARDO-CANO, NATALY	GAL01	04/11/2025	1345	49.50	0.00	4.33	45.17
GAMBOA, YADIRA	GAM00	04/11/2025	1340	363.00	0.00	39.21	323.79
GARCIA, OMAR	GAR14	04/11/2025	41004	49.50	0.00	4.33	45.17
GUTIERREZ, JACQUELINE	GUT01	04/11/2025	41005	96.00	0.00	8.40	87.60
HANSEN, GARY L	HAN02	04/11/2025	1329	250.00	0.00	21.88	228.12
HAZLETT, ROBIN	HAZ01	04/11/2025	1334	1,988.62	596.63	135.01	1,256.98
HUTSON, EVAN C	HUT01	04/11/2025	1349	250.00	0.00	21.88	228.12
JIMENEZ, LUIS	JIM001	04/11/2025	41006	96.00	0.00	8.40	87.60
LOMBARD, TYLER JOSEPH	LOM00	04/11/2025	1350	2,262.98	733.73	217.30	1,311.95
MINGS, MICHAEL E	MIN00	04/11/2025	1351	2,217.74	293.86	414.16	1,509.72
MONCK, NATHANIAL T	MON00	04/11/2025	1356	4,766.80	747.33	911.59	3,107.88
MOORE, JOANNE	MOQ01	04/11/2025	1335	4,743.20	728.96	1,209.38	2,804.86
PFYL, NATISA N	PFY00	04/11/2025	1357	3,001.51	846.43	514.52	1,640.56
PRICE, KARLEEN	PRI01	04/11/2025	1333	2,447.53	189.68	464.23	1,793.62
PRIDE, LORRI A	PRI00	04/11/2025	1330	250.00	0.00	21.88	228.12
RANDOLPH, MATTHEW	RAN01	04/11/2025	1352	1,757.60	182.26	299.92	1,275.42
RANDOLPH, CORA	RAN02	04/11/2025	41007	49.50	0.00	4.33	45.17
RAYGOZA, RODRIGO	RAY00	04/11/2025	1346	171.00	0.00	14.96	156.04
REED, JOSHUA	REE00	04/11/2025	1353	1,983.04	358.80	196.15	1,428.09
RUSTENHOVEN, TARA L	RUS01	04/11/2025	1338	2,446.92	419.86	366.06	1,661.00
SPENCE, KYLIEGH C	SPE02	04/11/2025	1341	676.50	0.00	69.15	607.35
THOMAS, RICHARD	THO00	04/11/2025	1331	250.00	0.00	21.88	228.12
VALENCIA, LLANIRA	VAL01	04/11/2025	1337	50.00	0.00	4.38	45.62
VARGAS, GIOVANI	VAR00	04/11/2025	1342	610.50	0.00	56.78	553.72
VASQUEZ, PEDRO CEASAR	VAS01	04/11/2025	1354	2,170.69	393.69	274.02	1,502.98
Totals:				50,931.37	7,921.81	8,494.66	34,514.90



City of Willows

Payroll Check Register Report Summary

Pay Period: 3/24/2025-4/6/2025

Packet: PYPKT00412 - PAY PERIOD 3-24-25 TO 4-6-25 PAY DATE 4-11-25

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	6	440.74
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	34,074.16
Total	37	34,514.90



Willows City Council Regular Meeting Action Minutes

April 8, 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 – 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

Staff noted that Joe Bettencourt, Community Development Director, was absent.

5. CEREMONIAL MATTERS

- Proclamation** – National Child Abuse Prevention Month - received by Lisa Perman and Cynthia Reyes of Glenn County Child Welfare Services
- Proclamation** – Sexual Assault Awareness Month - received by Leticia Ojedo and Dulce Perez of Glenn County Victim/Witness Program
- Proclamation** – National Volunteer Week

6. PRESENTATION

- The Transition of Childhood**
Action: Received the presentation from Dr. Jared Garrison.

7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comment Open: 6:40PM, Closed 6:43PM

Public Comment #1: Dr. Rebecca Boening, Willows Pediatric

a. **Register Approval**

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

b. **Minutes Approval**

Action: Approved the March 25, 2025, meeting minutes.

c. **Letter of Opposition – Transit Oriented Development**

Action: Approved a letter of opposition for SB 79 – Transit-Oriented Development.

d. **Notice of Completion for the Jensen Park Pathway Improvement Project**

Action: Approved Resolution 11-2025 accepting the improvements associated with the Jensen Park Pathway Improvement Project and authorized the filing of the Project's Notice of Completion.

Motion to approve items a, b, c, and d on the consent calendar.

Moved/Seconded: Councilmember Hansen and Councilmember Busby

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

No: None

Absent: None

7. **DISCUSSION AND ACTION CALENDAR**

a. **Planning Commission Appointments**

Action: Appointed Cristina Ocampo and R. Keith Corum to the Willows Planning Commission for the terms ending December 31, 2025, and December 31, 2027, respectively.

Moved/Seconded: Vice Mayor Thomas and Councilmember Hansen

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

No: None

Absent: None

b. **City Contract Template**

Action: Adopted the proposed contract template as the City's standard contract of use for projects and/or services that exceed \$10,000.

Moved/Seconded: Councilmember Hansen and Councilmember Pride

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

No: None

Absent: None

c. **Children's Librarian Position**

Action: Directed staff to move forward with hiring a part-time Children's Librarian to implement children's programs at the Willows Library.

Public Comment Open: 7:03PM, Closed 7:08,

- (i) Mrs. Columbo, Retired School Teacher
- (ii) Phadie Irons, Glenn County Office of Education

Public Comment Reopened: 7:37, Closed 7:43PM

- (iii) Kristel Bettencourt, Friend of the Library
- (iv) Chelsey Wolcott, Parent

Moved/Seconded: Councilmember Pride and Councilmember Hansen

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

No: None

Absent: None

7. COMMENTS & REPORTS

a. Council Correspondence

b. City Council Comments & Reports

Councilmember Busby provided an update on the activities of the Chamber of Commerce and the Economic Development Committee.

Councilmember Pride provided an update on the activities of the Economic Development Committee, the Planning Commission meeting, and the Ad Hoc Committee.

c. City Manager's Report

City Manager Marti Brown advised Council of the Finance and Measure I Oversight Committee (FMiOC) Town Hall Meeting to be held on Tuesday, April 15 at 5:30 pm.

8. CLOSED SESSION – 7:56PM

a. Conference with Labor Negotiators (§54957.6)

b. Public Employee Performance Evaluation (§ 54957)

Report Out: Received information and provided direction to City Staff.

9. ADJOURNMENT – 9:22PM

Karleen Price, City Clerk



Date: April 22, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Letter of Opposition to SB 634 – Homelessness: Civil and Criminal Penalties

Recommendation:

Approve a letter opposing Senate Bill (SB) 634 – Homelessness: Civil and Criminal Penalties.

Rationale for Recommendation:

SB 634 would limit the City's ability to respond to public health and safety concerns related to homelessness. While the City of Willows supports compassionate, service-oriented approaches, SB 634 removes necessary enforcement tools that help protect both unhoused individuals and the broader community.

Background:

SB 634 (Pérez), as amended on March 26, 2025, seeks to prevent local governments from adopting or enforcing civil and criminal penalties related to homelessness, particularly in public spaces. The bill's goal is to protect individuals experiencing homelessness from being penalized for behaviors such as sleeping in public or camping on public land, especially when shelter options are not available. While the bill's intent is to reduce the criminalization of homelessness, it presents significant challenges to cities like Willows that rely on a combination of local ordinances, outreach services, and enforcement to manage homelessness and its associated impacts.

Discussion & Analysis:

The City of Willows is facing a growing homelessness issue, with rising encampments, property damage, and safety concerns. While the City has worked with local partners to provide shelter, outreach, and services, SB 634 would severely limit Willows' ability to manage public spaces and maintain safety. The bill removes key enforcement tools that allow the City to address issues like squatting, vandalism, criminal activity, and unsafe living conditions in vacant buildings. Without these tools, Willows would struggle to protect public safety and the quality of life for its residents.

Additionally, SB 634 conflicts with the Governor's 2024 Executive Order, which urges local governments to implement encampment resolution strategies or risk losing state funding. By removing local enforcement authority, the bill also undermines legal precedents, such as the U.S. Supreme Court's ruling in *Johnson v. Grants Pass*, which affirmed that local governments could regulate encampments when shelter is available. For a small city like Willows, this lack of flexibility could exacerbate public safety risks, increase crime, and create significant challenges in managing homelessness effectively.

Consistency with Council Priorities and Goals:

The letter of opposition is consistent with Council Priority #3: Public safety, Priority #4: Community Engagement, and Priority #6: Quality of Life.

Fiscal Impact:

There is no fiscal impact by providing this letter of opposition.

Attachment:

- Attachment 1: Draft Letter of Opposition to SB 634



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402



04/22/2025

The Honorable Maria Elena Durazo
Chair, Senate Local Government Committee
California State Capitol, Room 407
Sacramento, CA 95814

RE: SB 634 (Pérez) Homelessness: civil and criminal penalties
Letter of OPPOSITION *(As Amended 03/26/25)*

Dear Senator Durazo,

The City of Willows must respectfully **oppose SB 634 (Pérez)**, which would prohibit local jurisdictions from adopting or enforcing ordinances to address homelessness. While we recognize the bill's intent, SB 634 would severely limit cities' ability to respond to the growing homelessness crisis in communities across California.

Cities are implementing balanced approaches that protect both the rights of individuals experiencing homelessness and the broader community's needs for clean, safe, and accessible public spaces. SB 634 hinders this progress by prohibiting local governments from adopting any regulation, policy, or guidance that imposes civil or criminal penalties on a person experiencing homelessness. By eliminating all enforcement mechanisms, SB 634 gives people the right to stand, sit, lay, sleep, or put up a tent in any public place.

Specifically, Willows would be affected in the following ways:

- **Graffiti and property damage** have increased in and around public facilities, including city parks, the library, and near schools. Without the ability to engage with individuals and discourage illegal behavior, the city is left to absorb clean-up costs and repair damage on a limited budget.
- **Criminal activity** near known encampment areas has risen, including petty theft, trespassing, and reports of public drug use. Local law enforcement uses a combination of outreach and enforcement to manage safety concerns, but SB 634 would remove the ability to intervene when public order is threatened.
- **Encampments along Tehama Street and near parks** have created serious fire risks, and city staff have been called to respond to fires, illegal dumping, drug paraphernalia, human waste, and vandalism in these areas.

- **Frequent break-ins at local businesses and vacant buildings** have been reported. Some businesses have experienced multiple incidents in a single month. Without basic enforcement tools, the city will be unable to deter or respond effectively to these repeat offenses.
- **Squatting in vacant homes and commercial buildings** has become more common, often leading to unsafe living conditions, fires, and confrontations with property owners. SB 634 could severely limit our ability to intervene, even when there is a clear threat to public safety or health.

Cities have been sued by business owners for allowing encampments to block access to businesses and by disability rights advocates over encampments that have obstructed sidewalks and public spaces. Without the ability to use civil or criminal enforcement remedies, cities would face increased legal liability and more importantly, have no meaningful way to respond to urgent health and safety concerns. The City of Willows recognizes that we must remain focused on connecting unhoused residents to housing and services, but cities also need basic tools to meet their legal obligations and protect public spaces.

SB 634 also directly contradicts cities' efforts to address encampments in response to the Governor's November 2024 [executive order](#). The order directed state departments and agencies to adopt policies to address homeless encampments on state properties and encouraged local governments to adopt similar policies or risk losing access to state homelessness funding. Cities want to help the state to realize our shared vision of reducing homelessness and supporting our most vulnerable residents. However, SB 634 leaves cities without any enforcement tools, hindering cities' ability to carry out the Governor's directive and jeopardizing state funding cities receive to address homelessness.

Local jurisdictions are already working within a complex and evolving legal landscape, including recent federal court decisions like *Johnson v. Grants Pass*, which clarified constitutional limits on how cities can address homelessness through enforcement actions. In response to the Grants Pass ruling, the Governor stated:

*"Today's ruling by the U.S. Supreme Court provides state and local officials the **definitive authority** to implement and **enforce** policies to clear unsafe encampments from our streets. This decision removes the **legal ambiguities** that have **tied the hands** of local officials for years and **limited their ability** to deliver on common-sense measures to protect the safety and well-being of our communities."*

SB 634 directly undermines this decision by stripping local governments of the authority to tailor enforcement strategies to their unique circumstances. It also disregards the years of legal effort cities have invested to gain the clarity now provided by the Court.

The City of Willows urges the Legislature to support policies that empower local governments to act with compassion and urgency — not tie their hands behind their backs. SB 634 does not reflect the nuanced, community-led solutions that are showing promise across the state. For these reasons, the City of Willows must **oppose SB 634 (Pérez)**.

Sincerely,

Evan Hutson, Mayor
City of Willows

cc. Megan Dahle, State Senator District 1
James Gallagher, Assembly Member District 3
Charles Anderson, Regional Public Affairs Manager, canderson@calcities.org
League of California Cities, cityletters@cacities.org



Date: April 22, 2025

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief

Subject: Annual Weed and Rubbish Abatement Schedule

Recommendation:

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances; and approve the attached Weed and Rubbish Abatement Schedule for the 2025 fire season.

Rationale for Recommendation:

Weed Abatement and rubbish removal is an integral part of Willows Fire Departments mission to protect lives, property, and environment. With limited fire department staffing, emphasis must be placed on prevention. By removing hazardous fuels, Willows Fire Department has a greater chance of suppressing fires before they become large and unmanageable.

Background:

Each year the Willows Fire Department abates weeds, rubbish, refuse and dirt City parcels and alleyways. To initiate this process, the City Council must adopt a resolution declaring that weeds, rubbish, refuse and dirt are a public nuisance and schedule a hearing date. Attached is a 2025 abatement schedule.

Discussion & Analysis:

In addition to commercial and residential buildings, Willows is also home to the County of Glenn's only acute care facility, emergency dispatch center, jail, and other vital emergency infrastructure. As a result, it is critical that the City of Willows remain vigilant in its effort to prevent and reduce fires throughout the City limits and immediate surrounding unincorporated County. Weed Abatement activities prevent fires, blight, and other costly negative impacts - potentially saving the City hundreds of thousands of dollars per year.

The Weed Abatement Program also improves the City of Willows insurance rating, ensuring homeowners receive the most competitive fire insurance rates. The initial assessment was completed the week of the April 14, and many properties on this list may have already been abated. Staff will continue to monitor weed abatement progress, and work to update the list as time permits.

Consistency with Council Priorities and Goals:

The recommendation is consistent with Council Priority #3: Public Safety and Priority #6: Quality of Life.

Fiscal Impact:

While the exact fiscal impact is unknown, it is anticipated that the City will spend approximately \$40,000 in mandated abatement costs. All costs associated with Weed Abatement, and other hazardous fuels reduction are reimbursable through the CAL FIRE Hazardous Fuels Reduction Grant that has already been awarded to the City. This includes staff salaries, mailers, postage, and other associated costs.

Attachments:

- Attachment 1: 2025 Weed Abatement Schedule
- Attachment 2: Resolution
- Attachment 3: Initial Weed Abatement Survey
- Attachment 4: Weed Abatement Bid Form

WEED AND RUBBISH ABATEMENT**2025 FIRE SEASON**

Initial weed and rubbish abatement survey to be completed and ready for submission by: April 18th.

April 22, 2025	Council adopts resolution declaring weeds and rubbish a nuisance, approves May 13 th 2025 as the date for the hearing to Protest, and July 22 rd 2025 as the date for hearing to confirm cost, and declare costs a lien against the property as of August 4 2025
April 23, 2025	Begin to solicit bids for the 2024 Weed Abatement Contractor. Notice of bid solicitation will be posted 2 times (April 25, May 2 nd)
April 30, 2025	Last day to deliver the Notice of Public Hearing to Protest to the paper for the May 13 Council Meeting (Publication will be May 2 2025, 10 days prior to the public hearing)
May 5, 2025	Bid for Weed Abatement Contractor Closes- 5:00PM
May 13, 2025	6:00PM Hearing on protest. Council orders abatement. Award contract to abate.
May 14, 2025	Resurvey City for weed abatement progress
May 31, 2025	Last Day for property owner to do own abatement
June 2, 2025	City Contractor begins abatement.
July 1, 2025	All invoices mailed by this date
July 9, 2025	Last day to deliver Notice of Public Hearing to Protest to the paper for July 22 rd Council Meeting (Publication date will be July 11, 10 days prior to public hearing).
July 18, 2025	Posting of individual abatement costs at City Hall at least 3 days prior to hearing to confirm report and declare cost a lien.
July 22, 2025	Public Hearing to Protest. Adopt Resolution confirming costs and declaring costs a lien against property as of August 4 th 2025
August 5, 2025	Transmit abatement cost to auditors office for inclusion on taxes. Owner has 10 days from date of hearing (July 22) to pay assessment directly to the city prior to transmittal to auditor.



City of Willows
Resolution xx-2025

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
DECLARING PUBLIC NUISANCES FOR 2025 FIRE SEASON**

WHEREAS, there exists in the City of Willows private property upon which there are growing weeds and upon which there exists weeds, rubbish, refuse, and dirt; and

WHEREAS, the City Council of the City of Willows has determined that such weeds, rubbish, refuse and dirt constitute a public nuisance and should be abated;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willows as follows:

1. That all weeds growing upon private property and all rubbish, refuse and dirt upon private property within the City of Willows are hereby declared to be public nuisances.
2. That such weeds, rubbish, refuse and dirt are growing upon or are upon parcels of private described in the report attached hereto and marked Attachment 3 and by this reference made a part hereof.
3. That said nuisances shall be abated as provided by Section 39560 and 39588 of the Government Code of the State of California, and pursuant thereto the Fire Chief of the City of Willows shall give notice as provided by section 39564 through 39567, inclusive of said Government Code
4. That the City Council of the City of Willows hereby fixes Tuesday, May 13, 2025 at 6:00PM in the City Council Chambers, Civic Center, Willows, California as the time and place of hearing any objections to the proposed removal of weeds, rubbish, refuse, and dirt hereinabove declared to be public nuisances.

PASSED AND ADOPTED by the City Council of the City of Willows this 22nd day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Physical Address	Type	Add	Location	add2	APN#
353 Co Rd G	Weed		Rear		001-021-003
Lot behind 1502 W Wood	Weed		Rear	Side	001-021-006
Lot SW of 360 Co Rd G	Weed		Rear		001-031-004
1300 W Wood St	Weed		Rear		001-032-027
343 N Humboldt	Weed		Rear		001-032-028
247/249 N Humboldt	Weed		Whole Parcel		001-032-029
247/249 N Humboldt	Weed		Whole Parcel		001-032-030
246 N Humboldt	Weed		Rear	Side	001-041-013
1240 W Wood	Weed		Front		001-041-028
Lot Behind 236/226 N Humboldt	Weed		Whole Parcel		001-041-024
229 N Villa	Weed		Front		001-041-003
1329 W Sycamore St	Weed		Whole Parcel		001-051-005
1320 W Sycamore St	Weed		Rear		001-061-041
1202 W Syacamore	Weed		Front	Side	001-061-030
111 S Villa	Weed		Rear		001-069-000
311/361 S Villa	Weed		Rear		001-071-007
451 S Villa	Weed		Rear		001-071-008
310 El Dorado Ave	Weed		Side	Alleyway	001-071-030
430 El Dorado Ave	Weed		Front		001-071-040
440 El Dorado Ave	Weed		Front		001-071-041
710 S Tehama	Weed		Whole Parcel		001-103-002
712 S Tehama	Weed		Whole Parcel		001-103-003
750 S Tehama	Weed		Whole Parcel		001-103-004
219 Fern St	Weed		Whole Parcel		001-102-006
Lot South of 219 Fern	Weed		Whole Parcel		001-102-012
215/230 Fern St	Weed		Whole Parcel		001-102-012
139 Fern	Weed	Trash	Rear		001-111-003
125 Fern	Weed	Trash	Whole Parcel		001-111-002
734 S Tehama	Weed		Front		001-112-003
736 S Tehama	Weed		Front		001-112-002
754 S Tehama	Weed		Front		001-112-001
210 Fern	Weed		Alleyway		001-121-001
158 Fern	Weed		Front		001-121-014
158 1/2 Fern	Weed		Alleyway		001-121-012
150 Fern	Weed		Alleyway		001-121-002
138 Fern	Weed		Alleyway		001-121-003
130 1/2 Fern	Weed		Alleyway		001-121-013
225 1/2 Fern	Weed		Alleyway		001-121-017
219 Co Rd 53	Weed		Alleyway		001-121-019
151 Co Rd 53	Weed		Alleyway		001-121-020
141 Co Rd 53	Weed		Alleyway		001-121-010
135 Co Rd 53	Weed		Alleyway		001-121-009
120 Fern	Weed		Alleyway		001-121-021
827 A& B S Tehama	Weed		Front	Alleyway	001-121-006
	Weed		Whole Parcel	Alleyway	001-121-007
	Weed		Whole Parcel	Alleyway	001-121-008

Book 1

1070 W Wood	Weed	Alleyway		001-132-004
314 N Enright	Weed	Alleyway		001-132-003
306 N Enright	Weed	Alleyway		001-132-002
1030 W Wood	Weed	Alleyway		001-132-009
335 N Crawford	Weed	Alleyway		001-132-006
309 N Crawford	Weed	Alleyway		001-132-007
309 N Crawford	Weed	Front		001-132-008
246 N Enright	Weed	Front	Alleyway	001-142-003
1045 W Walnut	Weed	Alleyway		001-142-001
225 N Crawford	Weed	Alleyway		001-142-005
227 N Crawford	Weed	Alleyway		001-142-006
211 N Crawford	Weed	Alleyway		001-142-013
141 N Crawford	Weed	Front	Alleyway	001-152-007
135 N Crawford	Weed	Alleyway		001-152-008
125 N Crawford	Weed	Alleyway		001-152-009
120 S Villa	Weed	Alleyway		001-161-006
1134/1132/1130 W Sycamore	Weed	Alleyway	Side	001-161-009
117 S Enright	Weed	Alleyway		001-161-010
129/129B S Enright	Weed	Alleyway	Front	001-161-011
139 S Enright	Weed	Alleyway		001-161-014
159 S Enright	Weed	Alleyway		001-161-015
159 S Enright	Weed	Alleyway		001-161-016
158 S Enright/1033 W Oak	Weed	Alleyway		001-162-001
144 S Enright	Weed	Front		001-162-003
138 S Enright	Weed	Front	Alleyway	001-162-020
130 S Enright	Weed	Alleyway		001-162-019
109 S Crawford	Weed	Alleyway		001-162-010
1130 W Oak	Weed	Alleyway		001-171-007
222 S Villa	Weed	Alleyway		001-171-006
205/207/209 S Crawford	Weed	Alleyway		001-172-005
219 S Crawford	Weed	Alleyway		001-172-006
261 S Crawford	Weed	Alleyway		001-172-010
950 W Laurel	Weed	Whole Parcel		001-182-001
327 N Culver	Weed	Alleyway		001-191-004
844 W Wood	Weed	Front	Side	001-192-004
330 N Culver	Weed	Front		001-192-006
815/805 W Willows	Weed	Trash	Whole Parcel	Front
309 N Merrill	Weed	Alleyway		001-193-009
251 N Culver	Weed	Alleyway		001-201-016
227 N Culver	Appliance	Alleyway	Rear	001-201-008
219/217 N Culver	Weed	Appliance	Alleyway	Rear
211 N Culver	Weed	Alleyway	Rear	001-201-011
915 W Walnut	Weed	Trash	Alleyway	Side
201 N Merrill	Weed	Alleyway		001-203-001
229 N Merrill	Weed	Alleyway		001-203-005
253 N Merrill	Weed	Front		001-203-008
950 W Walnut	Weed	Alleyway	Side	001-211-005

Book 1

119 N Culver	Weed	Alleyway	Rear	001-211-010
115A N Culver	Weed	Alleyway	Rear	001-211-012
120 N Culver	Weed	Front	Rear	001-211-007
136 N Culver	Weed	Whole Parcel		001-211-010
932 W Sycamore	Weed	Side		001-221-004
126 S Crawford	Weed	Alleyway		001-221-015
116 S Crawford	Weed	Alleyway		001-221-002
119 S Culver	Weed	Front	Alleyway	001-221-008
260 S Crawford	Weed	Front		001-231-001
254 S Crawford	Weed	Rear	Alleyway	001-231-002
217 S Culver	Weed	Alleyway		001-231-009
219 S Culver	Weed	Rear	Alleyway	001-231-010
985 W Ash	Weed	Alleyway	Side	001-241-011
335 S Culver	Weed	Rear	Alleyway	001-241-005
321 S Culver	Car	Rear	Alleyway	001-241-006
320 S Culver	Weeds	Front	Alleyway	001-242-001
319 S Merrill	Weeds	Side		001-243-001
1130 Cypress	Weeds	Front		001-272-009
1029 Cypress	Weeds	Front		001-271-020
406 S Crawford	Weeds	Whole Parcel		001-281-019
439 S Crawford	Weeds	Rear	Alleyway	001-281-005
420 S Culver	Weeds	Rear	Alleyway	001-282-002
508 S Crawford	Weeds	Rear	Alleyway	001-291-019
911 S Cedar	Weeds	Alleyway	Side	001-291-016
549 S Culver	Cars	Front		001-291-006
505 S Culver	Weeds	Alleyway	Rear	001-291-012
512 S Culver	Weeds	Front		001-292-003
940 W Cedar	Weeds	Front		001-301-004
929 Cypress	Weeds	Front		001-301-008
920 Cypress	Weeds	Front		001-302-002
630 S Culver	Weeds	Rear	Alleyway	001-303-003
602 S Culver	Weeds	Rear	Alleyway	001-303-004
603 S Merrill	Weeds	Rear	Alleyway	001-303-005
2 Sunset Dr	Weeds	Rear	Alleyway	001-311-001
4 Sunset Dr	Weeds	Rear	Alleyway	001-311-002
6 Sunset Dr	Weeds	Rear	Alleyway	001-311-003
8 Sunset Dr	Weeds	Rear	Alleyway	001-311-004
10 Sunset Dr	Weeds	Front	Alleyway	001-311-005
12 Sunset Dr	Weeds	Front	Alleyway	001-311-006
14 Sunset Dr	Weeds	Front	Alleyway	001-311-007
16 Sunset Dr	Weeds	Rear	Alleyway	001-311-008
18 Sunset Dr	Weeds	Rear	Alleyway	001-311-009
27 Donnie Ln	Weeds	Front		001-321-005
25 Donnie Ln	Weeds	Front		001-321-006
18 Donnie Ln	Weeds	Front		001-322-008
9 Donnie Ln	Weeds	Front		001-321-014
700 S Culver	Weeds	Whole Parcel		001-330-016

Book 1

749 S Merrill	Weeds	Whole Parcel	001-330-017
759 S Merrill	Weeds	Whole Parcel	001-330-018
1129 Elm St	Weeds	Whole Parcel	001-341-003
1039 Elm St	Weeds	Front	001-341-008
1052 Elm St	Weeds	Front	001-343-006
910 Elm St	Weeds	Whole Parcel	001-353-001
966 Juniper	Weeds	Whole Parcel	001-370-020
1096 Juniper	Weeds	Front	001-370-008
1156 Juniper	weeds	Front	001-370-002

Book 2

Physical Address	Type	Add	Location	add2	APN#
180 N Merrill	Weed		Alleyway	Rear	002-041-005
136 N Merrill	Weed		Alleyway	Rear	002-041-004
125 N Marshall	Weed		Alleyway	Rear	002-042-002
117 S Marshall	Weed		Front		002-051-005
137 S Mudock	Weed		Rear		002-052-010
151 S Murdock	Weed		Front		002-052-001
304 S Marshall	Weed		Rear		002-072-008
314 S Mashall	Weed		Rear		002-072-004
320 S Marshall	Weed		Rear		002-072-005
510 W Wood	Weed		Front		002-081-002
337 N Lassen	Weed		Front		002-081-012
333 N Plumas	Weed		Rear	Alleyway	002-083-006
315 N Plumas	Weed		Rear	Alleyway	002-083-003
232 N Lassen	Weed		Rear	Alleyway	002-092-003
222 N Lassen	Weed		Rear	Alleyway	002-092-002
217 N Plumas	Trash	Weed	Rear	Alleyway	002-093-005
235 N Plumas	Weed		Front	Rear	002-093-003
123 N Plumas	Weed		Whole Parcel		002-103-004
120 S Lassen	Weed		Rear	Alleyway	002-112-005
142 S Lassen	Weed		Rear	Alleyway	002-112-002
162 S Lassen	Weed		Rear	Alleyway	002-112-001
145 S Plumas	Weed		Rear	Alleyway	002-113-004
125 S Plumas	Weed		Front	Alleyway	002-113-004
232 S Murdock	Weed		Front		002-121-018
261 S Lassen	Appliance	Furniture	Front		002-121-013
246 S Lassen	Weed		Rear	Alleyway	002-122-002
215 S Plumas	Weed	Appliance	Front		002-123-002
237 S Plumas	Weed		Rear	Front	002-123-006
444 W Laurel	Weed		Front	Side	002-132-004
328 S Lassen	Weed		Front	Side	002-132-003
352 S Lassen	Weed		Front		002-132-001
347 S Plumas	Weed		Rear	Alleyway	002-133-007
335 S Plumas	Weed		Rear	Alleyway	002-133-006
333/329 S Plumas	Cars	Weed	Rear	Front	002-133-005
319 S Plumas	Appliance		Rear	Alleyway	002-133-004
354 N Plumas	Weed		Front		002 - 141 - 011
313 N Shasta	Weed		Rear	Alleyway	002 - 141 - 009
335 N Shasta	Weed		Whole Parcel		002 - 141 - 006
304 N Shasta	Weed		Rear	Alleyway	002 - 142 - 001
323 / 325 W Walnut	Weed		Whole Parcel		002 - 151 - 012
248 N Shasta	Weed		Rear	Alleyway	002 - 152 - 006
220/230 N Shasta	Weed		Whole Parcel		002 - 152 - 003
243 N Shasta	Weed		Whole Parcel		002 - 152 - 002
145 N Shasta	Weed		Rear	Alleyway	002 - 161 - 009
137 N Shasta Unit A	Weed		Rear	Alleyway	002 - 161 - 010
123 N Shasta	Weed		Whole Parcel		002 - 161 - 011

Book 2

333 W Oak	Weed		Side	Alleyway	002 - 171 - 011
150 S Plumas	Weed		Rear	Alleyway	002 - 171 - 002
138 S Plumas	Weed		Rear	Alleyway	002 - 171 - 003
110 S Plumas	Weed		Rear	Alleyway	002 - 171 - 015
332 W Sycamore	Weed		Side	Alleyway	002 - 171 - 013
322 W Sycamore	Weed		Whole Parcel		002 - 171 - 005
115 S Shasta	Weed		Whole Parcel		002 - 171 - 006
143 S Shasta	Weed		Rear	Alleyway	002 - 171 - 007
159 S Shasta	Weed		Rear	Alleyway	002 - 171 - 009
315 W oak	Weed		Side	Alleyway	002 - 171 - 009
150 S Shasta	Weed		Rear	Alleyway	002 - 172 - 001
147 S Butte	Weed		Rear	Alleyway	002 - 172 - 011
161 S Butte	Weed		Rear	Alleyway	002 - 172 - 012
262 S Plumas	Weed	Cars	Whole Parcel	Alleyway	002 - 181 - 001
240 S Plumas	Weed		Rear	Alleyway	002-181-004
234 S Plumas	Weed		Front		002-181-005
318 W Oak	Weed		Rear	Alleyway	002-181-007
235/235B S Shasta	Weed		Rear	Alleyway	002-181-011
243 S Shasta	Weed		Rear	Alleyway	002-181-012
218 S Shasta	Weed		Rear	Alleyway	002-182-003
342 S Plumas	Weed		Front		002-191-002
324 S Plumas	Weed		Rear	Alleyway	002-191-004
315 S Shasta	Weed		Rear	Alleyway	002-191-008
325 S Shasta	Weed		Front	Rear	002-191-010
341 S Shasta	Weed		Front		002-191-011
228 W Laurel	Brush	Weed	Alleyway	Side	002-192-007
345 S Butte	Weed		Rear	Alleyway	002-192-012
321 S butte	Weed		Front		002-192-009
402 S Merrill	Weed		Front		002-201-015
448 S Merrill	Weed		Rear	Alleyway	002-201-002
520 S Merrill	Weed		Rear	Alleyway	002-211-002
603 S Marshall	Weed		Front		002-221-003
643 S Murdock	Weed		Side		002-222-010
428 S Lassen	Weed		Rear	Alleyway	002-233-004
505 S Lassen	Weed		Front		002-241-008
537 S Plumas	Weed		Rear	Alleyway	002-242-015
521 S Plumas	Weed		Rear	Alleyway	002-242-013
642 S Murdock	Weed		Front		002-251-001
443 Elm	Weed		Side		002-252-011
621 S Plumas	Weed		Rear	Alleyway	002-252-017
611 S Plumas	Weed		Rear	Alleyway	002-252-007
412 S Plumas	Weed		Rear	Alleyway	002-261-007
440 S Plumas	Weed		Front		002-261-003
437 S Shasta	Weed		Rear	Alleyway	002-261-012
446 S Shasta	Weed		Rear	Alleyway	002-262-002
536 S Plumas	Weed		Rear	Alleyway	002-271-004
548 S Plumas	Weed		Front	Rear	002-271-002

Book 2

506 S Shasta	Weed	Furniture	Side		002-272-004
528 S Shasta	Weed		Rear	Alleyway	002-272-019
535 S Butte	Weed		Rear	Alleyway	002-272-010
616 S Plumas	Weed		Rear	Alleyway	002-281-013
637 S Shasta	Weed		Rear	Alleyway	002-181-011
641 S Shasta	Weed		Rear	Alleyway	002-181-012
Lot	Weed		Front		002-282-003
644 S Shasta	Weed		Rear	Alleyway	002-282-016
620 S Shasta	Weed		Rear	Alleyway	002-282-006
605 S Butte	Weed		Rear	Alleyway	002-282-010
615 S Butte	Weed		Rear	Alleyway	002-282-012
649 S Butte	Weed		Rear	Alleyway	002-282-020
653 S Butte	Weed		Rear	Alleyway	002-282-021
618 S Butte	Weed		Rear	Alleyway	002-311-005
626 S Butte	Weed		Rear	Alleyway	002-311-003
632 S Butte	Weed		Front	Side	002-311-015
127 Elm	Weed		Side	Alleyway	002-311-013
611 S Tehama	Weed		Rear	Alleyway	002-311-008
610 S Tehama	Weed		Whole Parcel		002-312-002
620 S Tehama	Weed		Whole Parcel		002-312-001
506 S Butte	Weed		Front		002-301-007
154 W Birch	Weed		Side	Alleyway	002-301-007
444 S Butte	Weed		Whole Parcel		002-291-001
434 S Butte	Weed		Rear	Alleyway	002-291-002
420/414 S Butte	Weed		Rear	Alleyway	002-291-004
402 S Butte	Weed		Rear	Alleyway	002-291-005

Book 3

Physical Address	Type	Add	Location	add2	APN#
346 N Butte	Weed		Rear	Alleyway	003-021-003
314 N Butte	Weed		Front		003-021-002
219 N Colusa	Weed		Whole Parcel		003-033-001
150/130/100 N Tehama	Weed		Front		003-042-001
244 E Walnut	Weed		Side		003-043-001
134 S Butte	Weed		Rear	Alleyway	003-051-003
146 S Butte	Weed		Rear	Alleyway	003-051-002
161 S Tehama	Weed		Whole Parcel		003-051-018
151 S Tehama	Weed		Front		003-051-017
141 S Tehama	Weed		Front	Rear	003-051-012
Lot	Weed		Front	Side	003-052-003
Lot	Weed		Rear	Side	003-053-002
111 E Laurel	Weed		Front	Side	003-063-001
Lot	Weed		Front	Side	003-062-001
251 S Tehama	Weed		Rear	Alleyway	003-061-009
237 S Tehama	Weed		Rear	Alleyway	003-061-007
201C S Tehama	Weed		Rear	Alleyway	003-061-006
128 W Oak	Weed		Side		003-061-005
258 S Butte	Weed		Rear	Alleyway	003-061-011
304 S Butte	Weed		Front	Side	003-071-005
320 S Butte	Weed		Rear	Alleyway	003-071-003
332 S Butte	Weed		Rear	Alleyway	003-071-002
120 W Laurel/ 315 S Tehama	Weed		Side	Alleyway	003-071-007
Lot SE Corner Tehama and Laue	Weed		Front	Side	003-072-002
Lot GCID	Weed		Side		003-072-004
360 E Wood	Weed		Side	Alleyway	003-082-001
304 N Yolo	Weed	Trash	Whole Parcel		003-083-001
312 N Yolo	Weed		Rear	Alleyway	003-083-002
335 N Sacramento	Weed		Rear	Alleyway	003-083-005
329 N Sacramento	Weed		Rear	Alleyway	003-083-006
321 N Sacramento	Weed	Car	Rear	Front	003-083-007
355 E Walnut	Weed		Side	Alleyway	003-092-002
411 E Walnut	Weed		Side	Alleyway	003-093-001
226 N Yolo	Weed		Rear	Alleyway	003-093-014
444 E Willow	Weed		Side	Alleyway	003-093-017
247 N Sacramento	Weed		Rear	Alleyway	003-093-013
243 N Sacramento	Weed		Rear	Alleyway	003-093-007
237 N Sacramento	Weed		Rear	Alleyway	003-093-008
229 N Sacramento	Weed		Rear	Alleyway	003-093-009
118 N Colusa	Weed		Front	Rear	003-101-003
112/106 N Colusa	Weed	Trash	Side	Rear	003-101-001
314/318 E Walnut	Weed		Side	Alleyway	003-102-007
143 N Yolo	Weed	Trash	Whole Parcel		003-102-008
112 N Yolo	Weed		Rear	Front	003-103-001
112 N Yolo	Weed		Whole Parcel		003-103-012
131 N Sacramento	Weed		Front		003-103-005

Book 3

110 S Colusa/308 E Sycamore	Weed		Rear	Side	003-111-002
125/127 S Yolo	Weed		Rear	Alleyway	003-111-011
131 S Yolo	Weed		Rear	Alleyway	003-111-012
415 E Oak	Weed	Brush	Side	Alleyway	003-113-019
Lot	Weed		Front		003-121-012
Lot	Weed		Whole Parcel		003-121-014
345 E Laurel	Weed		Alleyway	Side	003-121-015
225 S Yolo	Weed		Rear	Alleyway	003-121-004
358 E Oak	Weed		Alleyway	Front	003-121-009
205 S Sacramento	Weed		Rear	Alleyway	003-122-018
215 S Sacramento	Weed		Rear	Alleyway	003-122-019
231 S Sacramento	Weed		Rear	Alleyway	003-122-014
235 S Sacramento	Weed		Rear	Alleyway	003-122-015
251 S Sacramento	Weed		Rear	Alleyway	003-122-009
255 S Sacramento	Weed		Rear	Alleyway	003-122-010
Lot Corner Sacramento and Can	Weed		Side		003-133-002
510 E Wood	Weed		Side	Alleyway	003-141-004
326 N Sacramento	Weed		Rear	Alleyway	003-141-003
316 N Sacramento	Weed		Rear	Alleyway	003-141-002
337 N Sonoma	Weed		Rear	Alleyway	003-141-005
Lot SE Corner Wood&Sonoma	Weed		Whole Parcel		003-142-006
Lot NW Corner Willow&Ventura	Weed		Side		003-142-004
240 N Sacramento	Weed		Rear	Alleyway	003-151-003
236 N Sacramento	Weed		Rear	Alleyway	003-151-008
227 N Sonoma	Weed		Front		003-151-006
210 N Sonoma	Weed		Rear	Alleyway	003-152-014
220 N Sonoma	Weed		Rear	Alleyway	003-152-009
254 N Sonoma	Weed		Rear	Alleyway	003-152-003
245 N Ventura	Weed		Rear	Side	003-152-004
235 N Ventura	Weed		Rear	Alleyway	003-152-016
215 N Ventura	Weed		Rear	Alleyway	003-152-019
552 E Walnut	Weed		Side	Alleyway	003-161-009
130 N Sonoma	Weed		Front		003-163-005
120 S Sacramento	Weed	Car	Front	Side	003-171-005
154 S Sacramento	Weed		Front		003-171-001
535 E Oak	Weed	Trash	Side	Alleyway	003-171-013
135/133 S Sonoma	Weed		Rear	Alleyway	003-171-020
142 S Sonoma	Weed		Front	Rear	003-173-008
210 S Sacramento	Weed		Front		003-181-017
214 S Sacramento	Weed		Rear	Alleyway	003-181-016
224 S Sacramento	Weed		Rear	Alleyway	003-181-019
246 S Sacramento	Weed		Rear	Alleyway	003-181-001
236 S Sonoma	Weed		Rear		003-182-009
Lot S of 236 Sonoma	Weed		Front	Rear	003-182-013
206 S Sonoma	Weed		Rear	Alleyway	003-182-012
624/628 E Oak	Weed		Whole Parcel		003-183-005
Lot E Oak and Canal	Weed		Whole Parcel		003-183-011

Book 3

532 E Laurel	Trash		Whole Parcel		003-191-003
710 E Walnut	Weed		Side	Alleyway	003-221-009
142 S Ventura	Weed		Rear	Alleyway	003-221-011
140 S Ventura	Weed		Rear	Alleyway	003-221-012
136 S Ventura	Weed		Rear	Alleyway	003-221-001
115 Alpine	Weed		Front	Rear	003-221-005
130 Alpine	Weed		Rear	Front	003-222-003
114/106/102 Alpine	Weed		Rear	Alleyway	003-222-001
123 Sierra	Weed		Rear	Alleyway	003-222-011
137 Sierra	Weed		Rear	Alleyway	003-222-010
828 E Walnut	Weed		Side	Alleyway	003-222-008
110 S Sonoma	Weed		Front	Rear	003-231-005
740 E Sycamore	Weed		Side	Alleyway	003-231-018
Lot	Weed		Whole Parcel		003-241-001
Lot	Weed		Whole Parcel		003-251-001
640 Canton	Weed		Whole Parcel		003-280-005
640 Canton	Weed		Whole Parcel		003-280-001
640 Canton	Weed		Whole Parcel		003-280-008
640 Canton	Weed		Whole Parcel		003-280-007
640 Canton	Weed		Whole Parcel		003-280-004
640 Canton	Weed		Whole Parcel		003-280-003
City of Willows Lot	Weed		Whole Parcel		003-280-006
Lot	Weed		Whole Parcel		003-290-001

Book 5

Physical Address	Type	Add	Location	add2	APN#
820 N Humboldt	Weed		Side	Front	005-171-036
815 Pacific	Weed		Front		005-170-005
1090 Glennwood	Weed		Whole Parcel		005-187-001
860 Applewood	Weed		Whole Parcel		005-182-012
879 Baywood	Weed	Trash	Whole Parcel		005-182-002
830 baywood	Weed	Vehicles	Whole Parcel		005-183-010
870 Baywood	Weed		Whole Parcel		005-183-014
741 Glennwood	Weed		Whole Parcel		005-181-003
711 Glennwood	Weed		Front	Whole Parcel	005-181-006
889 Sherwood	Weed		Whole Parcel		005-183-001
869 Sherwood	Weed		Front		005-183-003
829 Sherwood	Weed		Front		005-183-007
869 Crestwood	Weed		Whole Parcel		005-158-004
889 Crestwood	Weed		Whole Parcel		005-158-002
611 Glennwood	Weed		Whole Parcel		005-191-003
558 Glennwood	Weed		Front		005-192-007
549 Glennwood	Weed		Front		005-191-008
543 Glennwood	Weed		Front		005-191-009
932 N Lassen	Weed		Whole Parcel		005-191-015
567 Edgewood	Weed		Front		005-192-019
631 Edgewood	Weed		Front		005-192-013
850 Tamarack	Weed		Whole Parcel		005-194-004
580 Edgewood	Weed		Front		005-194-005
815 Madrone	Weed		Whole Parcel		005-194-009
820 Madrone	Weed		Whole Parcel		005-194-011
1150 Green St	Weed		Front		005-251-035
1165 Southgate	Weed		Front		005-251-031
1160 Southgate	Weed		Front		005-251-018
700 Northgate	Weed		Front		005-261-013
1015 Green	Weed		Front		005-260-022
801 Tamarack	Weed		Front		005-271-002
802 Tamarack	Weed		Front		005-272-002
543 Green	Weed		Front		005-272-005
lot N of 679 N Lassen	Weed		Whole Parcel		005-275-010
679 N Lassen	Weed		Rear	Alleyway	005-275-011
726 N Lassen	Weed		Rear	Alleyway	005-276-005
746 N Lassen	Weed		Rear	Alleyway	005-276-002
741 N Plumas	Weed		Rear	Alleyway	005-276-009
731 N Plumas	Weed		Rear	Alleyway	005-276-010
721 N Plumas	Weed		Rear	Alleyway	005-276-011
707 N Plumas	Weed		Rear	Alleyway	005-276-012
680 N Shasta	Weed		Rear	Alleyway	005-282-005
670 N Shasta	Weed		Rear	Alleyway	005-282-007
660 N Shasta	Weed		Rear	Alleyway	005-282-008
650 N Shasta	Weed		Rear	Alleyway	005-282-009
644 N Shasta	Weed		Rear	Front	005-282-010

Book 5

634 N Shasta	Weed		Rear	Alleyway	005-282-011
626 N Shasta	Weed		Rear	Alleyway	005-282-012
618 N Shasta	Weed		Front		005-282-013
649 N Butte	Weed		Rear	Alleyway	005-282-024
665 N Butte	Weed		Rear	Alleyway	005-282-023
Lot N of 667 N Butte	Weed		Rear	Alleyway	005-282-034
695 N Butte	Weed		Rear	Alleyway	005-282-018
Lot S of Eureka St	Weed		Whole Parcel		005-283-001
664 N Butte	Weed	Trash	Whole Parcel		005-283-006
622 N Butte	Weed		Front		005-283-011
535 Jefferson	Weed		Rear	Alleyway	005-343-004
525 Jefferson	Weed		Rear	Alleyway	005-343-005
515 Jefferson	Weed		Rear	Alleyway	005-343-006
550 Adams	Weed		Front	Rear	005-345-001
541 Washington	Weed		Rear	Alleyway	005-345-007
620 N Murdock	Weed		Rear		005-352-002
507 French	Weed		Whole Parcel		005-352-009
411 French	Weed		Front		005-353-009
439 Vine	Weed		Front		005-355-011
553 French	Weed		Side	Rear	005-361-013
Lot	Weed		Whole Parcel		005-363-010
125 Vine	Weed		Whole Parcel		005-363-013
123 Vine	Weed		Whole Parcel		005-363-008
460 N Humboldt	Weed	Trash	Rear		005-370-024
458 N Humboldt	Weed		Front		005-370-023
452 N Humboldt	Weed		Front		005-370-002
Lot behind 655 Pacific	Weed		Rear		005-330-012
625 Pacific	Weed		Whole Parcel		005-330-004
555 Pacific	Weed		Whole Parcel		005-330-006
Lot Behind 555 Pacific	Weed		Front		005-330-005
495 Jefferson	Weed		Front		005-383-001
441 Washington	Weed		Front		005-384-011
450 N Plumas	Weed		Front	Rear	005-401-002
440 N Plumas	Weed		Rear	Alleyway	005-401-003
428 N Plumas	Weed		Rear	Alleyway	005-401-004
353 W Wood	Weed		Rear	Side	005-401-016
411 n Shasta	Weed		Front	Alleyway	005-401-012
415 N Shasta	Weed		Front	Alleyway	005-401-011
421 N Shasta	Weed		Front	Alleyway	005-401-010
429 N Shasta	Weed		Front		005-401-009
426 N Shasta	Weed		Rear	Alleyway	005-402-004
425 A&B N Butte	Weed		Front	Alleyway	005-402-011
431 N Butte	Weed		Rear	Alleyway	005-402-015
448 N Butte	Weed		Rear	Side	005-403-001
428 N Butte	Weed		Rear	Alleyway	005-403-004
453 N Tehama	Weed		Rear	Alleyway	005-403-013
459 N Butte	Weed		Rear	Alleyway	005-403-012

Book 5

444 Vine	Weed		Rear		005-392-007
451 N Plumas	Weed		Front		005-392-009

Book 17

Physical Address	Type	Add	Location	Add2	APN#
110 E Co Rd 53	Weed		Whole Parcel		017-170-030
1301 W Wood	Weed		Rear		017-330-020
455 N Humboldt	Weed		Rear		017-330-017
457 N Humboldt	Weed		Rear		017-330-018
475 N Humboldt	Weed		Rear		017-330-022
Lot behind 505 N Humboldt	Weed		Rear		017-330-030
545 N Humboldtr	Weed		Rear		017-330-029
Lot	Weed		Whole Parcel		017-330-012
lot	Weed		Whole Parcel		017-330-011
lot	Weed		Whole Parcel		017-330-010
Lot N of 101 Harvest	Weed		Whole Parcel		017-350-002
Lot W of 101 Harvest	Weed		Whole Parcel		017-350-003
Lot S of Harvest	Weed		Whole Parcel		017-350-007
Lot S of Harvest	Weed		Whole Parcel		017-350-008
Lot	Weed		Whole Parcel		017-340-011
Lot	Weed		Whole Parcel		017-340-021
Lot	Weed		Whole Parcel		017-340-020
Lot	Weed		Whole Parcel		017-340-019
Lot	Weed		Whole Parcel		017-340-023
1481 Co Rd 99	Weed		Rear		017-340-025
Lot	Weed		Whole Parcel		017-340-024
lot	Weed		Whole Parcel		017-340-017
Lot	Weed		Whole Parcel		017-340-016
lot	Weed		Whole Parcel		017-340-013
1475 Co Rd 99	Weed		Front	Side	017-340-010



CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301.150.440000

THIS CONTRACTUAL SERVICES AGREEMENT (Agreement) is entered into on _____, 2025, between the City of Willows, a municipal corporation under the laws of the State of California, (City) and _____, an individual, dba _____, hereinafter referred to as "Contractor".

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SECTION 1 - DESCRIPTION OF PROJECT

City desires to undertake that certain project (Project) described in EXHIBIT "A," entitled "DESCRIPTION OF PROJECT," and Contractor agrees to provide City, at its own cost and expense, all services and furnish all labor and materials necessary to complete in a good, professional and substantial manner, the contractual services indicated and described in SECTIONS 2 and 3, respectively.

SECTION 2 - SCOPE OF CONTRACTUAL SERVICES - BASIC

Contractor shall perform those basic contractual services in connection with the Project as are set forth more particularly in EXHIBIT "B," entitled "SCOPE OF CONTRACTUAL SERVICES - BASIC.

SECTION 3 - SCOPE OF CONTRACTUAL SERVICES - ADDITIONAL

City and Contractor agree that it may be necessary for Contractor to perform or secure the performance of related contractual services other than those set forth herein. In such instance, Contractor shall advise City, in advance and in writing, of the need for such additional contractual services, their cost and the estimated time (if appropriate) required to perform them. Contractor shall not proceed to perform any such additional service until City has determined that such service is beyond the scope of the basic contractual services to be provided by Contractor and has given its written authorization to perform or obtain it. Each additional service so authorized shall constitute an amendment to this Agreement, shall be identified and sequentially numbered as "Amendment No. 1" and so forth, shall be subject to all of the provisions of this Agreement, and shall be incorporated into EXHIBIT "B," accordingly.

SECTION 4 - COMPENSATION

Contractor shall be compensated for contractual services rendered to City pursuant to this Agreement periodically at the rate as set forth in EXHIBIT "C," entitled "COMPENSATION," and in accordance with all other applicable provisions of this Agreement. Amounts due to Contractor from City for contractual services rendered shall be evidenced by the submission to City by Contractor of an invoice, prepared in a form satisfactory to City, setting forth the amount of compensation due for the period covered by it. Each such invoice shall be forwarded to City so as to reach it on or before the 15th day of the month next following the month or months, or other applicable period, for which the contractual services invoiced were provided. City will make

payment on each such invoice within 45 days of receipt of it. However, if Contractor submits an invoice which is incorrect, incomplete or not in accord with the provisions of this Agreement, then City shall not be obligated to process any payment to Contractor until a correct and complying invoice has been submitted.

SECTION 5 - RESPONSIBILITY OF CONTRACTOR

By executing this Agreement, Contractor warrants to City that Contractor possesses, or will arrange to secure from others, all of the necessary professional capabilities, experience, resources and facilities necessary to provide to City the professional services contemplated under this Agreement. In procuring the professional services of others to assist Contractor in performing the professional services set forth at EXHIBIT "B" or additional professional services under SECTION 3 of this Agreement, Contractor shall not employ or otherwise obtain the professional services of any person or entity known to Contractor or City to have, or be likely to develop during the term of this Agreement, an interest that is personally, or professionally, or financially adverse to any interest of City. Contractor further warrants that Contractor will follow the best current, generally accepted professional practices to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding this Project for which professional services are rendered under this Agreement.

SECTION 6 - RESPONSIBILITY OF CITY

To the extent appropriate to the contractual services contemplated by this Agreement, The City shall:

6.1 Guarantee access to and make all provisions for Contractor to enter upon City and Private property as required for Contractor to perform Contractor's contractual services.

6.2 Designate in writing a person(s) to act as City's representative with respect to the services to be performed under this Agreement. Such person(s) shall have complete authority to transmit instructions, receive information, interpret, and define City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Contractor's contractual services.

6.3 Give prompt written notice to Contractor whenever City observes or otherwise becomes aware of any defect in the contractual services.

SECTION 7 - INDEMNIFICATION

Contractor shall indemnify, hold harmless and defend the City and its City Council, officers, employee and volunteers from and against all claims, damages, losses and expenses, including litigation costs and attorney fees, arising out of performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any sub-contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

SECTION 8 - INSURANCE PROVISIONS

Any requirements by City that Contractor carry general liability or any other type of insurance in connection with the services to be performed and/or contractual services to be rendered by Contractor pursuant to this Agreement shall be as set forth in EXHIBIT "D," entitled "INSURANCE PROVISIONS."

SECTION 9 - GENERAL PROVISIONS

9.1 Access to Records

Contractor shall maintain all books, records, documents, accounting ledgers and similar materials relating to services performed for City under this Agreement on file for at least four years following the date of final payment to Contractor by City. Any duly authorized representative(s) of City shall have access to such records for the purpose of inspection, audit and copying at reasonable times during Contractor's usual and customary business hours, Contractor shall provide proper facilities to City's representative(s) for such access and inspection. Contractor shall be entitled to reasonable compensation for time and expenses related to such access and inspection activities, which shall be considered to be an additional service to City, falling under the provisions of SECTION 3 hereinabove.

9.2 Assignment

This Agreement is binding on the heirs, successors and assigns of the parties hereto and shall not be assigned by either City or Contractor without the prior written consent of the other.

9.3 Compliance with Laws, Rules, Regulations

All contractual services performed by Contractor pursuant to this Agreement shall be performed in accordance and full compliance with all applicable Federal, State, or City statutes and any rules or regulations promulgated thereunder.

9.4 Exhibits Incorporated

All Exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference.

9.5 Independent Contractor

City and Contractor agree that the relationship between them created by this Agreement is that of an employer-independent contractor. Contractor shall be solely responsible for the conduct and control of the services performed under this Agreement. Contractor shall be free to render contractual services to others during the term of this Agreement, so long as such activities do not interfere with or diminish Contractor's ability to fulfill the obligations established herein to City.

9.6 Permits and Licenses

Contractor shall procure all permits and licenses, pay all charges, assessments and fees

9.7 Patents

Contractor shall assume all responsibilities arising from the use of patented materials, equipment, devices or processes used on or incorporated in the services.

9.8 Integration: Amendment

This Agreement represents the entire understanding of City and Contractor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in it. This Agreement may not be modified or altered except by amendment in writing signed by both parties.

9.9 Control of Services - Direction

City representative(s) designated pursuant to Subsection 6.2 of this Agreement shall decide all questions which may arise as to the quality or acceptability of materials furnished and services performed and as to the manner of performance and rate of

progress of the services, all questions which arise as to the interpretation of the specifications, all questions as to the acceptable fulfillment of this Agreement on the part of the Contractor and all questions as to claims and compensation.

9.10 Interpretation of Specifications

Should it appear that the services to be done or any matter relative thereto is not sufficiently detailed or explained in any specifications, special provisions, and/or related documents, Contractor shall apply to the City for such further explanations as may be necessary and shall conform to such explanations or interpretations as part of this Agreement, so far as may be consistent with their original intent. In the event of doubt or question relative to the true meaning of the specifications, reference shall be made to the City's representative(s), whose decision thereon shall be final.

9.11 Notice to Proceed; Progress: Completion

Upon execution of this Agreement by the parties, City shall give Contractor notice to proceed with the services. Such notice may authorize Contractor to render all of the contractual services contemplated herein, or such portions or phases as may be mutually agreed upon. In the latter event, City shall, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the services. Upon receipt of such notices, Contractor shall diligently proceed with the services as authorized.

9.12 Subcontracts

Contractor shall be entitled, to the extent determined appropriate by Contractor, to subcontract any portion of the services to be performed under this Agreement. Contractor shall be responsible to City for the actions of persons and firms performing subcontract services. The subcontracting of services by Contractor shall not relieve Contractor, in any manner, of the obligations and requirements imposed upon Contractor by this Agreement.

9.13 Term: Extension: Termination

The initial term of this Agreement shall commence upon City's issuance to Contractor of a notice to proceed for all or a portion of the contractual services, as hereinabove provided, and terminate 12 months from the date of such notice to proceed.

This Agreement may be extended for two additional periods of 12 months, upon execution of an amendment by the City and Contractor providing therefor. For each succeeding 12-month term of this Agreement, Contractor may request City to adjust the compensation rate(s) during such term. Contractor's request for such an adjustment shall be filed with City no later than January 15, and shall be accompanied by such documentation, including, but not limited to, financial reports and records, operational cost data, and the like, as may be required by City to enable it to satisfactorily evaluate and make a determination upon it. Nothing hereinabove, however, shall require City to make any adjustment therefore in response to Contractor's request. Further, in no event shall any such adjustment exceed an amount equal to 75 percent of the increase in the Consumer Price Index for All Urban Consumers (CPI-U) - U.S. City Average - as published by the Bureau of Labor Statistics, U.S. Department of Labor, for the most recent available previous 12-month period. As an example, if such Index increased 10 percent for a preceding 12-month period, an annual adjustment could not exceed 7.5 percent regardless of whether or not the Contractor's documented costs exceed 7.5 percent. Notwithstanding the foregoing, City may, in its sole discretion, terminate this Agreement at any time and for any reason whatsoever by giving at least 10 days prior written notice of such termination to Contractor. In this latter event, Contractor shall be entitled to compensation for all service rendered and services performed for City to the date of such termination.

9.14 Notice

Any notices required to be given pursuant to this Agreement shall be deemed to have been given by their deposit, postage prepaid, in the United States Postal Service or, alternatively, by personal delivery or overnight courier service addressed to the parties as follows:

To City:

City Manager
City of Willows
201 N Lassen St
Willows, CA 95988-3406

To Contractor:

This Agreement shall include all special provisions, if any, as are set forth on EXHIBIT "E," entitled "SPECIAL PROVISIONS." IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date set forth above.

CITY OF WILLOWS:

CONTRACTOR:

By: Marti Brown
City Manager

By: _____
Owner

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Andrew Plett
City Attorney

Nathan Monck
Fire Chief

The City of Willows is an Equal Opportunity Provider

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "A"

DESCRIPTION OF PROJECT

Contractor shall provide weed, debris and vegetation removal services to the City of Willows for the period of **June 1, 2025 through May 31, 2026**.

Areas under the protection of State and Federal environmental agencies shall be cleared as outlined in Section 1.5, Subsection B "Grading/Disturbance Restrictions - Protected Areas" of Exhibit "B".

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "B"

SCOPE OF CONTRACTUAL SERVICES BASIC

Scope of Contractual Services - Basic

The Contractor shall provide contractual services as follows:

1.1 The removal of noxious weeds, debris, and combustible vegetation shall be done in accordance with State and City regulations governing materials and/or conditions which may be damaging to the public health and safety. Specific procedures exist which must be followed. One of the established procedures provides that the City may authorize the removal of noxious weeds, debris, and combustible vegetation from parcels of land, in the event that the property owner fails to do so after having been properly notified.

Property owners have a specific amount of time in which to remove weeds, debris, and combustible vegetation before the City Council may order the abatement of those hazardous or unwanted conditions by a Weed Abatement contractor working on behalf of the City.

This scope of services establishes the nature of the work to be done and the conditions relating to such work. At this time, the City of Willows Fire Department does not know which private properties will be "owner-cleared" or those which will be "City-cleared" along with properties owned by the City. Therefore, an exact list of properties to be "cleared" by the contractor cannot be provided until after such time as the City Council authorizes a final list of properties to be cleared.

PERFORMANCE OF WORK

1.2 Contractor must remove all weeds, debris, and combustible vegetation within twenty (20) working days of being provided with the list of properties to be cleared.

Contractor shall be responsible for complying with all City, State, and Federal statutory requirements relating to the removal of weeds, debris, and unwanted vegetation.

Complete abatement is required for parcels up to and including 5 acres. This abatement may be performed by discing, scraping, grading or mowing.

BURNING PROHIBITED

1.3 The City of Willows Municipal Code prohibits burning of materials such as the type which would be encountered by Contractors performing this work for the City. Therefore, all cut grass, cut weeds, and debris referenced in "scope of services" performed as a result of this contract, shall be hauled from parcels and disposed of in a legal manner.

SAFETY PRECAUTIONS

1.4 Contractor shall exercise care when working near dry vegetation and shall make certain that equipment is in a good state of repair and equipped with approved spark arresters and mufflers, where required. Contractor shall also keep readily available, at each work location, the following items of fire protection equipment.

- A. Two 2-1/2 gallon pressured-water fire extinguishers or equivalent means of extinguishing any small grass fire which could occur or be observed;
- B. One long-handle round-point shovel; and
- C. Cell phone (ability to contact 9-1-1 in case of an emergency).

NATURE OF SERVICES

1.5 The following categories are those which represent the type of services which is required (or may be required) to be performed at the various parcels throughout the City.

A. ABATEMENT REQUIRED

Complete abatement is required for parcels up to and including 5 acres. This abatement may be performed by discing, scraping, grading or mowing.

1. COMPLETE CLEARING OR MOWING OF PARCELS OF FIVE ACRES OR LESS

- (a) All parcels of 5 acres or less must be completely cleared or mowed.
- (b) Parcels may be mowed in such a manner that the distance from the top of the stubble/residue to the ground is six inches (6") or less.
- (c) Abatement along roads, sidewalk, or other such natural or manmade breaks, shall start at the edge of the property line.
- (d) Flammable vegetation remaining after mowing must be removed from roads, parcels and sidewalks by the Contractor.
- (e) Trees, stumps, rock piles, and other items not referenced as "debris" will be allowed to remain in vacant fields, lots, parcels.
- (f) Contractor is responsible for checking for any depressions, pits, holes, debris, etc., which may be a hazard or pose a restriction to contractor or equipment. Non-clearance of these areas must be approved by the City.

Note: The use of a weed eater may be required to achieve the necessary results due to obstacles that may be in the way.

2. FIREBREAKS (PARCELS OVER 5 ACRES)

- (a) All parcels over 5 acres must have a full perimeter firebreak.
- (b) Firebreaks may be disced, scraped or graded to bare earth to a minimum width of 30 feet.
- (c) Firebreaks shall be prepared in weeds, grass, star thistle, etc.
- (d) Firebreaks along roads, sidewalks, or other such natural or manmade breaks, shall start at the edge of such breaks.
- (e) Flammable vegetation remaining after the creation of a firebreak must be removed from roads and sidewalks by the Contractor.
- (f) Parcels over 5 acres that contain homes or other buildings require a minimum 30 foot firebreak around any structures.
- (g) Trees, stumps, rock piles, and other items not referenced as "debris" will be allowed to remain in vacant fields, lots, parcels.
- (h) Contractor is responsible for checking for any depressions, pits, holes, debris, etc., which may be a hazard or pose a restriction to contractor or its equipment. Non-clearance of these areas must be approved by the City.

Note: Mowing, or the use of a weed eater, may be required to achieve the necessary results due to obstacles that may be in the way.

B. GRADING/DISTURBANCE RESTRICTIONS - PROTECTED AREAS

Due to restrictions established by State and Federal environmental agencies, discing, scraping or grading of the soil in protected areas is not allowed, nor is the use of any chemical or pesticide. Mowing equipment with rubber tires will be acceptable. Operating equipment in wet soil shall be avoided. Weeds must be mowed to a height of approximately six inches on properties of five acres or less. If a parcel consists of more than five acres, a mowed 36 foot wide full perimeter firebreak shall be used in lieu of discing or scraping. Protected areas will be noted on a map provided by the City of Willows Planning Department.

C. REMOVAL OF DEBRIS

- 1. Debris can be expected to consist of tree pruning piles, scrap lumber piles, furniture, refrigerator, etc., but should not include any significant amount of dirt, large rocks, or other "difficult to handle" matter.

D. DUMP BOX SERVICES

- 1. The use of a dump box in connection with clearing any parcel must be requested by Contractor in advance on a per parcel basis. Upon inspection of the property by City, and determination that the request is reasonable, the City of Willows Fire Department may approve the use of a dump box in connection with clearing any parcel. Approval of the request to use a dump box must be pre-authorized by City in writing.

E. Documentation

- 1. The Contractor must obtain photos of nuisances prior to abating, and obtain photos after the nuisances have been abated. Photos shall be returned to the City at the conclusion of the abatement process. Photos shall be labeled in a fashion that easily shows what parcel the photos were taken at. EXAMPLE. Photos 1-8 : 1234 Main St, APN 000-000-000.

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT"C"

COMPENSATION

Total maximum compensation for the services outlined in this Agreement shall not exceed \$40,000. **In the event the amount of abatement work presented to the Contractor by the City exceeds the limit of \$40,000, the contractor MUST notify the Fire Chief, who must receive authorization to exceed limit by City Council, and receive written authorization prior to performing the additional work. Failure to do so may result in non-payment.**

COMPENSATION

1.1 Contractor shall be compensated for the work outlined herein pursuant to the attached Contractor's Abatement Pricing (as submitted by contractor). Compensation shall not exceed \$40,000.00 without written authorization of City upon receipt of 30 days advance notice provided by Contractor.

TERMS OF PAYMENT

1.2 Contractor must provide two (2) copies of an invoice for each parcel cleared by Contractor. Invoices must be submitted to the City of Willows Fire Chief or Designee no later than ten(10) days following completion of the last parcel to be cleared. Invoices shall state date of service, Assessor's Parcel Number, location of parcel, and actual work done by Contractor, i.e.; areas done, method of work done (discing, scraping, mowing, debris removal, etc.) and cost of work performed by Contractor at that location.

City of Willows Fire Department will furnish Contractor with a list of Assessor's Parcel Numbers and locations of parcels where clearing is required.

CONTRACTOR'S ABATEMENT PRICING

DUMP BOX SERVICES: (requires written notification from city) **Price Per Parcel**

0-3	Cubic Yards	\$
4-6	Cubic Yards	\$
7-10	Cubic Yards	\$

DEBRIS REMOVAL: (requires written notification from city) **Price Per Parcel**

0-3	Cubic Yards	\$
4-6	Cubic Yards	\$
7-10	Cubic Yards	\$

PARCEL MOWING: **Price Per Parcel**

0	-2,500	Square Feet	\$
2,501	-5000	Square Feet	\$
5,001	-7,500	Square Feet	\$
7,501	-10,000	Square Feet	\$
10,001	-21,840	Square Feet	\$
½	-1	Acre	\$
1-2		Acre	\$
3-4		Acre	\$
4-5		Acre	\$

FIREBREAKS:**Price Per Parcel**

Length of Fire Break		30 ft Width of Fire Break
0	-100	\$
101	-300	\$
301	-500	\$
501	-800	\$
801	-1,000	\$
1,001	-1,200	\$
1,200	-1,400	\$
1,401	-1,600	\$
1,801	-2,000	\$
2,001	-2,500	\$
2,501	-3,000	\$
3,001	-3,500	\$
3,501	-5,000	\$

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor:

Project Title:

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "D"

INSURANCE PROVISIONS

General Liability Insurance

Contractor shall obtain commercial general liability insurance (occurrence policy form) from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better or, in the alternative, an unlicensed U.S. domiciled company or companies with an "A" rating, which provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a maximum policy deductible of \$5,000.

The insurance coverage required herein shall be evidenced by a certificate of insurance with policy endorsements and shall be executed by an authorized official of the insureds). In addition to the limits of coverage described above, the certificate of insurance shall provide that the insurer shall provide to City at least 30 days prior notice of cancellation or material change in coverage, or 10 days prior notice of cancellation for non-payment.

Contractor acknowledges and agrees that City of Willows, its officers, boards and commissions, and members thereof, its employees and agents, are covered as additional insureds with respect to any liability arising out of the activities of Contractor as the named insured. Such additional insured status shall be evidenced by a policy endorsement executed by an authorized official of the insurer(s). A blanket endorsement which provides additional insured status to any

person or organization with whom Contractor, as named insured, has entered into a written contract, such as this Agreement, shall satisfy this requirement.

The insurance coverage required herein shall be primary insurance with respect to the City of Willows, its officers, officials and employees. Any insurance or self-insurance maintained by the City of Willows, its officers, officials or employees shall be in excess of the insurance afforded to the named insured by the insurance coverage required herein and shall not contribute to any loss. Such primary insurance status shall be evidenced by a policy endorsement issued by an authorized official of the insurer(s). In the alternative, a letter issued by an authorized official of the insured(s) and copies of the pertinent page(s) of the policy shall satisfy this requirement.

Automobile Liability Insurance

Contractor shall obtain automobile liability insurance from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better which provides coverage for bodily injury, personal injury, and property damage liability in the amount of at least \$300,000 combined single limit for each occurrence. Evidence of such coverage shall be maintained by Contractor and provided to City upon request.

Contractor shall require all subcontractors, who are performing services for Contractor under this Agreement, to obtain and maintain commercial general liability insurance and automobile liability insurance with the same minimum policy limits as set forth above for Contractor. Evidence of such coverages shall be maintained by Contractor and provided to City upon request.

Workers' Compensation Insurance

Contractor agrees to immediately supply the City of Willows with proof of Workers' Compensation Coverage where required by state law.

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor:

Project Title:

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "E"

SPECIAL PROVISIONS

NONE.



Date: April 22, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Minor Revision and Update to Master Fee Schedule

Recommendation:

Adopt Resolution XX-2025 (Attachment 1) amending the Master Fee Schedule to correct a clerical error and previous oversight related to the cost recovery efforts of issuing encroachment permits.

Rationale for Recommendation:

To correct a clerical error in the Master Fee Schedule (MFS) related to the Encroachment Permit fee.

Background:

As part of the 2023 budget process, the City Council allocated \$30,000 of ARPA Funds and authorized staff to update the City's Master Fee Schedule. Staff circulated a Request for Proposal, received two bids for \$128,840 and \$29,710, and selected Willdan Engineering (the least expensive) to update the MFS. The completed MFS was approved by the Council on June 25, 2024 and became effective on September 1, 2024.

Discussion & Analysis:

Unfortunately, it was not until recently that staff realized that there was a clerical oversight in the Council approved Master Fee Schedule. Although the backup documentation for preparing the MFS clearly indicates that staff and the consultant intended to include and charge cost recovery for Encroachment Permit fees, it was inadvertently omitted from the final MFS (Attachment 2).

When developing the MFS in March of 2024, the City Engineer provided information to Willdan Engineering on Encroachment Permit costs stating, "For encroachment permits, we bill them on an actual cost basis (no deposit)." However, when preparing the final MFS, "N/A" was entered into the Cost Recovery Agreement column, and the unit was listed as a "Flat" rate with no cost recovery. The language in the final MFS did not show that permit costs must include the contract City Engineer's time and, therefore, must be paid for by the applicant. The backup documentation for the MFS shows that the intention was to avoid requiring the applicant to submit a deposit - not to completely waive cost recovery. Instead, the plan was to allow the applicant to pay all fees after the completion of the review process and forego an upfront deposit.

The current schedule reflects only the flat fee component of \$210 but omits the cost recovery language that was intended to accompany it. This amendment (Attachment 2) corrects that omission and formally reflects the City's long-standing practice of recovering consultant costs associated with encroachment permit review. The corrected and updated MFS language will reflect both the flat administrative fee and the recovery of actual consultant costs (e.g., time billed by Coastland Engineering for permit review), consistent with the City's standard practice.

Consistency with Council Priorities and Goals:

The recommendation is consistent with Council Priority #1: Financial Stability.

Fiscal Impact:

If the full cost of encroachment permit review (e.g., City Engineer's time) are not paid by the applicant, the General Fund will be responsible for covering those expenses creating an unfunded liability for the City and diverting limited public funds away from essential services. Over time, this could impact the City's ability to support other General Fund priorities, including maintenance, operations, and community improvement projects. Staff projects that the General Fund would need to absorb an additional \$45,000 annually if the Master Fee Schedule is not amended.

Attachments:

- Attachments 1: XX-2025 Resolution
 - Exhibit A: Amended Master Fee Schedule
- Attachments 2: Redlined Fee Schedule



**City of Willows
Resolution xx-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
AMENDING THE MASTER FEE SCHEDULE TO CORRECT A CLERICAL ERROR RELATED TO THE
ENCROACHMENT PERMIT COST RECOVERY**

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Willows is authorized to adopt and implement fees for municipal services, provided that such fees do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, the City conducted an independent service cost recovery study including an evaluation of staff involvement, time estimates, fully burdened hourly rates, citywide overhead, and the calculation of full cost recovery; and

WHEREAS, the City Council of the City of Willows established new fees for services that were adopted by Resolution 24-2024 on June 25, 2024; and

WHEREAS, the adjusted development and other fees adopted in Resolution 24-2024 do not exceed the estimated reasonable cost of providing the services in accordance with California State law; and

WHEREAS, public notification in accordance with California State law was provided in advance of the public hearing at which Resolution 24-2024 was adopted; and

WHEREAS, oral and written presentations were made and received, and the required public hearing was held for Resolution 24-2024; and

WHEREAS, all legal prerequisites to the adoption of Resolution 24-2024 occurred; and

WHEREAS, the cost-of-service study and supporting documentation from the City Engineer clearly indicated that Encroachment Permit fees were intended to include both a flat administrative fee and recovery of actual costs incurred by the City's consulting engineer for permit review; and

WHEREAS, the final version of the adopted Master Fee Schedule inadvertently omitted language indicating that actual engineering review costs would be charged to the applicant, resulting in a clerical error inconsistent with the adopted study and intent of the fee structure; and

WHEREAS, the City Council finds that correcting this omission does not constitute the adoption of a new fee or an increase to an existing fee, but is instead a clerical correction to align the Master Fee Schedule with the Council's original intent and the supporting cost-of-service study; and

WHEREAS, Government Code Section 66016(a) requires a public meeting prior to the adoption of new fees or increases to existing fees, but does not require such a meeting for corrections of clerical errors that do not result in new or increased charges.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:

1. The Master Fee Schedule is hereby amended to correct a clerical error in the Encroachment Permit fee by clarifying that, in addition to the flat administrative fee, actual costs incurred by the City's consulting engineer for permit review will be charged to the applicant as originally intended.
2. This Resolution shall take effect immediately upon adoption.
3. The amended fee language included in Exhibit A shall be effective immediately upon adoption.
4. If any portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent from the remainder of this Resolution, and such holding shall not affect the validity of the remaining provisions.

PASSED AND ADOPTED by the City Council of the City of Willows this 22nd day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Exhibit:

- Exhibit A: Amended Master Fee Schedule

Master Fee Schedule

Exhibit A

Business License Fees				
Fee Description	Unit	Term	Fee	Notes
New Business License	Flat	One Time	\$110.00	
Soliciting/Delivery Vehicles	Flat	One Time	\$60.00	
Auctioneer	Flat	One Time	\$60.00	
Contractors/No Fixed Place of Business	Flat	One Time	\$60.00	
Renewal	Flat	Annual	\$60.00	
Park and Recreation Fees				
Fee Description	Unit	Term	Fee	Notes
City Park Rental	Flat	Per Day	\$40.00	A Certificate of General Liability Insurance is required in the amount of \$1 million showing the "City of Willows" as "additionally insured" for any events with over 150 attendees OR if a jump house, climbing walls or other private and potentially dangerous equipment is used.
Youth Sports Registration	Per Participant	Per Sport	\$50.00	
Softball Field Rental	Per Field	Per Day	\$40.00	
Softball Field Prep	Per Field	Per Day	\$50.00	
Softball Lights	Per Field	Per Hour	\$15.00	
City Pool	Per Participant	Per Day	\$3.00	
Tennis Court Reservation	Per Court	Per Day	\$50.00	
Building Permit Fees				
Fee Description	Unit	Term	Fee	Notes
New Buildings	Variable	Each Permit	Valuation Formula	See Valuation Formula
Additions	Variable	Each Permit	Valuation Formula	See Valuation Formula
Alterations	Variable	Each Permit	Valuation Formula	See Valuation Formula
Generator Installation	Variable	Each Permit	Valuation Formula	See Valuation Formula
Sewer Line Repair/Replacement (dwelling to property line)	Flat	Each Permit	\$119.00	
Water Line Repair/Replacement (dwelling to property line)	Flat	Each Permit	\$119.00	
Re-Plumb Residential	Flat	Each Permit	\$198.00	
New/Repair Gas Line	Flat	Each Permit	\$99.00	
Installation of Softener, Pond pump, Foundation, etc.	Flat	Each Permit	\$119.00	
Main Panel Upgrade 200 amp or less	Flat	Each Permit	\$99.00	
Re-Roof	Flat	Each Permit	\$258.00	
Furnace/HVAC Change out	Flat	Each Permit	\$159.00	
Replace Furnace or Mini Split (Electric or Gas)	Flat	Each Permit	\$119.00	
Install New HVAC or New Mini Split	Flat	Each Permit	\$99.00	
Water Heater Change out (Electric)	Flat	Each Permit	\$99.00	
Water Heater Change out (Electric to Gas)	Flat	Each Permit	\$99.00	
Water Heater Change out (Gas)	Flat	Each Permit	\$99.00	

Demolition Permit	Flat	Each Permit	\$158.00	
Sign Permit	Flat	Each Permit	\$158.00	
Additional Inspection Fee	Flat	Each Permit	\$93.00	
Wood Stove Insert	Flat	Each Permit	\$138.00	
Window Change out Like for Like	Flat	Each Permit	\$119.00	
HVAC Ducts Only	Flat	Each Permit	\$99.00	
Commercial Solar 50 KW or Less	Flat	Each Permit	\$1,000.00	
Commercial Solar More Than 50 KW to 250KW	Flat	Each Permit	\$1,000.00 + \$7 Per KW after 50 KW up to 250 KW	
Commercial Solar More Than 250KW,	Flat	Each Permit	\$2,400.00 + \$5 per KW after 250 KW	
Residential Solar Less Than 10 KW	Flat	Each Permit	\$450.00	
Residential Solar More Than 10 KW	Flat	Each Permit	\$450 + \$15 per KW above 10KW	
Other Building Fees				
Working Without Permit	Flat	Per Occurrence	\$350.00	
Additional Inspections	Flat	Per Inspection	\$79.00	
Permit Revisions	Flat	Per Revision	\$88.00	
Renewal of Expired Permit	Flat	Per Renewal	\$100.00	
BSASRF Fee (State Fee)	Variable	Each Permit	\$1 for every \$25,000 in valuation	
SMIP- Category 1	Variable	Select Permits	CASE WHEN [Valuation]<=\$3,850 THEN 0.50 ELSE .00013* [Valuation]	
SMIP- Category 2	Variable	Select Permits	CASE WHEN [Valuation]<=\$1,786 THEN 0.50 ELSE .00028*[Valuation]	
Building Valuation Formula				
Project Valuation	Base Cost	Plus	Per Additional Valuation	Notes
\$1.00 to \$500	\$48.44		\$0.00	
\$501 to \$2,000	\$49.49	\$6.42	\$100.00	
\$2001 to 25,000	\$145.84	\$29.48	\$1,000.00	
\$25,001 to \$50,000	\$823.97	\$21.27	\$1,000.00	
\$50,001 to \$100,000	\$1,355.74	\$14.74	\$1,000.00	
\$100,001 to \$500,000	\$2,092.84	\$11.79	\$1,000.00	
\$500,001 to \$1,000,000	\$6,810.28	\$10.00	\$1,000.00	
\$1,000,001 and up	\$11,812.03	\$6.63	\$1,000.00	
Planning Fees				

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Certificate of Compliance	Flat + CRA	\$105.00	\$1,600.00	CRA amounts are estimates, actual cost may vary.
Design Review	Flat + CRA	\$325.00	\$1,000.00	CRA amounts are estimates, actual cost may vary.
Categorical Exemption	Flat	\$225.00		
Notice of Determination (NOD)	Flat+ County Posting Fee	\$225.00		County Posting Fee in addition to Flat Fee
Initial Study w/minor Neg. Dec	Flat + CRA	\$350.00	\$4,000.00	CRA amounts are estimates, actual cost may vary.
Initial Study w/MND	Flat + CRA	\$350.00	\$8,000.00	CRA amounts are estimates, actual cost may vary.
Environmental Report (EIR)	Flat + CRA	\$800.00	TBD	Deposit determined per project
Tentative Parcel Maps (4 or few lots)	Flat + CRA	\$325.00	\$1,000.00	CRA amounts are estimates, actual cost may vary.
Tentative Parcel Maps (4 or few lots) - per lot	Flat	\$32.00		
Tentative Subdivision Maps (5 or more lots)	Flat + CRA	\$325.00	\$4,000.00	CRA amounts are estimates, actual cost may vary.
Tentative Subdivision Maps (5 or more lots) - per lot	Flat	\$32.00		
Vesting Tentative Map	Flat + CRA	\$350.00	\$8,000.00	CRA amounts are estimates, actual cost may vary.
Vesting Tentative Map - per lot	Flat	\$32.00		
Extensions and Revisions to Approved Plan	Flat + CRA	\$325.00	\$600.00	CRA amounts are estimates, actual cost may vary.
Final Maps	Flat + CRA	\$325.00	\$800.00	CRA amounts are estimates, actual cost may vary.
Final Maps - per lot	Flat	\$32.00		
General Plan Amendment	Flat + CRA	\$575.00	\$4,000.00	CRA amounts are estimates, actual cost may vary.
Home Occupation	Flat	\$86.00		
Lot Line Adjustment	Flat + CRA	\$105.00	\$800.00	CRA amounts are estimates, actual cost may vary.
Lot Merger	Flat + CRA	\$105.00	\$800.00	CRA amounts are estimates, actual cost may vary.
Rezone or Prezone	Flat + CRA	\$350.00	\$4,000.00	CRA amounts are estimates, actual cost may vary.
Sign Permit	Flat	\$300.00		
Temporary Use Permit	Flat	\$450.00		
Land Use Maps	Flat	\$99.00		
Zoning Map	Flat	\$99.00		
Minor Use Permit	Flat + CRA	\$190.00	\$1,600.00	CRA amounts are estimates, actual cost may vary.
Major Use Permit	Flat + CRA	\$575.00	\$3,200.00	CRA amounts are estimates, actual cost may vary.
Minor Variance	Flat + CRA	\$225.00	\$800.00	CRA amounts are estimates, actual cost may vary.
Major Variance	Flat + CRA	\$325.00	\$1,600.00	CRA amounts are estimates, actual cost may vary.
Zoning Clearance Letter	Flat	\$125.00		
Appeal to PC or CC	Flat	\$600.00		
Site Plan Review	Flat	\$180.00	\$180.00	CRA amounts are estimates, actual cost may vary.
2nd Pre-Development Meeting Fee	Flat	\$100.00		1st meeting is free, \$100 for each additional meeting.
CEQA filing fees	Flat	Applicants will pay current rate for filing fees		
Engineering Fees				
Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes

Final Map Checking Fee	CRA		\$2,000.00	CRA amounts are estimates, actual cost may vary.
Parcel Map Checking Fee	CRA		\$1,500.00	CRA amounts are estimates, actual cost may vary.
Lot Line Adjustment Checking Fee	CRA		\$500.00	CRA amounts are estimates, actual cost may vary.
Lot Merger Checking Fee	CRA		\$500.00	CRA amounts are estimates, actual cost may vary.
Deed Review/Processing	CRA		\$1,000.00	CRA amounts are estimates, actual cost may vary.
Building Plan Review	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit - Minor	CRA		2% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit - Major	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Plan Review Deposit	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Encroachment Permit	Flat + Review Cost	\$210.00	Actual Cost of Review	Fee includes two inspections, a cost \$79 will be charged for every additional inspection. The cost of review will vary based on project size and other factors, payment will be due upon completion of the review.

Fire Fees

Fee Description	Unit	Term	Fee	Notes
False Fire Alarm Activation (4th offense)	Flat	Per Offense	\$250.00	
False Fire Alarm Activation (6th offense)	Flat	Per Offense	\$500.00	
False Fire Alarm Activation (8th offense)	Flat	Per Offense	\$750.00	
Fireworks Stand/Booth	Flat	Each Permit	\$50.00	
Twice Failed Annual Fire Inspection Fee	Flat	Per Re-Inspection	\$100.00	
New Business Fire Inspection	Flat	First Inspection	\$100.00	
New Business Re-Inspection	Flat	Per Re-Inspection	\$100.00	

Sewer Connection Fees

Fee Description	Unit	Conversions	Fee	Notes
Residential Premises	Per Dwelling		\$1,250.00	
Motel/hotel with restaurant facilities	Per Room	1 room = 1.00	\$1,250.00	
Motel/hotel without restaurant facilities	Per Room	1 room = 0.50	\$625.00	
Convalescent hospitals	Per Room	1 bed = 0.50	\$625.00	
Hospitals	Per Bed	1 bed = 0.50	\$625.00	
Dormitory or group dwelling with food services or boarding house	Per Occupant	3 occ. = 1.00	\$416.00	Number of occupants to be determined by Director of Public Works at time of application.
Dormitory without food services; or rooming house	Per Occupant	6 occ. = 1.00	\$209.00	Number of occupants to be determined by Director of Public Works at time of application.
Schools, including but not limited to elementary, secondary, colleges and universities	Per FTE	9.2 FTE = 1.00	\$135.00	FTE equals full time equivalent student

All Other	Per Acre		\$4,601.00	Acreage - Gross acres excluding dedicated public streets.
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Miscellaneous Fees				
Fee Description	Unit	Term	Fee	Notes
Credit Card Convenience Fee	Percentage	Per Transaction	3% of Total	
Shipping Cost	Variable	Per Transaction	Actual Cost	

Master Fee Schedule Redline Changes

Engineering Fees				
Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Final Map Checking Fee	CRA		\$2,000.00	CRA amounts are estimates, actual cost may vary.
Parcel Map Checking Fee	CRA		\$1,500.00	CRA amounts are estimates, actual cost may vary.
Lot Line Adjustment Checking Fee	CRA		\$500.00	CRA amounts are estimates, actual cost may vary.
Lot Merger Checking Fee	CRA		\$500.00	CRA amounts are estimates, actual cost may vary.
Deed Review/Processing	CRA		\$1,000.00	CRA amounts are estimates, actual cost may vary.
Building Plan Review	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit - Minor	CRA		2% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit - Major	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Plan Review Deposit	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Encroachment Permit	Flat + Review Cost	\$210.00	Actual Cost of Review	Fee includes two inspections, a cost \$79 will be charged for every additional inspection. <u>The cost of review will vary based on project size and other factors, payment will be due upon completion of the review.</u>
All Other	Per Acre		\$4,601.00	Acreage - Gross acres excluding dedicated public streets.



Date: April 22, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Updated Mechanic Job Classification & Salary Schedule

Recommendation:

Approve the job classification and updated salary schedule for the Mechanic job classification and position.

Rationale for Recommendation:

The job classification narrative requires updating to include Fire Department apparatus and equipment, as well as the current salary schedule for the Mechanic position is below market and inconsistent with the surrounding region.

Background:

Historically, the City's Mechanic has repaired and maintained Fire and Public Works apparatus and equipment. In the fall of 2024, the City's longtime Mechanic separated from the organization. Due to the City's financial circumstances and the uncertainty of the sales tax approval, there has been a hiring freeze in place for most of FY 2024-25. Hence, the City has not filled the vacant Mechanic position.

During this time, the City has relied on the City of Orland's Mechanic and L&T Towing to repair Fire Department apparatus and the Public Works Division has used local repair shops and the County for maintenance and upkeep. In some instances, the PW Division has also elected to leave equipment and apparatus in disrepair until a new Mechanic could be hired in order to save General Fund monies.

Since the 1.5% sales tax was approved and the City started collecting the new tax as of April 1, 2025, staff recommend hiring a new Mechanic at the start of the new fiscal year (e.g., after July 1, 2025).

Discussion & Analysis:

In preparation to hopefully hire a new Mechanic, staff conducted an informal salary survey and reviewed the job classification narrative. It quickly became apparent that the salary schedule for the Mechanic's position is considerably below market. As a result, staff recommend the attached new and updated salary schedule. Under the proposed salary schedule, the top step or Step 9 is \$62,000 annually versus the current \$49,236.

As for the job classification narrative, the following changes are also proposed:

- Change the job classification title to City Mechanic from Parks & Public Works Mechanic;
- Explicitly add ability to repair Fire Department apparatus and equipment;
- Take direction from the Fire Chief when working on Fire Department equipment; and
- Be responsible for all legally required monitoring and reporting to the State (e.g., emissions, OSHA).

The prior Mechanic job classification made no reference to repairing and maintaining Fire Department Equipment and/or annual reporting to the State.

Consistency with Council Priorities and Goals:

The proposed action is consistent with Priority #1: Financial Stability, Goal #5: Optimize in-house staffing to improve financial efficiency.

Fiscal Impact:

While there is no immediate fiscal impact by adopting the job classification and updated salary schedule, there will be an increase of approximately \$15,000 per year once a new Mechanic is hired. This includes the roll up cost of salary, pension, health care and Social Security.

Attachment:

- Attachment 1: Mechanic Job Classification & Salary Schedule

CITY OF WILLOWS**CITY MECHANIC**

*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 supervision, to perform minor and major mechanical repairs on a variety of gasoline and diesel powered equipment and vehicles. Repair and maintain electric motors and pumps. Weld, modify, and fabricate as required in the repair of city-owned equipment and facilities, including Public Works and Parks equipment and Fire Department apparatus. Perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level performing more difficult and complex types of duties including maintenance, repair and overhaul of vehicles, Fire Department apparatus, and a wide variety of specialty and miscellaneous equipment. Troubleshoot and diagnostic skills. Responsible for developing or implementing Equipment Shop policies and procedures, contract management, coordinating inventory, order and control tools, supplies and materials for Equipment Shop. Employee is expected to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED/EXERCISED:

Managed and supervised by the Superintendent of Public Works; Receives direction from the Superintendent for all Public Works related apparatus and equipment and receives direction from the Fire Chief for all Fire Department apparatus and equipment.

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

- Inspect, diagnose, locate, and repair mechanical defects on city automobiles, fire apparatus and equipment, trucks, tractors, heavy equipment, mowers, pumps, generators, trimmers, chain saws, blowers and other assorted power equipment and tools. Determine extent of necessary repairs. Overhaul, repair, and adjust engines, transmissions, differentials, clutches, suspensions, and associated components of equipment used by the Fire Department and Public Works Division.
- Schedule and perform preventive maintenance on all city vehicles and power equipment including tune-ups, fluid changes, and regular servicing. Maintain repair records, warrantee information, and inspection records.
- Be responsible for preparing, maintaining, and submitting all required reports related to City vehicles and equipment in compliance with local, state, and federal regulations. This includes, but is not limited to, emissions reporting, fleet inventory records, equipment usage logs, and regulatory compliance documentation for agencies such as the California Air Resources Board (CARB), the Department of Motor Vehicles (DMV), and applicable federal transportation or environmental entities. The position ensures timely and accurate data collection and reporting to maintain operational compliance and avoid potential penalties.

CITY MECHANIC

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- Install and repair radio communications components in city vehicles.
- Fabricate, repair, and maintain hydraulically and pneumatically controlled accessories and equipment.
- Keep equipment, vehicles, shop and corporation yard clean and in good order.
- Operate Fire and Public Works' trucks, loaders, rollers, pavers, sprayers, sweepers, vacuum trucks, rodders, trenchers, generators, pumps, jackhammers, chain saws, mowers, blowers, line trimmers, pruners, and other assorted power equipment and hand tools in the performance of diagnosis, repair and maintenance activities.
- Install/ Repair Radio equipment is a pretty niche skill, we would be better off farming this out rather than making it an essential function.
- Respond to emergency calls and perform other duties assigned by the Superintendent of Public Works on a case-by-case basis.
- The City Mechanic must furnish, for their own use, a full complement of tools and diagnostic equipment to adequately perform the duties outlined above.

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: While performing the duties of this job, the employee frequently works near moving vehicles and other operating equipment and in outside-weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

Employee is subject to call back after hours, weekend assignment and to respond to emergency situations on a 24 hour basis, seven days per week in addition to normally scheduled work hours. Operate heavy equipment in adverse weather conditions. Foul weather gear provided at City expense, as part of employee benefit package. The work environment is moderately noisy.

Physical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. 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. The employee is routinely required to climb or balance; stoop, kneel, crouch, crawl, walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift up to 80 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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

Education and/or Experience:

High school graduation or equivalent. Three years of journey level automotive, truck, tractor, or heavy equipment repair and maintenance.

License/Certificate:

Possession of, or ability to obtain, a valid California Class B driver's license or the ability to obtain one within three months of the date of hire. Must complete Federal Highway Administration drug and alcohol testing requirements for having commercial drivers' license. Must be able to pass a pre-employment physical examination.

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

Knowledge of:

Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel powered equipment. Operation of gas and diesel engines, heavy equipment, trucks, automobiles, pumps, electric motors, generators, mowers, two-stroke engines, and other assorted power equipment. Preventive maintenance and positive equipment care practices. Metal fabrication, welding, hydraulics, and pneumatics. Vehicle maintenance record keeping and DOT requirements, and safe work practices.

Ability to:

Perform skilled mechanical maintenance and repair of a variety of equipment used by the Fire Department and Public Works Division. Weld and fabricate metallic components as required. Occasionally work in adverse weather conditions and unpleasant or confined environments. Understand verbal and written instruction. Correctly complete daily reports and forms. Keep accurate records. Maintain positive relations with public and coworkers. Stand, stoop or sit for extended periods.

Skills to: Ability to diagnose and repair a variety of mechanical problems with gasoline and diesel and/or other drive equipment; use of various hand and power driven shop tools; establish and maintain effective preventive maintenance programs and fleet management programs, policies and procedures; maintain effective accounting procedures; carry out assigned projects to their completion; communicate effectively in English verbally and in writing; establish and maintain effective working relationships with employees, supervisors, vendors and the public.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the City Mechanic 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

MECHANIC JOB CLASSIFICATION

PROPOSED SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$50,886	\$52,158	\$53,462	\$54,799	\$56,169	\$57,573	\$59,012	\$60,488	\$62,000



DISCUSSION & ACTION CALENDAR



Date: April 22, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: FY 2025-26 Proposed New Budget Acquisitions & Projects

Recommendation:

Receive presentation, discuss proposed budget, and provide direction to staff.

Rationale for Recommendation:

State law requires that every municipality adopt a fiscal year budget by June 30 of each year or adopt a continuing resolution to delay budget adoption under urgent and extenuating circumstances. In preparation for budget adoption, staff wish to receive early feedback from the Council on proposed projects and acquisitions for FY 2025-26, as well as incorporate any of the Council's and/or community's budget proposals.

Background:

The City is starting its annual budget preparations to present for Council consideration and approval of the FY 2025-26 budget in June. To that end, this staff report and presentation covers new staff proposed budgetary items for Council consideration.

While collection of the new Measure I sales tax (1.5%) began on April 1, 2025, the City will not see its first check until July 2025. As a result, this first fiscal year will be a little lean requiring budgetary constraint even though there is plenty of pent-up demand on city resources and funds.

Discussion & Analysis:

Based on the 2024 audit and the FY 2024-25 revenues and expenditures, staff anticipate that the City will start Fiscal Year 2025-26 with a General Fund Reserve/Starting Fund Balance of **\$1,005,016**. This balance includes the first projected payment of Measure I revenues between April 1 and June 30, 2025, totaling **\$475,000**.

Based on current projections, staff anticipate total revenues of **\$7,376,925** for Fiscal Year 2025-26 (**\$1.9 million**, of which, are expected to be generated by Measure I). Based on the proposed new budget items and increases in the "cost of doing business", expenditures (if approved) would be

\$7,527,535 resulting in deficit spending that reduces the General Fund Reserve and Ending Fund Balance to **\$854,406** (as of June 30, 2026).

The budget model includes the following additional assumptions:

▪ Sheriff Contract Increase:	\$335K
▪ Union Contracts Increase:	\$100K
(as a result of expired contracts, below market salary schedules, and new labor negotiations)	
▪ Anticipated Department Expenses Increase:	\$75K
▪ "The cost of doing business" Increases:	
○ Healthcare insurance:	\$23K
○ Unfunded Pension liability:	\$80K
○ <u>City liability/insurance:</u>	<u>\$20K</u>
TOTAL:	\$633K

That said, the FY 2025-26 financial forecast **does not** include the following potential sources of future revenue:

- Recent Council approved sale of City owned properties,
- Potential increases in Transient Occupancy Tax (TOT) (as a result of recent auditing), and
- Potential tax revenue from two future Cannabis dispensaries.

For Fiscal Year 2025-26, staff recommend the following proposed new budget items - a balance of immediate needs, planting seeds for future growth and success, and ensuring financial stability. With that, the following items fall under the "immediate need" category:

- **Fire Engine 2:** The current Fire Engine 2 is 31 years old. Life expectancy is 30 years. Since it typically takes three years to receive delivery of a new Fire Engine after its ordered, the City should have ordered this truck in 2021; however, there was not sufficient funds to pay for the new truck at that time. *Estimated Cost: \$250K this fiscal year and \$1.1 million overall.*
- **Ford F-150/Dodge for PW:** Earlier in 2025, the Superintendent of Public Works' truck became unrepairable. Currently, the Superintendent is using the City's compact Ford Ranger. *Estimated Cost: \$50K.*
- **Asphalt Replacement:** Replace asphalt area and apron with concrete (behind fire station). The current asphalt is sagging and has the equivalent of a pothole in a critical area that fire trucks drive over every day. There is an abandoned water tank beneath the asphalt. If not repaired, the concern is that it will eventually cave in causing more damage to the driveway and new damage to a fire truck. *Estimated Cost: \$86K.*
- **New Sewage Proposition 218 Rate Study:** In early 2026, the City needs to start a new Proposition 218 Study for the City's Sewage Fund. In addition to assessing the fees to maintain the operating fund, the Study needs to also look at any additional long-term replacement, repairs and/or maintenance that needs to be completed to maintain an operational Wastewater Treatment Plant. *Estimated Cost: \$50K (Sewage Fund).*

- **Tyler Software - Utility Module:** The City's current sewage billing structure is cumbersome and difficult to manage. In addition, Cal Water currently bills the City's commercial properties for sewage and they have made it known that they no longer wish to provide this service. As a result, the City must find another billing process within the next 12-24 months. *Estimated Cost: \$15K (one-time expense); \$8K Recurring Cost (Sewage Fund).*
- **IT Upgrades (e.g., computers, licensing):** Approximately two-thirds of the City's computers and software licensing have expired or about to expire in 2025. *Estimated Cost: \$32K*
- **Part-time, Seasonal PW Employee:** Summer is an especially busy time for the Public Works staff (e.g., keeping up with park maintenance lawns, tree trimming, striping). With only four PW crew members, a part-time seasonal employee (e.g., 4 months) would be very helpful to support the full-time career staff. *Estimate cost: \$6K.*

In the area of "planting seeds for future growth and success," the following budgetary requests include:

- **Full-time Administrative Analyst Position (split between CD&S and Fire Departments):** This position would support both the Fire Chief and Community Development & Services Director with grant reporting and monitoring, grant research, billing/coding, coordinating inspections, research and administrative support. The successful candidate would spend half the work week working in the Fire Department and the other half of the week working at City Hall. Due to budgetary constraints, staff recommend a post January 1, 2026, start date. *Estimated Cost: \$70K (includes health insurance, pension and social security).*
- **New Assistant Library Director Position:** Staff recommend eliminating the Library Technician position and adding a mid-management Assistant Library Director position to assist the Library Director with management of the library and part-time employees when she is not present at the Willows Library. In addition, staff also recommend that this position provide support to the part-time Children's Librarian position by assisting with curriculum development and setup and cleanup of the library's children programs allowing the Children's Librarian more time to implement the programs and spend time directly with the children. *Estimated Cost: \$65K (includes health insurance, pension and social security). With the elimination of the Library Technician position, it's anticipated that the additional new cost to the General Fund will total \$15K.*
- **New Website:** The City's current website software is expired. The website is also non-compliant (e.g., visually) with the Americans with Disabilities Act (ADA), as well as having technical glitches that reduce its optimization and performance. In order to upgrade the software to be current it will cost an estimated \$4K. The upgrade, however, will not improve its non-compliance with the ADA and/or fix the other technical issues that would optimize the website, its efficiency and improve usability. In addition, recent State law will require all jurisdictions to convert to .gov websites, as well as satisfy State visibility standards in the new two years. Significant State requirements are imminent in the near future and the City is currently in non-compliance. As a result, staff recommend building a new website that is ADA compliant, satisfies State requirements and fulfills all of the City's posting and information needs. *Estimated Cost: \$10K.*

Under “ensuring financial stability,” staff has included the following request:

- ***Continued Transient Occupancy Tax (TOT) Auditing:*** The City’s recent TOT audit that showed a considerable shortfall in TOT payments by motels in the City limits over the past three years clearly demonstrates that the City should continue TOT monitoring and auditing to ensure the City is receiving its legally required TOT payments. *Estimated Cost: \$5K (one-time cost): \$7K annually.*

Other staff requests included a new icemaker and filtered water facility for the Corporation Yard (a service that City Hall and the Fire Station already receive). However, staff learned that these items can be charged to the SCity’s Risk Management Fund with its pool insurance (NCCSIF) requiring no General Fund contribution.

Council Requests

Staff also received Council feedback and an interest to purchase and replace street name signs, stop signs and wayfinding signs (that will lead visitors to the downtown). Staff proposes returning to the Council with a global staff report and recommendation that addresses all of these requests along with recommended funding sources (e.g., grant, impact fees, Gas Tax monies). Most of these projects may be able to be paid for without using General Fund monies.

Finance & Measure I Oversight Committee (FMIOC) Update & Outcome

FMIOC held its second quarterly meeting since being established and its first annual townhall meeting on Tuesday, April 15. Approximately 16 community members attended, and four members spoke, including Dan Guptan, David Vodden, Supervisor Jim Yoder, and Doug Ross. The only explicit and specific request that came from the meeting was to hire a full-time Children’s Librarian.

Consistency with Council Priorities and Goals:

This agenda item is consistent with Council Priority #1: Financial Stability, Priority #2: Public Safety, and Priority #3: Infrastructure Improvement.

Fiscal Impact:

There is no fiscal impact at this time by discussing the proposed budget and giving direction to staff.

Attachment:

- Attachment 1: Proposed FY 2025-26 Budget Powerpoint



COMMENTS AND REPORTS



CLOSED SESSION