



# Willows City Council Regular Meeting

July 8, 2025  
Willows City Hall  
Regular Session 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/89274119768>

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

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **PRESENTATION**

a. **PACE**

Recommended Action: Receive the PACE Presentation.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

b. **Glenn County Arts and Culture**

Recommended Action: Receive the Glenn County Arts and Culture Presentation.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

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

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

a. **Register Approval**

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

Contact: Joanne Moore, Finance Director, [jmoore@cityofwillows.org](mailto:jmoore@cityofwillows.org)

b. **Minutes Approval**

Recommended Action: Approve the June 24, 2025, meeting minutes.

Contact: Karleen Price, City Clerk, [kprice@cityofwillows.org](mailto:kprice@cityofwillows.org)

c. **Council Chambers Use Policy and Application**

Recommended Action: Adopt the official Council Chambers Use Policy and Application effective July 8, 2025.

Contact: Marti Brown, City Manager, [mbrown@cityofwillow.org](mailto:mbrown@cityofwillow.org)

d. **CDS Consulting**

Recommended Action: Authorize the City Manager to execute a contract with Community Development Services (CDS) Consulting to assist staff with preparing Community Development Block Grants (CDBG) and/or loans using CDBG Program Income monies for a not-to-exceed amount of \$35,000.

Contact: Marti Brown, City Manager, [mbrown@cityofwillow.org](mailto:mbrown@cityofwillow.org)

e. **Exempt Public Safety Employees Overtime Authorization for Strike Team and Prepositioning**

Recommended Action: Adopt Resolution XX-2025 authorizing the City Manager or her designee to pay exempt public safety employees as outlined in Exhibit A for reimbursable overtime when working on Strike Team and/or Prepositioning for the California Office of Emergency Services (Cal OES).

Contact: Nate Monck, Fire Chief, [nmonck@cityofwillows.org](mailto:nmonck@cityofwillows.org)

f. **Library Board Appointments**

Recommended Action: Reappoint Ardythe Brandon and Lisa Kennedy to the Library Board of Trustees to serve three-year terms ending June 30, 2028.

Contact: Marti Brown, City Manager, [mbrown@cityofwillow.org](mailto:mbrown@cityofwillow.org)

## 7. **DISCUSSION & ACTION CALENDAR**

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

a. **Council's 2025 Strategic Priorities**

Recommended Action: Discuss, amend (as necessary) and adopt the 2025 Strategic Council Priorities (Attachment 1).

Contact: Marti Brown, City Manager, [mbrown@cityofwillow.org](mailto:mbrown@cityofwillow.org)

b. **Wayfinding Signs, Street Name Signs and LED Stop Signs**

Recommended Action: Authorize the City Manager to proceed with the procurement of wayfinding, street name and stop signs in an amount not to exceed \$40,000.



Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

## 8. PUBLIC HEARING

All matters in this section of the agenda are formal public hearings and will be acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. If you have any documentation that you would like distributed to the Council, please give it to the City Clerk for distribution.

### a. **Multijurisdictional Hazard Mitigation Plan 2025 Recommendation**

Recommended Action: Adopt the attached Resolution (Attachment 1) thereby adopting the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 (MJHMP) update as the official Hazard Mitigation Plan of the City of Willows and amending the City of Willows General Plan Safety Element to include the MJHMP.

Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

## 9. COMMENTS & REPORTS

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager's Report

## 10. CLOSED SESSION

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

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1 case)

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

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1 case)

### c. **Conference with Legal Counsel – Anticipated Litigation (§54956.9(c))**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

## 11. ADJOURNMENT

**This agenda was posted on July 3, 2025.**

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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](http://www.cityofwillows.org). In compliance with the Americans with Disabilities Act, the

City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. 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.*

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# PRESENTATION

July 2025

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# Residential PACE Financing Facts **Presentation to the City of Willows**



# The Need for PACE - a state funding solution for local problems

**PACE (Property Assessed Clean Energy)** is an innovative mechanism for financing energy efficiency, renewable energy, and water conservation improvements for property owners enabled by the California Legislature in 2008

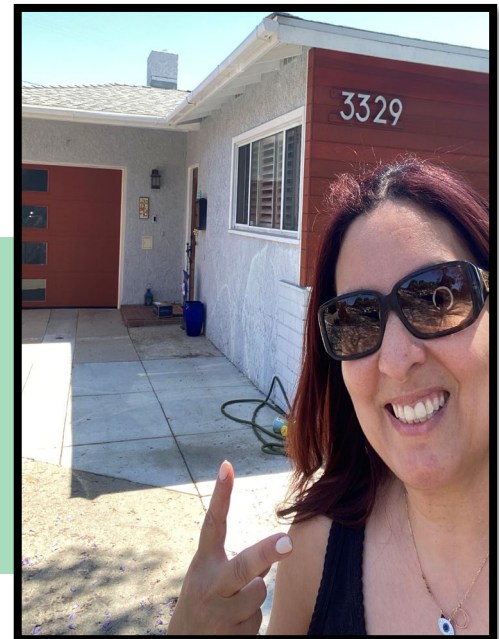
PACE addresses a large financial market failure by filling a void for underserved communities. A larger percentage of PACE customers live in LMI communities and have no other low-cost financing options- or any options at all- given lower credit (FICO) scores.

PACE financing is repaid as a special assessment on the property's regular tax bill – the same way as other local public benefit assessments (i.e. neighborhood improvement districts)

# Benefits for Homeowners

- Eligibility based on equity in property & ability to repay instead of FICO score
- No upfront costs – enables eligible improvements with \$0 down
- Increased home efficiency, comfortability, & resiliency
- Fixed & fully amortized interest rates
- Repayment through property taxes

Nada S. "saved on electricity a ton, the room and the house was less hot during summer and less cold during winter. The room that did not have insulation had a drastic improvement PACE Funding was the best, this became part of my property taxes and it really is an excellent way to finance my project."



# Impactful Changes to PACE

**2017:** AB 1284 and SB 242, robust consumer protection legislative package reforming California's PACE program:

- Established California's Department of Financial Protection and Innovation (DFPI) as regulator of PACE administrators
- Added "ability-to-pay" and income verification
- Strengthened underwriting standards and payment history reviews
- Comprehensive contractor oversight and training requirements
- Recorded phone calls with consumers to review financing terms

**2019:** PACE administrators licensed by DFPI

**2020:** AB 1551 and AB 2471 prohibiting prepayment penalties and PACE on properties with a reverse mortgage, expanded 3-day right to cancel to 5 days for anyone over age 65

**2021:** DFPI regulations



# Residential PACE Consumer Protections

Confirmation of Terms call with homeowner (recorded)

3-day homeowner right of rescission if they change their mind; 5 days for ages 65+

Language accessibility services available in Spanish

Signed Certificate of Completion from Homeowner

Closing Call (recorded) with homeowner confirming project is completed

Completed permits, 3<sup>rd</sup> party inspection or TruePic to verify project is completed

# Contractor Management



## Compliance & Background Checks

- ✓ Contractor license, background check, social media, workers' comp, and bond/insurance screening

## Contractor Onboarding Standards

- ✓ Mandatory training, registration, code of conduct agreement, & marketing guidelines

## No Spiffs

- ✓ Watch lists, contractor reviews, ongoing skills assessment, monitoring

# Traditional Financing vs. **PACE**

	PACE	HELOC	UNSECURED DEBT
Minimum level of equity in the property	✓	✓	✗
Not delinquent on property related debt	✓	✓	✗
Not in bankruptcy	✓	✗	✗
Term tied to useful life of improvement	✓	✗	✗
Fixed rate & fully amoratized	✓	✗	✗
Rigorous contractor training & oversight	✓	✗	✗
Improvement pricing review	✓	✗	✗

# Eligible improvements (80+)

## Energy Efficiency

- HVAC
- Insulation
- Roofing
- Windows & doors

## Renewable Energy

- Solar panels
- Solar batteries
- EV Charging Stations

## Water Conservation

- Drought tolerant landscaping
- High efficiency water fixtures
- Drip irrigation



# Residential PACE Industry California Metrics\*



\$6,061,763,614  
invested



238,757  
homes improved



70,316  
jobs created



24,716,516,711 kilowatt-hours of  
renewable energy generated



21,829,580,028  
gallons of water saved



7,924,240 metric tons  
of carbon abated



\$7,133,457,416 in utility  
bill savings

\* PACENation data to 12.11.2024

# Which neighboring areas have approved CSCDA Open PACE?

## Glenn County

- Orland
- Unincorporated

## Butte County

- Chico
- Oroville
- Paradise
- Unincorporated

## Yuba County

- Wheatland
- Unincorporated

## Sutter County

- Live Oak
- Yuba City

## Shasta County

- Anderson
- Redding
- Unincorporated

## Mendocino County

- Fort Bragg
- Ukiah
- Unincorporated

*"I am really pleased to offer this option for the residents of Rocklin to allow them an additional choice for ways to make their homes more energy efficient with no cost to the city."*

**Jill Gayaldo**

**Mayor of Rocklin – May 2025**

# What does Willows need to do to make this option **available to its homeowners?**

California Statewide Communities Development Agency (CSCDA) offers an Open PACE Program

Willows has been a member of CSCDA since 2003

Home Run Financing received interest from a homeowner on Glennwood Lane who would like to use PACE but is unable to as Willows isn't part of the Open PACE program

To make PACE available to Willows residents, the City Council needs to pass a resolution authorizing CSCDA's Open PACE Program at an upcoming meeting.



# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**



City of Willows

# Payment Register

APPKT00451 - CHECK RUN 6-20-25

01 - Vendor Set 01

Bank: Gen Chk - General Checking

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1004</a>	3CORE					375.00
<b>Payment Type</b>	<b>Payment Number</b>				<b>Payment Date</b>	<b>Payment Amount</b>
Check	<a href="#">55671</a>				06/20/2025	375.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1888</a>	RUMIANO LOAN MANAGEMENT & CALC PREP - LOAN PA	06/16/2025	06/16/2025	0.00	375.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1051</a>	ALVES DOOR COMPANY, INC.					150.00
<b>Payment Type</b>	<b>Payment Number</b>				<b>Payment Date</b>	<b>Payment Amount</b>
Check	<a href="#">55672</a>				06/20/2025	150.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">11066</a>	INSTALLED CIRCUIT BOARD - FIRE	06/16/2025	06/16/2025	0.00	150.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1191</a>	CA DEPT OF TAX & FEE ADMIN					2,867.22
<b>Payment Type</b>	<b>Payment Number</b>				<b>Payment Date</b>	<b>Payment Amount</b>
Check	<a href="#">55673</a>				06/20/2025	2,867.22
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">TF500722</a>	COST OF IMPLEMENTATION OF MEASURE I - CW	06/16/2025	06/16/2025	0.00	2,867.22	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1172</a>	CALIFORNIA WATER SERVICE					113.29
<b>Payment Type</b>	<b>Payment Number</b>				<b>Payment Date</b>	<b>Payment Amount</b>
Check	<a href="#">55674</a>				06/20/2025	113.29
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1053836442-061025</a>	LLAD ZONE C - SERVICE TO 6-10-25	06/16/2025	06/16/2025	0.00	113.29	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1261</a>	COMCAST CABLE					153.16
<b>Payment Type</b>	<b>Payment Number</b>				<b>Payment Date</b>	<b>Payment Amount</b>
Check	<a href="#">55675</a>				06/20/2025	153.16
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">8155600290116196-051425</a>	SERVICE 5-19-25 TO 6-18-25 - FIRE	06/16/2025	06/16/2025	0.00	153.16	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1429</a>	FEDEX					19.68
<b>Payment Type</b>	<b>Payment Number</b>				<b>Payment Date</b>	<b>Payment Amount</b>
Check	<a href="#">55676</a>				06/20/2025	19.68
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">8-884-76133</a>	SHIPPING CHARGES - HDL BUSINESS LICENSE - CW	06/19/2025	06/19/2025	0.00	19.68	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1463</a>	GANDY & STALEY OIL CO					879.51
<b>Payment Type</b>	<b>Payment Number</b>				<b>Payment Date</b>	<b>Payment Amount</b>
Check	<a href="#">55677</a>				06/20/2025	879.51
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">87140-053125</a>	FUEL - FIRE	06/16/2025	06/16/2025	0.00	879.51	

**Payment Register**

**APPKT00451 - CHECK RUN 6-20-25**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1503</a>	GLENN CO SHERIFFS DEPT					169,166.63
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55678</a>			06/20/2025	169,166.63	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2036</a>	GCSO - JUNE 2025 SERVICE - POLICE	06/16/2025	06/16/2025	0.00	169,166.63	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1550</a>	HOUSING TOOLS, LLC					1,591.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55679</a>			06/20/2025	1,591.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">3706</a>	HOME MONITORING - HCD SUBMISSION	06/16/2025	06/16/2025	0.00	1,591.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2432</a>	IMPERIAL COUNTY OFFICE OF EDUCATION					2,109.78
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55680</a>			06/20/2025	2,109.78	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV25-00896</a>	BROADBAND INTERNET- JAN-MAR 25 - QTR - LIBRARY	06/16/2025	06/16/2025	0.00	2,109.78	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1606</a>	JEREMY'S PEST STOMPERS					100.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55681</a>			06/20/2025	100.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">62259</a>	JUNE 2025 SERVICE - FIRE	06/16/2025	06/16/2025	0.00	45.00	
<a href="#">662515</a>	JUNE 2025 SERVICE - CIVIC CENTER	06/16/2025	06/16/2025	0.00	55.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1975</a>	JOSHUA REED					100.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55682</a>			06/20/2025	100.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">061125JR</a>	REIMBURSEMENT - WORK BOOT ALLOWANCE PER MOU	06/16/2025	06/16/2025	0.00	100.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1760</a>	MATSON & ISOM TECHNOLOGY					4,249.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55683</a>			06/20/2025	4,249.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">98630</a>	JUNE 2025 IT SERVICE - CW	06/16/2025	06/16/2025	0.00	4,249.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1763</a>	MAXIMUM SECURITY SYSTEMS					60.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55684</a>			06/20/2025	60.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">00035918</a>	QUARTERLY MONITORING-JULY, AUG, SEPT 2025-PW	06/16/2025	06/16/2025	0.00	60.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1770</a>	MENDES SUPPLY COMPANY					767.94
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55685</a>			06/20/2025	767.94	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">R079361</a>	GLOVES - SEWER	06/16/2025	06/16/2025	0.00	329.51	
<a href="#">R079469</a>	TOWELS & TRASH BAGS - PW	06/16/2025	06/16/2025	0.00	306.87	
<a href="#">R079572</a>	TOILET TISSUE - PW	06/16/2025	06/16/2025	0.00	131.56	

**Payment Register**

**APPKT00451 - CHECK RUN 6-20-25**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1810</a>	MUNICIPAL EMERGENCY SERVI					8,033.08
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55686</a>			06/20/2025	8,033.08	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">IN2271346</a>	CUSTOM AEROFLEX TURN OUTS - FIRE	06/16/2025	06/16/2025	0.00	8,033.08	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2490</a>	NORTH STATE APPRAISAL					1,400.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55687</a>			06/20/2025	1,400.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">N250601</a>	APPRAISAL - APN 003-113-006-000 - CW	06/17/2025	06/17/2025	0.00	400.00	
<a href="#">N250602</a>	APPRAISAL - 145 N LASSEN ST - CW	06/17/2025	06/17/2025	0.00	500.00	
<a href="#">N250603</a>	APPRAISAL - 139 N LASSEN ST - CW	06/17/2025	06/17/2025	0.00	500.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1852</a>	NORTHERN CALIF. GLOVES					616.71
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55688</a>			06/20/2025	616.71	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">01576798</a>	EXAM GLOVES - FIRE	06/16/2025	06/16/2025	0.00	616.71	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2373</a>	ODP BUSINESS SOLUTIONS					57.90
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55689</a>			06/20/2025	57.90	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">426799349001</a>	FOLDERS & ORGANIZER - OFFICE SUPPLIES - CW	06/16/2025	06/16/2025	0.00	57.90	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1143</a>	PEDRO BOBADILLA					576.92
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55690</a>			06/20/2025	576.92	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">062025PB</a>	RECREATIONAL SERVICES 6-7-25 TO 6-20-25	06/16/2025	06/16/2025	0.00	576.92	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">1917</a>	PG & E					313,045.82
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55691</a>			06/20/2025	313,045.82	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1773553795-7-06022025</a>	SERVICE TO 6-2-25	06/16/2025	06/16/2025	0.00	56.90	
<a href="#">4434252874-0-06032025</a>	TRUE UP & SERVICE TO 6-3-25	06/16/2025	06/16/2025	0.00	312,988.92	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2332</a>	PRENTICE LONG, PC					9,458.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55692</a>			06/20/2025	9,458.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">7598</a>	SERVICES RENDERED THROUGH 5-26-25 - CA	06/16/2025	06/16/2025	0.00	9,165.00	
<a href="#">7599</a>	N YOLO ST RECEIVERSHIP SERVICES THROUGH 5-26-25	06/16/2025	06/16/2025	0.00	293.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2041</a>	SACRAMENTO VALLEY MIRROR					1,407.60
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check	<a href="#">55693</a>			06/20/2025	1,407.60	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2799</a>	LEGAL AD - SEWER REHAB PJT - PLANNING	06/16/2025	06/16/2025	0.00	1,288.00	
<a href="#">2810</a>	LEGAL AD - MORATORIUM NEW MOBILE FOOD TRUCKS-F	06/16/2025	06/16/2025	0.00	119.60	

**Payment Register**

**APPKT00451 - CHECK RUN 6-20-25**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2183</a>	TIMIOS TITLE, A CALIFORNIA					1,200.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check	<a href="#">55694</a>			06/20/2025		1,200.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">71-00247531</a>	CONDITION OF TITLE - 139 N LASSEN ST - CW	06/16/2025	06/16/2025	0.00	400.00	
<a href="#">71-00247533</a>	CONDITION OF TITLE - 145 N LASSEN ST - CW	06/16/2025	06/16/2025	0.00	400.00	
<a href="#">71-00247535</a>	LENDER PREMIUM - 003-113-006-000 - CW	06/16/2025	06/16/2025	0.00	400.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2447</a>	TOP NOTCH COMMERCIAL CLEANING					1,100.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check	<a href="#">55695</a>			06/20/2025		1,100.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">11535</a>	JUNE 2025 JANITORIAL SERVICE - CIVIC CENTER	06/18/2025	06/18/2025	0.00	1,100.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2207</a>	TYLER TECHNOLOGIES, INC					145.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check	<a href="#">55696</a>			06/20/2025		145.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">025-513650</a>	CONFIGURE CODE ENF, ONLINE TRAINING & GO LIVE ASS	06/16/2025	06/16/2025	0.00	145.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2433</a>	VESTIS					277.52
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check	<a href="#">55697</a>			06/20/2025		277.52
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">5066885227</a>	UNIFORM SERVICE - PUBLIC WORKS	06/18/2025	06/18/2025	0.00	140.26	
<a href="#">5066890578</a>	UNIFORM SERVICE - PUBLIC WORKS	06/18/2025	06/18/2025	0.00	137.26	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2295</a>	WILLOWS ACE HARDWARE					397.32
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check	<a href="#">55698</a>			06/20/2025		397.32
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">124948</a>	E-3 - HOSE STRAP & BUCKLE - FIRE	06/16/2025	06/16/2025	0.00	42.18	
<a href="#">124956</a>	E - 3 - MOUNTING STAIR CHAIR - FIRE	06/16/2025	06/16/2025	0.00	23.33	
<a href="#">124986</a>	BLEACH - PARK BATHROOMS - PW	06/16/2025	06/16/2025	0.00	23.89	
<a href="#">125219</a>	DUCT REPAIR SUPPLIES - LIBRARY	06/16/2025	06/16/2025	0.00	37.59	
<a href="#">125221</a>	E - 5 TOOL KIT - TOOL SET - FIRE	06/16/2025	06/16/2025	0.00	255.12	
<a href="#">125231</a>	DUSTER - SMALL TOOLS - PW	06/16/2025	06/16/2025	0.00	15.21	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">2282</a>	WILLOWS HARDWARE, INC.					200.28
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>		<b>Payment Amount</b>
Check	<a href="#">55699</a>			06/20/2025		200.28
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">323436</a>	2 CYCLE OIL - SAW - PW	06/18/2025	06/18/2025	0.00	26.09	
<a href="#">323846</a>	SPRINKLERS - JENSEN PARK - PW	06/18/2025	06/18/2025	0.00	92.57	
<a href="#">324621</a>	SPRAYPAINT - MARKING SEWERS - PW	06/18/2025	06/18/2025	0.00	17.38	
<a href="#">331438</a>	EYE BOLT - EQUIP SECUREMENT - FIRE	06/18/2025	06/18/2025	0.00	12.56	
<a href="#">361503</a>	RISERS - MALL AREA - PW	06/18/2025	06/18/2025	0.00	21.24	
<a href="#">361749</a>	TRUFUEL FOR WEEDEATER & LEAF BLOWER - PW	06/18/2025	06/18/2025	0.00	30.44	

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	50	29	0.00	520,618.36
<b>Packet Totals:</b>		<b>50</b>	<b>29</b>	<b>0.00</b>	<b>520,618.36</b>

### Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-520,618.36
<b>Packet Totals:</b>		<u>-520,618.36</u>



City of Willows

# Payment Register

APPKT00450 - JUNE 2025 MONLTHY VENDORS

01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">1029</a>	AFLAC- FLEX ONE			998.78	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">55665</a>	06/18/2025	998.78		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0001238</a>	AFLAC DENTAL	06/06/2025	06/30/2025	0.00	140.89
<a href="#">INV0001239</a>	AFLAC CANCER	06/06/2025	06/30/2025	0.00	103.33
<a href="#">INV0001240</a>	AFLAC ACCIDENT	06/06/2025	06/06/2025	0.00	143.87
<a href="#">INV0001241</a>	AFLAC STD	06/06/2025	06/30/2025	0.00	48.62
<a href="#">INV0001243</a>	AFLAC EVENT/CRITICAL	06/06/2025	06/30/2025	0.00	21.66
<a href="#">INV0001244</a>	AFLAC HOSPITAL	06/06/2025	06/30/2025	0.00	26.82
<a href="#">INV0001245</a>	AFLAC VISION	06/06/2025	06/30/2025	0.00	14.20
<a href="#">INV0001259</a>	AFLAC DENTAL	06/20/2025	06/30/2025	0.00	140.89
<a href="#">INV0001260</a>	AFLAC CANCER	06/20/2025	06/30/2025	0.00	103.33
<a href="#">INV0001261</a>	AFLAC ACCIDENT	06/20/2025	06/20/2025	0.00	143.87
<a href="#">INV0001262</a>	AFLAC STD	06/20/2025	06/30/2025	0.00	48.62
<a href="#">INV0001264</a>	AFLAC EVENT/CRITICAL	06/20/2025	06/30/2025	0.00	21.66
<a href="#">INV0001265</a>	AFLAC HOSPITAL	06/20/2025	06/30/2025	0.00	26.82
<a href="#">INV0001266</a>	AFLAC VISION	06/20/2025	06/30/2025	0.00	14.20

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">1194</a>	CALIFORNIA STATE DISBURSE			162.92	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">55666</a>	06/18/2025	162.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0001267</a>	CHILD SUPPORT	06/20/2025	06/20/2025	0.00	162.92

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">1650</a>	FIRE RISK MANAGEMENT SERVICES			22,538.10	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">55667</a>	06/18/2025	22,538.10		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0001249</a>	MEDICAL	06/06/2025	06/30/2025	0.00	5,556.32
<a href="#">INV0001250</a>	MEDICAL	06/06/2025	06/30/2025	0.00	5,554.77
<a href="#">INV0001270</a>	MEDICAL	06/20/2025	06/30/2025	0.00	5,556.28
<a href="#">INV0001271</a>	MEDICAL	06/20/2025	06/30/2025	0.00	5,554.73
<a href="#">JUNE2025</a>	ROBINETTE/MISTORI RETIREE HEALTH INSURANCE	06/18/2025	06/18/2025	0.00	316.00

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">2489</a>	FRANCHISE TAX BOARD			350.00	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">55668</a>	06/18/2025	350.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0001277</a>	FTB LEVY	06/20/2025	06/20/2025	0.00	350.00

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">1551</a>	HUMANA DENTAL/VISION			1,482.25	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">55669</a>	06/18/2025	1,482.25		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0001247</a>	DENTAL	06/06/2025	06/30/2025	0.00	351.58
<a href="#">INV0001248</a>	DENTAL	06/06/2025	06/30/2025	0.00	312.82
<a href="#">INV0001252</a>	VISION	06/06/2025	06/30/2025	0.00	47.12
<a href="#">INV0001253</a>	VISION	06/06/2025	06/30/2025	0.00	29.66

**Payment Register**

**APPKT00450 - JUNE 2025 MONLTHY VENDORS**

<a href="#">INV0001268</a>	DENTAL	06/20/2025	06/30/2025	0.00	351.54
<a href="#">INV0001269</a>	DENTAL	06/20/2025	06/30/2025	0.00	312.75
<a href="#">INV0001273</a>	VISION	06/20/2025	06/30/2025	0.00	47.12
<a href="#">INV0001274</a>	VISION	06/20/2025	06/30/2025	0.00	29.66

Vendor Number	Vendor Name			Total Vendor Amount	
<a href="#">2223</a>	UNITED PUBLIC EMPLOYEES A			213.93	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">55670</a>	06/18/2025	213.93		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">INV0001272</a>	PUBLIC SAFETY DUES	06/20/2025	06/30/2025	0.00	213.93

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	30	6	0.00	25,745.98
<b>Packet Totals:</b>		<b>30</b>	<b>6</b>	<b>0.00</b>	<b>25,745.98</b>

### Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-25,745.98
<b>Packet Totals:</b>		<u>-25,745.98</u>



City of Willows

# Payroll Check Register Checks

Pay Period: 6/2/2025-6/15/2025

Packet: PYPKT00441 - PAYROLL 6-2-25 TO 6-15-25 PAYDATE 6-20-25  
Payroll Set: Payroll Set 01 - 01

<u>Employee</u>	<u>Employee #</u>	<u>Check Type</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
MEDRANO, ANJELICA	<a href="#">MED001</a>	Regular	06/20/2025	659.53	41022



City of Willows

# Payroll Check Register

## Direct Deposits

Pay Period: 6/2/2025-6/15/2025

Packet: PYPKT00441 - PAYROLL 6-2-25 TO 6-15-25 PAYDATE 6-20-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BROWN, MARTHA	<a href="#">BRO01</a>	06/20/2025	3,512.54	1471
PRICE, KARLEEN	<a href="#">PRI01</a>	06/20/2025	1,744.74	1472
HAZLETT, ROBIN	<a href="#">HAZ01</a>	06/20/2025	1,220.47	1473
MOORE, JOANNE	<a href="#">MOO01</a>	06/20/2025	2,248.99	1474
MOORE, JOANNE	<a href="#">MOO01</a>	06/20/2025	150.00	1474
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	06/20/2025	1,629.37	1475
EHORN, CAITLIN A	<a href="#">EHO02</a>	06/20/2025	1,096.73	1476
GAMBOA, YADIRA	<a href="#">GAM00</a>	06/20/2025	323.79	1477
MYERS, KEVIN M	<a href="#">MYE00</a>	06/20/2025	389.71	1478
SPENCE, KYLIEGH C	<a href="#">SPE02</a>	06/20/2025	511.92	1479
VARGAS, GIOVANI	<a href="#">VAR00</a>	06/20/2025	553.72	1480
ENOS, KYLE	<a href="#">ENO00</a>	06/20/2025	1,862.72	1481
FUENTES, JAIME	<a href="#">FUE01</a>	06/20/2025	1,525.27	1482
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	06/20/2025	1,495.34	1483
LOPEZ, MATTHEW	<a href="#">LOP03</a>	06/20/2025	235.42	1484
PETERICH, JOHN	<a href="#">PET01</a>	06/20/2025	1,500.47	1485
MINGS, MICHAEL E	<a href="#">MIN00</a>	06/20/2025	1,435.29	1486
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	06/20/2025	1,348.85	1487
REED, JOSHUA	<a href="#">REE00</a>	06/20/2025	1,301.78	1488
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	06/20/2025	1,788.89	1489
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	06/20/2025	3,497.95	1490
MONCK, NATHANIAL T	<a href="#">MON00</a>	06/20/2025	3,107.88	1491
PFYL, NATISA N	<a href="#">PFY00</a>	06/20/2025	1,617.12	1492



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 6/2/2025-6/15/2025

Packet: PYPKT00441 - PAYROLL 6-2-25 TO 6-15-25 PAYDATE 6-20-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	06/20/2025	1490	4,808.00	421.86	888.19	3,497.95
BROWN, MARTHA	<a href="#">BRO01</a>	06/20/2025	1471	5,676.92	801.79	1,362.59	3,512.54
EHORN, CAITLIN A	<a href="#">EHO02</a>	06/20/2025	1476	1,499.20	164.56	237.91	1,096.73
ENOS, KYLE	<a href="#">ENO00</a>	06/20/2025	1481	2,646.86	490.64	293.50	1,862.72
FUENTES, JAIME	<a href="#">FUE01</a>	06/20/2025	1482	2,075.04	407.84	141.93	1,525.27
GAMBOA, YADIRA	<a href="#">GAM00</a>	06/20/2025	1477	363.00	0.00	39.21	323.79
HAZLETT, ROBIN	<a href="#">HAZ01</a>	06/20/2025	1473	1,948.61	596.63	131.51	1,220.47
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	06/20/2025	1483	2,437.98	733.72	208.92	1,495.34
LOPEZ, MATTHEW	<a href="#">LOP03</a>	06/20/2025	1484	258.00	0.00	22.58	235.42
MEDRANO, ANJELICA	<a href="#">MED001</a>	06/20/2025	41022	729.00	0.00	69.47	659.53
MINGS, MICHAEL E	<a href="#">MIN00</a>	06/20/2025	1486	2,106.72	293.86	377.57	1,435.29
MONCK, NATHANIAL T	<a href="#">MON00</a>	06/20/2025	1491	4,766.80	747.32	911.60	3,107.88
MOORE, JOANNE	<a href="#">MOO01</a>	06/20/2025	1474	4,643.20	1,074.31	1,169.90	2,398.99
MYERS, KEVIN M	<a href="#">MYE00</a>	06/20/2025	1478	429.00	0.00	39.29	389.71
PETERICH, JOHN	<a href="#">PET01</a>	06/20/2025	1485	1,734.72	0.00	234.25	1,500.47
PFYL, NATISA N	<a href="#">PFY00</a>	06/20/2025	1492	2,970.00	847.11	505.77	1,617.12
PRICE, KARLEEN	<a href="#">PRI01</a>	06/20/2025	1472	2,447.54	256.98	445.82	1,744.74
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	06/20/2025	1487	1,868.80	193.98	325.97	1,348.85
REED, JOSHUA	<a href="#">REE00</a>	06/20/2025	1488	1,889.32	405.62	181.92	1,301.78
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	06/20/2025	1475	2,406.90	419.85	357.68	1,629.37
SPENCE, KYLIEGH C	<a href="#">SPE02</a>	06/20/2025	1479	561.00	0.00	49.08	511.92
VARGAS, GIOVANI	<a href="#">VAR00</a>	06/20/2025	1480	610.50	0.00	56.78	553.72
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	06/20/2025	1489	2,556.77	393.69	374.19	1,788.89
<b>Totals:</b>				<b>51,433.88</b>	<b>8,249.76</b>	<b>8,425.63</b>	<b>34,758.49</b>



City of Willows

# Payroll Check Register Report Summary

Pay Period: 6/2/2025-6/15/2025

Packet: PYPKT00441 - PAYROLL 6-2-25 TO 6-15-25 PAYDATE 6-20-25  
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	1	659.53
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	23	34,098.96
<b>Total</b>	<b>24</b>	<b>34,758.49</b>



# Willows City Council Regular Meeting Action Minutes

June 24, 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**

Item #7b was moved to be heard immediately prior to item #7a.

5. **CEREMONIAL MATTERS**

a. **Proclamation** – National Food Truck Day

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

**Public Comment Open: 6:05PM, Closed 6:08PM**

Public Comment #1: Maria Ehorn, Resident of Willows

Public Comment #2: Madelyn Coffman, Resident of Willows

Public Comment #2: Unidentified Resident of Willows

a. **Minutes Approval**

Action: Approved the minutes of the June 17, 2025 City Council Meeting.

b. **Planning Commission Appointment**

Action: Approved the appointment of Robyn Nygard to the Willows Planning Commission for the term ending December 31, 2027.

c. **UPEC Fire Bargaining Unit – Successor Agreement**

Action: Approved the four-year Successor Agreement with United Public Employees of

California (UPEC) - Fire Bargaining Unit and the new salary schedule from July 1, 2024, through June 30, 2028.

d. **UPEC General Bargaining Unit – Successor Agreement**

Action: Approved the four-year Successor Agreement with United Public Employees of California (UPEC) - General Bargaining Unit and the new salary schedule from July 1, 2024, through June 30, 2028.

e. **Management, Confidential & Part-Time Library Employees**

Action: Approved Resolution 22-2025 approving compensation and benefit adjustments for Management, Confidential, and Part-time Library Employees.

f. **MidAmerica Health Reimbursement Arrangement (HRA)**

Action: Approved Resolution 23-2025 to amend and restate the MidAmerica Administrative & Retirement Solutions Health Reimbursement Arrangement (HRA).

g. **City Librarian Job Classification & Salary Schedule**

Action: Approved the new City Librarian job classification and salary schedule and authorized city staff to move forward with a full recruitment for the position.

h. **City Manager Contract**

Action: Approved the first amendment to the agreement employing Marti Brown as City Manager for the City of Willows.

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

**Moved/Seconded:** Vice Mayor Thomas and Councilmember Hansen

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

**No:** None

**Absent:** None

## 7. PUBLIC HEARING

b. **Landscaping and Lighting Special Assessment District – Authorization to Levy Assessments**

Action: Conducted the required public protest hearing and approved Resolution 24-2025 approving the Annual Engineer's Report, confirming the assessment diagram and the annual assessment amounts and authorizing the levy and collection of assessments for fiscal year 2025-26 for the City of Willows Landscaping and Lighting Assessment District (pursuant to the Landscaping and Lighting Act of 1972).

**Public Hearing: Open 6:35PM, Closed 6:36PM**

**Moved/Seconded:** Councilmember Pride and Vice Mayor Thomas

**Roll Call Vote:**

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmember Busby, Hansen, and Pride

**No:** None  
**Absent:** None

**Motion passed: 5-0**

a. **AB 2561 – Annual Public Hearing on City Job Vacancies**

Action: Received presentation and held a public hearing on the status of vacant positions in city employment and recruitment strategies.

**Public Hearing: Open 6:48PM, Closed 6:48PM**

**8. DISCUSSION AND ACTION CALENDAR**

a. **Final Budget Approval**

Action: Approved the FY 2025-26 proposed Budget as presented.

**Moved/Seconded:** Councilmember Hansen and Councilmember Busby

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmember Busby, Hansen, and Pride

**No:** None

**Absent:** None

**Public Comment 7:00PM, Closed 7:00PM**

Public Comment #1: Madelyn Coffman, Resident of Willows

**9. COMMENTS & REPORTS**

a. **Council Correspondence**

Mayor Hutson reported receiving notice of the Civic Center Solar Contract at his business mailing address. Staff explained that it is common for such notices to be distributed broadly to individuals or entities that may have an interest in the project. Staff briefly discussed the timeline for the installation and completion of the solar projects at the Fire Station and Wastewater Treatment Plant.

b. **City Council Comments & Reports**

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

Councilmember Hansen provided an update on the activities of the Regional Transportation Committee and the Glenn County Transportation Commission. Hansen also reported on the status of the Draft Regional Transportation Plan.

Mayor Hutson provided an update on the activities of the Regional Transportation Committee.

Future Agenda Item: Mayor Hutson requested that staff compile an inventory detailing the current condition of City parks, along with funding options for maintenance and repairs, and present the information to the Council for review and discussion.

**c. City Manager's Report**

City Manager Marti Brown reminded the public of the Joint City Council/Planning Commission Meeting on July 10, 2025, at 5:30pm to review Title 18 of the Municipal Code.

**10. ADJOURNMENT – 7:11PM**

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Karleen Price, City Clerk



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Date: July 8, 2025  
To: Honorable Mayor and Councilmembers  
From: Karleen Price, City Clerk/Assistant to the City Manager  
Marti Brown, City Manager  
Subject: Council Chambers Use Policy and Application

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**Recommendation:**

Adopt the official Council Chambers Use Policy and Application effective July 8, 2025.

**Rationale for Recommendation:**

While the City has a formal Council Chamber Use Policy, it is not consistently enforced and lacks sufficient guidelines for fee waivers. Staff needs a Council approved and enforceable policy to ensure consistent implementation.

**Background:**

The Council Chamber is frequently used for public meetings, nonprofit events, and civic gatherings. Currently, there is no adopted fee schedule or service model that clearly outlines usage eligibility, access to A/V services, staff support, or cost recovery expectations.

This lack of clarity has led to inconsistent application of the policy, limited cost recovery for City resources, and confusion among applicants.

To address these issues, staff developed three structured options, which were presented to the City Council on May 13, 2025. During that meeting, Council directed staff to refine Option #1 to allow cost-free community use during regular business hours and to specify which groups may use the Chambers after regular City operating hours.

**Discussion & Analysis:**

Because of the years of inconsistency between the current city policy and implementation, staff seek a new Council adopted policy for public use of the Council Chamber so that a variety of ongoing irregularities such as how the space is managed, fee waivers, deposits, the condition of the Chambers after events, and tampering/misuse of city equipment may be effectively and efficiently addressed.

As demand for Chamber use has continued to grow, the lack of a clear policy has led to confusion for users and staff alike. Without standard guidelines, it is difficult to manage requests, set expectations,

and allocate staff and resources appropriately. A formal policy will help create a more equitable, transparent, and efficient process for everyone involved.

As directed, staff amended Option #1 (Attachment 1) and provided a list of users approved for after-hours use of the Chambers (Attachment 2).

**Consistency with Council Priorities and Goals:**

The recommendation is consistent with Council Priority #4: Community Engagement – *“ensuring that the community feels connected and invested in Willows' thriving future.”*

**Fiscal Impact:**

Option #1 maintains maximum community access at no additional charge and very limited staff support.

**Attachments:**

- Attachment 1: Council Chambers Use Policy and Application
- Attachment 2: Approved After-Hours Users



# CITY OF WILLOWS COUNCIL CHAMBER USE POLICY AND APPLICATION

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## Use Policy Overview

The Council Chambers is made available free of charge, during City of Willows regular business hours (8am-5pm), for use by:

- Community groups and non-profit, non-partisan, non-religious organizations.
- Governmental agencies provided use does not conflict with the needs of the City Council, its boards and commissions, or other City functions.
- Only pre-approved users may use the Chambers outside of regular business hours.

## Reservation Process

Reservations will only be accepted with:

- A completed reservation form,
- A \$50 refundable deposit, and
- All reservations must be made in person at:  
Civic Center – 201 North Lassen Street, Willows, CA 95988  
Monday through Thursday, 8:00 AM to 5:00 PM.

## Advance Reservations

- Reservations may be made up to three (3) months in advance.
- Requests beyond that window require prior approval from the City Clerk.
- A calendar or list of requested dates must be submitted with the application.

## Frequency of Use

- No organization may reserve the Chambers more than once per week.

## Permitted Uses

- The Council Chambers is intended primarily for meetings.
- Use for storage, material distribution, or other non-meeting purposes is not permitted.

## Room Capacity

- Maximum occupancy is one hundred (100) people.

## Cleanup Responsibility

- Users must return chairs and tables to their original positions.
- Vacuuming may be required if needed.
- Users must discard all garbage in designated trash receptacles.
- Failure to return the room to its original condition may result in forfeiture of the deposit.

### Food & Beverages

- The consumption of food and beverages in the Council Chambers is strictly prohibited.

### Supplies & Postings

- City Hall staff will not distribute messages or post materials on behalf of any group.
- All users must bring their own paper, pencils, and office supplies.

### Audio/Visual Equipment

- The use of the City of Willows A/V equipment is strictly prohibited.
- A wall-mounted monitor is available for use at no charge for presentations.
- Users must bring their own device to connect to the monitor (HDMI-compatible), as well as any other necessary electronic equipment (e.g., mics).

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## Reservation Application

**Name of Organization:** \_\_\_\_\_

**Type:**  Community Group  Non-Profit  Gov. Agency  Other: \_\_\_\_\_

**Event Title or Purpose:** \_\_\_\_\_

**Type of Event:**  Meeting  Workshop  Networking  Other: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requested Date(s):** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Wall-mounted monitor needed?**  Yes  No

**HDMI Cord needed?**  Yes  No

I agree to abide by the rules and policies governing the use of the City of Willows Council Chambers and accept full responsibility for the reserved space during the period of use. I understand that the room must be returned to its original condition at the conclusion of the event. Should the space not be properly cleaned or restored, I acknowledge that my deposit may be forfeited and that I may be held liable for any damage or additional cleaning costs incurred.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Deposit Received:  Yes  No    Amount: \_\_\_\_\_     Cash  Check  Credit Card

*For Clerk use only: Has the room been returned in good condition?  Yes  No If no, please explain:*

\_\_\_\_\_  
\_\_\_\_\_

Deposit Returned:  Yes  No    Received by: \_\_\_\_\_    Date: \_\_\_\_\_

Council Chambers approved after-hours users:

Lamb Derby Committee

Lion's Club

Glenn County Fish, Game & Recreation Commission

Glenn Groundwater Authority

Willows Unified School District



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Date: July 8, 2025  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: CDS Consulting Contract

---

**Recommendation:**

Authorize the City Manager to execute a contract with Community Development Services (CDS) Consulting to assist staff with preparing Community Development Block Grants (CDBG) and/or loans using CDBG Program Income monies for a not-to-exceed amount of \$35,000.

**Rationale for Recommendation:**

CDS Consulting specializes in preparing successful CDBG applications and working with the State's Housing & Community Development (HCD) Department to complete frequently lengthy and very detailed applications. Staff would benefit from this expertise.

**Background:**

On May 27, 2025, the City Council authorized the City Manager to submit a CDBG Over-The-Counter (OTC) Program Income Only Application. The purpose of this application was to offer a CDBG OTC loan to Masters Gallery Foods, contingent on their acquisition of Rumiano Cheese Company, which occurred the next day on May 28, 2025.

That same week, Rumiano Cheese Company repaid its prior CDBG OTC loan to the City in the amount of approximately \$1.6 million. These repaid funds are classified as Program Income, meaning they are now available for reuse in the Willows community under CDBG guidelines.

CDBG OTC loan applications of this scale are complex and detailed and require considerable paperwork, as well as a comprehensive understanding of CDBG guidelines and experience working with HCD.

**Discussion & Analysis:**

Now that Masters Gallery Foods has finalized the purchase of the Rumiano Cheese property, the next step is to determine whether the proposed Masters project qualifies for a CDBG OTC loan. To make this determination, the City needs to engage CDS Consulting for their expertise. Assuming the project qualifies, CDS Consulting would assist staff to prepare the application and submit it to HCD.

**Consistency with Council Priorities and Goals:**

The recommended action is consistent with Priority #1 Financial Stability, Goal #2 Develop a grant strategy to pursue funds, Priority #2 Economic Development, and Priority #5 Infrastructure Improvement.

**Fiscal Impact:**

The proposed contract would not exceed \$35,000 and would only use CDBG Program Income funding to pay for the consulting services (not General Fund monies).



---

Date: July 8, 2025  
To: Honorable Mayor and Councilmembers  
From: Nathan Monck, Fire Chief  
Marti Brown, City Manager  
Subject: Exempt Public Safety Employees Overtime Authorization for  
Strike Team and Prepositioning

---

**Recommendation:**

Adopt Resolution XX-2025 authorizing the City Manager or her designee to pay exempt public safety employees as outlined in Exhibit A for reimbursable overtime when working on Strike Team and/or Prepositioning for the California Office of Emergency Services (Cal OES).

**Rationale for Recommendation:**

CAL OES requires that the city's salary survey be updated annually to establish reimbursement rates and a Council approved resolution (Attachment 1) and updated salary survey (Exhibit A) be resubmitted to CAL OES each year.

**Background:**

On June 13, 2023, the Council adopted a similar resolution and exhibit for submittal to CAL OES. Each time there is an update to salaries and benefits for management employees—such as the scheduled changes on June 24, 2025—a new Council-approved resolution and corresponding salary schedule must be updated, formally adopted by the Council, and resubmitted to CAL OES for compliance.

**Discussion & Analysis:**

This item serves as an administrative update to reflect the most recent Council-approved compensation package for exempt public safety employees. It ensures that the City of Willows remains in compliance with the provisions outlined in the California Fire Assistance Agreement (CFAA)—the agreement between local governments and CAL OES, CAL FIRE, and Federal Fire Partners.

The salary rates established annually through the Salary Survey form the basis for reimbursement to the City for both preposition assignments and out-of-county mutual aid deployments.

**Consistency with Council Priorities and Goals:**

This item is consistent with Priority #1, Goal #3: Add to the City of Willows General Fund Reserve, as well as Priority #3: Public Safety and Priority #6: Quality of Life.

### **Fiscal Impact:**

The exact fiscal impact will vary depending on the level of fire season activity. Reimbursement for overtime and related costs will be provided for overhead and strike team deployments requested under the California Fire Assistance Agreement (CFAA).

Under the CFAA, the City of Willows is reimbursed for “portal-to-portal” overtime, which includes costs associated with FICA, Medicare, workers’ compensation insurance, general liability insurance, and unemployment insurance. Additionally, the City receives a 15% administrative overhead rate on reimbursable expenses.

Below is an estimated breakdown of expenses and income for a **14-day deployment** of the Fire Chief (at his current pay step), beginning at 0800 on a Monday and concluding at 0800 two weeks later:

#### **Expense:**

- **Regular Salary:** 80 hours at \$59.21/hour = **\$4,736.80**
- **Overtime (Portal-to-Portal):** 256 hours at \$88.82/hour = **\$22,736.64**
- **Total Expense:** **\$27,473.44**

#### **Income:**

- **Reimbursed Hourly Rate:** 336 hours at \$108.69/hour = **\$36,519.84**
- **Staff Vehicle Daily Rate:** 14 days at \$265/day = **\$3,710.00**
- **Administrative Overhead (15%):** 15% of \$40,229.84 = **\$6,034.48**
- **Total Income:** **\$46,264.32**

#### **Net Fiscal Benefit to the City:**

- **\$46,264.32 (Income) – \$27,473.44 (Expense) = \$18,790.88**

This example demonstrates that, when reimbursed under CFAA provisions, fire deployments can result in a positive fiscal return for the City of Willows while ensuring that critical mutual aid services are provided across the state.

### **Attachments:**

- Attachment 1: Resolution XX-2025
  - Exhibit A: Fire Chief Salary and Benefits



**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE TO PAY EXEMPT PUBLIC SAFETY EMPLOYEES OVERTIME AS OUTLINED IN EXHIBIT A**

**WHEREAS** the City and Willows Fire Department recognize that exempt public safety employees are employed in a critical role and as such are at times expected to work more than forty hours per week; and

**WHEREAS** the City and Willows Fire Department also recognize that some circumstances such as large-scale local incidents, lasting longer than 24 hours or large-scale mutual aid assignments, require long term utilization of exempt public safety employees; and

**WHEREAS**, the City and Willows Fire Department as part of its desire to fairly compensate all employees for their labor wishes to fairly compensate employees for these hours worked.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Willows does hereby authorize the City Manager, or her designee to pay public safety exempt employees overtime in accordance with Exhibit A, attached herein.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 8<sup>th</sup> day of July 2025, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Evan Hutson, Mayor

\_\_\_\_\_  
Karleen Price, City Clerk

Attachment:

- Exhibit A: Fire Chief Salary and Benefits

## Exhibit A: Fire Chief Salary and Benefits

**Annual Salary:** \$103,980 - \$126,240

### **MANAGER'S AT TOP STEP – FUTURE INCREASES**

- 2.5% - 3%, Based on the CPI for the 12 months prior to the anniversary date (e.g., if the anniversary date is in November, the salary increase would be based on the CPI from October the prior year to October (the month before the anniversary date). Minimum 2.5% and up to 3%.

**Overtime Pay for Off-Duty Coverage:** Employee shall be compensated at time and one-half rate for hours spent outside of regular duty hours that require Employee to respond, or otherwise manage the response to, to multi alarm incidents that occur after Employees regular duty hours. Overtime shall not be paid when Employee acts as Duty officer outside of regular duty hours or if the off-duty response lasts less than 24 consecutive hours.

**Retirement:** CalPERS "Classic" Members: 3% at 50. CalPERS "New" Members (Public Employment Pension Reform Act (PEPRA)): 2.7% at 57.

**Education:** \$50/month associate's degree; \$100/month bachelor's degree; Same employee may receive either associate or bachelor's degree stipend – not cumulative.

**Cell phone:** Employee shall be entitled to City Paid Cell Phone.

**Administrative Leave:** Employee Shall be entitled to 80 hours per year of administrative leave.

**Vacation Leave:** Employee shall be entitled to 80 hours annual accrual for 0-5 years of service, increases with tenure

**Holidays:** The Employee shall be entitled to 11 established city holidays and 3 floating holidays.

**Sick Leave:** The Employee shall accrue 96 hours of sick leave each year.

**Medical Benefits:** The Employee shall be entitled to 100% Employer paid medical plan, 100% Employee paid Dental/Vision plan available, and a 100% Employer paid: \$50,000 Life and AD&D coverage.

**Vehicle:** The Employee shall be entitled to a take home City Vehicle for Emergency Response and other official business

**Health Reimbursement Account:** The City will contribute \$750 annually to the City sponsored HRA

**Longevity Pay:** \$100 for 10 years; \$200 for 20 years

**Bilingual Pay:** \$250 per month Bilingual Pay – Based on passing Alta bilingual test.

**Training Reimbursement:** Maximum of \$500 per year per employee, training authorized by Supervisor



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Date: July 8, 2025  
To: Honorable Mayor and Councilmembers  
From: Karleen Price, City Clerk/Assistant to the City Manager  
Marti Brown, City Manager  
Subject: Library Board Appointments

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**Recommendation:**

Reappoint Ardythe Brandon and Lisa Kennedy to the Library Board of Trustees to serve three-year terms ending June 30, 2028.

**Rationale for Recommendation:**

Per Section 2.70 of the City of Willows Code of Ordinances, the Library Board of Trustees is composed of five members appointed by the City Council. Board members serve staggered, overlapping three-year terms and may be reappointed at the discretion of the Council. The Board advises on library policy, promotes public library services, and supports staff in advancing the Library's mission. There are currently two vacant seats requiring Council action to maintain a full and functioning board.

**Background:**

Ardythe Brandon and Lisa Kennedy were originally appointed to the Library Board on July 1, 2022, and their terms expired on June 30, 2025. Both members have expressed interest in continuing to serve. Lisa Kennedy submitted a new application, while Ardythe Brandon confirmed her interest in reappointment via email to the City Manager.

During their previous terms, both members actively contributed to Library Board discussions and decision-making. Their institutional knowledge, dedication to public service, and consistent engagement in board meetings have made them valuable assets to the City and to the operations of the Willows Public Library.

**Discussion & Analysis:**

Maintaining a full and active Library Board is critical to the continued success of the Willows Public Library. The Board plays a key role in representing community interests, supporting library staff, and ensuring that the Library remains a responsive and relevant resource for the public.

Both applicants have demonstrated strong prior involvement with the library and are well-qualified to continue serving. Reappointing these members will support the Library's ongoing efforts to deliver high-quality public service and will help the Board remain active and effective without disruption.

**Consistency with Council Priorities and Goals:**

The recommendation aligns with Council Priority #4: Community Engagement by promoting active citizen involvement in City governance and ensuring that public services, such as the Library, reflect the needs and values of the community.

**Fiscal Impact:**

There is no fiscal impact.



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# DISCUSSION & ACTION CALENDAR



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Date: July 8, 2025  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: Council's 2025 Strategic Priorities

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**Recommendation:**

Discuss, amend (as necessary) and adopt the 2025 Strategic Council Priorities (Attachment 1).

**Rationale for Recommendation:**

The Council participated in a workshop in the spring of 2025 to update its 2024 Priorities and Goals. Attachment 1 is the result of that effort, and the final document should be approved by the Council.

**Background:**

In Spring 2024, the Willows City Council held its first-ever Priority and Goal Setting Workshop. Following the November 2024 election, two new Councilmembers joined the Council. As a result, it was recommended that the newly seated Council revisit the 2024 Priorities and Goals in Spring 2025, prior to approving the FY 2025–26 budget. The outcomes of the 2025 workshop, including updates to the Council's Strategic Priorities and Goals, are presented in Attachment 1.

**Discussion & Analysis:**

With a new Council elected in November 2024, the City Council held a Strategic Planning Workshop to revisit and refine its 2024 Priorities and Goals on May 5, 2025. Highlights from the workshop and changes from the 2024 Priorities and Goals include the following 2025-27 policy priorities:

1. Develop a single point of contact for business outreach and a business support center.
2. Invest in the startup of the Willows Police Department.
3. Fund the General Fund Reserve and Apparatus Replacement Plan.
4. Seek cost savings and revenue generation opportunities.
5. Invest in deferred maintenance.
6. Implement the Community Improvement Plan (streets, sidewalks, lighting).
7. Expand youth and adult activities (e.g., children's librarian, recreation, youth role).
8. Complete and refine the municipal code update to support business growth.

In addition, the Council directed staff to remove “Community Engagement” as a stand-alone policy and instead integrate it into standard protocol—making it a consistent throughline in how staff engages the community across all Council priorities and goals.

As staff reviewed the draft 2025 Strategic Priorities, the primary concern raised pertains to Policy Priority #1: *Single Point of Contact for Businesses*. Most business or development proposals require input from multiple disciplines—including Planning, Engineering, and Building—making it impractical for a single individual to address all aspects of a project comprehensively. In practice, a designated point of contact would still need to consult with the City Planner, City Engineer, and Building Inspector before responding to an applicant’s questions—an approach that already exists within current City practice.

Given the City’s small size and reliance on multiple part-time, remote contractors, providing immediate answers to all applicant inquiries is not feasible. Some response delays are unavoidable, and staff believe appointing a single point of contact will not eliminate these delays. Additionally, the FY 2025–26 Budget does not include funding to hire or appoint a dedicated business or development liaison. Any such role would need to be absorbed within existing staff capacity, which would be difficult.

Instead, staff recommend enhancing the visibility and promotion of pre-development meetings—which are already available—and implementing a pre-vetting process to better understand and anticipate applicant needs. Strengthening this existing approach can be supported with current staffing levels and further amplified through the City’s forthcoming new website.

**Fiscal Impact:**

There is no fiscal impact by adopting the 2025 Strategic Priorities.

**Attachments:**

- Attachment 1: 2025 Strategic Council Priorities

JULY 2025

# City of Willows

## 2025 Strategic Priorities Refresh Report



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19	Next Steps

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# Introduction and Purpose

In 2024, the City of Willows engaged in a strategic visioning and goal-setting process to establish a set of clear priorities that would guide the city's direction over the next several years. That effort resulted in the adoption of six major policy priorities—financial stability, economic development, public safety, infrastructure improvement, quality of life, and community engagement—each supported by a set of actionable goals. These priorities reflected a unified vision for a thriving, safe, and economically resilient Willows.

In the year since that plan was adopted, the city has made meaningful progress in several areas, most notably with the passage of Measure I, which has significantly improved the city's financial outlook and created new capacity to move forward with critical initiatives. In light of these developments, the City Council convened on May 5, 2025, for a 2-hour facilitated workshop to reflect on progress, assess changes, and refresh its priorities to ensure continued alignment with community needs and available resources.

The purpose of this report is to:

- Reaffirm the city's long-term vision;
- Reflect on the progress made since the original 2024 report;
- Refine and focus the council's policy priorities for the next 2–3 years;
- Provide city staff with clear direction on what the council wishes to prioritize, while empowering staff to determine how best to implement those priorities.

This report is intended to serve as a policy framework, guiding the development of a staff-led implementation workplan. It also provides the public with a transparent view of the council's evolving priorities, rooted in collaboration, progress, and a renewed sense of opportunity.



# Workshop Overview

On Monday, May 5, 2025, the Willows City Council held a two-hour facilitated work session from 2:00 PM to 4:00 PM to revisit and refresh the strategic priorities established in 2024. The session was designed and facilitated by Jovanni Tricerri of Ría Collaboratories, whose work focuses on helping public agencies and communities translate diverse perspectives into clear, collaborative direction. This follow-up session offered an opportunity for the Council to reflect on progress, respond to evolving needs, and prioritize next steps—particularly in light of the successful passage of Measure I, a 1.5% sales tax measure that significantly improves the city's fiscal position.

The session began with a review of the original 2024 priorities and goals, noting areas of progress, shifts in context, and goals already underway. With Measure I creating new financial capacity and stability, the conversation turned toward identifying the most immediate and impactful focus areas for the next fiscal year and beyond. Council emphasized the need for clarity, realism, and alignment with staff capacity, stressing that while the broader priority areas remain relevant, the city should now concentrate on a focused set of policy goals that can generate visible results.

Throughout the discussion, council members noted a renewed need to:

- Shift public messaging from crisis to opportunity;
- Strengthen community trust and communication;
- Clarify Willows’ identity and direction;
- Focus on implementation through achievable, measurable goals.

To support this, the Council participated in a weighted ranking exercise to determine the top policy priorities for FY 2025–2027, providing city staff with a sharper lens through which to develop and execute a strategic workplan.



## Updated Policy Priorities and Goals

Following the workshop discussion and review of 2024 priorities, the Willows City Council reaffirmed its commitment to the six major policy areas identified in the previous year: Financial Stability, Economic Development, Public Safety, Infrastructure Improvement, Quality of Life, and Community Engagement. While these priorities continue to reflect the city's long-term direction, the Council expressed a clear desire to focus on a smaller number of actionable goals that will guide the city's work over the next fiscal year and beyond.

To support this, Councilmembers participated in a weighted ranking exercise, each identifying their top three priorities:

- 5 points for their first choice
- 3 points for their second
- 1 point for their third

This process allowed the Council to surface shared areas of urgency without disregarding the broader strategic framework. The outcome reflects a consensus on which initiatives should be emphasized in FY 2025–2027, giving city staff a sharper lens for developing a focused workplan.



## Council Priority Ranking for FY 2025–2027 Focus

Policy Goal	
Develop a single point of contact for business outreach and a business support center	12
Invest in the startup of the Willows Police Department	10
Fund the General Fund Reserve and Apparatus Replacement Plan	8
Seek cost savings and revenue generation opportunities	5
Invest in deferred maintenance	5
Implement the Community Improvement Plan (streets, sidewalks, lighting)	3
Expand youth and adult activities (e.g., children’s librarian/youth role)	1
Complete and refine the municipal code update to support business growth	1

These results signal the Council’s strong alignment on immediate priorities, particularly around business and economic development, public safety, and long-term financial planning. While the other goals identified in the 2024 report remain important and may continue to progress, the items ranked above will serve as the anchor goals for staff focus and action in the near term.

In the sections that follow, each priority area is revisited with refined goals and new context to reflect progress, staff capacity, and alignment with the city’s post-Measure I environment.

## Financial Stability

The successful passage of Measure I in late 2024 marked a turning point for the City of Willows, creating a more stable financial foundation after years of fiscal constraint. With new revenue streams secured, the Council has emphasized the importance of not only stewarding these funds wisely but also using them to build long-term financial resilience. This includes reinforcing reserves, improving internal efficiencies, and exploring additional cost-saving and revenue-generating opportunities.

In the May 2025 workshop, Council reaffirmed financial stability as a critical policy area and elevated two related goals among the top-ranked priorities for the next two to three years. These goals provide both structure and direction for city staff as they develop the implementation workplan.

### Goal 1: Fund the General Fund Reserve and Apparatus Replacement Plan

**Purpose:** To ensure the city is prepared for future economic fluctuations and major equipment costs by rebuilding its reserves and adopting a strategic approach to asset replacement.

**Why It Matters:** Fiscal sustainability requires more than short-term solvency. By strengthening reserves and planning for large capital needs (e.g., fire apparatus), the city protects itself from future shocks and demonstrates responsible stewardship of public funds.

**Possible Initiatives Identified:**

- Establish reserve targets and annual contribution levels.
- Inventory large equipment and vehicles; develop a replacement schedule with funding milestones.
- Include asset planning in annual budget updates.

### Goal 2: Seek Cost Savings and Revenue Generation Opportunities

**Purpose:** To optimize the city's financial health by identifying efficiencies and creating new revenue streams.

**Why It Matters:** While Measure I brings new capacity, fiscal responsibility demands that the city continue to look inward for areas to save and outward for opportunities to grow sustainable revenue.

**Possible Initiatives Identified:**

- Review service contracts and explore cost-saving alternatives.
- Assess underutilized city-owned properties for revenue potential.
- Explore shared service models or inter-agency agreements where applicable.

### Goal 3: Optimize In-House Staffing to Improve Financial Efficiency

**Purpose:** To ensure staffing levels are aligned with core service needs while maximizing the value of in-house expertise.

**Why It Matters:** As the city scales its operations, investing in the right staffing model will help reduce long-term costs, improve service delivery, and retain institutional knowledge.

**Possible Initiatives Identified:**

- Conduct an organizational assessment to identify key staffing needs.
- Prioritize hiring local talent where possible to retain resources within the community.
- Align staff roles with implementation of council priorities.

### Goal 4: Develop a Grant Strategy to Pursue Supplemental Funds

**Purpose:** To leverage external funding to support services and capital projects without overburdening the city's core budget.

**Why It Matters:** While internal revenue has improved, many strategic projects still depend on external funding. A proactive grant strategy can multiply the city's impact.

**Possible Initiatives Identified:**

- Identify priority funding areas aligned with the refreshed goals.
- Seek regional or consultant support if in-house grant capacity is limited.
- Maintain a centralized grants calendar and reporting system.

## Economic Development

The City Council continues to view economic development as foundational to Willows' long-term success and vitality. During the 2025 workshop, the Council emphasized the need to sharpen the city's economic identity, create a more supportive environment for business, and better leverage existing assets like tourism and agriculture. A key theme was the importance of having dedicated leadership and infrastructure to support business growth.

Councilmembers ranked Developing a single point of contact for business outreach and a business support center as the highest priority for the next two to three years, reinforcing the need for visible progress and measurable outcomes in this area.

### Goal 1: Develop a Single Point of Contact for Business Outreach and a Business Support Center

**Purpose:** To establish a central resource for attracting, supporting, and retaining businesses in Willows.

**Why It Matters:** Businesses often struggle to navigate local processes without clear support. A designated point of contact and visible support center would help position Willows as a welcoming, business-friendly city, increase private investment, and create jobs.

#### Possible Initiatives Identified:

- Designate a staff member focused on economic development and business liaison responsibilities.
- Launch a business resource center (online and/or physical) with permitting guidance, licensing support, and access to regional resources.
- Offer pre-development meetings with prospective applicants that include the City Manager, the CD&S Director, and Planning.

### Goal 2: Complete and Refine the Municipal Code Update to Support Business Opportunities

**Purpose:** To modernize outdated zoning, permitting, and development codes that may hinder growth or create unnecessary barriers.

**Why It Matters:** An efficient and transparent development process reduces delays, builds confidence in the city, and allows businesses to focus on growth—not red tape.

**Possible Initiatives Identified:**

- Finalize current code revision efforts already underway.
- Provide staff training to ensure consistent interpretation and application of revised codes.
- Provide training to the Planning Commission on the new code (once updated).
- Promote key code changes through outreach to developers and business owners.

### Goal 3: Leverage and Promote Existing Tourism Opportunities

**Purpose:** To draw visitors to Willows by showcasing its recreational, agricultural, and cultural assets.

**Why It Matters:** Tourism can bring new dollars into the local economy with relatively low infrastructure costs. Enhancing the city’s image and visibility will also build civic pride.

**Possible Initiatives Identified:**

- Improve freeway signage and downtown wayfinding to increase accessibility and interest.
- Promote Willows’ agricultural heritage and other developing regional industries (e.g., car racing) through events or themed spaces (e.g., antique farm equipment displays, food truck courts).
- Ensure the city website includes updated, appealing tourism and visitor information.

### Goal 4: Add an Economic Development Element to the General Plan

**Purpose:** To create a long-term strategic framework for growing Willows’ economic base.

**Why It Matters:** Embedding economic development into the city’s planning documents provides alignment across departments and signals that Willows is planning for growth with intention.

**Possible Initiatives Identified:**

- Draft an economic development chapter in the General Plan that identifies target industries, land use strategies, and workforce goals.
- Coordinate the plan with infrastructure and housing elements to support job creation.
- Use the document as a tool to guide future public-private partnerships and grants.

## **Goal 5: Improve City Appearance to Attract Businesses and Visitors**

**Purpose:** To enhance Willows' curb appeal and sense of place through beautification and strategic improvements.

**Why It Matters:** A clean, welcoming city center and visible investment in community appearance send a message that Willows is open for business and cares about its future.

**Possible Initiatives Identified:**

- Launch a façade improvement program and/or matching grant for commercial storefronts. This could be achieved through a Community Development Block Grant (CDBG) to provide matching funds.
- Target cleanup and signage improvements along major corridors and downtown.
- Coordinate beautification efforts with local civic groups and volunteers to build community ownership.

## Public Safety

Public safety remains a core concern and central to the City of Willows' vision of being a thriving and secure community. The Council reaffirmed its commitment to strengthening local safety infrastructure, with a specific focus on reinvesting in law enforcement services and enhancing emergency medical capabilities through fire department improvements. The success of Measure I presents a timely opportunity to begin addressing these priorities more aggressively and with greater public transparency.

In the May 2025 workshop, the Council ranked "Invest in the startup of the Willows Police Department" as the second-highest priority for focused implementation over the next 2–3 years.

### Goal 1: Invest in the Startup of the Willows Police Department (WPD)

**Purpose:** To build the foundation for re-establishing a local police department that aligns with the city's needs, values, and available resources.

**Why It Matters:** Rebuilding the Willows Police Department is a long-standing community priority and a tangible way to demonstrate public investment in safety, responsiveness, and trust.

#### Possible Initiatives Identified:

- Seek a 2-year contract extension with the Glenn County Sheriffs Office
- Develop a projected start up budget and roadmap with timeline for the re-establishment of the Willow Police Department.
- Identify funding allocations from Measure I to support phased startup costs (staffing, equipment, facility needs).
- Launch a public communication campaign to educate residents about the timeline, scope, and intent of re-establishing WPD.

### Goal 2: Right-Size and Enhance the Willows Fire Department, Including Expanded ALS Services

**Purpose:** To strengthen emergency response by ensuring the fire department is appropriately staffed, resourced, and trained to meet growing community needs.

**Why It Matters:** As the city grows and evolves, reliable emergency medical and fire services are essential to protect life and property. Enhancing capacity—particularly 24-hour Advanced Life Support (ALS) services—will raise the standard of care and reduce response times.

**Possible Initiatives Identified:**

- Conduct a staffing and service level assessment to determine optimal structure.
- Evaluate financial feasibility of adding ALS services within the next 2–3 years.
- Update fire department equipment and apparatus in alignment with the city’s asset replacement plan.

### Goal 3: Improve Road and Pedestrian Safety

**Purpose:** To address long-standing concerns about pedestrian visibility, crosswalks, and signage in key areas throughout the city.

**Why It Matters:** Road and pedestrian safety are critical to a safe, walkable community. Visible investments in these areas help prevent accidents and signal citywide care for public well-being.

**Possible Initiatives Identified:**

- Continue the implementation of enhanced crosswalk visibility improvements already underway.
- Install additional signage and lighting in high-traffic pedestrian corridors.
- Coordinate road safety improvements with broader infrastructure goals (e.g., Community Improvement Plan).

# Infrastructure Improvement

Maintaining and modernizing infrastructure is foundational to delivering essential services, supporting economic growth, and improving the daily quality of life for Willows' residents. During the May 2025 workshop, the City Council emphasized the importance of reinvesting in basic infrastructure—particularly deferred maintenance—and beginning to address long-range system needs, such as sewer upgrades and street improvements.

Two infrastructure-related goals—investing in deferred maintenance and implementing the Community Improvement Plan (CIP)—emerged among the Council's top priorities for FY 2025–2027.

## Goal 1: Invest in Deferred Maintenance

**Purpose:** To address aging and neglected infrastructure that has been postponed due to financial constraints.

**Why It Matters:** Small investments in maintenance today can prevent larger, more expensive breakdowns in the future. Addressing long-deferred needs also demonstrates visible progress to residents and helps build public trust.

### Possible Initiatives Identified:

- Develop an inventory of deferred maintenance needs across city-owned facilities and public spaces.
- Allocate a portion of Measure I funds toward prioritized maintenance projects.
- Create a public-facing project tracker to report progress on maintenance backlogs.

## Goal 2: Implement the Community Improvement Plan (Streets, Sidewalks, Lighting)

**Purpose:** To begin phasing in priority elements of the city's CIP, focusing on safety, accessibility, and long-term functionality.

**Why It Matters:** Streets, sidewalks, and lighting are among the most visible and commonly experienced services in a city. Investing in these areas improves safety, encourages pedestrian activity, and reflects community pride.

**Possible Initiatives Identified:**

- Prioritize high-need areas for initial implementation based on safety and use.
- Integrate improvements with pedestrian safety and beautification efforts.
- Seek matching or supplemental funds through grants to extend impact.

### **Goal 3: Enhance the Public Works Team to Support Effective Service Delivery**

**Purpose:** To ensure the city has adequate staff capacity to implement, manage, and maintain infrastructure projects.

**Why It Matters:** Even well-funded plans will stall without the internal capacity to carry them out. A strong Public Works team is essential to follow through on Council direction.

**Possible Initiatives Identified:**

- Evaluate current staffing levels and identify gaps in project management or technical expertise.
- Recruit and retain qualified staff to support new infrastructure investments.
- Provide ongoing training and equipment needed to maintain service standards.

### **Goal 4: Implement the Sewage Repair Plan**

**Purpose:** To upgrade outdated wastewater infrastructure and ensure long-term system reliability.

**Why It Matters:** A functioning sewage system is critical for public health, environmental protection, and the city's ability to support future development.

**Possible Initiatives Identified:**

- Finalize assessment of current system condition and map priority repairs.
- Identify funding pathways through grants, state infrastructure programs, or phased budget allocations.
- Communicate with the public on the scope and timeline of work.

## **Goal 5: Begin Early Planning to Develop Willows as a Transportation Hub (Long-Term Goal)**

**Purpose:** To explore Willows' potential as a regional transportation and logistics hub through rail and truck access.

**Why It Matters:** While aspirational, transportation planning can lay the groundwork for economic development and regional connectivity in the future.

### **Possible Initiatives Identified:**

- Conduct an initial feasibility review of potential transportation assets.
- Engage regional partners and transportation agencies in early planning discussions.
- Incorporate transportation hub planning into the Economic Development Element of the General Plan.

## Quality of Life

Enhancing the quality of life for all residents remains a core aspiration for the City of Willows. This priority reflects the community's desire for vibrant public spaces, access to recreation, and family-friendly amenities that foster connection, health, and well-being. During the May 2025 workshop, the Council affirmed that investments in parks, youth and adult activities, and community gathering spaces are essential to Willows' long-term vitality—even as some initiatives may be implemented gradually over time.

One quality-of-life-related goal—expanding youth and adult activities through a potential shared librarian/youth services position—was ranked by the Council as a near-term priority, highlighting the desire to do more with existing resources while planning for future investment.

### Goal 1: Expand Youth and Adult Activities (Potentially Through a Combined Children's Librarian/Youth Activities Role)\*\*

**Purpose:** To increase access to enriching activities for residents of all ages, particularly youth, by leveraging creative staffing and community programming.

**Why It Matters:** Engaging youth through educational and recreational offerings supports healthy development and fosters long-term community connection. A combined role would create cost-effective leadership for two valued service areas.

#### Possible Initiatives Identified:

- Develop a hybrid job description that includes youth programming and library services.
- Partner with local schools and organizations to co-sponsor after-school or weekend programs.
- Conduct a community needs assessment to identify activity gaps.

### Goal 2: Open the City Pool and Build Community Engagement Around It

**Purpose:** To create a vibrant, family-friendly hub for recreation, wellness, and community gathering.

**Why It Matters:** A public pool provides year-round benefits—not just as a recreational asset but as a visible symbol of city investment in residents' well-being.

**Possible Initiatives Identified:**

- Complete remaining pool improvements and establish an opening timeline.
- Develop seasonal programming such as swim lessons, family events, or summer youth camps.
- Promote the pool opening as a “win” for Willows in post-Measure I communications.

### Goal 3: Enhance Maintenance and Appearance of City Parks

**Purpose:** To ensure that city parks are safe, clean, and welcoming places for recreation and community gathering.

**Why It Matters:** Well-maintained parks boost civic pride, encourage healthy lifestyles, and increase property values.

**Possible Initiatives Identified:**

- Allocate resources for regular maintenance, equipment upgrades, and groundskeeping.
- Develop a park improvement plan with clear priorities and estimated costs.
- Engage residents through park clean-up events or “Adopt-a-Park” programs.

### Goal 4: Plan for Hiring a Full-Time Recreation Director (Long-Term)\*\*

**Purpose:** To lead the development of year-round recreational programming, manage facilities, and coordinate with community partners.

**Why It Matters:** A dedicated Recreation Director would expand the city’s capacity to deliver high-quality programs and manage multiple quality-of-life initiatives effectively.

**Possible Initiatives Identified:**

- Include the position in future budget planning with clear metrics to evaluate return on investment.
- Begin outlining potential job scope and department needs.
- Explore grant funding or shared-service models to support initial costs.

*\*\*These goals do not appear to be 2-3 year goals and will need to be assessed by city staff in a workplan that may be addressed in a 2027 update to Council Priorities.*

# Cross-Cutting Priority: Community Engagement

In the original 2024 report, Community Engagement was identified as one of six core priority areas. Over the course of the past year—and especially during the May 2025 workshop—Council acknowledged that **community engagement is not a standalone initiative, but rather an essential strategy embedded across all priority areas**. Whether addressing public safety, economic development, or infrastructure, engaging the community must remain a central approach to ensure transparency, build trust, and foster shared ownership of Willows' future.

A recurring theme during the session was the need to shift from reactive messaging to proactive storytelling—highlighting successes, building civic pride, and clearly articulating where Willows is headed in this new chapter post-Measure I. Councilmembers also recognized the influence of community skepticism and negativity, reinforcing the importance of delivering clear, consistent communication to both inform and inspire.

## Community Engagement Principles for All Priority Areas

- **Transparency:** Communicate openly about city priorities, budgets, and timelines.
- **Accessibility:** Offer multiple channels for residents to participate and provide input (e.g., town halls, surveys, social media, direct outreach).
- **Civic Pride:** Celebrate progress and highlight stories of local success.
- **Trust Building:** Reinforce the city's accountability and responsiveness by following through on visible initiatives.

## Recommended Approaches to Embed Engagement

- Include **community outreach components** in each major staff-led project.
- Use city **communication platforms** (e.g., website, newsletters, social media) to provide regular updates on progress and impact.
- Convene **issue-specific town halls or workshops** to involve residents in priority topics (e.g., public safety planning, park improvements, economic development).
- **Partner with civic groups**, schools, and business associations to expand the city's reach and strengthen local networks.

Rather than being treated as a separate workstream, community engagement is now positioned as a cross-cutting priority that must inform how every other priority is approached and implemented.

# Next Steps

The May 5, 2025 workshop marked an important turning point for the City of Willows—shifting from vision-setting and financial recovery toward focused implementation and visible progress. The Council’s work to reflect on the past year, reassess city needs, and collaboratively identify 2–3 years of actionable policy priorities provides city staff with a strong foundation to move forward.

To ensure the momentum continues, the following next steps are recommended:

## 1. Staff Workplan Development

City staff will use this updated policy document as a framework to develop a clear, actionable workplan aligned with the Council’s ranked priorities. This plan will outline:

- Key initiatives and milestones
- Lead responsibilities
- Timeline for implementation
- Resource allocation and potential funding strategies

## 2. Regular Reporting and Accountability

To build trust and maintain transparency, staff will provide quarterly updates to the Council on the progress of priority initiatives. These updates should include:

- Achievements to date
- Any delays or challenges encountered
- Community-facing successes and stories of impact

## 3. Communication and Public Engagement

As emphasized throughout the workshop, communication is key to shaping public perception and reinforcing civic pride. City leadership will prioritize:

- Public-facing updates that tell the story of progress (e.g., “early wins” like the pool reopening or crosswalk improvements)
- Community forums and town halls that offer two-way dialogue
- Clear messaging about how Measure I is being implemented and the outcomes it is enabling

#### 4. Focused Follow-Through

The Council expressed strong consensus around the importance of narrowing its focus to a select number of achievable goals and executing them with excellence. This report identifies and clarifies those near-term priorities for FY 2025–2027, while preserving alignment with the broader vision and goal areas from the 2024 strategic planning effort.

City staff are encouraged to pursue initiatives that generate early momentum and demonstrate visible progress, while also laying the groundwork for longer-term impact. In recognition that some valuable ideas may exceed current capacity or timing, a set of future-oriented considerations has been outlined for discussion during the next full strategic planning cycle in 2027. These include ideas such as establishing a Recreation Director role, exploring a joint Library/Youth Activities Coordinator position, positioning Willows as a regional transportation hub, and evaluating opportunities for annexation. These items remain important and are preserved here as part of the city's evolving strategic outlook.

Together, this document and the process behind it reflect the City of Willows' shared commitment to building a resilient, welcoming, and forward-looking community—one where leadership is clear, progress is visible, and every initiative is carried out with purpose.



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Date: July 8, 2025  
To: Honorable Mayor and Councilmembers  
From: Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager  
Subject: Wayfinding Signs, Street Name Signs and LED Stop Signs

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**Recommendation:**

Authorize the City Manager to proceed with the procurement of wayfinding, street name and stop signs in an amount not to exceed \$40,000.

**Rationale for Recommendation:**

Wayfinding signs are needed to capitalize on the traffic along main city traffic corridors and boost local commerce. The city needs a well-designed wayfinding system that can effectively guide visitors to key destinations. Signs that display street names are aged and damaged. New street name signs will improve the readability and aesthetic appeal throughout the city. LED stop signs at Road 57 and Tehama Street (Attachment 1) will improve safety by enhancing visibility and driver awareness, particularly in low-light conditions, thereby reducing the likelihood of collisions.

**Background:**

**Wayfinding Signs**

In late 2023, former Councilmember Sprague inquired about the \$4,729.64 in remaining Greater Willows Improvement League (GWIL) funds and requested the matter be re-agendized for Council discussion and direction—specifically regarding wayfinding signage for the downtown area and other city landmarks. At the February 13, 2024, City Council meeting, Councilmember Sprague submitted written correspondence and remarks on the topic. The item was continued to the March 12, 2024, meeting, at which time the Council authorized him to continue discussions with relevant stakeholders and return with a report and recommendations. However, Councilmember Sprague resigned before presenting his findings.

In August 2024, the City received a \$5,000 charitable contribution from PG&E to support the purchase and installation of wayfinding signs. Since then, staff have secured the GWIL funds to supplement this effort and move forward with the design and procurement of new signage.

Street Name and Stop Signs

Many City street signs are faded, making them hard to read and aesthetically unappealing. In addition, State law requires that stop signs be regularly replaced to ensure visibility.

LED Stop Signs at Road 57 and Tehama Street

Councilmember Hansen raised concerns about visibility of the stops signs at this intersection at the March 10, 2025, Public Safety Committee meeting in response to several fatal accidents at the intersection of Road 57 and Tehama Street. This location is one of the few in the city where a 55-mph zone intersects with a freeway offramp, making the visibility and prominence of stop signs critically important for public safety.

**Discussion & Analysis:**

Current wayfinding signs exist at 4 locations on Wood Street east and west of Lassen Street, two at Tehama Street north and south of Sycamore Street and two at Butte Streer south of Wood Street (1 funded by GWIL), as well as a museum directional sign at Lassen and Oak Streets (Attachment 2). Staff recommend replacing these signs with uniform signs that match the style of the “Welcome to Historic Downtown Willows” inner logo or something similar (Attachment 3) and include arrows showing the direction to City Hall, Library, Museum and Downtown. Additional wayfinding signs could also be placed at the north and south entrances to town or near I-5 off ramps as funding allows. If approved by the Council, staff will present wayfinding sign styles at the August 5 2025 Planning Commission meeting to generate feedback and input on a favorable sign design.

The installation of solar-powered LED stop signs with battery backup at the intersection of Road 57 and Tehama Street will significantly improve safety by providing consistent, high-visibility illumination under all weather and lighting conditions. Unlike the existing battery-operated flashers—which require manual monitoring and may not activate reliably in fog—the new LED signs offer a self-sustaining and dependable solution. Their bright, flashing lights are more easily visible from a distance and in low-visibility situations, making them particularly effective at this high-speed, high-risk intersection.

In addition, replacing the City’s aging and faded street name signs will enhance readability for both motorists and emergency responders, while also contributing to a cleaner and more unified streetscape. Clear, modern signage not only supports public safety but also promotes community pride by reinforcing the image of Willows as a well-maintained and welcoming city.

**Consistency with Council Priorities and Goals:**

This action aligns with the Council’s priority #2 Economic Development and priority #3 Public Safety.

**Fiscal Impact:**

There is no General Fund Impact. Street and stop signs will be funded using RSTP Funds and the wayfinding signs will be funded with a PG&E grant and GWIL funds.

Wayfinding Sign Budget (PG&E Grant and GWIL Funds):	\$9,729
Street Name Sign Budget- (RSTP Funds):	\$22,271
<u>LED Stop Signs Road 57 &amp; Tehama (RSTP Funds):</u>	<u>\$8,000</u>
TOTAL =	\$40,000

**Attachments:**

- Attachment 1: Current and Example LED Stop Sign at Road 57 and Tehama Street
- Attachment 2: Current Wayfinding Signs
- Attachment 3: Example Wayfinding Signs





# Wood St. West of Lassen St.



Tehama St. South of Sycamore St.

DOWNTOWN  
←

CITY HALL  
LIBRARY  
←

N Tehama St. S

N Sycamore St. E



Butte St. South of Wood St.

HISTORIC  
DOWNTOWN  
FIRE DEPT



W. WALNUT ST

N. LASSEN ST

← MUSEUM



# Potential Additional Locations- North and South Tehama by Monuments



WELCOME

to

*Historic*

DOWNTOWN  
WILLOWS

*Since 1886*



*City of Latrobe*

Business and  
Cultural District ↑

Adams Memorial  
Library ↑

Lincoln Ave. Walking  
and Biking Trail →

Hospital ↑



# PUBLIC HEARING



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Date: July 8, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Multi-Jurisdiction Hazard Mitigation Plan 2025 Recommendation

**Recommendation:**

Adopt the attached Resolution (Attachment 1) thereby adopting the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 (MJHMP) update as the official Hazard Mitigation Plan of the City of Willows and amending the City of Willows General Plan Safety Element to include the MJHMP.

**Rationale for Recommendation:**

In order for the City of Willows to comply with AB 2140, the City Council must adopt a resolution integrating the updated MJHMP into the Safety Element of the General Plan.

**Background:**

The City of Willows, in collaboration with the City of Orland and Glenn County, engaged stakeholders and conducted the necessary meetings in accordance with FEMA and CalOES guidelines to develop the updated MJHMP. These efforts were undertaken to assess and address potential hazards, ensuring the communities are better prepared for future emergencies.

The MJHMP was submitted for review by the California Governor's Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA). CalOES and FEMA have approved the Multi-Jurisdiction Hazard Mitigation Plan and Glenn County has adopted the MJHMP as a part of their General Plan Safety Element (Attachment 2).

On May 6, 2025, the City of Willows Planning Commission adopted a Resolution (Attachment 3) recommending the City Council adopt the Glenn County MJHMP as the official Hazard Mitigation Plan of the City of Willows and amend the City of Willows General Plan Safety Element to include the MJHMP.

**Discussion & Analysis:**

Assembly Bill (AB) 2140 authorizes a city or county to adopt within its Safety Element a hazard mitigation plan, and limits the state share for projects eligible under the California Disaster Assistance Act, unless a local jurisdiction has adopted a local hazard mitigation plan in accordance with the Federal Disaster Mitigation Act as part of its Safety Element.

The proposed General Plan Amendment will integrate with the existing Safety Element of the General Plan. The project does not directly involve revisions to the environment and therefore will not be detrimental to the health, safety, or general welfare of people residing or working in the vicinity.

The Safety Element establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and fire hazards. The Safety Element of the General Plan addresses topics related to public health and safety: law enforcement, fire hazards and fire protection, geologic hazards, air quality, flooding, water quality, noise, and solid and hazardous waste. The focus is on the impact natural and human-created hazards may have on development and future population, and on programs and ways to direct, enhance and serve development to be safe and cost-effective.

Glenn County and the City of Willows are vulnerable to natural hazards that may result in loss of life and property, economic hardship, and threats to public health and safety. The MJHMP recommends mitigation activities that will reduce losses to life and property affected by natural hazards. Therefore, it is in the public interest to approve the proposal.

**Consistency with Council Priorities and Goals:**

This action aligns with the Council's priority #3 Public Safety.

**Fiscal Impact:**

No Fiscal Impact

**Attachments:**

- Attachment 1: Resolution Adopting MJHMP
- Attachment 2: Planning Commission Resolution Recommending Adoption
- Attachment 3: Glenn County Adoption and FEMA Approval Letter



**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE GLENN COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN 2025 AS THE OFFICIAL HAZARD MITIGATION PLAN OF THE CITY OF WILLOWS AND AMENDING THE GENERAL PLAN TO INCORPORATE THE GLENN COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN**

**WHEREAS**, the City of Willows participated in the development of the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

**WHEREAS**, the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Willows from the impacts of future hazards and disasters; and

**WHEREAS**, the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 was developed collaboratively by the Glenn County Planning Division, in cooperation with other County departments, the City of Orland, the City of Willows, and the citizens of the City of Willows, Orland, and Glenn County; and

**WHEREAS**, the Willows Planning Commission conducted a noticed public hearing on May 6, 2025 and the Willows City Council conducted a noticed public hearing on June 17, 2025, on the proposed General Plan Amendment in order to integrate by reference the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 into the Safety Element of the City of Willows General Plan; and

**WHEREAS**, the City of Willows recognizes the threat, and is vulnerable to, natural hazards that may result in loss of life and property, economic hardship, and threats to public health and safety. The Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 recommends mitigation activities that will reduce losses to life and property affected by natural hazards. Therefore, the proposed General Plan amendment is in the public interest; and

**WHEREAS**, the Planning Commission recommends to the Willows City Council that it adopts the Commission's recommended finding that the General Plan amendment is in the public interest and approve the amendment to the Safety Element of the City of Willows General Plan; and

**WHEREAS**, an adoption by the Willows City Council demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025; and

**WHEREAS**, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities. The City of Willows acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

**WHEREAS**, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Glenn County Multi-Jurisdiction Hazard Mitigation Plan, and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has reviewed and approved the Glenn County Multi-Jurisdiction Hazard Mitigation Plan on April 24, 2025; and

**WHEREAS**, the Planning Commission considered the matter of amending the City of Willows General Plan and conducted a public hearing on the matter on May 6, 2025, and after review and consideration found that the project is in conformance with State and local environmental guidelines; and

**WHEREAS**, following the public hearing and per the Planning Commission recommendation, the Willows City Council finds that this amendment is exempt from environmental review as required by CEQA through the use of the "General Rule" Section 15061(b)(3) that is applied to proposals, which will have no potential adverse impact on the environment; and

**WHEREAS**, the City of Willows will submit this adoption resolution to the California Office of Emergency Services and FEMA to enable the plan's final approval in accordance with the requirements of the Disaster Mitigation Act of 2000 and to establish conformance with the requirement of AB 2140.

**NOW, THEREFORE, BE IT RESOLVED** as recommended by the Willows Planning Commission, that the City Council of the City of Willows does hereby resolve to:

1. Adopt the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 update as the official Hazard Mitigation Plan of the City of Willows.
2. Approve General Plan Amendment 2025-001, thereby amending the City of Willows General Plan Safety Element to include the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025.
3. Find that the proposal is exempt from environmental review as required by CEQA through the use of the "General Rule" Section 15061(b)(3).

**PASSED AND ADOPTED** by the City Council of the City of Willows this 8<sup>th</sup> day of July 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Evan Hutson, Mayor

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Karleen Price, City Clerk



**City of Willows  
Resolution 09-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THAT THE CITY COUNCIL ADOPT THE GLENN COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN 2025 AS THE OFFICIAL HAZARD MITIGATION PLAN OF THE CITY OF WILLOWS AND AMEND THE GENERAL PLAN TO INCORPORATE THE MULTI-JURISDICTION HAZARD MITIGATION PLAN**

**WHEREAS**, the City of Willows participated in the development of the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

**WHEREAS**, the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Willows from the impacts of future hazards and disasters; and

**WHEREAS**, the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 was developed collaboratively by the Glenn County Planning Division, in cooperation with other County departments, the City of Orland, the City of Willows, and the citizens of the City of Willows, Orland, and Glenn County; and

**WHEREAS**, the City of Willows Planning Commission conducted a public hearing on May 6, 2025, on the proposed General Plan Amendment in order to integrate by reference the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 into the Safety Element of the City of Willows General Plan; and

**WHEREAS**, the City of Willows recognizes the threat, and is vulnerable to, natural hazards that may result in loss of life and property, economic hardship, and threats to public health and safety. The Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards. Therefore, the proposed General Plan amendment is in the public interest; and

**WHEREAS**, the Planning Commission recommends to the City Council of the City of Willows that it adopts the Commission's recommended finding that the General Plan amendment is in the public interest and approve the amendment to amend the Safety Element of the City of Willows General Plan; and

**WHEREAS**, a recommended adoption by the City Council demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025; and

**WHEREAS**, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, in addition the City of Willows acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

**WHEREAS**, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Glenn County Multi-Jurisdiction Hazard Mitigation Plan, and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has reviewed and determined that the Glenn County Multi-Jurisdiction Hazard Mitigation Plan is eligible for final approval pending its adoption by Glenn County and participating jurisdictions; and

**WHEREAS**, the Planning Commission considered the matter of amending the City of Willows General Plan and conducted a public hearing on the matter on May 6, 2025, and after review and consideration found that the project is in conformance with State and local environmental guidelines; and

**WHEREAS**, following the public hearing the Planning Commission finds that this amendment is exempt from environmental review as required by CEQA through the use of the "General Rule" Section 15061(b)(3) that is applied to proposals, which will have no potential adverse impact on the environment; and

**WHEREAS**, the City of Willows will submit this adoption resolution to the California Office of Emergency Services and FEMA to enable the plans final approval in accordance with the requirements of the Disaster Mitigation Act of 2000 and to establish conformance with the requirement of AB 2140.

**NOW, THEREFORE, BE IT RESOLVED** the Planning Commission to recommend that the City Council for the City of Willows resolve that:

1. Adopt the Glenn County Multi-Jurisdiction Hazard Mitigation Plan 2025 update as the official Hazard Mitigation Plan of the City of Willows.
2. Approve General Plan Amendment 2025-001, thereby amending the City of Willows General Plan Safety Element to include the Multi-Jurisdiction Hazard Mitigation Plan 2025.
3. Find that the proposal is exempt from environmental review as required by CEQA through the use of the "General Rule" Section 15061(b) (3).

**PASSED AND ADOPTED** by the Planning Commission of the City of Willows this 6<sup>th</sup> day of May 2025, by the following vote:

AYES: Chair Bobadilla, Vice Chair Valencia, Commissioner Corum, Brott, and Ocampo

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:

ATTESTED:



Pedro Bobadilla, Chair



Karleen Price, City Clerk

U.S. Department of Homeland Security  
FEMA Region 9  
1111 Broadway, Suite 1200  
Oakland, CA 94607



**FEMA**

April 24, 2025

Andy Popper  
Principal Planner  
Glenn County Planning & Community Development Services  
225 North Tehama Street  
Willows, CA 95988

Reference: Hazard Mitigation Plan Approval  
Glenn County, CA

Dear Andy Popper:

The 2024 Glenn County Hazard Mitigation Plan was officially adopted by Glenn County and submitted for final review and approval to the Federal Emergency Management Agency (FEMA). FEMA confirms this plan meets the requirements of the Code of Federal Regulations, Title 44, Part 201, Section 6 (44 C.F.R. 201.6). A list of the status of participating jurisdictions is enclosed.

FEMA approves this plan for five years with an effective date of April 15, 2025, which is the completion date of our final review. To maintain grant eligibility, Glenn County and participating jurisdictions must review, update, and resubmit the plan to FEMA before April 14, 2030.

While local mitigation plans may include additional content to meet Element H: Additional State Requirements or other local objectives, FEMA's approval only applies to elements required by its *Local Mitigation Planning Policy Guide* (FP-206-21-0002).

This plan approval ensures eligibility for project grants under FEMA's Hazard Mitigation Assistance programs, including the Hazard Mitigation Grant Program (HMGP), HMGP Post-Fire, Flood Mitigation Assistance (FMA), and Safeguarding Tomorrow Revolving Loan Fund (STORM RLF). Funding requests are reviewed individually for eligibility and other program requirements.

Thank you for your continued commitment to reducing risk and enhancing community safety. If you have any questions about the planning or review process, please contact the FEMA Region 9 Hazard Mitigation Planning Team at [fema-r9-mitigation-planning@fema.dhs.gov](mailto:fema-r9-mitigation-planning@fema.dhs.gov).

Sincerely,

Kathryn Lipiecki  
Director, Mitigation Division  
FEMA Region 9

Enclosures (2)

Glenn County Plan Review Tool, dated April 15, 2025  
Status of Participating Jurisdictions, dated April 23, 2025

cc: Alison Kearns, Planning and Implementation Branch Chief, FEMA Region 9  
Robyn Fennig, State Hazard Mitigation Officer, California Governor's Office of  
Emergency Services  
Victoria LaMar-Haas, Hazard Mitigation Planning Chief, California Governor's Office of  
Emergency Services

Status of Participating Jurisdictions as of April 23, 2025

Jurisdictions – Adopted and Approved

#	Jurisdiction	Adoption Receipt Date
1	Glenn County	March 26, 2025

Jurisdictions – Approvable Pending Adoption

#	Jurisdiction
1	City of Orland
2	City of Willows



# COMMENTS AND REPORTS



**CLOSED SESSION**