



Willows City Council Regular Meeting

May 26, 2026
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Richard 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/82192766668>

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

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **CEREMONIAL**

- a. **Proclamation – National Poppy Day**
- b. **Proclamation – Memorial Day**
- c. **Proclamation – National Forest Week**

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: Joei Harrison, Finance Director, jharrison@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve the minutes of the May 12, 2026, City Council Meeting.

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

c. **Weed Abatement Contract Award**

Recommended Action: Award the weed abatement contract to Robert Burt Construction and authorize the City Manager to execute an agreement in an amount not to exceed \$40,000.

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

d. **Mella-Roos Community Facilities District – Willows Police Department**

Recommended Action: Authorize the City Manager to execute professional services agreements with Wulff, Hansen & Co. (Municipal Advisor), Stradling Yocca Carlson & Rauth (Formation Counsel), and Webb Municipal Finance (Special Tax Consultant) for the formation of a Mello-Roos Community Facilities District (CFD) to fund the startup capital and ongoing operational costs of the Willows Police Department (WPD), in a total amount not to exceed \$125,000 for all three agreements.

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

7. DISCUSSION & ACTION CALENDAR

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

a. **November 2026 Cannabis Tax Ordinance & Measure**

Recommended Action: Receive presentation regarding the proposed Cannabis Business Tax measure; discuss potential placement of the measure on the November 3, 2026, General Election Ballot; direct staff to introduce the ordinance at the June 9, 2026, City Council meeting; and prepare the Cannabis Tax measure language and resolution for the June 23, 2026, City Council meeting agenda.

Presented by: Mark Lovelace, Senior Policy Advisor, HdL Companies

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

b. **Re-establish Willows Police Department in Civic Center – Hire Consultant**

Recommended Action: Authorize the City Manager to release a Request for Qualifications to hire a consulting firm to develop design recommendations and a cost estimate to re-establish the Willows Police Department in the Civic Center.

Contact: Marti Brown, City Manager, mbrown@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 you would like distributed to the Council, please give it to the City Clerk for distribution.

a. **Weed Abatement Declaration - Public Hearing For Protest**

Recommended Action: Hold a public hearing and, upon conclusion, consider adoption of a resolution confirming the declaration of a public nuisance, and that the City contractor will begin abatement on June 1, 2026 if parcels are not abated.

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

9. COMMENTS & REPORTS

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

10. CLOSED SESSION

Prior to the City Council convening into Closed Session, the public will have an opportunity to address the Council regarding the item listed below, pursuant to Government Code §54954.3. Public Comments are generally restricted to three minutes.

- a. **Public Employee Performance Evaluation (§ 54957)**
Title: City Manager

11. ADJOURNMENT

This agenda was posted on May 22, 2026.

Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org. In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



CEREMONIAL MATTERS



City of Willows
Proclamation
National Poppy Day

WHEREAS, since World War I, the red poppy has served as a powerful symbol of remembrance and hope, honoring the sacrifice of those who have died in service to our nation and supporting those who continue to serve; and

WHEREAS, National Poppy Day® is observed on the Friday before Memorial Day, falling this year on May 22, 2026, as a time to recognize the extraordinary courage and selflessness of the men and women of the United States Armed Forces; and

WHEREAS, the Veterans of Foreign Wars and Auxiliary, distributes red poppies each year and invites the public to wear them as a tribute to fallen heroes and as a visible expression of support for living veterans and active-duty service members; and

WHEREAS, donations received in exchange for poppies directly support the rehabilitation and well-being of veterans, military personnel, and their families, providing vital resources and assistance; and

WHEREAS, it is fitting and proper that all Americans, by wearing a red poppy, honor those who have given their lives in the cause of liberty and reflect upon the enduring cost of our freedoms;

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, May 22, 2026, as National Poppy Day®, and encourage all citizens to wear a red poppy as a symbol of remembrance and gratitude to those who have served and sacrificed for our country.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 26th day of May, 2026.

Evan Hutson, Mayor



City of Willows

Proclamation

Memorial Day

WHEREAS, Memorial Day stands as a solemn and sacred day of remembrance for the men and women of the United States Armed Forces who gave their lives in defense of our nation, our values, and our freedoms; and

WHEREAS, since the time of the Civil War, Americans have gathered on this day to honor the memory of our fallen heroes by placing flowers and flags on graves, holding ceremonies, and observing moments of silence in their tribute; and

WHEREAS, the freedoms we enjoy today have been preserved through the ultimate sacrifice of generations of servicemembers who faced danger and death on battlefields around the world; and

WHEREAS, Memorial Day is a time for all citizens to reflect on the high cost of liberty, to express deep gratitude to those who have died in service to our nation, and to support the families they have left behind; and

WHEREAS, it is our solemn duty to ensure that the memory of their sacrifice endures through acts of remembrance, community service, and continued commitment to the principles they defended;

NOW, THEREFORE, I, Evan Hutson, Mayor of the City of Willows, on behalf of the Willows City Council and the citizens of Willows, do hereby proclaim **Monday, May 25, 2026**, as **Memorial Day** in the City of Willows, and call upon all residents to honor our fallen military heroes with reverence, gratitude, and respect.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 26th day of May, 2026.

Evan Hutson, Mayor





Proclamation

WHEREAS, Mendocino National Forest—headquartered in Willows, California—is a unique and cherished part of our national heritage, distinguished as the only national forest in California without a major paved road or highway crossing it, preserving its wild character and remote beauty; and

WHEREAS, spanning more than 900,000 acres across the Inner Coast Range, Mendocino National Forest provides critical habitat for wildlife, vital watersheds, and recreational opportunities that enrich the lives of residents and visitors alike; and

WHEREAS, the forest contributes significantly to the local economy and quality of life in Willows and surrounding communities through tourism, sustainable resource use, wildfire management, and job creation; and

WHEREAS, the dedicated professionals, volunteers, Indigenous communities, and partners who care for **Mendocino National Forest** exemplify a deep commitment to conservation, land restoration, and public engagement; and

WHEREAS, National Forest Week is a time to celebrate the natural beauty and ecological importance of our public lands, recognize our shared responsibility to protect them for future generations, and encourage residents and visitors to enjoy Mendocino National Forest during **National Trails Day** and the **nationwide fee-free day on June 6, 2026.**

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim the week of **May 31 – June 6, 2026,** as **National Forest Week** in Willows, California, and encourage all residents and visitors to explore, enjoy, and help protect the forest that defines so much of our region’s identity and natural legacy, including participating in the **National Trails Day** and **nationwide fee-free day on June 6, 2026.**

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 26th day of May, 2026.

Evan Hutson, Mayor





PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00595 - CHECK RUN 5-8-26

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount
	Void	0.00
Payment Type	Payment Number	Payment Date Payment Amount
**Void Check	56723	05/08/2026 0.00
**Void Check	56724	05/08/2026 0.00
**Void Check	56725	05/08/2026 0.00

Vendor Number	Vendor Name	Total Vendor Amount
1014	ACCESS	226.11
Payment Type	Payment Number	Payment Date Payment Amount
Check	56694	05/08/2026 226.11
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
12176497	MAY 2026 SHREDDING SERVICE - CW	05/07/2026 05/07/2026 0.00 226.11

Vendor Number	Vendor Name	Total Vendor Amount
1211	CASCADE FIRE EQUIPMENT	203.07
Payment Type	Payment Number	Payment Date Payment Amount
Check	56695	05/08/2026 203.07
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
INV24648	2 AXES - FIRE	05/05/2026 05/05/2026 0.00 203.07

Vendor Number	Vendor Name	Total Vendor Amount
1256	CODE PUBLISHING COMPANY	1,565.00
Payment Type	Payment Number	Payment Date Payment Amount
Check	56696	05/08/2026 1,565.00
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
GC00134967	ANNUAL WEB FEES - CW	05/05/2026 05/05/2026 0.00 830.00
GCI0019803	MUNICIPAL CODE - WEB UPDATE - CW	05/05/2026 05/05/2026 0.00 245.00
GCI0019819	MUNICIPAL CODE - UPDATE LEGACY - CW	05/05/2026 05/05/2026 0.00 490.00

Vendor Number	Vendor Name	Total Vendor Amount
1261	COMCAST CABLE	528.54
Payment Type	Payment Number	Payment Date Payment Amount
Check	56697	05/08/2026 528.54
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
8155600290115941-052826	SERVICE TO 5-28-26 - CIVIC CENTER	05/05/2026 05/05/2026 0.00 370.63
8155600290116196-051826	SERVICE TO 5-18-26 - FIRE	05/05/2026 05/05/2026 0.00 157.91

Vendor Number	Vendor Name	Total Vendor Amount
1283	COUNTY OF GLENN - AIR POLLUTION	30.00
Payment Type	Payment Number	Payment Date Payment Amount
Check	56698	05/08/2026 30.00
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
4023698	BURN PERMIT #1100449 - 11 ACRES - PUBLIC WORKS	05/05/2026 05/05/2026 0.00 30.00

Vendor Number	Vendor Name	Total Vendor Amount
1288	CREATIVE COMPOSITION	163.51
Payment Type	Payment Number	Payment Date Payment Amount
Check	56699	05/08/2026 163.51
Payable Number	Description	Payable Date Due Date Discount Amount Payable Amount
38112	BUSINESS CARDS - CW	05/05/2026 05/05/2026 0.00 163.51

Payment Register

APPKT00595 - CHECK RUN 5-8-26

Vendor Number	Vendor Name					Total Vendor Amount
2390	CULLIGAN QUENCH USA, INC					140.31
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56700			05/08/2026		140.31
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV10816168	MAY 2026 SERVICE - CW	05/05/2026	05/05/2026	0.00	140.31	
Vendor Number	Vendor Name					Total Vendor Amount
2492	GCOE - ADULT EDUCATION DEPARTMENT					3,500.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56701			05/08/2026		3,500.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV26-00941	FY 25-26 CA LITERACY GRANT-PASS THROUGH FUNDS-LIE	05/07/2026	05/07/2026	0.00	3,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
1503	GLENN CO SHERIFFS DEPT					198,750.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56702			05/08/2026		198,750.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3017	GCSO MAY 2026 - POLICE/FIRE	05/05/2026	05/05/2026	0.00	198,750.00	
Vendor Number	Vendor Name					Total Vendor Amount
1469	GLENN COUNTY OFFICE OF EDUCATION - PRINTING					937.97
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56703			05/08/2026		937.97
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV26-00891	ABATEMENT STICKERS - NEON PINK - FIRE	05/05/2026	05/05/2026	0.00	937.97	
Vendor Number	Vendor Name					Total Vendor Amount
1499	GLENN COUNTY TAX COLLECTO					479.45
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56704			05/08/2026		479.45
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
ASMT990-007-621-000-202!	459 S BUTTE ST - TAX PAYMENT FY25-26 1 OF 2	05/05/2026	05/05/2026	0.00	479.45	
Vendor Number	Vendor Name					Total Vendor Amount
2375	GLENN-COLUSA IRRIGATION DISTRICT					496.38
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56705			05/08/2026		496.38
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
25 37845-2	PARCEL 19 3 15 C & PARCEL 19 3 16 I ASSESSMENT-SWR	05/05/2026	05/05/2026	0.00	59.04	
26 39914	PARCEL 19 3 15 C & PARCEL 19 3 16 I STANDY CHRГ-SW	05/05/2026	05/05/2026	0.00	437.34	
Vendor Number	Vendor Name					Total Vendor Amount
2468	HARRIS & ASSOCIATES					10,330.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56706			05/08/2026		10,330.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
71934	MARCH 2026 - COST RECOVERY, ZONING & PLANNING	05/07/2026	05/07/2026	0.00	10,330.00	
Vendor Number	Vendor Name					Total Vendor Amount
1539	HINDERLITER DELLAMAS & AS					12,600.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56707			05/08/2026		12,600.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SIN061943	MARCH 2026 CANNABIS MANAGEMENT PROGRAM	05/05/2026	05/05/2026	0.00	12,600.00	

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount
2408	IMAGETREND					7,388.54
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56708			05/08/2026		7,388.54
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PS-INV123570	CAD DISTR & ELITE FIRE SAAS - ANNUAL FEE - FIRE	05/05/2026	05/05/2026	0.00	7,388.54	
Vendor Number	Vendor Name					Total Vendor Amount
1566	INFRAMARK LLC					56,934.14
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56709			05/08/2026		56,934.14
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
177708	MAY 2026 SERVICE - SEWER	05/07/2026	05/07/2026	0.00	56,934.14	
Vendor Number	Vendor Name					Total Vendor Amount
1564	ITF - INDUSTRIAL TRUCK & FARM					604.50
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56710			05/08/2026		604.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
663734	PARTS - #14 CASE BACKHOE CLAW - PW	05/07/2026	05/07/2026	0.00	357.57	
664041	PARTS - #14 CASE BACKHOE CLAW - PW	05/07/2026	05/07/2026	0.00	229.35	
664324	PART - #14 CASE BACKHOE CLAW - PW	05/07/2026	05/07/2026	0.00	17.58	
Vendor Number	Vendor Name					Total Vendor Amount
1665	KNIFE RIVER CONSTRUCTION					580.01
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56711			05/08/2026		580.01
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
330659	WET PATCH - STREETS - PW	05/07/2026	05/07/2026	0.00	580.01	
Vendor Number	Vendor Name					Total Vendor Amount
1670	L & T TOWING					2,455.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56712			05/08/2026		2,455.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#26-64371	TOW - CODE ENF - CAMP TRAILER TO YUBA CITY - FIRE	05/05/2026	05/05/2026	0.00	2,455.00	
Vendor Number	Vendor Name					Total Vendor Amount
2557	LECHOWICZ & TSENG MUNICIPAL CONSULTANTS					4,070.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56713			05/08/2026		4,070.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#1-04062026	2026 SEWER RATE STUDY - SEWER	05/05/2026	05/05/2026	0.00	4,070.00	
Vendor Number	Vendor Name					Total Vendor Amount
1760	MATSON & ISOM TECHNOLOGY					655.83
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56714			05/08/2026		655.83
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
102827	NEW LAPTOP WITH SETUP - CW	05/05/2026	05/05/2026	0.00	655.83	
Vendor Number	Vendor Name					Total Vendor Amount
1770	MENDES SUPPLY COMPANY					451.87
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56715			05/08/2026		451.87
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
R085228	BATH TISSUE - PW	05/07/2026	05/07/2026	0.00	133.49	
R085436	TRASH BAGS	05/07/2026	05/07/2026	0.00	318.38	

Payment Register

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Vendor Number 1792	Vendor Name MJB WELDING SUPPLY, INC			Total Vendor Amount 52.80
Payment Type Check	Payment Number 56716	Payment Date 05/08/2026	Payment Amount 52.80	
Payable Number 0001570046	Description ACETYLENE CYL RENTAL - SHOP SUPPLIES - PW	Payable Date 05/05/2026	Due Date 05/05/2026	Discount Amount 0.00
				Payable Amount 52.80

Vendor Number 2312	Vendor Name NAPA AUTO PARTS			Total Vendor Amount 266.09
Payment Type Check	Payment Number 56717	Payment Date 05/08/2026	Payment Amount 266.09	
Payable Number 725645	Description CONNECTORS - #15 WATER TRUCK - PW	Payable Date 05/07/2026	Due Date 05/07/2026	Discount Amount 0.00
725662	FITTINGS - #15 WATER TRUCK - PW	05/07/2026	05/07/2026	0.00
725708	FILTER & PUMP - #18 CHIPPER - PW	05/07/2026	05/07/2026	0.00
726100	DEF - PW	05/07/2026	05/07/2026	0.00
726178	WIPER BLADES - #29 - PW	05/07/2026	05/07/2026	0.00
				Payable Amount 21.73
				61.61
				76.24
				28.25
				78.26

Vendor Number 1864	Vendor Name O'REILLY AUTO PARTS			Total Vendor Amount 77.30
Payment Type Check	Payment Number 56718	Payment Date 05/08/2026	Payment Amount 77.30	
Payable Number 4878-121735	Description 2 BALL JOINTS - F-350 #6 - PW	Payable Date 05/07/2026	Due Date 05/07/2026	Discount Amount 0.00
				Payable Amount 77.30

Vendor Number 2521	Vendor Name PAPE' KENWORTH			Total Vendor Amount 244.69
Payment Type Check	Payment Number 56719	Payment Date 05/08/2026	Payment Amount 244.69	
Payable Number 16071209	Description GHG LETTER/L - #11 LEAF TRUCK - PW	Payable Date 05/07/2026	Due Date 06/10/2026	Discount Amount 0.00
				Payable Amount 244.69

Vendor Number 2475	Vendor Name PAXTON FAMILY INSPECTION SERVICES			Total Vendor Amount 6,953.88
Payment Type Check	Payment Number 56720	Payment Date 05/08/2026	Payment Amount 6,953.88	
Payable Number 261012	Description APRIL 2026 BUILD INSP, PLAN, CODE ENF & MI - PLAN	Payable Date 05/07/2026	Due Date 05/07/2026	Discount Amount 0.00
				Payable Amount 6,953.88

Vendor Number 1143	Vendor Name PEDRO BOBADILLA			Total Vendor Amount 576.92
Payment Type Check	Payment Number 56721	Payment Date 05/08/2026	Payment Amount 576.92	
Payable Number 050826PB	Description RECREATIONAL SERVICES 4-25-26 TO 5-8-26 -REC	Payable Date 05/05/2026	Due Date 05/05/2026	Discount Amount 0.00
				Payable Amount 576.92

Vendor Number 1917	Vendor Name PG & E			Total Vendor Amount 11,413.71
Payment Type Check	Payment Number 56722	Payment Date 05/08/2026	Payment Amount 11,413.71	
Payable Number 0939281537-0-04232026	Description SERVICE TO 4-23-26 - CW	Payable Date 05/07/2026	Due Date 05/07/2026	Discount Amount 0.00
0939281537-0-04302026	SERVICE 10-26-25 TO 4-29-26 GAS - FIRE	05/07/2026	05/07/2026	0.00
				Payable Amount 10,041.66
				1,372.05

Vendor Number 2556	Vendor Name RADIAL POWER LLC			Total Vendor Amount 1,075.82
Payment Type Check	Payment Number 56726	Payment Date 05/08/2026	Payment Amount 1,075.82	
Payable Number INV638	Description APRIL 2026 PRODUCTION - SOLAR - FIRE	Payable Date 05/07/2026	Due Date 05/07/2026	Discount Amount 0.00
				Payable Amount 1,075.82

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount
2041	SACRAMENTO VALLEY MIRROR					427.90
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56727			05/08/2026		427.90
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
050826SVM	ONE YEAR SUBSCRIPTION - FIRE	05/07/2026	05/07/2026	0.00	91.00	
4342	AD - EARTH DAY CLEAN UP - CW	05/07/2026	05/07/2026	0.00	142.00	
4343	AD - COFFEE W/COUNCIL EVENT - CW	05/07/2026	05/07/2026	0.00	124.20	
4354	LEGAL AD-ASSESSORS PARCEL #APN 002-081-012 - PLAN	05/07/2026	05/07/2026	0.00	70.70	
Vendor Number	Vendor Name					Total Vendor Amount
2094	SONGBIRD LANDSCAPE SUPPLY					219.88
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56728			05/08/2026		219.88
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9176	SUPPLIES - MALL MAINTENANCE - PW	05/07/2026	05/07/2026	0.00	219.88	
Vendor Number	Vendor Name					Total Vendor Amount
1798	UBEO WEST, LLC					402.12
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56729			05/08/2026		402.12
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
580918316	PRINTER USAGE 4-20-26 TO 5-20-26 & OVERAGES - CW	05/07/2026	05/07/2026	0.00	402.12	
Vendor Number	Vendor Name					Total Vendor Amount
2248	VERIZON WIRELESS					428.61
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56730			05/08/2026		428.61
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6142090492	SERVICE 3-27-26 TO 4-26-26 - CW	05/07/2026	05/07/2026	0.00	428.61	
Vendor Number	Vendor Name					Total Vendor Amount
2433	VESTIS					364.20
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56731			05/08/2026		364.20
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5067127570	UNIFORM SERVICE - PUBLIC WORKS	05/07/2026	05/07/2026	0.00	182.10	
5067132538	UNIFORM SERVICE - PUBLIC WORKS	05/07/2026	05/07/2026	0.00	182.10	
Vendor Number	Vendor Name					Total Vendor Amount
2295	WILLOWS ACE HARDWARE					287.69
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56732			05/08/2026		287.69
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
131370	COMBO LOCK - FIRE	05/07/2026	05/07/2026	0.00	16.30	
131631	PIPE FITTINGS - FIRE	05/07/2026	05/07/2026	0.00	24.21	
137065	BAT REPELLENT - CIVIC CENTER	05/07/2026	05/07/2026	0.00	47.03	
137066	CAR SCENT - CEASARS TRUCK - PW	05/07/2026	05/07/2026	0.00	6.51	
137077	RISER - SOUTHERN PACIFIC PARK - CW	05/07/2026	05/07/2026	0.00	1.73	
137088	PVC CAP & CEMENT - MALL - PW	05/07/2026	05/07/2026	0.00	9.69	
137222	SUPPLIES - MALL BENCHES & GAZEBO - PW	05/07/2026	05/07/2026	0.00	52.15	
137239	SPRINKLERS & FITTINGS - MALL AREA - PW	05/07/2026	05/07/2026	0.00	68.74	
137261	SCREWS & PESTBLOCK - CIVIC CENTER ROOF - CC	05/07/2026	05/07/2026	0.00	36.95	
137294	PAINTING SUPPLIES - MALL BENCHES - PW	05/07/2026	05/07/2026	0.00	8.69	
137309	PIPE FITTINGS - MALL AREA - PW	05/07/2026	05/07/2026	0.00	11.89	
137312	SPRINKLER FITTINGS - MALL AREA - PW	05/07/2026	05/07/2026	0.00	1.15	
137375	PIPE FITTINGS - MALL ISLAND - PW	05/07/2026	05/07/2026	0.00	2.65	

Payment Register

APPKT00595 - CHECK RUN 5-8-26

Vendor Number 2282	Vendor Name WILLOWS HARDWARE, INC.					Total Vendor Amount 29.34
Payment Type Check	Payment Number 56733					Payment Date 05/08/2026
						Payment Amount 29.34
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
376166	FUSES - JENSEN PARK SOFTBALL FEILDS	05/07/2026	05/07/2026	0.00	7.60	
376850	ZONE CABLE - PUSH MOWER - PW	05/07/2026	05/07/2026	0.00	21.74	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	24	20	0.00	34,792.15
Gen Chk	Voided **Void Check	0	2	0.00	0.00
Gen Chk	Check	42	17	0.00	291,119.03
Packet Totals:		66	40	0.00	325,911.18

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-325,911.18
Packet Totals:		<u>-325,911.18</u>



City of Willows

Payroll Check Register Checks

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00630 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
CANO, GABRIELA M	CAN01	Regular	05/22/2026	53.85	41173
CASTORENA, SOFIA	CAST01	Regular	05/22/2026	38.47	41174
CHAVIRA, JORDAN	CHA05	Regular	05/22/2026	76.93	41175
GALLARDO-CANO, JOVANNY	GAL03	Regular	05/22/2026	53.85	41176
GARCIA, OMAR	GAR14	Regular	05/22/2026	61.55	41177
MEDINA, HUMBERTO	MED02	Regular	05/22/2026	92.32	41178
NEWTON-PALACIOS, MICHEI	NEW00	Regular	05/22/2026	76.93	41179
RANDOLPH, CORA	RAN02	Regular	05/22/2026	161.57	41180



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00630 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BROWN, MARTHA	BRO01	05/22/2026	3,935.96	2192
PRICE, KARLEEN	PRI01	05/22/2026	1,787.29	2193
HARRISON, JOEI	HAR01	05/22/2026	2,116.23	2194
HAZLETT, ROBIN	HAZ01	05/22/2026	1,536.43	2195
RICHARDSON, TARYN	RIC00	05/22/2026	1,339.50	2196
RUSTENHOVEN, TARA L	RUS01	05/22/2026	1,824.89	2197
GAMBOA, YADIRA	GAM00	05/22/2026	439.45	2198
LUNA-SARINAS, CRISTINA	LUN00	05/22/2026	458.89	2199
MYERS, KEVIN M	MYE00	05/22/2026	439.28	2200
RUBALCAVA-TORRES, VIANKA	RUB01	05/22/2026	1,374.18	2201
WATKINS, COLLEEN	WAT00	05/22/2026	344.17	2202
WATSON, CHRISTINE	WAT01	05/22/2026	2,659.31	2203
BOBADILLA, TAVIAN	BOB02	05/22/2026	138.48	2204
CHAVEZ, AIDEN	CHA04	05/22/2026	53.85	2205
GALLARDO-CANO, NATALY	GAL01	05/22/2026	76.93	2206
ENOS, KYLE	ENO00	05/22/2026	2,058.48	2207
FUENTES, JAIME	FUE01	05/22/2026	2,794.27	2208
LOMBARD, TYLER JOSEPH	LOM00	05/22/2026	1,926.11	2209
LOPEZ, MATTHEW	LOP03	05/22/2026	1,083.04	2210
MINGS, MICHAEL E	MIN00	05/22/2026	1,577.17	2211
RANDOLPH, MATTHEW	RAN01	05/22/2026	1,814.27	2212
REED, JOSHUA	REE00	05/22/2026	1,328.64	2213
VASQUEZ, PEDRO CEASAR	VAS01	05/22/2026	1,617.59	2214
ZOLLER-HARRIS, TRAVIS	ZOL00	05/22/2026	2,103.08	2215
BETTENCOURT, JOSEPH	BET01	05/22/2026	3,625.29	2216
MONCK, NATHANIAL T	MON00	05/22/2026	3,028.51	2217
PFYL, NATISA N	PFY00	05/22/2026	1,873.78	2218



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00630 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	05/22/2026	2216	4,952.08	396.17	930.62	3,625.29
BOBADILLA, TAVIAN	BOB02	05/22/2026	2204	152.10	0.00	13.62	138.48
BROWN, MARTHA	BRO01	05/22/2026	2192	6,513.46	912.03	1,665.47	3,935.96
CANO, GABRIELA M	CAN01	05/22/2026	41173	59.15	0.00	5.30	53.85
CASTORENA, SOFIA	CAST01	05/22/2026	41174	42.25	0.00	3.78	38.47
CHAVEZ, AIDEN	CHA04	05/22/2026	2205	59.15	0.00	5.30	53.85
CHAVIRA, JORDAN	CHA05	05/22/2026	41175	84.50	0.00	7.57	76.93
ENOS, KYLE	ENO00	05/22/2026	2207	3,030.83	629.90	342.45	2,058.48
FUENTES, JAIME	FUE01	05/22/2026	2208	3,699.72	532.94	372.51	2,794.27
GALLARDO-CANO, NATALY	GAL01	05/22/2026	2206	84.50	0.00	7.57	76.93
GALLARDO-CANO, JOVANNY	GAL03	05/22/2026	41176	59.15	0.00	5.30	53.85
GAMBOA, YADIRA	GAM00	05/22/2026	2198	504.00	0.00	64.55	439.45
GARCIA, OMAR	GAR14	05/22/2026	41177	67.60	0.00	6.05	61.55
HARRISON, JOEI	HAR01	05/22/2026	2194	4,643.00	2,125.75	401.02	2,116.23
HAZLETT, ROBIN	HAZ01	05/22/2026	2195	2,046.72	333.84	176.45	1,536.43
LOMBARD, TYLER JOSEPH	LOM00	05/22/2026	2209	3,032.60	869.93	236.56	1,926.11
LOPEZ, MATTHEW	LOP03	05/22/2026	2210	1,289.52	0.00	206.48	1,083.04
LUNA-SARINAS, CRISTINA	LUN00	05/22/2026	2199	504.00	0.00	45.11	458.89
MEDINA, HUMBERTO	MED02	05/22/2026	41178	101.40	0.00	9.08	92.32
MINGS, MICHAEL E	MIN00	05/22/2026	2211	2,516.72	509.87	429.68	1,577.17
MONCK, NATHANIAL T	MON00	05/22/2026	2217	4,896.15	739.22	1,128.42	3,028.51
MYERS, KEVIN M	MYE00	05/22/2026	2200	486.00	0.00	46.72	439.28
NEWTON-PALACIOS, MICHE	NEW00	05/22/2026	41179	84.50	0.00	7.57	76.93
PFYL, NATISA N	PFY00	05/22/2026	2218	3,191.35	712.93	604.64	1,873.78
PRICE, KARLEEN	PRI01	05/22/2026	2193	2,508.92	271.24	450.39	1,787.29
RANDOLPH, CORA	RAN02	05/22/2026	41180	177.45	0.00	15.88	161.57
RANDOLPH, MATTHEW	RAN01	05/22/2026	2212	2,555.21	244.56	496.38	1,814.27
REED, JOSHUA	REE00	05/22/2026	2213	1,937.60	419.60	189.36	1,328.64
RICHARDSON, TARYN	RIC00	05/22/2026	2196	1,831.20	176.92	314.78	1,339.50
RUBALCAVA-TORRES, VIANK	RUB01	05/22/2026	2201	1,870.88	166.12	330.58	1,374.18
RUSTENHOVEN, TARA L	RUS01	05/22/2026	2197	2,515.60	343.86	346.85	1,824.89
VASQUEZ, PEDRO CEASAR	VAS01	05/22/2026	2214	2,333.40	409.86	305.95	1,617.59
WATKINS, COLLEEN	WAT00	05/22/2026	2202	378.00	0.00	33.83	344.17
WATSON, CHRISTINE	WAT01	05/22/2026	2203	4,007.20	310.56	1,037.33	2,659.31
ZOLLER-HARRIS, TRAVIS	ZOL00	05/22/2026	2215	2,814.40	272.43	438.89	2,103.08
Totals:				65,030.31	10,377.73	10,682.04	43,970.54



City of Willows

Payroll Check Register Report Summary

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00630 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	8	615.47
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	27	43,355.07
Total	35	43,970.54



City of Willows

Payroll Check Register Checks

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00632 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26 2
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>
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*** No Checks Created In This Packet ***



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00632 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26 2

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
MONCK, NATHANIAL T	MON00	05/22/2026	2,767.27	2219



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00632 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26 2

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
MONCK, NATHANIAL T	MON00	05/22/2026	2219	3,642.12	0.00	874.85	2,767.27
Totals:				3,642.12	0.00	874.85	2,767.27



City of Willows

Payroll Check Register Report Summary

Pay Period: 5/4/2026-5/17/2026

Packet: PYPKT00632 - PAYROLL 5-4-26 TO 5-17-26 PAY DATE 5-22-26 2
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	1	2,767.27
Total	1	2,767.27



Willows City Council Regular Meeting Action Minutes

May 12, 2026
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Richard 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

1. **CALL TO ORDER – 6:00 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

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

Councilmembers Absent: None

4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL**

- a. **Proclamation** – American Cheese Month – received by Lucas Crowley, Yesenia Licea, Ruben Rangel, and Georgia Cruz of Masters Gallery Foods; and Holly Fortier of Sierra Nevada Cheese Company.
- b. **Proclamation** – National Small Business Week – received by Jessica Tapia, Chamber of Commerce.
- c. **Proclamation** – National Learn to Swim Day – received by Shane Roach, Willows HydroJets.
- d. **Proclamation** – Wildfire Awareness Month – received by Nathan Monck, Fire Chief.
- e. **Proclamation** – National Public Works Week – received by Joe Bettencourt, Community Development & Services Director.

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

- a. **Register Approval**
Action: Approved general checking, payroll, and direct deposit check registers.
- b. **Minutes Approval**
Action: Approved the minutes of April 28, 2026, City Council Meeting and the April 30, 2026, Special Joint City Council & Planning Commission Meeting.
- c. **Letter of Support: Glenn County Arts and Culture**
Action: Approved a letter of support for Glenn County Arts and Culture.

- d. **Contract for Fire Services: Willows Rural Fire Protection District and the City of Willows**
Action: Approved the Memorandum of Understanding (MOU) between the City of Willows and the Willows Rural Fire Protection District (WRFPD), establishing updated terms for shared fire protection and administrative services totaling \$491,094.80 from July 1, 2026, through June 30, 2031.

Public Comment #1: John Amaro, WRFD

- e. **Purchase of Library Computers**
Action: Authorized the City Manager to purchase five (5) library computers in an amount not to exceed \$7,000, with a future request to the Library Board of Trustees to reimburse the city for 50% of the cost using library trust funds.

Item #6d was pulled for discussion.

Motion to approve consent calendar items #6a, 6b, 6c, and 6e.

Moved/Seconded: Councilmember Pride/Vice Mayor Thomas

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

No: None

Absent: None

Motion to approve item #6d as presented.

Moved/Seconded: Councilmember Hansen/Councilmember Pride

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

No: None

Absent: None

7. DISCUSSION & ACTION CALENDAR

- a. **Budget Workshop: FY 2026-27 Preliminary Budget Review**
Action: Received the presentation of the FY 2026-27 Preliminary Budget for the City's General Fund and Sewer Fund and provided comments and direction to staff in preparation for the final budget approval process in June.

Vice Mayor Thomas proposed increasing Councilmember stipends from \$250 to \$500 per month and Planning Commission stipends from \$50 to \$100 per month. Staff was directed to bring the proposed stipend increases forward at the June 9, 2026 City Council meeting for consideration.

- b. **Willows Police Department & Community Facilities District Formation, Professional Services**
Action: Authorized the City Manager to execute professional services agreements with Wulff, Hansen & Co. (Municipal Advisor), Stradling Yocca Carlson & Rauth (Formation Counsel), and Webb Municipal Finance (Special Tax Consultant) for the formation of a Mello-Roos Community Facilities District (CFD) to fund the startup capital costs and ongoing operational costs of the

Willows Police Department (WPD); and provided direction to staff regarding the engagement of an elections consultant.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

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

No: None

Absent: None

Staff were directed to bring forward a discussion to include the Fire Department component at a later date.

c. **Proposition 218 Final Sewer Rate Study**

Action: Received the presentation from LT Municipal Consultants and directed staff to initiate the Proposition 218 public hearing process.

Moved/Seconded: Vice Mayor Thomas/Councilmember Busby

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

No: None

Absent: None

7. PUBLIC HEARING

a. **Weed Abatement Declaration: Public Hearing, Protest**

Action: Continued to the May 26, 2026, City Council Meeting.

8. COMMENTS AND REPORTS

a. **Council Correspondence**

Members of the Council received a letter from the Library Board of Trustees regarding ongoing requests for financial reports to be provided at Library Board Meetings. Staff was directed to place an item on a future agenda for discussion and possible action.

Mayor Hutson received a letter from Sentinel Transportation, LLC.

b. **City Council Comments & Reports**

Councilmembers reported on various community events and meetings attended.

c. **City Manager's Report**

City Manager Marti Brown announced that Public Works Week will be celebrated with a Community Barbecue and Equipment Showcase on May 21, 2026, from 11:00 AM to 1:00 PM at the Corporation Yard, 300 East Ash Street, and invited the public to attend.

9. CLOSED SESSION – 9:11 PM

a. **Conference With Legal Counsel - Initiation of Litigation (54956.9(d)(4)) (one case)**

Report Out: Information received; no reportable action was taken.

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

Title: City Manager

Report Out: No reportable action was taken.

10. ADJOURNMENT – 10:23 PM

Karleen Price, City Clerk



Date: May 26, 2026
To: Honorable Mayor and Councilmembers
From: Nathan Monck, Fire Chief
Joe Bettencourt, Community Development & Services Director
Marti Brown, City Manager
Subject: Weed Abatement Contract Award

Recommendation:

Award the weed abatement Contract to Robert Burt Construction and authorize the City Manager to execute an agreement in an amount not to exceed \$40,000.

Rationale for Recommendation:

As part of the City's fire prevention efforts, annual weed abatement efforts are undertaken throughout the city and on city property. Due to the volume of work, the City needs to hire a contractor to perform the work as current staffing levels does not permit completing the work internally.

Background:

On April 28, 2026, the Willows City Council approved the 2026 Weed Abatement schedule. Staff were directed to solicit bids for a Weed Abatement Contractor for the 2026 Weed Abatement Season. The Notice of Bid Solicitation was posted in the local newspapers.

Discussion and Analysis:

The City of Willows held an open and competitive bid process for weed abatement services. Three bid proposals were received prior to the May 11, 2026 deadline. Upon review of the submitted bids, one bid was noncompliant and did not possess the required contractor's license, and another proposal was determined to be higher in cost. After evaluating all qualified bids, Robert Burt Construction was determined to be the lowest responsible bidder meeting all minimum requirements. Accordingly, staff recommend continuing with the services of Robert Burt Construction as the City's weed abatement contractor.

The bid packets received were also reviewed by Joe Bettencourt, Community Development & Services Director, to avoid any potential conflicts of interest.

Fiscal Impact:

The exact fiscal impact is unknown and dependent on the responsiveness of the public. The total cost of the contract shall not exceed \$40,000 without prior authorization from the City Council.

Attachments:

- Attachment 1: Robert Burt Construction Bid Form
- Attachment 2: Tony Tapia Construction Bid Form



CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Robert Burt Construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301.150.440000

THIS CONTRACTUAL SERVICES AGREEMENT (Agreement) is entered into on _____, 2026, between the City of Willows, a municipal corporation under the laws of the State of California, (City) and Robert Burt, an individual, dba Robert Burt Construction, hereinafter referred to as "Contractor".

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SECTION 1 - DESCRIPTION OF PROJECT

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

SECTION 2 - SCOPE OF CONTRACTUAL SERVICES - BASIC

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

SECTION 3 - SCOPE OF CONTRACTUAL SERVICES - ADDITIONAL

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

SECTION 4 - COMPENSATION

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

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

SECTION 5 - RESPONSIBILITY OF CONTRACTOR

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

SECTION 6 - RESPONSIBILITY OF CITY

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

- 6.1 Guarantee access to and make all provisions for Contractor to enter upon City and Private property as required for Contractor to perform Contractor's contractual services.
- 6.2 Designate in writing a person(s) to act as City's representative with respect to the services to be performed under this Agreement. Such person(s) shall have complete authority to transmit instructions, receive information, interpret, and define City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Contractor's contractual services.
- 6.3 Give prompt written notice to Contractor whenever City observes or otherwise becomes aware of any defect in the contractual services.

SECTION 7 - INDEMNIFICATION

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

SECTION 8 - INSURANCE PROVISIONS

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

SECTION 9 - GENERAL PROVISIONS

9.1 Access to Records

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

9.2 Assignment

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

9.3 Compliance with Laws, Rules, Regulations

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

9.4 Exhibits Incorporated

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

9.5 Independent Contractor

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

9.6 Permits and Licenses

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

9.7 Patents

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

9.8 Integration: Amendment

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

9.9 Control of Services - Direction

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

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

9.10 Interpretation of Specifications

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

9.11 Notice to Proceed; Progress: Completion

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

9.12 Subcontracts

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

9.13 Term: Extension: Termination

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

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

9.14 Notice

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

To City:

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


To Contractor:

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

CITY OF WILLOWS:

CONTRACTOR:

By: Marti Brown
City Manager

By: 
Owner

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Gretchen Stuhr
City Attorney

Nathan Monck
Fire Chief

The City of Willows is an Equal Opportunity Provider

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Robert Burt construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "A"

DESCRIPTION OF PROJECT

Contractor shall provide weed, debris and vegetation removal services to the City of Willows for the period of **June 1, 2026 through May 31, 2027**.

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

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Robert Burt construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "B"

SCOPE OF CONTRACTUAL SERVICES BASIC

Scope of Contractual Services - Basic

The Contractor shall provide contractual services as follows:

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

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

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

PERFORMANCE OF WORK

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

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

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

BURNING PROHIBITED

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

SAFETY PRECAUTIONS

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

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

NATURE OF SERVICES

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

A. ABATEMENT REQUIRED

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

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

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

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

2. FIREBREAKS (PARCELS OVER 5 ACRES)

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

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

B. GRADING/DISTURBANCE RESTRICTIONS - PROTECTED AREAS

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

C. REMOVAL OF DEBRIS

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

D. DUMP BOX SERVICES

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

E. Documentation

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

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Robert Burt Construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "C"

COMPENSATION

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

COMPENSATION

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

TERMS OF PAYMENT

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

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

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contract No.

101-11-104

Project Title

WATER TREATMENT SERVICE

Project Account Number

Contract Date

EXHIBIT 1

EXHIBIT 1

FROM

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor:

Robert Paul Burt

Project Title:

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "E"

SPECIAL PROVISIONS

NONE.

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

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

Automobile Liability Insurance

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

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

Workers' Compensation Insurance

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

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor:

Robert Durt Construction

Project Title:

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "D"

INSURANCE PROVISIONS

General Liability Insurance

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

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

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

FIREBREAKS:

Price Per Parcel

Length of Fire Break		30 ft Width of Fire Break
0	-100	\$ 270.00
101	-300	\$ 395.00
301	-500	\$ 425.00
501	-800	\$ 455.00
801	-1,000	\$ 520.00
1,001	-1,200	\$ 565.00
1,200	-1,400	\$ 619.50
1,401	-1,600	\$ 650.00
1,801	-2,000	\$ 780.00
2,001	-2,500	\$ 910.00
2,501	-3,000	\$ 1,040.00
3,001	-3,500	\$ 1,170.00
3,501	-5,000	\$ 1,300.00

CONTRACTOR'S ABATEMENT PRICING

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

0-3	Cubic Yards	\$ 525.50
4-6	Cubic Yards	\$ 670.24
7-10	Cubic Yards	\$ 1555.87

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

0-3	Cubic Yards	\$ 645.81
4-6	Cubic Yards	\$ 1,130.62
7-10	Cubic Yards	\$ 1,648.21

PARCEL MOWING: **Price Per Parcel**

0 -2,500	Square Feet	\$ 330.00
2,501 -5000	Square Feet	\$ 426.00
5,001 -7,500	Square Feet	\$ 525.00
7,501 -10,000	Square Feet	\$ 593.00
10,001 -21,840	Square Feet	\$ 621.00
½ -1	Acre	\$ 1,000
1-2	Acre	\$ 1,190.00
3-4	Acre	\$ 1,540.00
4-5	Acre	\$ 2,111.00



CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Tony Tapia Construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301.150.440000

THIS CONTRACTUAL SERVICES AGREEMENT (Agreement) is entered into on _____, 2026, between the City of Willows, a municipal corporation under the laws of the State of California, (City) and Tony Tapia, an individual, dba Tony Tapia Construction, hereinafter referred to as "Contractor".

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SECTION 1 - DESCRIPTION OF PROJECT

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

SECTION 2 - SCOPE OF CONTRACTUAL SERVICES - BASIC

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

SECTION 3 - SCOPE OF CONTRACTUAL SERVICES - ADDITIONAL

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

SECTION 4 - COMPENSATION

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

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

SECTION 5 - RESPONSIBILITY OF CONTRACTOR

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

SECTION 6 - RESPONSIBILITY OF CITY

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

- 6.1 Guarantee access to and make all provisions for Contractor to enter upon City and Private property as required for Contractor to perform Contractor's contractual services.
- 6.2 Designate in writing a person(s) to act as City's representative with respect to the services to be performed under this Agreement. Such person(s) shall have complete authority to transmit instructions, receive information, interpret, and define City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Contractor's contractual services.
- 6.3 Give prompt written notice to Contractor whenever City observes or otherwise becomes aware of any defect in the contractual services.

SECTION 7 - INDEMNIFICATION

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

SECTION 8 - INSURANCE PROVISIONS

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

SECTION 9 - GENERAL PROVISIONS

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

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

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

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

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

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

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

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

9.9 Control of Services - Direction

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

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

9.10 Interpretation of Specifications

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

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

9.12 Subcontracts

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

9.13 Term: Extension: Termination

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

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

9.14 Notice

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

To City:

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

To Contractor:

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

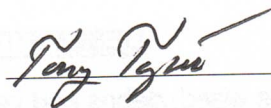
CITY OF WILLOWS:

By: Marti Brown
City Manager

APPROVED AS TO FORM:

Gretchen Stuhr
City Attorney

CONTRACTOR:

By: 

Owner

APPROVED AS TO CONTENT:

Nathan Monck
Fire Chief

The City of Willows is an Equal Opportunity Provider

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Tony Pizar Construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "A"

DESCRIPTION OF PROJECT

Contractor shall provide weed, debris and vegetation removal services to the City of Willows for the period of **June 1, 2026 through May 31, 2027**.

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

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Tony Tapia Construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "B"

SCOPE OF CONTRACTUAL SERVICES BASIC

Scope of Contractual Services - Basic

The Contractor shall provide contractual services as follows:

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

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

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

PERFORMANCE OF WORK

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

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

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

BURNING PROHIBITED

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

SAFETY PRECAUTIONS

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

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

NATURE OF SERVICES

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

A. ABATEMENT REQUIRED

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

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

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

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

2. FIREBREAKS (PARCELS OVER 5 ACRES)

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

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

B. GRADING/DISTURBANCE RESTRICTIONS - PROTECTED AREAS

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

C. REMOVAL OF DEBRIS

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

D. DUMP BOX SERVICES

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

E. Documentation

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

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Tony Tapis Construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "C"

COMPENSATION

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

COMPENSATION

1.1 Contractor shall be compensated for the work outlined herein pursuant to the attached Contractor's Abatement Pricing (as submitted by contractor). Compensation shall not exceed \$40,000,00 without written authorization of City upon receipt of 30 days advance notice provided by Contractor.

TERMS OF PAYMENT

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

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

CITY OF WILLOWS - FINANCIAL SERVICES AGREEMENT

[Handwritten signature]

WILLOWS CITY COUNCIL

APRIL 28, 2026

RESOLUTION

CHAPTER 5

FINANCIAL SERVICES AGREEMENT

2026

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor:

Pony Papa Construction.

Project Title:

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "E"

SPECIAL PROVISIONS

NONE.

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

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

Automobile Liability Insurance

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

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

Workers' Compensation Insurance

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

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor:

Tony Tapis Construction

Project Title:

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT "D"

INSURANCE PROVISIONS

General Liability Insurance

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

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

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

FIREBREAKS:

Price Per Parcel

Length of Fire Break		30 ft Width of Fire Break
0	-100	\$ 293.52
101	-300	\$ 429.00
301	-500	\$ 467.50
501	-800	\$ 500.50
801	-1,000	\$ 572.00
1,001	-1,200	\$ 643.50
1,200	-1,400	\$ 679.25
1,401	-1,600	\$ 715.00
1,801	-2,000	\$ 858.00
2,001	-2,500	\$ 1,001.00
2,501	-3,000	\$ 1,144.00
3,001	-3,500	\$ 1,296.90
3,501	-5,000	\$ 1,430.00

CONTRACTOR'S ABATEMENT PRICING

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

0-3	Cubic Yards	\$ 573.65
4-6	Cubic Yards	\$ 773.96
7-10	Cubic Yards	\$ 1,705.95

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

0-3	Cubic Yards	\$ 707.09
4-6	Cubic Yards	\$ 1,237.08
7-10	Cubic Yards	\$ 1,806.20

PARCEL MOWING: **Price Per Parcel**

0	-2,500	Square Feet	\$ 357.50
2,501	-5000	Square Feet	\$ 468.60
5,001	-7,500	Square Feet	\$ 572.00
7,501	-10,000	Square Feet	\$ 647.90
10,001	-21,840	Square Feet	\$ 683.10
½	-1	Acre	\$ 1100.00
1	-2	Acre	\$ 1,307.90
3	-4	Acre	\$ 1,694.00
4	-5	Acre	\$ 2,322.10



Date: May 26, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Mella-Roos Community Facilities District – Willows Police Department

Recommendation:

Authorize the City Manager to execute professional services agreements with Wulff, Hansen & Co. (Municipal Advisor), Stradling Yocca Carlson & Rauth (Formation Counsel), and Webb Municipal Finance (Special Tax Consultant) for the formation of a Mello-Roos Community Facilities District (CFD) to fund the startup capital and ongoing operational costs of the Willows Police Department (WPD), in a total amount not to exceed \$125,000 for all three agreements.

Rationale for Recommendation:

At the May 12, 2026, Council meeting, the City Council authorized the City Manager to execute agreements with Wulff, Hansen & Co. (Municipal Advisor), Stradling Yocca Carlson & Rauth (Formation Counsel), and Webb Municipal Finance (Special Tax Consultant); however, the Council did not approve the City Manager's budget authority for the agreements at that time.

Background:

On April 28, 2026, the City Council reviewed a comprehensive analysis of available financing tools for WPD formation (Attachment 1). Following that review, the Council directed staff to pursue formation of a Mello-Roos Community Facilities District (CFD) to finance Police Department start-up and operational costs and to return at the May 12, 2026, Council meeting with agreements for the CFD Formation Team, consisting of Wulff, Hansen & Co., Stradling Yocca Carlson & Rauth, and Webb Municipal Finance (Attachment 1).

At the May 12, 2026, meeting, the Council approved execution of the individual agreements with the CFD Formation Team; however, explicit budget authority to fund the work was not approved at that time. Accordingly, staff is returning to the Council to request the necessary budget authority to proceed with the project.

Discussion & Analysis:

The agreements and proposed project assume General fund costs and expenditures to support structuring the CFD and preparing ballot language for a potential 2027 election, the date of which has not yet been determined. The projected Phase 1 costs toward this effort are as follows:

- Wulff Hansen & Co.
 - Municipal Advisory Phase 1 services: \$45,000
(contingent upon Council adopting a resolution to form the CFD).
- Straddling, Yocca, Carlson & Rauth
 - Formation Documents and Proceedings: Not to Exceed \$30,000.
 - Incidentals: ~ \$5,000
(e.g., travel, copies, recording documents).
- Webb Municipal Finance LLC
 - Development of Special Tax Structure, Rate & Method of Apportionment, Public Report, Boundary Map and other associated tasks: Not to exceed \$40,000*

*Note: this cost amount is difficult to estimate, because there may be several iterations before the correct apportionment is determined.

All of these expenses would initially be incurred by the General Fund. However, if the CFD is ultimately approved by the voters, these costs may be reimbursed to the General Fund from bond proceeds upon CFD formation and the related bond issuance. Should the CFD measure not be approved by the voters, the expenditure would become non-reimbursable to the General Fund. However, if the City placed the CFD measure on the ballot a second time after waiting out the one-year lockout period, many of the materials prepared in connection with the initial attempt would be reusable as the basis for beginning a second effort.

Once Phase 1 is complete and voter approval is obtained, the remaining costs associated with the implementation of the CFD and the issuance of bonds would be funded from bond proceeds and the CFD itself rather than the General Fund. Those additional costs are as follows:

- Wulff Hansen & Co.
 - Municipal Advisory Phase 2 Services: \$40,000 (cost paid for by the CFD bond proceeds).
- Straddling, Yocca, Carlson & Rauth
 - Bond & Disclosure Counsel Services: Flat Fee of \$75,000 (Cost paid for by CFD bond proceeds).
 - Incidentals: ~ \$5,000

- *Webb Municipal Finance LLC*
 - CFD Administration services for the life of the special tax (Cost paid annually from CFD special taxes, amount to be determined based of size, structure, complexity, and reporting requirements related to the CFD)
- Other Expenses (paid from bond proceeds, amounts to be determined at a later time)
 - Underwriting/placement agent services
 - Trustee services
 - Other miscellaneous expenses related to the sale of bonds

Consistency with Council Priorities and Goals:

This agenda item is consistent with the Council’s Priority 3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

It is anticipated that the total cost to place the Mella Roos CFD on a 2027 election ballot will not exceed \$150,000 of General Fund monies.

Attachment:

- Attachment 1: May 12 and April 28, 2026, Staff Reports to City Council



Date: May 12, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: **Willows Police Department & Community Facilities District Formation, Professional Services**

Recommendation:

Authorize the City Manager to execute professional services agreements with Wulff, Hansen & Co. (Municipal Advisor), Stradling Yocca Carlson & Rauth (Formation Counsel), and Webb Municipal Finance (Special Tax Consultant) for the formation of a Mello-Roos Community Facilities District (CFD) to fund the startup capital costs and ongoing operational costs of the Willows Police Department (WPD); and provide direction to staff regarding the engagement of an elections consultant.

Rationale for Recommendation:

At the April 28, 2026 Council meeting, the City Council directed staff to move forward with the formation of a Mello-Roos Community Facilities District as the primary financing mechanism for both the startup capital needs and the ongoing operational costs of a re-established Willows Police Department. Forming a CFD requires a specialized team of professionals with expertise in California municipal finance, special tax law, and community outreach. The attached contracts engage this team and initiate the formal formation process.

Background:

In 2017, the City of Willows dissolved its municipal police department and entered into a contract with the Glenn County Sheriff's Office for law enforcement services. The current contract, most recently extended through June 30, 2026, costs the City \$2.355 million in Fiscal Year 2025-26. In November 2024, Willows voters approved Measure I, a 1.5 percent general sales tax effective April 1, 2025, projected to generate up to \$2.3 million annually. In part, Measure I was intended to provide seed funding for the re-establishment of a City police department.

At the April 28, 2026 City Council meeting, the Council reviewed a comprehensive analysis of available financing tools for WPD formation (Attachment 1). Based on that analysis, the Council directed staff to pursue formation of a Mello-Roos CFD structured to authorize both a bond issuance for startup capital (e.g., facilities, vehicles, and equipment) and a perpetual or long-dated annual services special tax for ongoing eligible operations. The Council further indicated interest in exploring whether the CFD

structure could be expanded to include the Willows Fire Department, so as to address ongoing capital and equipment needs for Fire within the same financing framework.

Following the Council's direction, City staff and the Municipal Advisor contacted Formation Counsel (Stradling Yocca Carlson & Rauth) and Special Tax Consultant (Webb Municipal Finance) to discuss the scope of work and fee structures for CFD formation services. The proposed contracts are presented for Council approval at this meeting.

Discussion & Analysis:

Proposed Professional Services Team

Successful CFD formation requires a coordinated team of specialized professionals. The three contracts presented for approval tonight establish the core formation team:

- **Wulff, Hansen & Co. (Municipal Advisor).** As Municipal Advisor, Wulff, Hansen & Co. will oversee the overall financing strategy, coordinate the formation team, advise the City on CFD structure and sizing, assist in developing the cost estimates and revenue projections that underlie the special tax, and serve as the City's primary financial advisor through any bond issuance following a successful election. The Municipal Advisor also assists in preparing Council staff reports and public-facing materials throughout the process.
- **Stradling Yocca Carlson & Rauth (Formation Counsel).** Formation Counsel provides all legal services necessary to establish the CFD under the Mello-Roos Community Facilities Act of 1982 (Government Code §53311 et seq.). This includes drafting the Resolution of Intention, the Resolution of Formation, the special tax ordinance, election documents, and all associated legal notices and proceedings. Formation Counsel also advises on compliance with Proposition 218, the California Constitution, and applicable case law governing special taxes and CFD elections. Stradling is one of California's most experienced public finance law firms in California and has served as Formation Counsel on hundreds of CFD formations statewide. One of the lead attorneys on this project, Brian Quint (formerly of Quint & Thimmig), served as Bond Counsel to the City on its 2021 POB and Sewer COP financing.
- **Webb Municipal Finance (Special Tax Consultant).** The Special Tax Consultant is responsible for developing the Rate and Method of Apportionment (RMA), the technical document that defines how the special tax will be calculated, allocated among different land use categories, and escalated over time. The RMA must be structured to produce sufficient annual revenue to fund both debt service on the capital bonds and, separately, ongoing operational costs, while distributing the tax burden in a manner that is equitable, legally defensible, and comprehensible to voters. It is worth noting that the RMA will provide for a maximum annual special tax levy, but the City is not necessarily required to levy at the maximum special tax each year. Webb Municipal Finance specializes in public safety CFD formations and has extensive experience designing service tax structures for California cities and districts. Wulff, Hansen & Co. has recommended the selection of Webb as the City's Special Tax Consultant.

Elections Consultant

Staff strongly recommend that the City also retain an elections consultant, and requests Council direction to proceed with soliciting proposals for that engagement. An elections consultant plays a distinct and critical role in a CFD formation that is separate from the legal and financial functions of Formation Counsel, Special Tax Consultant, and Municipal Advisor. Their work is focused on community engagement, voter education, public opinion research, and ballot measure strategy.

For a CFD of the type proposed for the City, one that encompasses multiple financing components (e.g., capital bonds, ongoing services levy) and potentially multiple service areas (e.g., police, fire), the elections consultant's role while not required for formation is particularly beneficial for the following reasons:

- **Voter polling and tax threshold analysis.** Before the RMA is finalized and the ballot measure is drafted, the elections consultant conducts statistically valid polling of registered voters within the City to assess baseline support for the proposed CFD and to test voter sensitivity to specific tax amounts. This is one of the most valuable services the consultant provides, by presenting voters with different proposed special tax rates or structures during the polling phase, the consultant may identify the tax level at which support falls below the two-thirds threshold needed for approval. Sizing the tax above that level virtually guarantees failure; sizing it below that level while still meeting the City's revenue needs is the critical calibration that the polling process enables. For a measure that requires two-thirds approval, there is very little margin for error, and polling data provides the empirical basis for that calibration.
- **Multi-component measure complexity.** The proposed CFD will ask voters to approve two distinct financing components simultaneously: 1.) a bond authorization and the special tax to repay the bonds (for startup capital), and 2.) an ongoing services special tax (for annual operations). Ballot measures with multiple components are inherently more difficult to explain and more susceptible to voter confusion or skepticism. The elections consultant develops plain-language descriptions of each component, tests voter comprehension of the combined measure, and advises on how to present both elements in a way that is accurate, accessible, and persuasive. If the City also incorporates Fire Department funding into the same CFD, the communications challenge increases further, as the consultant will need to frame a measure that voters understand as a unified public safety investment rather than an opaque multi-part tax proposal.
- **Multi-service framing and coalition building.** A CFD that covers both the Police and Fire Departments requires a communications strategy that resonates across different constituencies within the community, including residents who prioritize law enforcement, those who prioritize fire protection, and those who are skeptical of any tax increase. The elections consultant develops the messaging framework, identifies community leaders and organizations who can serve as credible voices in support of the measure, and designs a coalition-building strategy to sustain organized support through the campaign period.
- **Voter education and outreach.** CFD special taxes are unfamiliar to many voters. The elections consultant designs and implements a voter education campaign - typically including town hall meetings, mailers, digital outreach, and earned media strategy that explains what the CFD is, why it is needed, what it will cost each property owner, and what services it will fund. In a

small, rural community like Willows, earned media and direct community engagement are particularly effective.

- **Campaign compliance.** The elections consultant advises the City and any supporting committees on compliance with the Political Reform Act, FPPC reporting requirements, and the prohibition on the use of public funds for campaign advocacy. This is a legally sensitive area, and experienced consultants are essential to ensuring that publicly funded voter education activities remain clearly distinguishable from campaign advocacy.

One-Year Lockout Following a Failed CFD Election

The Council should be aware of a significant statutory constraint that applies if the CFD election is unsuccessful. Under Government Code §53329, if a special tax measure submitted to the voters within a CFD is defeated, the City is prohibited from submitting the same or a substantially similar tax proposal to the voters of that CFD for a period of one year from the date of the failed election.

The practical consequence of this provision is that a failed CFD election is not simply a setback that can be quickly corrected and retried. The City would be required to wait a full year before returning to voters, during which time the WPD could not be funded through this mechanism. Given that the existing Sheriff's contract expires June 30, 2026, and that the City is planning for a transition to a City-operated department, a failed election followed by a one-year lockout would create a significant service and funding gap. This underscores the importance of thorough preparation, community engagement, and tax rate calibration through the work of the elections consultant and the polling process before the measure is placed on the ballot.

Election Timeline and the November 2026 Constraint

Staff, in consultation with the Municipal Advisor, has prepared a preliminary formation schedule. A detailed schedule will be developed collaboratively with Formation Counsel, the Special Tax Consultant, and the elections consultant following contract execution. However, a key preliminary conclusion is clear: it is not procedurally possible to complete all required CFD formation steps in time to place the measure on the November 4, 2026, general election ballot.

California law requires a specific sequence of statutory proceedings before a CFD special tax election can be called, including adoption of a Resolution of Intention, a legally required public hearing held not less than 30 days after adoption of the Resolution of Intention, adoption of a Resolution of Formation, and submission of election materials to the County Elections Office by the ballot measure submission deadline, which for Glenn County is in mid-July for the November 4, 2026 election. Given that the professional service contracts are being approved at the May 12, 2026, Council meeting, there is insufficient time to complete RMA development, community engagement, cost estimate refinement, and the required statutory proceedings before that deadline.

Accordingly, staff anticipates targeting either the March 2027 or June 2027 consolidated election as the formation election date. The March 2027 primary election provides an earlier opportunity but requires meeting a submission deadline that will likely fall in late November or December 2026, which is achievable if work proceeds expeditiously following contract execution. The June 2027 election provides additional time for community engagement and polling but delays the potential bond

issuance and WPD launch accordingly. The full team will advise on the preferred election date once engaged.

A preliminary milestone schedule is provided below. All dates are estimates pending team input:

Milestone	Timing (Estimate)	Responsible Party / Notes
Council approval of consultant contracts	May 12, 2026	City Council action
Kickoff meeting — full team	Late May 2026	MA, Formation Counsel, Special Tax Consultant, City Staff
Engage elections consultant	Late May / Early June 2026	Subject to Council approval
Refine WPD facility and equipment cost estimates	June – July 2026	City Staff / WPD feasibility team
Refine annual WPD operating cost projections	June – July 2026	City Staff / Municipal Advisor
Evaluate potential Fire Dept. CFD component	June – July 2026	City Staff / Municipal Advisor
Community engagement and polling	July – September 2026	Elections Consultant
Draft Rate and Method of Apportionment (RMA)	July – August 2026	Special Tax Consultant
Review and finalize RMA	August – September 2026	Full team / City Council review
Draft CFD boundary map and formation documents	August – September 2026	Formation Counsel
Resolution of Intention — City Council	October 2026 (est.)	Formation Counsel / City Staff
Public hearing and election order	November 2026 (est.)	City Council action

Milestone	Timing (Estimate)	Responsible Party / Notes
Voter outreach and campaign period	Early 2027 (est.)	Elections Consultant
CFD special tax and bond election	March or June 2027 (est.)	Consolidated election — Glenn County
Bond issuance (if election succeeds)	Summer / Fall 2027 (est.)	Full financing team

Next Steps

Following Council approval of the professional services contracts, the following key workstreams will proceed in parallel:

- **RMA Development.** Webb Municipal Finance will develop the Rate and Method of Apportionment defining how the special tax will be calculated and allocated. This work requires refined cost estimates for both the capital program (e.g., facilities, vehicles, equipment) and the ongoing operational budget of the WPD. The RMA must be sufficiently detailed to withstand legal scrutiny and sufficiently clear to be explained to voters.
- **Cost Estimate Refinement.** City staff, in coordination with the Municipal Advisor and the WPD feasibility team, will refine the capital cost estimates for police facilities, vehicles, and equipment, as well as the fully loaded annual operating budget projections for a reconstituted department. These estimates are the foundation of the CFD sizing and the RMA, and they must be as accurate as reasonably possible before the special tax rate is set.
- **Fire Department Evaluation.** Staff will evaluate whether to incorporate Fire Department capital and/or operational needs into the same CFD structure. A combined public safety CFD covering both police and fire would reduce formation and election costs and present voters with a unified public safety funding package. However, it also adds complexity to the RMA and the voter communications effort. The full formation team will advise on the optimal structure.
- **Elections Consultant Engagement.** Subject to Council direction, staff will solicit proposals from one or more qualified elections consultants and return to the Council for approval of that contract. The elections consultant should be engaged as early in the process as possible to allow adequate time for polling, community outreach, and voter education prior to the election.
- **Community Engagement.** Prior to and concurrent with the formal formation proceedings, the City should conduct public outreach to educate the community about the proposed CFD, explain the need for a dedicated public safety funding source, and gather community input on service priorities and tax structure. The elections consultant will lead this effort in coordination with City staff.

- **Formation Proceedings.** Once the RMA is finalized and the election strategy is in place, Formation Counsel will initiate the statutory formation proceedings, including adoption of the Resolution of Intention, the public hearing, and the Resolution of Formation, culminating in the submission of the ballot measure to Glenn County Elections.

Consistency with Council Priorities and Goals:

This agenda item is consistent with the Council’s Priority 3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

Professional services fees for Municipal Advisor, Formation Counsel, and Special Tax Consultant will be funded from the General Fund on an interim basis. If the CFD election is successful, all formation-related professional services costs are customarily recovered from bond proceeds or the initial special tax levy, reimbursing the General Fund. If the CFD election is unsuccessful, formation costs paid to date would not be recoverable and would represent a General Fund expenditure, however much of the prepared work products may be used as a starting point for a future tax or ballot measure effort. Based on preliminary estimates, total at-risk General Fund exposure in the event of a failed election is estimated at approximately \$125,000 to \$150,000, depending on the level of professional services engaged prior to the election, the complexity of the RMA, and whether the measure is placed on a consolidated general election ballot (which significantly reduces election administration costs versus a standalone special election). Additionally, Municipal Advisor’s fee is only payable if the Council passes a resolution that formalizes moving forward with an election. Costs specifically associated with placing the measure on the ballot (e.g., Glenn County election administration fees) would only be incurred by the General Fund after Council approval to move forward with an election and are not recoverable regardless of outcome. Staff will present a more detailed budget estimate for Council review at a future meeting once the full team has been engaged and scope of work agreements for all parties have been finalized, including an elections consultant, if applicable.

Attachment:

- Attachment 1: April 28, 2026, Staff Report: Finance Tools to Fund Willows Police Department



Date: April 28, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Finance Tools to Fund Willows Police Department

Recommendation:

Review and discuss options for financing the startup and ongoing costs to establish a Willows Police Department and provide direction to staff.

Rationale for Recommendation:

The Willows City Council has expressed its intent to re-establish the City's Police Department. Accordingly, staff has been directed to identify and present potential financing mechanisms to support both the initial startup costs and the ongoing funding necessary to sustain long-term operations.

Background:

In 2017, the City of Willows dissolved its municipal police department and entered into a five-year agreement with the Glenn County Sheriff's Office to provide law enforcement and animal control services. As the agreement neared expiration in 2022, a newly elected Sheriff authorized a one-year extension to allow for a comprehensive evaluation of departmental budgets and service delivery costs. Upon completion of this review, the Sheriff's Office proposed a substantial increase in the cost of continuing law enforcement, dispatch, and animal control services. Following several months of negotiations, the City and the Sheriff's Office reached consensus on a new three-year agreement, effective July 1, 2023, through June 30, 2026.

Concurrently, the City of Willows was experiencing a significant structural deficit, estimated at approximately \$1.4 million annually in Fiscal Year 2024–25. In response, the City Council approved the placement of a 1.5% local sales tax measure on the November 2024 ballot. The primary objectives of this measure were to address the ongoing fiscal imbalance, restore General Fund reserves, and provide a potential funding source for the future re-establishment of the Willows Police Department.

At present, with fewer than three months remaining on the existing agreement with the Glenn County Sheriff's Office and voter approval of the 1.5% sales tax measure secured, the City Council has directed staff to evaluate options for re-establishing a municipal police department and to identify sustainable funding strategies to support its long-term operations.

Discussion & Analysis:

Startup Costs

As outlined in Attachment 1, several financing mechanisms are available to fund the one-time startup costs associated with establishing a new Willows Police Department (WPD). These startup costs include items such as facility acquisition or renovation, patrol vehicles and fleet, technology systems (computer-aided dispatch, records management, body cameras), uniforms, weapons and duty equipment, and initial officer training and certification. The primary capital financing tools available to the City are a Mello-Roos Community Facilities District (CFD) bond, General Obligation (GO) bonds, and Certificates of Participation (COPs). Federal and state grants, developer impact fees, and General Fund reserves are supplemental sources discussed further below.

Mello-Roos Community Facilities District (CFD) — Bond Component. A Mello-Roos CFD is among the most flexible financing tools available to California cities. A CFD may issue bonds backed by a special tax levied on all parcels within specified district boundaries (which can be the boundaries of the City). Bond proceeds are then used to fund eligible capital improvements such as police facilities, equipment, and vehicles. The special tax is levied annually on each parcel's property tax bill and is used to repay the bonds over their term (typically 20–30 years). Formation of a CFD requires a two-thirds supermajority vote of the registered voters residing within the proposed district boundaries. For a citywide CFD encompassing all of Willows, this would be a citywide election. The 2023 fiscal emergency declaration and the strong performance of Measure I (approved by approximately 58% of voters) suggest meaningful community receptivity, though a two-thirds threshold is a materially higher bar. A key advantage of the CFD structure is that it can be designed to serve a dual purpose: bond proceeds fund startup capital, as well as an ongoing annual special tax levy for services to fund operations, providing long-term revenue certainty, which is further discussed in the Ongoing Operational Costs section.

General Obligation (GO) Bonds. GO bonds are backed by the full faith and credit of the City and repaid through a voter-approved ad valorem property tax override levied on all taxable property within the City. Because they are secured by the City's taxing authority, GO bonds typically achieve the lowest available interest rates of any tax-backed instrument, a meaningful advantage when financing multi-million dollar capital projects. Like a CFD bond, GO bonds require approval by a two-thirds supermajority vote. GO bonds are particularly well-suited to fund the acquisition or construction of a dedicated police facility, as they can be sized to match the full capital cost with repayment spread over 20–30 years. Unlike a CFD, however, GO bonds do not inherently carry a mechanism for ongoing operational funding, they are a capital financing tool only. A separate revenue source would need to be identified for ongoing department operations.

Certificates of Participation (COPs). COPs are a lease-revenue financing mechanism that does not require voter approval, making them procedurally simpler than either a CFD bond or GO bond. Under a COP structure, the City conveys a public asset, typically an essential use building such as a city hall or a future police facility, to a financing entity (typically a joint powers authority or a nonprofit public benefit corporation), which then leases the asset back to the City. The City's obligation to make lease payments is securitized and sold to investors as certificates. COPs can fund construction, major renovation, or significant equipment acquisition. The principal tradeoff COPs when compared to GO

bonds and CFD bonds is twofold. First, COPs carry a modestly higher interest rate because they are not backed by a voter-approved tax pledge and therefore carry slightly higher credit risk from an investor perspective. Second, and critically for a city in Willows' fiscal position, the annual lease payments must be appropriated by the City Council each year, they are not self-supporting from a dedicated revenue stream. This creates what is known as "non-appropriation risk". For this reason, COPs issued without an identified, dedicated revenue source to support the annual debt service would create new structural budget pressure and are not recommended in this instance as a standalone capital financing tool unless a new revenue stream can be simultaneously established to cover the annual lease payments.

Federal and State Grants. Grants are an important supplemental source for startup costs but are not a reliable primary funding mechanism due to their competitive and time-limited nature. The City should pursue all applicable grant programs concurrent with capital planning, but the City's startup budget should not be premised on grant funding that has not yet been secured.

General Fund Reserves, Impact Fees and Measure I Seed Funding. The City's 1.5% sales tax (Measure I) became effective April 1, 2025, and the City received its first quarterly advance from the State in April 2025. Early Measure I proceeds can serve as bridge funding for initial procurement such as vehicles, equipment, and uniforms before longer-term capital financing is in place. Developer impact fees and General Fund reserves are currently largely committed to maintaining the City's existing budget and addressing ongoing fiscal constraints.

Ongoing Operational Costs

With respect to ongoing operations, reallocating funds currently designated for the Sheriff's contract would provide a substantial and immediate funding base for a re-established police department. The existing contract totals approximately \$2.0–\$2.4 million per year, representing the City's current expenditure baseline for law enforcement services. However, the City's overall financial position does not currently include sufficient General Fund reserves or surplus revenues to absorb escalating costs over time. Additionally, certain expenditures were not fully accounted for in the City's 2025 WPD feasibility study, including increases in legal services, information technology infrastructure, and potential recruitment and hiring incentives. Long-term funding options for ongoing operations include the formation of a Mello-Roos CFD services levy or implementation of a special parcel tax.

Mello-Roos CFD — Ongoing Services Special Tax (No Bonds). A Mello-Roos CFD can be structured not only to issue bonds for capital purposes (startup costs), but also (independently or in combination) to levy an ongoing annual special tax for services without any bond component. In a services-only CFD, the City would form a citywide district and levy a special tax on all parcels each year, with revenues dedicated exclusively to funding police department operations. Unlike the CFD bond component, there is no debt service, no interest cost, and no obligation to repay principal. The levy is simply an annual charge on each parcel's property tax bill, calculated according to a Rate and Method of Apportionment (RMA) adopted at district formation. The special tax can be indexed to the Consumer Price Index (CPI) or a fixed annual escalator, ensuring that revenues keep pace with rising personnel and operational costs over time. Critically, the taxes can be structured to continue over a long period of time (up to 100 years) providing a permanent, dedicated, and budget-segregated funding stream for police services that cannot be reallocated to other general fund purposes. Formation requires a two-thirds

supermajority vote of registered voters. The services CFD is the most structurally sound long-term funding mechanism for ongoing operations and is the primary tool recommended for that purpose.

Special Parcel Tax. A special parcel tax is a flat or tiered per-parcel levy (for example, a fixed annual amount per residential unit, or a per-square-foot charge on commercial properties) dedicated to a specific public purpose such as police services. Unlike a CFD, a parcel tax does not require formation of a separate district; it is levied citywide through the City's own municipal authority. A special parcel tax requires a two-thirds supermajority vote and, if approved, provides a dedicated revenue stream insulated from general fund budget pressures. The parcel tax is functionally similar to a services CFD in its outcome: an annual, dedicated, inflation-adjustable levy for police operations. Furthermore, it is somewhat simpler to administer since no district formation proceedings are required. The key structural distinction is that a services CFD can more easily incorporate a dual-use structure (capital bonds for startup costs such as facilities as well as a services levy in a single formation), while a parcel tax is limited to the ongoing services function.

Conclusion

Staff recommends distinct financing strategies for startup capital and ongoing operations, as the two needs differ fundamentally in their fiscal structure, time horizon, and appropriate funding mechanisms.

Startup Capital: Facilities CFD or General Obligation Bond (Recommended); COPs (Conditional). For one-time startup costs (principally facility acquisition or renovation, vehicles, and major equipment) staff recommends either a Mello-Roos CFD bond or a General Obligation bond as the primary capital financing mechanism. Both require a two-thirds supermajority vote and provide long-term, fixed-cost debt service repaid over 20–30 years, avoiding a large one-time draw on the General Fund. The CFD bond is preferred if the City wishes to combine startup capital financing with an ongoing services levy in a single formation election, providing a unified structure for both phases. The GO bond is preferred if the City's primary capital need is a facility (police station) and the City wants the lowest possible borrowing cost. Certificates of Participation are conditionally viable as a capital tool, they avoid a ballot measure, which is a procedural advantage, but the annual lease payments must be supported by a dedicated, identified revenue stream. COPs issued without such a stream would create new structural budget pressure and are therefore not recommended unless a concurrent revenue measure is adopted to fund the annual debt service. In all scenarios, General Fund reserves and Measure I seed money can bridge early procurement costs while the primary financing mechanism is being structured and placed before voters.

Ongoing Operations: Mello-Roos CFD Services Special Tax (Recommended), Supplemented by Sheriff Contract Reallocation and Measure I. For annual operations, staff recommends a Mello-Roos CFD services special tax (structured without a bond component) as the primary long-term funding mechanism. A services CFD provides a dedicated, inflation indexed, long-term revenue stream levied on all parcels within the City, insulated from general fund budget pressure and unavailable for reallocation to other purposes. This structure directly addresses the fiscal vulnerability that led to the dissolution of the original police department in 2017: an operational cost that competed with other general fund obligations during periods of revenue stress. The services CFD levy, sized to cover fully-loaded annual WPD operating costs net of other identified revenues, creates the permanent funding foundation the department needs to remain sustainable. In the near term, prior to CFD formation,

annual operations would be funded through a combination of (1) reallocation of the existing Sheriff's contract budget (approximately \$2.0–\$2.4 million per year), and (2) Measure I general sales tax revenues. If the City proceeds with a Facilities CFD bond for startup capital, the formation election can be structured to simultaneously authorize both the bond issuance and the ongoing services levy, reducing election costs and consolidating the community vote.

Should the City Council direct staff to proceed with either a Facilities CFD or a Services CFD (or a combination of both), it may also be prudent to consider incorporating funding for the Fire Department within the same formation structure. The Fire Department is an essential public safety service with ongoing capital and equipment needs, and combining both departments within a single CFD election would reduce formation and election costs while presenting voters with a unified public safety funding package.

Consistency with Council Priorities and Goals:

This agenda item is consistent with the Council's Priority 3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

Should the City Council direct staff to proceed with CFD formation, staff notes that the professional costs associated with district formation (including municipal advisor, bond counsel, and special tax consultant fees) are customarily included in the CFD formation costs and recovered from bond proceeds or the initial levy (assuming a successful election), rather than from the General Fund. If the election is unsuccessful, the mentioned professional services associated with formation cost would need to be paid out of the General Fund. Costs associated with placing the measure on the ballot would also need to be funded from the General Fund in advance of the election. Staff estimates that CFD formation costs payable from the General Fund in the event that an election is unsuccessful would total an estimated \$75,000 to \$125,000, depending on the complexity of the CFD (services-only versus services plus facilities, as well as whether or not funding for fire services are included). If the Council directs staff to move forward with the Recommendation, staff will come back to the Council with fee proposals from the required consultants.

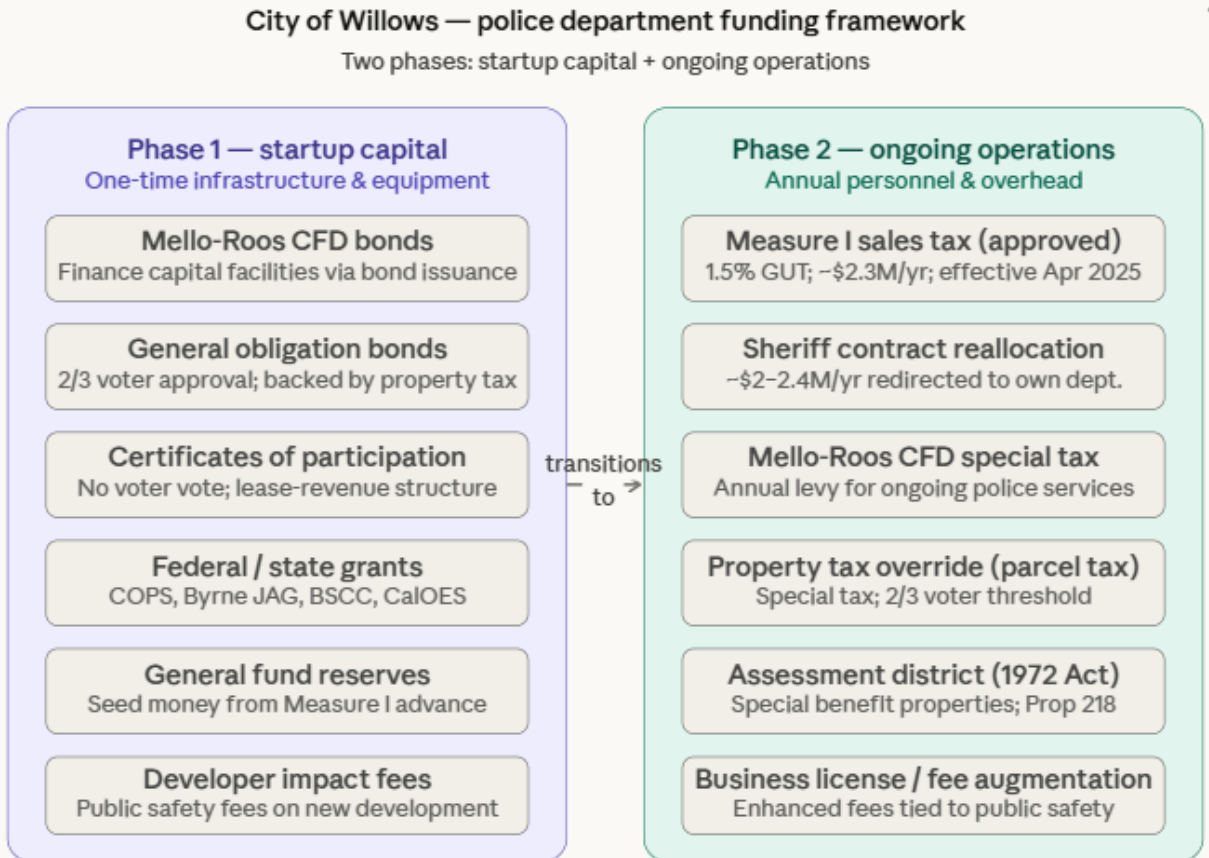
Attachment:

- Attachment 1: Police Department Formation Funding Tools

**City of Willows
Police Department Formation Funding Tools
April 13, 2026**

Summary of Available Financing Tools

Below is a summary of the available funding sources for the formation of a new Police Department in the City of Willows:



Current Sheriff contract: \$2.0M (FY24), \$2.0M (FY25), \$2.355M (FY26) — expires June 30, 2026

Fiscal Context and Baseline

First, the critical baseline: the current Sheriff contract totals \$6,355,000 over 2.5 years: \$2.0M in FY 2023-24, \$2.0M in FY 2024-25, and \$2.355M in FY 2025-26, expiring June 30, 2026. This contract cost is the single most important number in the analysis, it establishes both what Willows is already paying and the approximate ongoing cost floor for any police service model. Importantly, when the department was originally disbanded in 2017, it was costing over \$1.6 million annually, meaning the Sheriff's contract has grown roughly 45% in cost over the intervening years.

Phase 1: Startup Capital Funding

The one-time costs of reconstituting a police department are substantial and distinct from ongoing operations. They include facility acquisition or renovation, vehicles and fleet, technology systems (CAD, RMS, body cameras), uniforms, weapons, and initial training.

Below are details on viable funding method for startup costs:

Mello-Roos Community Facilities District (CFD) — Bond Component

The Mello-Roos Community Facilities Act of 1982 (Gov. Code §53311 et seq.) is the most versatile tool available. The Act allows for the City to establish a CFD which may provide financing for a broad range of public improvements and services, including police protection, fire protection, ambulance services, schools, parks, libraries, museums, and other cultural facilities. Willows could form a citywide CFD, issue bonds backed by a special tax levy on all parcels, and use the bond proceeds to fund the capital build-out of the new department. Formation requires a 2/3 vote of registered voters. The 2023 fiscal emergency declaration and the strong showing of Measure I (58%+) suggest community receptivity.

General Obligation Bonds

GO bonds are backed by the full faith and credit of the City and repaid through an ad valorem property tax override. They require a 2/3 supermajority vote. Given the current community support trajectory, this is worth considering, particularly if the City needs to fund a new or renovated facility (e.g., a dedicated police station). GO bonds typically achieve the lowest interest rates of any tax-backed instrument.

Certificates of Participation (COPs)

COPs are a lease-revenue financing mechanism that does not require voter approval. The City would convey a public asset (e.g., city hall, a future police facility) to a financing entity, which leases it back to the City, with the lease payments securitized. COPs can fund construction or major equipment acquisition. The tradeoff is a slightly higher interest rate than GO bonds and the annual lease obligation must be appropriated by the City Council

(subject to non-appropriation risk). This is a viable path for facility financing without going to the ballot, pending budget availability.

Federal and State Grants

This is an important supplemental source for startup costs, but not necessarily a primary one. Some of the available programs include:

- *COPS Hiring Program* (U.S. DOJ): Provides funding for sworn officer positions for the first three years, then requires local assumption of costs. Highly competitive nationally but appropriate for Willows given its small size.
- *Edward Byrne Memorial Justice Assistance Grant (JAG)*: Flexible funding for equipment, technology, training, and personnel.
- *California Board of State and Community Corrections (BSCC)*: Various competitive grants for local law enforcement programs.
- *CalOES*: Homeland security and public safety infrastructure grants.

Developer Impact Fees (Public Safety)

Under the California Mitigation Fee Act (Gov. Code §66000 et seq.), Willows can adopt a public safety development impact fee applicable to new residential and commercial construction. The fee must be nexus-justified (i.e., tied to the increased demand for police services generated by new development). While Willows is a small, slow-growth city, any future residential or commercial development can be required to contribute to the capital cost of police facilities and equipment. This would not likely provide substantial new funding, but could be reviewed as a supplemental funding option.

General Fund Reserves / Measure I Seed Money

The City's 1.5% sales tax is effective April 1, 2025, and the city received its first advance of the new quarterly sales tax revenue from the State in April 2025 as well. The early proceeds can be used as seed funding for startup costs or bridge financing for procurement before longer-term mechanisms are in place.

Phase 2: Ongoing Operations Funding

The annual operating budget is the harder, more durable challenge. A realistic ongoing budget for a small city police department of 13 officers/staff in California today likely runs at least \$2.5 million annually when fully loaded with benefits, dispatch, records management, and overhead. The key strategic insight here is that the Sheriff contract cost (\$2.0–2.4M/year) is already being paid and will be redirected, the question is what gap, if any, remains.

Measure I Sales Tax (Already Approved)

This is the cornerstone of ongoing funding. The 1.5% sales tax increase is projected to generate up to \$2.3 million in tax revenue per year. The ballot measure has a 15-year time sunset date, after which the tax would expire unless extended by another ballot measure. As a general (unrestricted) tax, spending is at Council discretion, which means the City should proactively build a police department line item into the annual budget to establish the spending pattern before the sunset question arises.

Sheriff Contract Cost Reallocation

This is arguably the most important element of any funding model. As the City transitions from the Sheriff contract to its own department, the \$2.0-2.4M currently paid to Glenn County can be redirected to fund a Willows Police Department. The key modeling question is whether the City's own department can provide comparable or superior service at the same or lower cost. In 2017, the original department cost over \$1.6M, inflation-adjusted to today, a comparable department would cost significantly more.

Mello-Roos CFD — Ongoing Services Tax

A citywide services CFD can be structured to levy an annual special tax specifically for police services, independent of the general fund. The CFD special tax rates are levied annually as part of each parcel's property tax bill and are subject to an annual inflation adjustment. The taxes do not expire but continue in perpetuity. This provides a dedicated, inflation-indexed, permanent revenue stream that is insulated from general fund budget pressures and cannot be raided for other purposes. Formation requires 2/3 voter approval, but the services CFD can be structured as a standalone mechanism layered on top of other revenues.

Parcel Tax (Special Tax)

A parcel tax is a flat or tiered tax per parcel (e.g., \$X per residential unit, \$Y per commercial square foot), placed on the ballot and requiring 2/3 voter approval. Unlike a CFD, a parcel tax does not require formation of a district, it's levied citywide through the City's own authority. It can be designated specifically for police services (making it a special tax), or structured as a general tax (simple majority required, but unrestricted in use). Given the community support shown in Measure I, a dedicated police parcel tax may be viable at 2/3 approval threshold.

Proposition 218 Assessment District (1972 Landscaping and Lighting Act / Other)

An assessment district levies charges based on special benefit to property owners. Public safety is notoriously difficult to structure as an assessment district because courts have held that general police protection benefits the public at large, not specific parcels in a quantifiable way, making it hard to satisfy Prop. 218's special benefit nexus requirement. This mechanism is not strongly recommended for police services, but may have limited applicability if a specific geographic area (e.g., a commercial corridor or new development area) can demonstrate a quantifiable, special benefit from enhanced police patrols.

Business License Tax Augmentation

The City can increase its business license tax and designate a portion of the increase for public safety. This requires only a majority Council vote if structured as a general tax, or 2/3 voter approval if structured as a special tax for police specifically. Willows' commercial base is modest, but the revenue contribution would be incrementally helpful.



DISCUSSION & ACTION CALENDAR



Date: May 26, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: November 2026 Cannabis Tax Ordinance & Measure

Recommendation:

Receive presentation regarding the proposed Cannabis Business Tax measure; discuss potential placement of the measure on the November 3, 2026, General Election Ballot; direct staff to introduce the ordinance at the June 9, 2026, City Council meeting; and prepare the Cannabis Tax measure language and resolution for the June 23, 2026, City Council meeting agenda.

Rationale for Recommendation:

To impose a tax on all cannabis businesses operating within the City of Willows in order to increase General Fund revenue.

Background:

The City has a commercial cannabis retail program that allows for no more than two retailers within the City. No other cannabis business types are currently allowed. Two Cannabis retail businesses have been approved by the City and are operational. As a condition of their permit, each cannabis business is required to enter into a negotiated development agreement with the City, which includes a provision to provide a portion of revenue to the City as a Community Benefit Fee. The fees have been negotiated separately with each business, with one paying a rate of 2% and the other paying 5%.

Partly to address this inequity, the City plans to replace these Community Benefit Fees with a voter approved cannabis business tax. In December of 2025, the City engaged the services of HdL Companies to help explore the size of the local retail cannabis market, the number of cannabis retailers and tax rates in nearby jurisdictions and consider developing a commercial cannabis business tax. After a presentation of HdL's findings at its March 10 meeting, the City Council directed staff to draft a Cannabis tax ordinance to place on the November 2026 ballot for voter approval.

The Council directed staff to include a maximum rate of 10% in the ordinance, though the Council would be able to set the initial or active rate as it sees fit following adoption by the voters, provided that it does not exceed the maximum rate. In discussion, Council indicated that the rate would likely be set at 5% initially, consistent with the higher of the two Community Benefit Fees. While the City has no

plans to allow commercial cannabis business types other than retail, the Council supported the staff recommendation to include other cannabis business types in the tax ordinance, should they be allowed in the future. Thereby avoiding the need to return to the voters for approval of a new cannabis tax. Additionally, the ordinance allows the City Council to set different rates for different business types, should it so choose. The draft ordinance incorporates all of these elements.

Discussion & Analysis:

The draft ordinance adds Chapter 3.12 (Cannabis Business Tax) to Title 3 of the Willows Municipal Code. The ordinance applies to all persons engaged in business within the City as a cannabis business, whether operating from a fixed location in the City or arriving in the City from an outside location to engage in such activities. This includes cannabis delivery services that may be located in other jurisdictions but make delivery sales to addresses within the City of Willows. The tax would be applied to all sales by cannabis retailers, including cannabis, cannabis products, cannabis supplies and paraphernalia, branded merchandise, or any other products sold by the cannabis business.

The ordinance establishes a maximum tax rate of 10%; however, it allows the City Council to set the initial or active rate by resolution after adoption and to adjust it at any time as the Council sees fit, provided that the rate may not exceed the maximum rate approved by the voters. It is anticipated that the Council may wish to set the initial rate at 5%. The Council maintains full discretion to increase or decrease the rate of the cannabis business tax but may not repeal the tax or set any adjusted rate that exceeds the maximum rate of 10%.

Should the City choose to allow additional types of cannabis businesses in the future, the City may apply the tax at a rate established by resolution of the City Council for each business type not to exceed the maximum rate of ten percent (10%) of gross receipts.

All commercial cannabis businesses are required to register with the City. The term of an initially issued retail/dispensary cannabis business registration shall be one year. The term of a renewed retail/dispensary cannabis business registration shall be two years. The renewal schedule may be adjusted at the City's discretion to be consistent with the cannabis business regulatory license renewal under Willows Municipal Code Section 9.20.072.

The Cannabis Business Tax shall be paid to the Finance Director, in arrears, on a monthly basis. Taxes shall be deemed delinquent if not received by the Finance Director on or before the due date. A penalty equal to ten percent (10%) of the amount of tax, in addition to the amount of the tax, plus interest on the unpaid tax calculated from the due date of the tax at the rate of one percent (1%) per month. The Finance Director may promulgate rules and/or establish alternative reporting and payment periods as deemed necessary to ensure effective collection of the cannabis business tax. The ordinance allows the City Manager to waive any penalties if the business provides timely evidence showing that the reasons for the delinquent payment were beyond their control and not due to negligence.

The Cannabis Business Tax is levied based upon the gross receipts of the business. It is not a sales and use tax, a tax upon income, or a tax upon real property and shall not be calculated or assessed as such. The Cannabis Business Tax shall not be separately identified or otherwise specifically assessed or charged to any member, customer, patient, or caretaker. The Cannabis Business Tax is a general tax

enacted solely for general, governmental purposes of the City and not for specific purposes. All of the proceeds from the tax imposed by this chapter shall be placed in the City's General Fund and be available for any lawful City purpose. Assuming a retail cannabis tax rate of 5%, it is estimated that the tax established by this ordinance may generate around \$260,000 per year in General Fund revenue for the City.

Consistency with Council Priorities and Goals:

The proposed action is consistent with Priority #1: Financial Stability, Goal 2: Seek Cost Savings and Revenue Generation Opportunities.

Fiscal Impact:

Based on projected gross receipts and assuming a retail cannabis tax rate of 5%, it is estimated that the tax established by this ordinance may generate \$260,000 per year in General Fund revenue.

Attachment:

- Attachment 1: Draft Ordinance 770-2026 – Cannabis Business Tax

EXHIBIT A

ORDINANCE NO. 770-2026

**AN ORDINANCE OF THE CITY OF WILLOWS, CALIFORNIA ADDING
CHAPTER 3.12 (CANNABIS BUSINESS TAX) TO TITLE 3 OF THE
WILLOWS MUNICIPAL CODE ESTABLISHING A TAX ON CANNABIS
BUSINESS ACTIVITIES WITHIN THE CITY**

THE PEOPLE OF THE CITY OF WILLOWS DO ORDAIN AS FOLLOWS:

SECTION 1. CODE AMENDMENT. Chapter 3.12 is added to Title 3 of the Willows Municipal Code to read as follows:

CHAPTER 3.12

- 3.12.010 Title.
- 3.12.020 Authority and purpose.
- 3.12.030 Intent.
- 3.12.040 Definitions.
- 3.12.050 Tax imposed.
- 3.12.060 Registration, reporting, and remittance of tax.
- 3.12.070 Payments and communications – timely remittance.
- 3.12.080 Payment – when taxes deemed delinquent.
- 3.12.090 Notice not required by City.
- 3.12.100 Penalties and interest.
- 3.12.110 Refunds and credits.
- 3.12.120 Refund procedures.
- 3.12.130 Personal cultivation not taxed.
- 3.12.140 Administration of the tax.
- 3.12.150 Appeal procedures.
- 3.12.160 Enforcement – action to collect.
- 3.12.170 Apportionment.
- 3.12.180 Constitutionality and legality.
- 3.12.190 Audit and examination of premises and records.
- 3.12.200 Other licenses, permits, taxes or charges.
- 3.12.210 Payment of tax does not authorize unlawful business.
- 3.12.220 Deficiency determinations.
- 3.12.230 Failure to report – nonpayment, fraud.
- 3.12.240 Tax assessment – notice requirements.
- 3.12.250 Tax assessment – hearing, application, and determination.
- 3.12.260 Relief from taxes – disaster relief.
- 3.12.270 Conviction for violation – taxes not waived.
- 3.12.280 Violation deemed misdemeanor.
- 3.12.290 Severability.
- 3.12.300 Remedies cumulative.
- 3.12.310 Amendment or modification.

3.12.010 Title.

This ordinance shall be known as the Cannabis Business Tax Ordinance. This ordinance shall be applicable in the City of Willows, California which shall be referred to herein as “City.”

3.12.020 Authority and Purpose.

The purpose of this Ordinance is to adopt a tax, for revenue purposes, pursuant to Sections 37101 and 37100.5 of the California Government Code, upon cannabis businesses that engage in business in the City. The Cannabis Business Tax is levied based upon the gross receipts of the business. It is not a sales and use tax, a tax upon income, or a tax upon real property and shall not be calculated or assessed as such. The Cannabis Business Tax shall not be separately identified or otherwise specifically assessed or charged to any member, customer, patient, or caretaker. The Cannabis Business Tax is a general tax enacted solely for general, governmental purposes of the City and not for specific purposes. All of the proceeds from the tax imposed by this chapter shall be placed in the City's general fund and be available for any lawful City purpose.

3.12.030 Intent.

The intent of this Ordinance is to levy a tax on all cannabis businesses that operate in the City, regardless of whether such business would have been legal at the time this chapter was adopted. Nothing in this chapter shall be interpreted to authorize or permit any business activity that would not otherwise be legal or permissible under laws applicable to the activity at the time the activity is undertaken, nor shall this chapter be interpreted to obligate or compel the City to allow any such type of business activity.

3.12.040 Definitions.

The following words and phrases shall have the meanings set forth below when used in this chapter:

- A. “Arm's length transaction” means a sale entered into in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither under any compulsion to participate in the transaction.
- B. “Business” shall include all activities engaged in or caused to be engaged in within the City, including any commercial or industrial enterprise, trade, profession, occupation, vocation, calling, or livelihood, whether or not carried on for gain or profit, but shall not include the services rendered by an employee to his or her employer.
- C. “Calendar year” means January 1 through December 31, of the same year.
- D. “Cannabis” means all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or

purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from cannabis. "Cannabis" shall not include industrial hemp, unless otherwise specified or unless it meets the definition of a Cannabis Product under 3.12.040(F)

E. "Cannabis business" means any business activity involving cannabis, including but not limited to cultivating, transporting, distributing, manufacturing, compounding, converting, processing, preparing, storing, packaging, delivering, testing, dispensing, retailing and wholesaling of cannabis, cannabis products or of ancillary products and accessories, whether or not carried on for gain or profit.

H. "Cannabis business tax" means the tax due pursuant to this chapter for engaging in a cannabis business in the City.

F. "Cannabis product" means a product containing cannabis or cannabis concentrate and includes, but is not limited to, edible, topical, and inhaled products, and any product intended for human or animal consumption that contains or purports to contain any variant or derivative of tetrahydrocannabinol, regardless of the nature or source of the cannabinoids. "Cannabis product" also means cannabis products as defined by Section 11018.1 of the California Health and Safety Code and is not limited to medicinal cannabis products.

G. "Canopy" means all areas occupied by any portion of a cannabis plant whether contiguous or noncontiguous on any one site. When plants occupy multiple horizontal planes (as when plants are placed on shelving above other plants) each plane shall be counted as a separate canopy area.

I. "Commercial cannabis cultivation" means cultivation of cannabis undertaken in the course of conducting a cannabis business.

J. "Commercial cannabis permit" means a permit, license, certificate, or other approval issued by the City to a person to authorize that person to operate a cannabis business or engage in business as a cannabis business within the City.

K. "Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis and includes, but is not limited to, the operation of a nursery.

L. "Employee" means each and every person engaged in the operation or conduct of any business, whether as owner, member of the owner's family, partner, associate, agent, manager or solicitor, and each and every other person employed or working in such business for a wage, salary, commission, barter or any other form of compensation.

M. "Engaged in business as a cannabis business" means the commencing, conducting, operating, managing or carrying on of a cannabis business, whether done as owner, or by means

of an officer, agent, manager, employee, or otherwise, whether operating from a fixed location in the City or coming into the City from an outside location to engage in such activities. A person shall be deemed engaged in business within the City if:

1. Such person or person's employee maintains a fixed place of business within the City for the benefit or partial benefit of such person;
2. Such person or person's employee owns or leases real property within the City for business purposes;
3. Such person or person's employee regularly maintains a stock of tangible personal property in the City for sale in the ordinary course of business;
4. Such person or person's employee regularly conducts solicitation of business within the City;
5. Such person or person's employee regularly conducts sales by delivery to addresses within the City; or
6. Such person or person's employee performs work or renders services in the City.

The foregoing specified activities shall not be a limitation on the meaning of "engaged in business."

N. "Evidence of doing business" means evidence such as, without limitation, use of signs, circulars, cards or any other advertising media, including the use of internet or telephone solicitation, or representation to a government agency or to the public that such person is engaged in a cannabis business in the City.

O. "Finance Director" means the Finance Director of the City of Willows or his or her designee.

P. "Gross Receipts," except as otherwise specifically provided, means, whether designated as a sales price, royalty, rent, membership fee, ATM service fee, delivery fee, slotting fee, any other fee, vaping room service charge, commission, dividend, or other designation, the total amount (including all receipts, cash, credits, services and property of any kind or nature) received or payable for sales of goods, wares or merchandise, or for the performance of any act or service of any nature for which a charge is made or credit allowed (whether such service, act or employment is done as part of or in connection with the sale of goods, wares, merchandise or not), without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, losses or any other expense whatsoever. In the event the business is involved in a "non-arm's length transaction" the gross receipts will be subject to the fair market value using a methodology approved by the Finance Director. However, the following shall be excluded from Gross Receipts:

1. Cash discounts where allowed and taken on sales;
2. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;
3. Such part of the sale price of any property returned by purchasers to the seller as refunded by the seller by way of cash or credit allowances or return of refundable deposits previously included in gross receipts;
4. Receipts derived from the occasional sale of used, obsolete or surplus trade fixtures, machinery or other equipment used by the taxpayer in the regular course of the taxpayer's business;
5. Cash value of sales, trades or transactions between departments or units of the same business located in the City of Willows and if authorized by the Finance Director in writing in accordance with Section 3.12.140 (B);
6. Whenever there are included within the gross receipts amounts which reflect sales for which credit is extended and such amount proved uncollectible in a subsequent year, those amounts may be excluded from the gross receipts in the year they prove to be uncollectible; provided, however, if the whole or portion of such amounts excluded as uncollectible are subsequently collected they shall be included in the amount of gross receipts for the period when they are recovered;
7. Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded;
8. Payments made by the tax-reporting cannabis business (Seller) to a cannabis business (Buyer) for the difference in the original acquisition price and subsequent renegotiated or finalized selling price of products or services sold to a specific end customer. This type of transaction is referred to as a "billback". The tax-reporting cannabis business must provide supporting documentation to substantiate the transaction in order to be eligible for an exemption.

Q. "Lighting" means a source of light that is primarily used for promoting the biological process of plant growth. Lighting does not include sources of light that primarily exist for the safety or convenience of staff or visitors to the facility, such as emergency lighting, walkway lighting, or light admitted via small skylights, windows or ventilation openings.

R. "Medicinal cannabis" or "medicinal cannabis product" means cannabis or a cannabis product sold, or intended to be sold, for use pursuant to the Compassionate Use Act of 1996 (Proposition 215), found at Section 11362.5 of the Health and Safety Code, for a medicinal cannabis patient in California who possesses a physician's recommendation and/or a cannabis card issued pursuant to Health and Safety Code Section 11362.71.

S. "Non-arm's length transaction" means a transaction that does not meet the definition of an "arm's length transaction." In other words, the transaction is not a sale that reflects fair market value in the open market. One example of a non-arm's length transaction would be when a cultivator sells cannabis goods to a cannabis distributor at a sales price that is lower than what the same cultivator would charge to other cannabis distributors, or which does not reflect the fair market value in the open market.

T. "Nursery" means a facility or part of a facility that is used only for producing clones, immature plants, seeds, and other agricultural products used specifically for the planting, propagation, and cultivation of cannabis.

U. "Person" means an individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, whether organized as a nonprofit or for-profit entity, and includes the plural as well as the singular number.

V. "Processing" means a cultivation site that conducts only trimming, drying, curing, grading, packaging, or labeling of cannabis and non-manufactured cannabis products.

W. "Retailer" means a person or business as defined in Section 3.12.040 (V) who sells cannabis or cannabis products at their place of business or by delivery to an end user or customer for use or consumption rather than to another person or business for resale.

X. "Sale", "sell" and "to sell" means and includes any sale, exchange, or barter either as a retailer or wholesaler by a person or business as defined by Section 3.12.040 (V). It shall also mean any transaction whereby, for any consideration, title to cannabis or cannabis products are transferred from one person to another and includes the delivery of cannabis or cannabis products pursuant to an order placed for the purchase of the same, but does not include the return of cannabis or cannabis products to the licensee from whom the cannabis or cannabis product was purchased.

Y. "State" means the State of California.

Z. "State license," "license," or "registration" means a state license issued pursuant to California Business & Professions Code Section 26050, and all other applicable state laws, required for operating a cannabis business.

AA. "Testing Laboratory" means a cannabis business that (i) offers or performs tests of cannabis or cannabis products, (ii) offers no service other than such tests, (iii) sells no products, excepting only testing supplies and materials, (iv) is accredited by an accrediting body that is independent from all other persons involved in the cannabis industry in the state and (v) is registered with the Department of Cannabis Control or other state agency.

3.12.050 Tax Imposed.

- A. Beginning **January 1, 2027**, there is imposed upon each person who is engaged in business as a cannabis business a cannabis business tax. Such tax is payable regardless of whether the person has been issued a commercial cannabis business license, permit, or other certificate to operate lawfully in the City or is operating unlawfully. The City's acceptance of a cannabis business tax payment from a cannabis business operating illegally shall not constitute the City's approval or consent to such illegal operations.
- B. The City Council may, by resolution or ordinance, increase or decrease the rate of the cannabis business tax, including the initial rate of cannabis business tax. Notwithstanding the foregoing, in no event shall the City Council repeal this tax or set any adjusted rate that exceeds the maximum rates calculated pursuant to this chapter.
- C. The maximum rate of the cannabis business tax shall be calculated as follows:
 - 1. For every person engaged in retail sales of cannabis or cannabis products, including as a retailer (dispensary) or non-storefront retailer (retail delivery business), the person shall be subject to the tax rate as established by resolution of the City Council not to exceed the maximum rate of ten percent (10%) of gross receipts.
 - 2. Should the City choose to allow additional types of cannabis businesses in the future, the City may apply the tax at a rate established by resolution of the City Council for each business type not to exceed the maximum rate of ten percent (10%) of gross receipts.
- D. Persons subject to the cannabis business tax shall register with the City and if applicable pay the registration fee pursuant to Section 3.12.060 and in accordance with Section 5.05.040.

3.12.060 Registration, reporting and remittance of tax.

- A. Registration of Cannabis Business. All cannabis businesses shall be required to register as follows:
 - 1. All persons engaging in business as a cannabis business, whether an existing, newly established or acquired business, shall register with the Finance Director within thirty (30) days of commencing operation and shall annually renew such registration within 30 days of the business registration anniversary date of each year thereafter. In registering, such persons shall furnish to the Finance Director a sworn statement, upon a form provided by the Finance Director, setting forth the following information:

- i. The name of the business;
 - ii. The names and addresses of each owner;
 - iii. The exact nature or kind of business;
 - iv. The place where such business is to be carried on; and
 - v. Any additional information which the Finance Director may require.
 2. All persons engaging in retail sales of cannabis or cannabis products by delivery from locations outside of the City to addresses within the City shall apply for and retain a business license (business tax certificate) prior to conducting any such sales. To obtain a business license all such businesses shall do all of the following:
 - i. Complete a Business Tax Certificate Application and Cannabis Delivery Business Registration Form;
 - ii. Provide a copy of a valid DCC license and a valid license from a local agency authorizing the business to conduct cannabis operations as a retailer; and
 - iii. Submit completed forms and license/permit processing fees as established by the Finance Director.
- B. A registration fee in accordance with the current and approved City fee schedule shall be presented with the sworn statement submitted under this chapter. This fee shall not be considered a tax and may be adjusted by resolution of the City Council.
 1. The term of an initially-issued retail/dispensary cannabis business registration shall be one year.
 2. The term of a renewed retail/dispensary cannabis business registration shall be two years, subject to any and all other permit renewal fees. The renewal schedule may be adjusted at the City's discretion to be consistent with the cannabis business license renewal under Willows Municipal Code Section 9.20.072 (6).
- C. The cannabis business tax imposed by this chapter shall be paid, in arrears, on a monthly basis. Each person owing a cannabis business tax shall on or before the last day of the month following the close of each month file with the Finance Director a statement ("tax statement") of the tax owed for that calendar month and the basis for calculating that tax. The Finance Director may require that the tax statement be submitted on a form prescribed by the Finance Director. The tax

for each calendar month shall be due and payable on the same date that the tax statement is due.

- D. Upon cessation of a cannabis business, tax statements and payments shall be immediately due for all calendar months up through the calendar month during which cessation occurred.
- E. In the event that there is a change in ownership of any cannabis business:
 - a. The new owner is required to submit an updated registration form to the Finance Director;
 - b. The new owner is subject to an audit by the Finance Director; and
 - c. Unless otherwise provided by law, it is the joint and several liability of both the seller and buyer to remit any taxes, interest, penalties, and fees due up until the date of sale; otherwise, enforcement action may be taken pursuant to Section 3.12.160 of this chapter against both the seller and/or buyer in an amount to be determined by the Finance Director.
- F. The Finance Director may, at his or her discretion, establish alternative reporting and payment periods for any taxpayer as the Finance Director deems necessary to ensure effective collection of the cannabis business tax. The Finance Director may also require that a deposit, to be applied against the taxes for a calendar month, be made by a taxpayer at the beginning of that calendar month. In no event shall the deposit required by the Finance Director exceed the tax amount he or she projects will be owed by the taxpayer for the calendar month. The Finance Director may require that a taxpayer make payments via a cashier's check, money order, wire transfer, or similar instrument.

3.12.070 Payments and communications – timely remittance.

Whenever any payment, statement, report, request or other communication is due, it must be received by the Finance Director on or before the final due date. A postmark will not be accepted as timely remittance. If the due date would fall on a Saturday, Sunday or a holiday observed by the City, the due date shall be the next regular business day on which the City is open to the public.

3.12.080 Payment - when taxes deemed delinquent.

Unless otherwise specifically provided under other provisions of this chapter, the taxes required to be paid pursuant to this chapter shall be deemed delinquent if not received by the Finance Director on or before the due date as specified in Sections 3.12.060 and 3.12.070.

3.12.090 Notice not required by the City.

The City may as a courtesy send a tax notice to the cannabis business which owes the City a cannabis business tax. However, the Finance Director is not required to send a delinquency or other notice or bill to any person subject to the provisions of this chapter. Failure to send such notice or bill shall not affect the validity of any tax or penalty due under the provisions of this chapter.

3.12.100 Penalties and interest.

A. Any person who fails or refuses to pay any cannabis business tax required to be paid pursuant to this chapter on or before the due date shall pay penalties and interest as follows:

1. A penalty equal to ten percent (10%) of the amount of the tax, in addition to the amount of the tax, plus interest on the unpaid tax calculated from the due date of the tax at the rate of one percent (1%) per month.

2. If the tax remains unpaid for a period exceeding one calendar month beyond the due date, an additional penalty equal to twenty-five percent (25%) of the amount of the tax, plus interest at the rate of one percent (1%) per month on the unpaid tax and on the unpaid penalties.

3. Interest shall be applied at the rate of one percent (1%) per month on the first day of the month for the full month and will continue to accrue monthly on the tax and penalty until the balance is paid in full.

B. Whenever a check or electronic payment is submitted in payment of a cannabis business tax and the payment is subsequently returned unpaid by the bank for any reason, the taxpayer will be liable for the tax amount due plus any fees, penalties and interest as provided for in this chapter, and any other amount allowed under state law.

C. The City Manager may waive the penalties imposed upon any person under this Section 3.12.100 in consultation with the Finance Director if:

1. The person requests a waiver of penalties by submitting a written request for waiver to the Finance Director no later than June 30 of the second fiscal year following the fiscal year in which the tax became delinquent; and

2. The person provides evidence satisfactory to the Finance Director that the failure to pay timely was due to circumstances beyond the control of the person and occurred notwithstanding the exercise of ordinary care and in the absence of willful neglect; and the person paid the delinquent taxes, penalties, accrued interest, and fees owed prior to applying to the Finance Director for a waiver.

D. The waiver provisions specified in Section 3.12.100 (C) shall not apply to interest accrued on the delinquent taxes and a waiver shall be granted only once during any twenty-four month period. The Finance Director's decision on a request for a waiver of penalties is final and conclusive and not subject to appeal under Section 3.12.150.

3.12.110 Refunds and credits.

A. No refund shall be made of any tax collected pursuant to this chapter, except as provided in Section 3.12.120.

B. No refund of any tax collected pursuant to this chapter shall be made because of the discontinuation, dissolution, or other termination of a business.

3.12.120 Refund procedures.

A. Whenever the amount of any cannabis business tax, penalty or interest has been overpaid, paid more than once, or has been erroneously collected or received by the City under this chapter, it may be refunded to the claimant who paid the tax provided that a written claim for refund signed under the penalty of perjury is filed with the Finance Director within one (1) year of the date the tax was originally due or paid, whichever came first. A person may only file a claim for refund if the person paid the tax. No person shall be entitled to a refund unless the person can support the claim by written records sufficient to show entitlement thereto. The Finance Director's decision on a claim for refund is final and conclusive and not subject to appeal under Section 3.12.150.

B. The Finance Director, his or her designee which may include a third party or any other City officer charged with the administration of this chapter shall have the right to examine and audit all the books and business records of the claimant in order to determine the eligibility of the claimant to the claimed refund. No claim for refund shall be allowed if the claimant refuses to allow such examination of claimant's books and business records after request by the Finance Director to do so. The Finance Director may collect a fee adopted by resolution by the City Council to pay for the cost of examination and audit should the books and records be provided in a form insufficient to allow the Finance Director to make a determination on the claim for refund.

C. In the event that the cannabis business tax was erroneously paid in an amount in excess of the tax due, and the error is attributable to the City, the City shall refund the amount of tax erroneously paid; provided that (i) a claim for refund has been timely filed with the Finance Director; and (ii) the refund cannot exceed, under any circumstance, the amount of tax overpaid during the twelve months preceding the last month for which the claim states the tax was overpaid.

3.12.130 Personal Cultivation Not Taxed.

The provisions of this chapter shall not apply to personal cannabis cultivation or personal use of cannabis, to the extent those activities are authorized in the "Medicinal and Adult Use Cannabis Regulation and Safety Act," as may be amended. This chapter shall not apply to personal use of cannabis that is specifically exempted from state licensing requirements, that meets the definition of personal use or equivalent terminology under state law, and provided that the individual receives no compensation whatsoever related to that personal cultivation or use.

3.12.140 Administration of the tax.

A. It shall be the duty of the Finance Director to collect the taxes, penalties, fees, and perform the duties required by this chapter.

B. For purposes of administration and enforcement of this chapter generally, the Finance Director may from time to time promulgate such administrative interpretations, rules, and procedures consistent with the purpose, intent, and express terms of this chapter as he or she deems necessary to implement or clarify such provisions or aid in enforcement.

C. The Finance Director may take such administrative actions as needed to administer the cannabis business tax, including but not limited to:

1. Provide to all cannabis business taxpayers forms for the reporting of the tax;
2. Provide information to any taxpayer concerning the provisions of this chapter;
3. Receive and record all taxes remitted to the City as provided in this chapter;
4. Maintain records of taxpayer reports and taxes collected pursuant to this chapter;
5. Assess penalties and interest to taxpayers pursuant to this chapter;
6. Determine amounts owed under and enforce collection pursuant to this chapter.

3.12.150 Appeal procedures.

A taxpayer aggrieved by a decision of the Finance Director with respect to the amount of tax, interest, penalties, and fees, if any, due under this chapter may appeal only if a hearing was requested and attended pursuant to Section 3.12.250. An appeal may be made by filing a notice of appeal with the City Clerk within thirty (30) calendar days of the serving or mailing of the Finance Director's decision of the amount due. Upon receipt of a timely notice of appeal, the City Clerk shall fix a time and place for hearing such appeal with the City Manager or his or her designee serving as the hearing officer. The City Clerk shall give at least ten (10) calendar days' notice of the appeal hearing in writing to such taxpayer at the last known place of address. The hearing officer shall render a written decision that shall be served on the taxpayer at the last known place of address. The decision of the hearing officer shall be final and conclusive. Any amount found to be due by the hearing officer shall be immediately due and payable upon the service of the decision. If no notice of appeal is filed within the time prescribed in this Section, the Finance Director's decision with respect to the amount of tax, interest, penalties, and fees due is final and conclusive.

3.12.160 Enforcement - action to collect.

Any taxes, interest, penalties, and/or fees required to be paid under the provisions of this chapter shall be deemed a debt owed to the City. Any person owing money to the City under the

provisions of this chapter shall be liable in an action brought in the name of the City for the recovery of such debt. The provisions of this chapter shall not be deemed a limitation upon the right of the City to bring any other action including criminal, civil and equitable actions, based upon the failure to pay the tax, interest, penalties, and/or fees imposed by this chapter or the failure to comply with any of the provisions of this chapter.

3.12.170 Apportionment.

If a person subject to the tax is operating both within and outside the City, it is the intent of the City to apply the cannabis business tax so that the measure of the tax fairly reflects the proportion of the taxed activity actually carried on in the City. To the extent federal or state law requires that any tax due from any taxpayer be apportioned, the taxpayer may indicate said apportionment on his or her tax return. The Finance Director may promulgate administrative procedures for apportionment as he or she finds useful or necessary.

3.12.180 Constitutionality and legality.

This tax is intended to be applied in a manner consistent with the United States and California Constitutions and state law. None of the tax provided for by this chapter shall be applied in a manner that causes an undue burden upon interstate commerce, a violation of the equal protection or due process clauses of the Constitutions of the United States or the State of California or a violation of any other provision of the California Constitution or state law. If a person believes that the tax, as applied to him or her, is impermissible under applicable law, he or she may request that the Finance Director release him or her from the obligation to pay the impermissible portion of the tax.

3.12.190 Audit and examination of premises and records.

A. For the purpose of ascertaining the amount of cannabis business tax owed or verifying any representations made by any taxpayer to the City in support of his or her tax calculation, the Finance Director or his/her designees, which may include a third party, shall have the power to inspect any location where commercial cannabis activity occurs and to audit and examine all books and records (including, but not limited to bookkeeping records, access to METRC data, and/or point-of-sale data, state and/or federal income tax returns, excise tax returns, space utilized for cannabis related activities, and other records relating to the gross receipts of the business) of persons engaged in cannabis businesses. In conducting such investigation, the Finance Director, or his/her designees, which may include a third party, shall have the power to inspect any space utilized for cannabis business related activities, equipment or software, such as computers, software systems, platforms, and databases (including METRC), and/or point of sale systems, to include any keys or access codes for access to and use of the equipment and/or software, that may contain such records.

B. It shall be the duty of every person liable for the collection and payment to the City of any tax imposed by this chapter to keep and preserve, for a period of at least three (3) years, all records as may be necessary to determine the amount of such tax as he or she may

have been liable for the collection of and payment to the City, which records the Finance Director or his/her designee, which may include a third party, shall have the right to inspect at all reasonable times.

3.12.200 Other licenses, permits, taxes, fees or charges.

A. Nothing contained in this chapter shall be deemed to repeal, amend, be in lieu of, replace or in any way affect any requirements for any commercial cannabis permit, City license, permit, or other certificate required by, under or by virtue of any provision of any other Chapter of this code or any other ordinance or resolution of the City, nor be deemed to repeal, amend, be in lieu of, replace or in any way affect any tax, fee or other charge imposed, assessed or required under any other Chapter of this code or any other ordinance or resolution of the City. Any references made or contained in any other Chapter of this code to any licenses, permits, certificates, taxes, fees, or charges, or to any schedule of license, permit, certificate, or fees, shall be deemed to refer to the licenses, permits or certificates, and their respective taxes, fees or charges, or schedule of license fees, provided for in other Chapters of this code.

B. The Finance Director may revoke or refuse to renew the license required by this code for any business that is delinquent in the payment of any tax due pursuant to this chapter or that fails to make a deposit required by the Finance Director pursuant to Section 3.12.060.

C. A commercial cannabis permit issued under the Willows Municipal Code may be revoked, suspended or not renewed in the event that the business holding that permit has failed to (i) make a deposit required by the Finance Director pursuant to Section 3.12.060 or (ii) timely pay all taxes, interest and penalties owed by that business under this chapter.

3.12.210 Payment of tax does not authorize unlawful business.

A. The payment of a cannabis business tax required by this chapter, and its acceptance by the City, shall not entitle any person to carry on any cannabis business unless the person has complied with all of the requirements of this code and all other applicable state laws.

B. No tax paid under the provisions of this chapter shall be construed as authorizing the conduct or continuance of any illegal or unlawful business, or any business in violation of any local or state law.

3.12.220 Deficiency determinations.

If the Finance Director is not satisfied that any statement filed as required under the provisions of this chapter is correct, or that the amount of tax is correctly computed, he or she may compute and determine the amount to be paid and make a deficiency determination upon the basis of the facts contained in the statement or upon the basis of any information in his or her possession or that may come into his or her possession within three (3) years of the date the tax was originally due and payable. One or more deficiency determinations of the amount of tax due for a period or periods may be made. When a person discontinues engaging in a cannabis

business, a deficiency determination may be made at any time within three (3) years thereafter as to any liability arising from engaging in such cannabis business whether or not a deficiency determination is issued prior to the date the tax would otherwise be due. Whenever a deficiency determination is made, a notice shall be given to the person concerned in the same manner as notices of assessment are given under Section 3.12.240 and 3.12.250.

3.12.230 Failure to report—nonpayment, fraud.

A. Under any of the following circumstances, the Finance Director may make and give notice of an assessment of the amount of tax owed by a person under this chapter at any time:

1. If the person has not filed a complete statement required under the provisions of this chapter;
2. If the person has not paid the tax due under the provisions of this chapter;
3. If the person has not, after demand by the Finance Director, filed a corrected statement, or furnished to the Finance Director adequate substantiation of the information contained in a statement already filed, or paid any additional amount of tax due under the provisions of this chapter; or
4. If the Finance Director determines that the nonpayment of any cannabis business tax due under this chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to penalties and interest otherwise payable under this chapter and any other penalties allowed by law.

B. The notice of assessment shall separately set forth the amount of any tax known by the Finance Director to be due or estimated by the Finance Director, after consideration of all information within the Finance Director's knowledge concerning the business and activities of the person assessed, to be due under each applicable provision of this chapter and shall include the amount of any penalties or interest accrued on each amount to the date of the notice of assessment. The notice shall state that the person has thirty (30) calendar days from the date of the notice to make a written request for an informal hearing before the Finance Director. The notice shall also state that if the person fails to timely request an informal hearing within the time allowed, the amount determined by the Finance Director is final and conclusive and is immediately due and payable.

3.12.240 Tax assessment - notice requirements.

The notice of assessment shall be served upon the person either by personal delivery, by overnight delivery by a nationally-recognized courier service, or by a deposit of the notice in the United States mail, postage prepaid thereon, addressed to the person at the address of the location of the business or to such other address as he or she shall register with the Finance Director for the purpose of receiving notices provided under this chapter; or, should the person have no address registered with the Finance Director for such purpose, then to such person's last

known address. For the purpose of Section 3.12.240, a service by overnight delivery shall be deemed to have occurred one (1) calendar day following deposit with a courier and service by mail shall be deemed to have occurred three (3) days following deposit in the United States mail.

3.12.250 Tax assessment - hearing, application and determination.

Within thirty (30) calendar days after the date of service of the notice of assessment the person may apply in writing to the Finance Director for an informal hearing on the assessment. If application for an informal hearing is not made within the time herein prescribed, the tax assessed by the Finance Director shall become final and conclusive. Within thirty (30) calendar days of the receipt of any such application for an informal hearing, the Finance Director shall cause the matter to be set for an informal hearing before him or her, or his/her designee, no later than thirty (30) calendar days after the receipt of the application, unless a later date is agreed to by the Finance Director and the person requesting the informal hearing. Notice of such informal hearing shall be given by the Finance Director to the person requesting such informal hearing no later than five (5) calendar days prior to such informal hearing. A hearing under this section shall be informal and need not follow any formal rules of evidence. At such hearing said applicant may appear and offer evidence why the assessment as made by the Finance Director should not be confirmed and fixed as the tax due. After such hearing the Finance Director shall determine and reassess (if necessary) the proper amount of tax, interest, penalties, and fees to be charged and shall give written notice of the decision to the person in the manner prescribed in Section 3.12.240 for giving notice of assessment. No appeal of a notice of assessment may be made under Section 3.12.150 unless an informal hearing is timely requested and the person attends the hearing. If the person fails to appear at the informal hearing, the amount due determined by the Finance Director in the notice of assessment is final and conclusive.

3.12.260 Relief from taxes – disaster relief.

A. If a person is unable to comply with any tax requirement imposed under this chapter due to a disaster impacting its cannabis business, the person may notify the Finance Director of its inability to comply and request relief from the tax requirement. For purposes of this chapter, “disaster” means fire, flood, storm, tidal wave, earthquake, or similar public calamity resulting in physical damage to real property, whether or not resulting from natural causes.

B. The person shall provide any information required by the Finance Director including, without limitation, why relief is requested, the time period for which the relief is requested, and the reason relief is needed for the specific amount of time. The person agrees to grant the Finance Director or his/her designee access to the location where the cannabis business has been impacted due to a disaster.

C. The Finance Director, in his/her sole discretion, may provide relief from the cannabis business tax requirement for businesses whose operations have been impacted by a disaster if such tax relief does not exceed ten thousand (\$10,000) dollars. Such temporary relief may be granted for a reasonable amount of time, in the Finance Director’s sole discretion, and the amount and duration of relief should be based upon how long it would reasonably take for

the cannabis business to recover from the disaster. The Finance Director may require that the cannabis business follow certain conditions to receive temporary relief from the cannabis business tax requirement. The Finance Director's decision on a request for relief and the conditions that may be imposed for relief under this section are final and conclusive and not subject to appeal under Section 3.12.150.

3.12.270 Conviction for violation - taxes not waived.

The conviction and punishment of any person for failure to pay the required tax shall not excuse or exempt such person from any civil action for the tax debt unpaid at the time of such conviction. No civil action shall prevent a criminal prosecution for any violation of the provisions of this chapter or of any state law requiring the payment of all taxes.

3.12.280 Violation deemed misdemeanor.

Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor.

3.12.290 Severability.

If any provision of this chapter, or its application to any person or circumstance, is determined by a court of competent jurisdiction to be unlawful, unenforceable, or otherwise void, that determination shall have no effect on any other provision of this chapter or the application of this chapter to any other person or circumstance and, to that end, the provisions hereof are severable.

3.12.300 Remedies cumulative.

All remedies and penalties prescribed by this chapter or which are available under any other provision of this code and any other provision of law or equity are cumulative. The use of one or more remedies by the City shall not bar the use of any other remedy for the purpose of enforcing the provisions of this chapter.

3.12.310 Amendment or modification.

Except as set forth in Section 3.12.310, this chapter may be amended or modified but not repealed by the City Council without a vote of the people. However, as required by Article XIII C of the California Constitution, voter approval is required for any amendment that would expand, extend, or increase the rate of any tax levied pursuant to this chapter beyond the maximums set forth in this chapter. The people of the City of Willows affirm that the following actions shall not constitute an increase of the rate of a tax:

A. The restoration or adjustment of the rate of the tax to a rate that is no higher than that allowed by this chapter, in those circumstances where, among others, the City Council has previously acted to reduce the rate of the tax or is incrementally implementing an increase authorized by this chapter;

B. An action that interprets or clarifies (i) the methodology of applying or calculating the tax or (ii) any definition applicable to the tax, so long as the interpretation or clarification (even if contrary to some prior interpretation or clarification) is not inconsistent with the provisions of this chapter; or

C. The collection of the tax imposed by this chapter even if the City had, for some period of time, failed to collect the tax.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The people of the City of Willows hereby declare that they would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

SECTION 3. ENVIRONMENTAL COMPLIANCE. The City Council hereby finds and determines that this resolution is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. ("CEQA") and 14 Cal. Code Re. Sections 15000 et seq. ("CEQA Guidelines"). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378. The tax submitted to the voters is a general tax that can be used for any governmental purpose; it is not a commitment to any particular action or actions.

As such, under CEQA Guidelines Section 15378 (b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue generated by the tax were used for a purpose that would have such an effect, the City of Willows would undertake the required CEQA review for that particular project. Therefore, pursuant to CEQA Guideline Section 15060 CEQA analysis is not required.

SECTION 4. EFFECTIVE DATE. Pursuant to the California Constitution, Article XIIC(2)(b) and California Elections Code 9217, if a majority of the voters voting in the election on **Measure "XXX"** vote in favor of the adoption of such measure, this ordinance shall be deemed valid and binding and shall be considered adopted upon the date that the vote is declared by the City Council and shall go into effect ten (10) days after that date.

This Ordinance was approved and adopted by the People of the City of Willows at the City's November 3, 2026 statewide election.

This Ordinance was approved by Declaration of the vote by the City Council of the City of Willows on _____.

Evan Hutson, Mayor

ATTEST:

Karleen Price, City Clerk

Draft



Date: May 26, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Re-establish Willows Police Department in Civic Center – Hire Consultant

Recommendation:

Authorize the City Manager to release a Request for Qualifications (RFQ) to hire a consulting firm to develop design recommendations and a cost estimate to re-establish the Willows Police Department in the Civic Center.

Rationale for Recommendation:

At the May 12 City Council meeting, the Council directed staff to return to the May 26 City Council meeting with an agenda item authorizing the City Manager to seek and hire a consulting firm to develop cost estimates to build and re-establish the Willows Police Department in various potential locations.

Background:

In 2017, the City of Willows dissolved its municipal police department and entered into a contract with the Glenn County Sheriff's Office for law enforcement services. The current contract, most recently extended through June 30, 2026, costs the City \$2.355 million in Fiscal Year 2025-26. In November 2024, Willows voters approved Measure I, a 1.5 percent general sales tax effective April 1, 2025, projected to generate up to \$2.3 million annually. In part, Measure I was intended to provide seed funding for the re-establishment of a City police department. However, as the City completes its first full 12 months of receiving Measure I funds (April 2025 to April 2026), it's evident that the City cannot afford to fund the establishment of a new police department while also paying for the law enforcement services contract with the Glenn County Sheriff's Office until Willows PD is fully operational. As a result, the Council directed staff to look at and present to the Council other methods for funding the re-establishment of the Willows Police Department.

To that end, at the April 28, 2026, City Council meeting, the Council reviewed a comprehensive analysis of available financing tools for WPD formation. Based on that analysis, the Council directed staff to pursue formation of a Mello-Roos CFD structured to authorize both a bond issuance for startup capital (e.g., facilities, vehicles, and equipment) and a perpetual or long-dated annual services special tax for

ongoing eligible operations. The Council further indicated interest in exploring whether the CFD structure could be expanded to include the Willows Fire Department, so as to address ongoing capital and equipment needs for Fire within the same financing framework.

At the May 12 City Council meeting, City staff and the Municipal Advisor recommended and Council approved forming a CFD team and executing professional service agreements with Wulff, Hansen & Co. (Municipal Advisor), Stradling Yocca Carlson & Rauth (Formation Counsel), and Webb Municipal Finance (Special Tax Consultant) for the formation of a Mello-Roos Community Facilities District (CFD) to fund the startup capital costs and ongoing operational costs of the Willows Police Department (WPD). In addition, staff were also directed to bring a recommendation to the May 26 Council meeting to hire a consulting firm to develop a cost estimate to re-establish the physical structure of the Willows Police Department.

Discussion & Analysis:

Staff recommend that a Request for Qualifications be prepared and circulated to consulting firms with expertise in developing a cost estimate for Tenant Improvements to re-establish the Police Department in the Civic Center. The project would build upon the January 2025 tenant improvement design and cost estimate to re-establish the Willows PD completed by Briah Uhler of the Municipal Resource Group (Attachment 1). However, it would expand the concept and design to include redesigning the entire floor plan of the City Hall side of the Civic Center Building so that the building could comfortably accommodate the PD and administrative personnel. As Attachment 2 illustrates, the south side of the Civic Center totals 5,400 square feet (excluding the library, Eubanks Room, Council Chambers and the kitchen) suggesting sufficient space for approximately 20 employees (e.g., seven administrative personnel and a 13-person police department).

The RFQ Respondents would be required to include their understanding of the project, a proposed scope of work, team experience, timeline for completion, and a proposed budget. The selected consultant and project budget would be presented to the Council for final consideration and approval at a future meeting.

While the Council has discussed several facility options for re-establishing the Willows Police Department, staff recommend this approach as the most fiscally responsible, financially feasible, and operationally sound. Additionally, selecting a single facility option will expedite the project timeline and reduce overall project costs compared to developing estimates for multiple facility alternatives.

To further illustrate the point, the following list of benefits and disadvantages of each facility type and option that has been previously discussed are identified below:

Re-Establish PD in Civic Center

Benefits

- The building already exists and is owned by the City.
- There is more than 6,000 square feet of existing interior space to accommodate a 13-person Police Department and an seven-person administrative team.

- The Police Department previously operated within the Civic Center, making the location familiar and historically functional for law enforcement operations.
- There is currently underutilized space within the building that could be repurposed efficiently.
- Tenant improvements are likely to be less expensive than some of the other options.
- Utilizing an existing City-owned facility avoids land acquisition costs and reduces project startup time.
- Existing parking, utilities, and infrastructure may reduce the need for significant site improvements.
- Co-location with City Hall and City administration will improve communication, oversight, and operational coordination.
- Renovation of an existing building may allow the department to become operational more quickly than new construction.
- Reusing an existing public facility demonstrates efficient stewardship of public assets.

Disadvantages

- The floor plan and design would be constrained by the existing building shell and available square footage.
- The facility would likely not be as modern or state-of-the-art as a newly constructed Police Department.
- Existing layouts may not fully accommodate modern law enforcement operational needs, evidence storage, secure holding areas, or future technology integration.
- Renovation activities could temporarily disrupt Civic Center operations requiring temporary office space.
- Additional security upgrades may be required to adequately separate public and police functions.

New Building Construction

Benefits

- Easier to build in compliance with current State law enforcement standards and best practices.
- Easier to design from the ground up compared to retrofitting an existing building.
- The City can customize the facility layout and operational flow to meet specific departmental needs.
- Opportunity to construct a modern, state-of-the-art Police Department facility.
- Greater flexibility to incorporate future expansion capacity.
- Improved energy efficiency and lower long-term maintenance costs may be achieved with modern construction standards.
- The facility could include enhanced officer safety, evidence management, technology systems, and public service features.
- A new facility may improve recruitment, retention, and community perception of the Police Department.
- Opportunity to strategically select a site that optimizes emergency response and public accessibility.

Disadvantages

- New construction is very costly, especially for a modern law enforcement facility.
- The project may result in overbuilding compared to the City's actual operational needs.
- Longer project timelines due to design, environmental review, permitting, and construction.
- Construction cost escalation and supply chain issues could significantly impact the final project budget.
- Financing a new facility may increase the taxpayer cost of the Mella Roos – Community Facilities District.
- The City would assume responsibility for long-term facility debt and maintenance obligations.
- Public perception of constructing a large new facility could generate political or community concerns regarding cost.

Purchase Existing Building Downtown - Tenant Improvements

Benefits

- Likely more square footage available compared to the Civic Center option.
- A downtown location could increase visibility and public accessibility.
- Depending on the building selected, some infrastructure and office layouts may already exist.
- Potentially faster occupancy timeline compared to constructing a new facility.
- Opportunity to select a building with room for future growth or specialized uses.

Disadvantages

- The City would need to purchase the building, resulting in additional upfront expense.
- Tenant improvements are unknown and could be extensive, particularly in older buildings.
- ADA compliance upgrades may be significant and costly.
- Operations may be divided across multiple floors, reducing efficiency and operational security.
- The Police Department and another department head would be located away from City Hall and City management, making oversight and coordination more difficult.
- Older buildings may present unforeseen structural, seismic, environmental, or utility deficiencies.
- Parking and secure law enforcement vehicle access may be limited in a downtown setting.
- Retrofitting a commercial or office building for law enforcement use may create operational inefficiencies.
- Security upgrades necessary for detainees, evidence, and restricted access areas may be costly.
- Long-term maintenance costs could be substantial depending on the age and condition of the building.

Temporary Modular Trailers

Benefits

- Lower initial cost compared to permanent facility options.
- Allows the City to defer major capital expenditures for several years.

- Provides flexibility while the City evaluates long-term facility needs and more funding options.
- Rapid deployment allows operations to begin more quickly.
- Modular facilities can be relocated, expanded, or reconfigured as operational needs change.
- Minimal permanent site disturbance compared to new construction.

Disadvantages

- The solution is temporary and does not eliminate the need for a permanent facility.
- Temporary facilities may make recruitment, hiring, and retention of police officers more difficult.
- Could make voter approval of future financing measures, such as a CFD, more difficult to obtain.
- May negatively affect public perception of the department's long-term stability and professionalism.
- Limited space and functionality may restrict operational effectiveness.
- Temporary facilities may not fully meet long-term law enforcement standards or best practices.
- Security, evidence storage, interview rooms, and detainee accommodation may be more difficult to implement effectively.
- Long-term use of temporary facilities can become costly over time through leasing, maintenance, and utility expenses.
- Modular facilities may have shorter useful lives and lower durability compared to permanent buildings.
- The temporary nature of the facility may reduce employee morale and organizational identity resulting in high turnover rates and challenges with employee retention.

Should the Council prefer, the Request for Qualifications could also be expanded to solicit consultant proposals for additional facility options, such as new construction or a temporary facility. However, evaluating multiple facility alternatives would increase both the overall project cost and the time required to complete the process.

Consistency with Council Priorities and Goals:

This agenda item is consistent with the Council's Priority 3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no fiscal impact by releasing a Request for Qualifications and seeking a qualified consulting firm to undertake the proposed scope of work.

Attachments:

- Attachment 1: Law Enforcement Services Report
- Attachment 2: City Hall Floor Plan



Law Enforcement Services Report City of Willows

By Brian Uhler, MRG
1/14/2025

Executive Summary

This report evaluates the feasibility of establishing an independent Willows Police Department (WPD), to begin services on July 1, 2026, as compared to continuing contracted law enforcement services with Glenn County Sheriff's Office (GCSO). As part of this analysis, key factors such as personnel costs, service levels, community control, and long-term benefits are considered. This report can be used to help inform the City Council's decision on whether to continue contracting law enforcement services with Glenn County or to create an independent municipal police department.

Background

Willows has contracted its law enforcement services with the GCSO since 2017. The relationship between the City of Willows and the GCSO is solid. The Sheriff has expressed no misgivings about the possibility of reestablishing the WPD. In fact, because finding sworn personnel for vacancies at the GCSO is challenging, the Sheriff has expressed support for the idea. Further, the existing examples of Orland and other Northern California police departments can serve as comparison agencies.

Due to increasing costs, concerns over crime, a thinly staffed GCSO impacting response times, and a desire for more local control, the City Council and City Council Law Enforcement Services ad hoc committee supported an evaluation to determine the feasibility of establishing a Willows Police Department (WPD). These actions led to the development of this report.

Methodology

Law enforcement deployment and staffing studies are commonplace. Most rely on a variety of established parameters which typically include¹:

1. Crime trends
2. Per capita comparisons
3. Existing/historical staffing levels or minimum staffing policy
4. Budget-driven decisions
5. Workload-based models (call for service volume)

Statewide, political realities affecting increases or decreases in the level of law enforcement funding, have been added in recent years. A more recent concern is understaffing for virtually all California agencies—now at the lowest statewide levels since 1991². Of course, this causes hiring pressures and increased personnel costs for virtually all jurisdictions.

To help arrive at recommended staffing levels, we have examined comparison city staffing levels, comparison city crime, evaluated existing service levels, and reviewed budgets from similarly sized northern California cities (see Chart 1).

Schedule modeling based on workload-based analysis can be quite time-consuming, costly, and complex. This process, lasting several months, typically includes a professional evaluator drilling down into workload details, such as how often certain events take place and how long it takes on-scene personnel to handle such events. This analysis is completed for every type of service call and administrative function (e.g. training or court). In addition, some agencies seek to align workload demands by the time

of day and day of week. Ultimately, these agencies seek to schedule enough personnel during peak times while maintaining some ideal level of unassigned preventive patrol time (called an “availability factor”).

For smaller agencies, other dynamics or realities negate the need for a detailed and costly analysis. For example, size, population, or call volume, may readily justify a single officer working at certain times; however, practical deference to officer safety may dictate two officers on the schedule during certain times or days. Another practical consideration for smaller jurisdictions is the fact that “big” events do not happen often or happen at sporadic times/days. Anticipating or staffing for these events is just not feasible. For these events, jurisdictions such as Willows normally rely on mutual aid agreements with others (GCSO or CHP). Lastly, in smaller agencies, the total number of sworn staff often limits the police leader’s ability to deploy staff proportionate to the workload (e.g. determining peak activity hours may justify rescheduling staff, but doing so would run afoul of minimum staffing requirements during other times or budget limitations don’t allow for added personnel).

For Willows, a combination of four of the previously described factors were reviewed to arrive at recommended WPD sworn staffing. The fifth evaluation method (workload-based model) is not practical, feasible, or necessary. Other methods negate its value and this method is normally used for an existing police agency to evaluate its workload.

Section 1: Comparison City Evaluation—A Basis for WPD Structure

1.1 City Budget Analysis

A review of northern California cities was completed. This review included all such cities with a population between 5,000 and 9,000. Notably, *Willows is the only city without its own police department*. Chart 1 depicts key data points which may help guide a future law enforcement services decision:

City	Population	Total Op. Budget ¹	L/E Exp. Budget	% for L/E	# Sworn	Cost Per Sworn ³	Sworn Staffing
Lakeport	5,026	7,002,591	2,903,230	41.46%	13	223,325	Chief, Capt, 3 Sgts, 8 Officers
Williams	5,538	11,882,999	2,854,770	24.02%	11	259,525	Chief, Lt., 2 Sgts, 7 Officers
Willows	6,293	6,467,796	2,000,000	30.92%			
Colusa	6,411	7,555,099	1,743,354	23.08%	9	193,706	Chief, Lt., 2 Sgts, 5 Officers
Crescent City	6,673	11,522,001	3,634,445	31.54%	15	242,296	Chief, 4 Sgts, 10 Officers
Gridley ²	7,421	9,687,204	3,905,367	40.31%	13	300,413	Chief, Lt., 2 Sgts, 9 Officers
Yreka ²	7,807	9,968,384	4,335,387	43.49%	14	309,671	Chief, 4 Sgts, 9 Officers
Corning	8,244	9,356,659	3,520,056	37.62%	13	270,774	Chief, 4 Sgts, 8 Officers
Orland	8,298	8,251,734	3,494,642	42.35%	13	268,819	Chief, 2 Sgts, 10 Officers
Averages	6,857	9,077,163	3,154,583	34.98%	12.63	258,566	

Chart 1—Budget and Staffing Level Comparison

NOTE 1: Police Vehicles are often reflected in Capital Budgets

NOTE 2: Some jurisdiction budgets are heavily influenced by cannabis/casino industry

NOTE 3: Sales tax measures are sometimes reflected as separate revenue/expenditure items

¹ 24/25 operating budget (proposed or current)--Includes Sales Tax Measure funding (if applicable)

² Indicates 23/24 budget (24/25 not available)

³ Total LE budget divided by the number of sworn positions

1.2 Crime Comparison

City	Violent Crime	Property Crime	Crime Index ¹
Lakeport	8.95	32.43	5
Williams	4.25	16.12	22
Willows	5.89	17.33	17
Colusa	2.83	13.35	29
Crescent City ²	14.04	72.71	0
Gridley	4.29	20.06	16
Yreka ³	15.33	50.21	1
Corning	6.08	33.92	5
Orland	2.56	13.87	29
Averages	7.14	30.00	13.78
Average W/O Crescent and Yreka	4.98	21.01	17.57

Chart 2—Crime Rate Comparison (source: Neighborhood Scout)

NOTE: CA Average: Violent/4.99 and Property/23.43

¹ "100" is safest--lower number equals less safe

² Crime rate heavily impacted by state prison and 3 casinos

³ Crime rate impacted by large homeless population, casinos, and cannabis

A close look at the nine comparison cities, reveals quite differing data on crime. The two safest cities are Colusa and Orland. Both Crescent City and Yreka appear to have an alarming crime rate; however, an interview with representatives from both police agencies revealed there are anomalies in both jurisdictions which explain their high crime rate. The presence of a state prison affects Crescent City's data, and a significant homeless population along with casinos/cannabis industry adversely affects Yreka crime data. By removing the outliers, we see how Willows' current crime level is very close to the adjusted crime average (reflected on the last line of Chart 2). However, being "average" as it pertains to crime is not desirable. Making reductions in crime to be more like Colusa or Orland would be a reasonable goal for Willows.

According to California Department of Justice (CA DOJ), Glenn County's violent crime has worsened since 2021, and both property and violent crime have increased since 2022. However, the 10-year trend appears fairly stable as reflected in Chart 3:

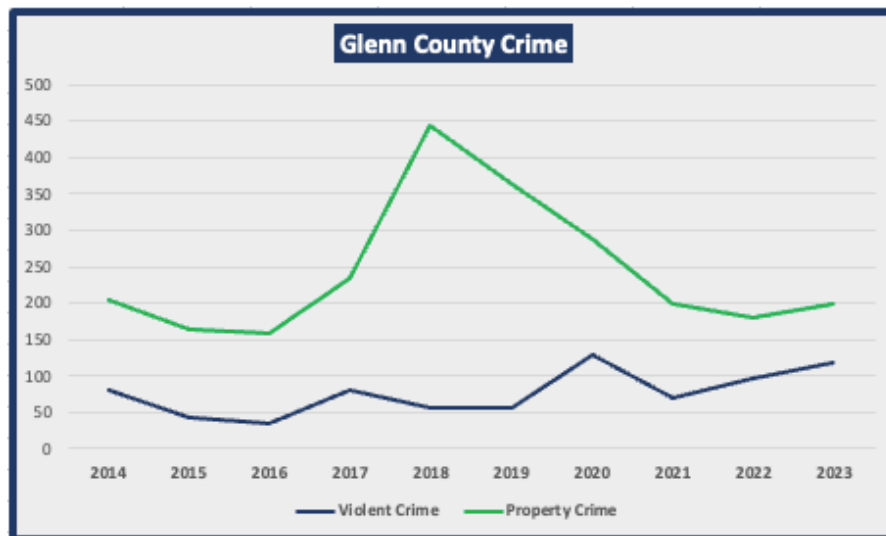


Chart 3—10-year crime trend (source: CA DOJ, Open Source)

1.3 Salary and Staffing

As previously mentioned, virtually all California police agencies struggle with maintaining a fully staffed police force. In recent years, agencies have sought to entice existing police officers by offering signing bonuses. Just to the north, Redding offers \$40K dollars for lateral hires and their top paid officers earn a monthly salary of \$9,989.

In order to establish a police agency and attract a sufficient pool of police applicants, the Council should seriously consider offering a pay level which will get applicant attention. The below chart outlines the top-step pay level for each of the region’s comparison cities.

City	Chief Salary	Capt Salary	Lt. Salary	Sgt. Salary	Off. Salary
Lakeport	11,326	9,949	9,278	7,992	7,232
Williams	12,852			7,996	6,709
Colusa	11,740		9,000	7,186	6,090
Crescent City	10,702		9,234	7,941	6,309
Gridley	11,614		10,099	7,726	6,408
Yreka	11,733		10,203	7,848	6,149
Corning	11,044			8,485	7,507
Orland	10,050			7,640	6,465
Averages	11,383	9,949	9,563	7,852	6,609
80th %	11,737	9,949	10,120	7,994	7,023

Chart 4—Monthly Salary Comparisons by Position

Based on the comparison city data in Chart 1 and crime data in Chart 2, it appears that patterning a future WPD after the example of Colusa seems most appropriate. Colusa currently staffs its police department with nine sworn staff.

With a population difference of just 118 people, Colusa and Willows are closely matched. Further, the total budgets of Colusa and Willows, and law enforcement budgets are very closely aligned. In fact, Colusa currently spends about \$250k less than Willows for police services. Staffed with a total of nine sworn personnel and one Analyst, a total complement of 10 people could make up a future WPD.

Following this model, Chart 5, depicts recommended WPD personnel. The pay level, as listed, is shown at the 80th percentile for all comparable cities (as described in Chart 3). Further, to offer a viable and attractive pay structure, the pay range for future WPD staff may need to surpass the 100th percentile of comparison cities.

Position	Monthly	# of Positions	Annual Cost	2026 Cost ³
Chief	11,737	1	140,844	147,886
Sergeant	7,994	2	191,856	201,449
Officer	7,023	6	505,656	530,939
Analyst ¹	4,778	1	57,336	60,203
Sub Total	31,532		895,692	940,477
Benefits	19,124		543,237	570,399
Total Salary	50,656	10	1,438,929	1,510,876

Chart 5—Staffing/Salary Costs

NOTE 1: Salary calculation based on lateral hires, near top of range

¹Willows existing "Analyst" position salary

²Benefits@60.65% for CALPERS, Health, FICA/Medicare, Holiday Pay

³Represents a 5% increase over current salaries

1.4 Attracting Police Applicants

With an implementation date of July 1, 2026, attracting lateral police applicants is essential. There is insufficient time and no personnel to oversee an extensive training process for new police cadets.

Given this fact, under the City Council's leadership, it will be necessary to offer decisive salary and benefits to attract high-quality police applicants. Other options include items, such as take-home vehicles, generous vacation/holiday time, and one-time signing incentives. Within Section 2 of this report, we break out optional items and their costs for Council consideration.

From the employer/leadership perspective, offering options for one group of employees may cause other employees (specifically other first responders, such as Fire Department staff) to seek similar employer benefits. Anticipating this tension would be prudent, however adding these costs would require added analysis and are not considered in this report.

Another factor, which may cause hesitation on the part of applicants, is Willows' 2017 decision to disband its police department. In short, applicants will need to know there is both stable funding and a political commitment to the decision to reestablish a police department. Factors explaining this stability should be included in future position announcements and advertising.

Section 2: Financial Impacts

2.1 One-Time Costs to Establish WPD

The creation of a new police department will require significant upfront investment. With a "go live" date of July 1, 2026, one-time costs will occur in both FY 2024/25 and FY 2025/26. Current fiscal year impacts could be included in a mid-year budget adjustment (January 2025). Simultaneous to paying one-time costs, Willows would also continue to pay GCSO for law enforcement services (increasing to \$2.355M for FY 2025/26).

Based on the capacities of similar jurisdictions and law enforcement industry standards, major one-time costs include:

- **Police Workspace Renovation:** The workspace should include a public reception desk, Chief and Sergeant offices, a group briefing/report writing area, evidence processing/storage areas, secure weapon storage arrangements, and a changing/locker/shower-decontamination area.
- **Police Vehicles:** Purchase of a minimum of three police vehicles (Chief, Sergeant, and Officer). Funding is needed for the base cost and outfitting (electronics, cages, radios, markings, lights/siren).
- **Equipment and Gear:** This includes firearms, uniforms, radios, body-worn cameras, patrol rifles, and standard issue gear (handcuffs, tasers, flashlights, etc.).
- **Recruitment and Background Investigations:** Hiring processes for officers, sergeants, and a police chief, including job postings, interviews, psychological, medical and background checks.
- **Technology Infrastructure:** Police agencies require specific technology to include a Records Management System (RMS), secure connectivity for criminal justice information, specialized software to support police systems, and audio/video recording equipment.

The following charts, outline line-by-line budget estimates for one-time costs impacting both FY 2024/25 and FY 2025/26:

FY 2024/25 Budget Items	Cost
FY 24/25 Police Office Renovation (contract services for design, RFP, Bid review)	45,000
IT research/planning for WPD (contract services)	5,000
Exec Search Firm for Chief position	35,000
Technical Assessment of Radio infrastructure--plan development	5,000
Total FY 2024/2025 Costs	90,000

Chart 6—Items impacting FY 2024/25 should the City Council decides to establish WPD

FY 2025/26 Budget Items	Cost
7 Months salary for Chief (starts 12/1/25, @ \$12,324)	86,268
2.25 Months salary for Admin Asst (starts 4/24/26)	11,288
2.25 Months salary for 2 Sergeants (starts 4/24/26)	37,773
1 Month salary for 6 officers (starts working 5/29/26)	44,244
Benefits for all personnel (total \$179,573 x 60.65%)	108,911
FY 25/26 Police Office Renovation (after bid award--construction costs)	350,000
RMS System Purchase (installed and training/testing by 5/4/26)	57,000
3 Police Vehicles (Base cost)	192,547
2 Police Vehicle Upfitting (all electronics, radios, siren/lights, cage, seat, striping, etc.)	70,600
10 Police sidearms (@\$750 each--weapon, flashlight/sights, magazines, locking case, 1 spare)	7,500
10 Motorola handheld police radio (one "spare" also used by Admin Asst in the office)	25,000
Uniforms and leather gear (4 uniforms each - 9 Officers)	9,000
9 Soft body armor vests (level IIIA @ \$800 each)	7,200
Officer Carried Gear (9 Officers)	4,500
10 Badges (custom design, @\$250 each)	2,500
100 Uniform Patches (2 per uniform, 8 patches per person)	350
10 Handheld Radios (9 Officers plus one for office area--or spare)	45,000
3 Police Rifle (assigned to each vehicle)	22,500
3 Vehicle Gear (1st aid, LED flares, stop sticks, fire extinguisher, cones, PPE, Evi equip.	6,000
Range/Ammunition (qualifications/training/duty)--handgun and patrol rifle	3,000
11 Psychological testing (@\$500 each)	5,500
Background Investigations (@2,500 each--between 9/2025--2/2026)	35,000
Police pre-employment medical (@\$1,500 each)	13,500
Fuel (Chief--7 mos, Sgts/Officers, 2 mos (@50 miles/3.5 gals/day for admin functions)	3,465
Telephone hardware (plus incremental service additions)	720
CA and IACP Chief's Assn Membership (IACP application fee \$50, plus \$190/year-CPCA \$210)	450
FY 2025/2026 Subtotal	1,149,816

Chart 7—WPD start-up costs for FY 2025/26

FY 2025/26 Options	
9 Body worn camera system (worn hardware plus evidence.com storage)	11,691
2 In-car video systems (Axon, to compliment the BWC system)	6,000
9 Tasers issued to each sworn department member (\$1,800 each plus training/Axon Safety)	19,200
6 Take home car program (\$366,756 base vehicles plus 211,800 upfitting)	578,556
Sign On Bonus Program (year 1, 10K and 10K each subsequent year for 30K total)	60,000
Options Subtotal	675,447
FY 2025/26 Costs with all options added	1,825,263

Chart 8—Options for City Council consideration

Potential Cost Reduction Areas	
Alternative Used Vehicles--@ \$25K each	-117,547
Police Building--Do nothing, use existing space w/minor modifications @\$20K	-200,000
Potential Cost Cutting Total	-317,547
Minimum One Time Costs (all cost cuts and no options)	832,269

Chart 9—Cost reduction options (risk: possible warning signal to potential applicants)

2.2 One-time Cost Discussion

Analysis of the one-time costs for FY 2025/26 reflects a significant range of projected costs which depend on the course chosen by the City Council.

- \$1,825,263—High-Cost Model: This includes take-home cars, a signing bonus program, and a significant technology commitment (body-worn cameras, tasers, etc.).
- \$1,148,816—Mid-Cost Model: Includes significant infrastructure investment which reflects a long-range commitment to WPD.
- \$832,269—Low-Cost Model: Cuts costs by deferring a major building remodel and substitutes used vehicles as a starting point for operations.

As described earlier in this report, the mid and low-cost options could impact the City’s ability to attract top-level applicants. The low-cost option, for a lack of applicants, may even impact the ability to start operations on time.

2.3 Police Facility Infrastructure

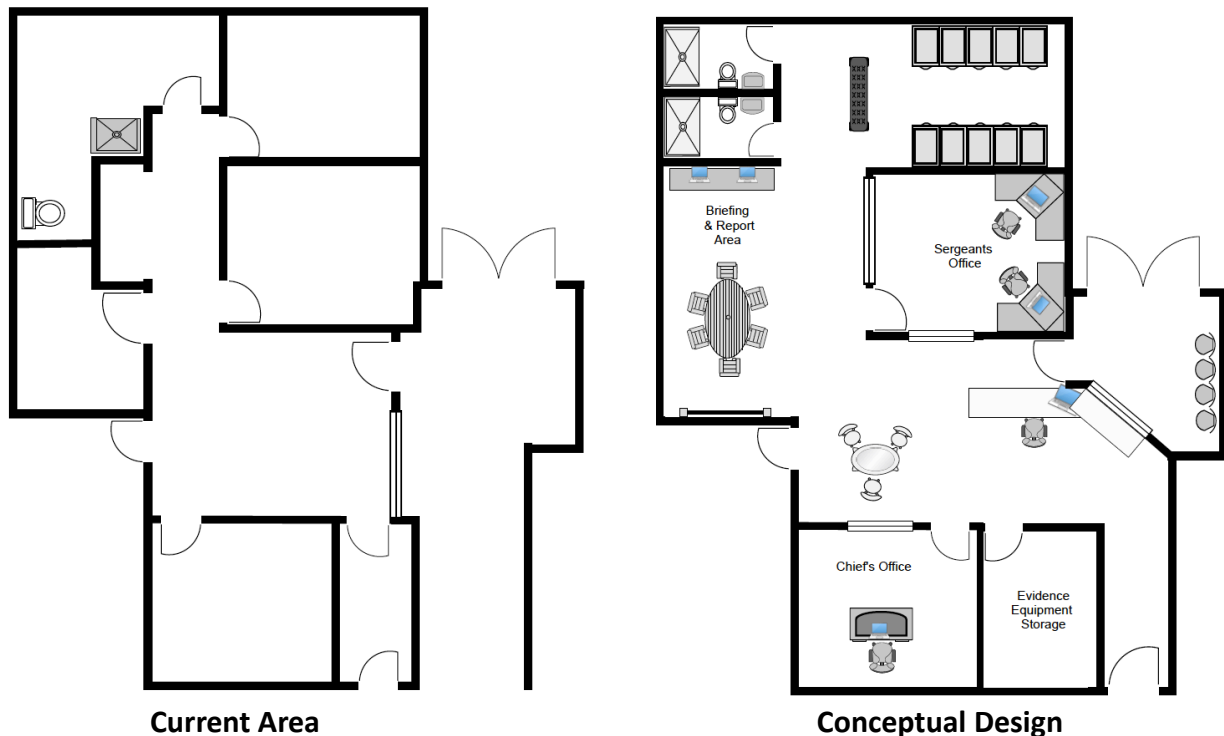
As listed below, several laws apply to the establishment of essential services/critical infrastructure facilities:

1. **Essential Services Buildings Seismic Safety Act (California Government Code, Section 16000-16023)**: Police stations are considered essential services buildings and must be designed and constructed to resist the forces generated by earthquakes to ensure that they remain operational after a seismic event.
2. **California Building Code (CBC)**: Governed by Title 24, Part 2, the CBC mandates standards for structural integrity, fire safety, and accessibility. For critical infrastructure like police stations, it imposes stricter requirements on:
 - **Seismic safety (Chapter 16)**: Ensures that the structure can withstand significant seismic events.
 - **Fire protection systems (Chapter 9)**: Requires installation of advanced fire suppression, alarm systems, and fire-resistant materials.

- **Accessibility (Chapter 11):** Ensures compliance with the Americans with Disabilities Act (ADA), providing accessible entrances, restrooms, and other key areas.
- 3. **Energy Efficiency Standards (Title 24, Part 6):** Police stations must meet energy efficiency requirements, including insulation, lighting, and HVAC systems that reduce energy consumption.
- 4. **California Green Building Standards Code (CALGreen):** Police stations, as critical infrastructure, must also comply with CALGreen standards, which promote sustainable design, energy efficiency, water conservation, and indoor air quality.
- 5. **Security Requirements (California Penal Code Section 4025):** Police stations must be designed to control access, protect detainees, and ensure the safety of law enforcement personnel and the public.
- 6. **Hazardous Materials (California Health and Safety Code, Section 25500-25547):** Facilities like police stations, which may store firearms, ammunition, and chemicals, are subject to regulations ensuring the safe storage and disposal of hazardous materials.
- 7. **California Fire Code (CFC):** Imposes fire safety regulations, including requirements for fire alarms, sprinkler systems, and emergency evacuation plans specific to essential service facilities.
- 8. **Emergency Operations and Continuity (California Government Code, Section 8607):** Requires police stations to have emergency preparedness and response plans to ensure continued operation during and after emergencies.

Compliance with these requirements requires a significant financial investment and, more importantly, adequate time to develop complex plans for such a facility. Realistically, even if funding was not a factor, it may take more than 5 years to acquire property, conduct the various impact studies, develop architectural plans, solicit community input, and gain the approvals before even breaking ground.

For these reasons, temporary police facilities will be needed to begin police operations by the target date of July 1, 2026. Since approximately 1,300 square feet of City Hall previously served as a police facility until 2017, we propose utilizing the same space for a temporary facility. To reflect its temporary nature, we also propose no changes to the exterior dimensions of City Hall.



Discussions with the City Engineer about this initial concept has led to the preliminary cost estimate as reflected in Section 2.1 of this report. The current estimate of \$395K reflects a cost of about \$300 dollars per square foot (according to RS Means Data, typical municipal remodeling in northern California is between \$150 and \$600 per square foot, depending on complexity). If the City Council wishes to move forward, a more detailed assessment will be needed to determine the concept plan’s viability and more accurately determine the temporary project costs.

2.4 Annual Operating Costs

The annual operating costs for WPD include salaries, benefits, equipment maintenance, and administrative expenses. Based on comparable departments, annual operating costs include:

- **Personnel Salaries:** The WPD would start with six officers, two sergeants, one chief, and one administrative assistant. Salaries will be aligned with other northern California small jurisdictions at competitive rates to attract experienced officers.
- **Benefits:** Includes health insurance, CalPERS contributions, and other customary benefits.
- **Ongoing Equipment and Vehicle Costs:** Fuel, vehicle maintenance, and replacement of equipment.
- **Dispatch and Communications Services:** Payment to Glenn County for dispatch and Records Management System (RMS) costs.
- **Other Contract Services:** Legal, Information Technology (IT) support, policy management, police related software/hardware, etc.

Charts 10 and 11 outline the line-by-line budget estimates for all annual costs starting for FY 2026/27:

FY 2026/27 Salary/Benefits	Costs (\$)
Officer Salaries (6 Officers)	530,939
Sergeant Salaries (2 Sergeants)	201,449
Chief Salary	147,886
Admin Assistant Salary	60,203
Annual Salary Subtotal	940,477
CalPERS Retirement Contribution (16.08%)	151,229
Health Insurance (33.87%)	318,540
FICA/Medicare (7.95%)	74,768
Holiday Pay (2.75%)	25,863
Overtime Pay	70,000
Total Salary and Benefits	1,580,876

Chart 10—FY 2026/27 Salary/Benefits
(Reflects 5% increase over current comparison pay)

FY 2026/27 Materials/Services	Costs (\$)
Office expense	5,000
Postage	1,500
Telephone	2,160
Fuel (for 3 vehicles)	62,097
Clothing/Uniform replacements	4,500
PG & E	2,400
Travel/Training Costs	13,500
Dispatch Services Payment	140,000
Vehicle Maintenance	3,000
Misc. Equipment Maintenance	1,000
Dues/memberships	400
Legal contract services	48,000
Lexipol	8,967
Pro Phoenix RMS Services	3,575
Work Comp Insurance (\$8.70 per \$100 annual salary)	81,821
Risk Insurance (\$16.33 per \$100 annual salary)	153,580
Radio Service Agreement	2,000
Total Materials/Services	533,500
FY 2026/27 Total	2,114,377

Chart 11—FY 2026/27 Materials/Services
(estimates based on vendor estimates, other research/experience)

2.5 Long-Range Cost Projection

The below data and Chart 12 show the projected long-range costs for WPD and the GCSO. Assuming there is a 5% per year increase (starting in 2026), the cumulative cost difference shows the “break even” point where year-over-year savings surpasses the initial one-time costs. For example, if the initial one-time cost is \$1.82M (as described in Section 2.2), then the break-even point would be in 2032. Beyond 2032, Willows taxpayers would then spend fewer total dollars.

Year	2026	2027	2028	2029	2030
GCSO	2,355,000	2,472,750	2,596,388	2,726,207	2,862,517
WPD	2,114,377	2,220,096	2,331,101	2,447,656	2,570,038
Cumulative Difference	240,623	493,277	758,564	1,037,115	1,329,594

2031	2032	2033	2034	2035	2036	Total
3,005,643	3,155,925	3,313,721	3,479,408	3,653,378	3,836,047	33,456,984
2,698,540	2,833,467	2,975,141	3,123,898	3,280,093	3,444,097	30,038,504
1,636,697	1,959,155	2,297,735	2,653,245	3,026,530	3,418,480	3,418,480

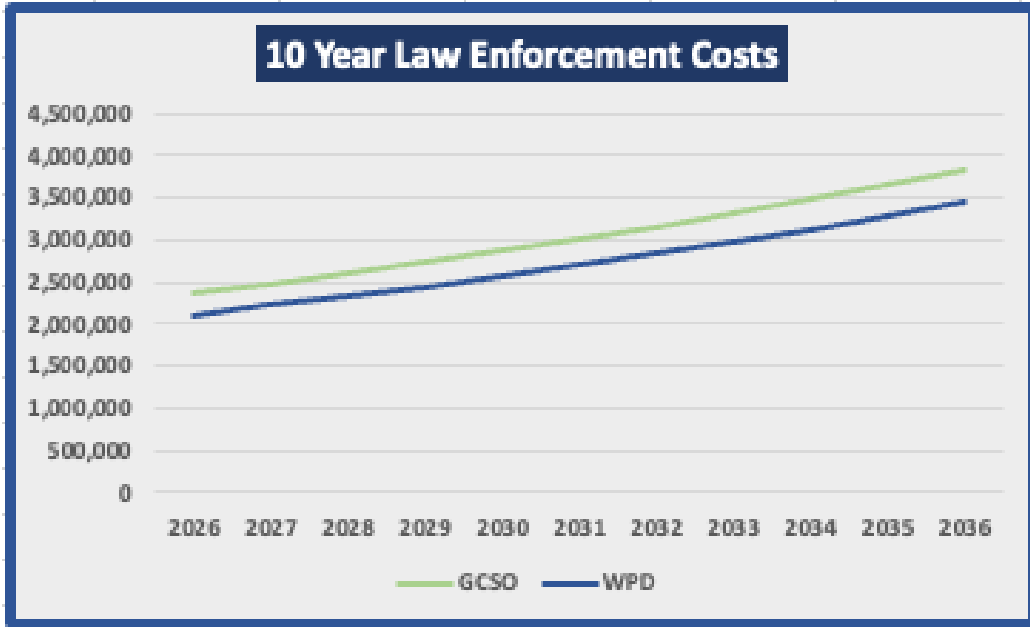


Chart 12—Long range cost projection (10-year savings: \$3.418M)

Section 3: Service Level and Community Impact

3.1 Contracted Glenn County versus City Law Enforcement Services

Evaluation of comparison cities (Chart 1 and Chart 2), with particular attention to Colusa and Orland, highlights how Willows crime is higher. This over-arching fact *on its own* offers a compelling reason for serious consideration of establishing a WPD. Other reasons, such as rising costs, low staffing levels, and minimal local control adds credence to reverting back to a city police model.

3.2 Expected Service Levels GCSO versus Willows PD

The current contract for law enforcement services provided by the GCSO is outlined as follows:

In addition to Animal Care and Dispatch Services, the following public safety personnel will be dedicated to the City of Willows:

- One (1) full-time Lieutenant,
- One (1) full-time Sergeant,
- Nine (9) full-time Sheriff Deputies,
- One (1) full-time Detective, and
- Any and all administrative support services, personnel, equipment, supplies, and apparatus needed to provide full, 24-7 law enforcement protection and services.

Source: GCSO Contract, Exhibit A

Position	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Chief	7am-5pm	Off	On	On	On	On	Off	Off
Sgt 1	2pm-Mid	On	On	On	On	Off	Off	Off
Sgt 2	2pm-Mid	Off	Off	Off	On	On	On	On
Off 1	7am-7pm	On	On	On	Off	Off	Off	Off
Off 2	7am-7pm	Off	Off	Off	On	On	On	On
Off 3	7am-7pm	On	Off	Off	Off	Off	On	On
Off 4	7pm-7am	On	On	On	Off	Off	Off	Off
Off 5	7pm-7am	Off	Off	Off	On	On	On	On
Off 6	7pm-7am	On	Off	Off	Off	Off	On	On

Chart 13—Possible duty schedule for WPD (Officer #3 and Officer #6 also serve as relief for others who are training, injured, or on vacation)

This duty schedule provides for added coverage from Friday through Sunday which is often the busiest workdays. With eight dedicated field personnel (Sergeants and Officers), there are 14,016 service hours provided to the citizens of Willows. This represents 62.5% increase in service over the single assigned patrol model deployed by GCSO (8,760 versus 14,016 hours).

Advantages of establishing the WPD include:

- **Local Control and Accountability:** Establishing WPD would enable greater control over budgets, officer staffing, and law enforcement policies. This also opens the door for more community-oriented policing initiatives.
- **Improved Response Times:** A dedicated Willows PD could potentially improve response times and increase law enforcement presence, contributing to public safety.
- **Community Trust:** Building local relationships with residents is a key factor in the success of a municipal police department, as evidenced by jurisdictions like Menifee, which prioritized community engagement during its recent formation.

3.3 Goals for New WPD

If a WPD is established, the new Chief should be asked to develop a process to measure future WPD effectiveness. Possible goals should include:

- Lower crime—target of matching Colusa and Orland levels
- Improved community satisfaction with Law Enforcement Services
- More service hours provided to citizens
- Added prevention-oriented patrol activities
- Improved presence at public-facing city events
- Better response time to calls for service

Section 4: Comparative Case Studies

4.1 Menifee Police Department (Riverside County)

In 2020, Menifee launched its own police department after contracting for years with the Riverside County Sheriff’s Department. The decision was backed by a feasibility study showing potential cost savings and enhanced response times tailored to Menifee’s needs. However, the transition came with some challenges, such as initial startup costs that exceeded expectations. In the following years, Menifee experienced additional cost increases due to its rapid population growth and higher operational demands.

4.2 Lancaster Police Department (Los Angeles County)

Lancaster formed its independent police department in 2023 after determining that relying on the Los Angeles County Sheriff’s Department was no longer the most effective or financially sustainable option. The city’s goal was to establish more local control over policing and tailor law enforcement strategies to Lancaster’s unique needs. Early results have shown that Lancaster’s police department is able to offer more customized services and initiate programs that are directly focused on community needs.

4.3 Lathrop Police Department (San Joaquin County)

In 2022, Lathrop established its own police department after previously contracting with the San Joaquin County Sheriff’s Office since its incorporation. This move was prompted by rising costs associated with the sheriff’s services, driven in part by increasing pension obligations. Lathrop’s City Council determined that creating a local police force would allow for cost savings, better resource allocation, and improved community-focused policing. To support the new department, Lathrop constructed a new police facility and developed a phased hiring plan to staff the department over a 14-month period. The new department has enabled Lathrop to have greater control over law enforcement strategies, prioritize local concerns, and enhance response times. Initial public engagement efforts, including community surveys, were conducted to inform department priorities.

Section 5: Implementation Timeline

To establish the Willows Police Department, we propose a 3-phase approach.

5.1 Phase 1 (December 2024 – May 2025)

Chart 14 outlines the six-month long Phase 1, which starts in December 2024 with the City Manager preparing a staff report and the City Council approving an initial plan to reestablish the Willows Police Department. The initial approval should also include funding approval for costs occurring in the current budget year. Phase 1 concludes in May with the Council passing the FY 2025/26 budget.

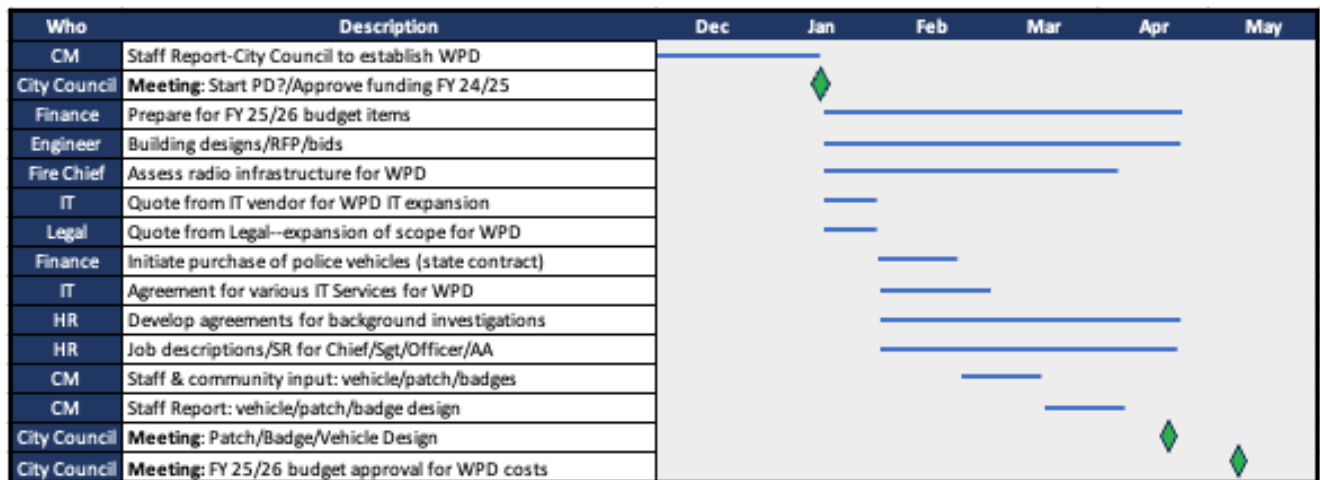


Chart 14

Phase 1 can be thought of as the establishing the foundation. Details include building designs, assessing radio infrastructure, obtaining detailed quotes for Legal and IT impacts, initiating the vehicle purchase

process, writing job descriptions for new positions, and assembling FY 2025/26 budget details. The financial impacts in FY 2025/26 will primarily consist of one-time costs (see Section 2).

5.2 Phase 2 (May 2025 — Nov 2025)

Chart 15 outlines Phase 2, which begins after the Council passes the budget for FY 2025/26 and concludes with the hiring of the new WPD Chief. With the FY 2025/26 budget approved, City staff will begin working on the many administrative functions represented in the budget. Many of these functions are related to the hiring process and developing the infrastructure for the police department.

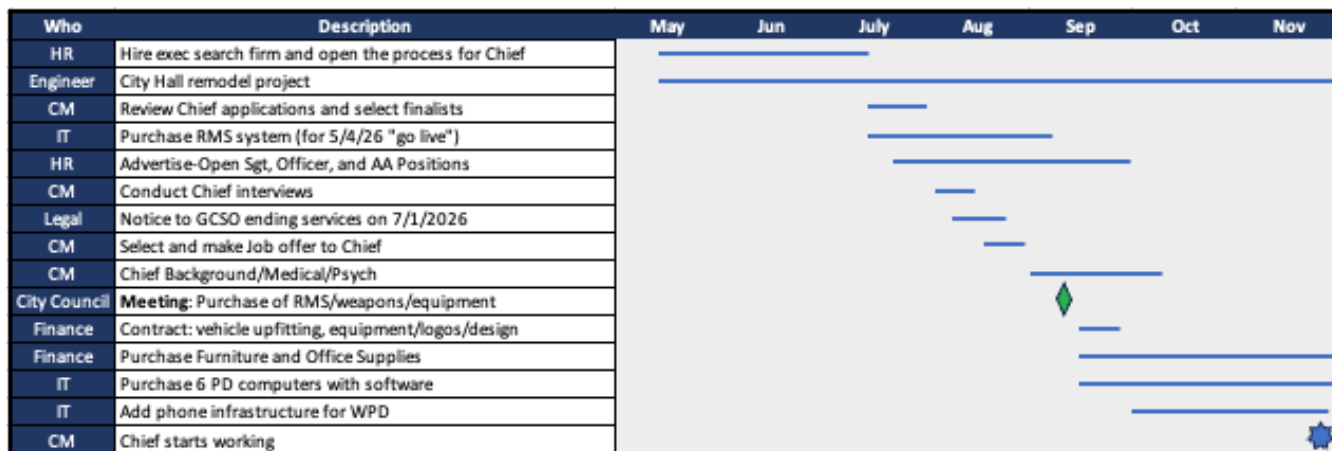


Chart 15

Phase 2 of the process can be viewed as establishing the framework for the new police department. There is a two-pronged focus: (1) HR efforts to identify future WPD people, and (2) develop the plans for equipment and WPD infrastructure. At the end of Phase 2, the Chief should be hired and the workspace should be nearly complete. The work in Phase 2 also reflects a heavy reliance on City staff to remain on-track.

5.3 Phase 3 (Dec 2025 — Jun 2026)

Chart 16 outlines the final implementation phase, which primarily consists of many detailed Police Chief activities. Starting with meeting the community and community leaders, the Chief will simultaneously begin ensuring the technical, police-oriented infrastructure, policy, and physical arrangements are established. Further, the Chief, along with Human Resources, will be instrumental in the hiring process for all personnel during this final phase.

This phase concludes with the City Council preparing the WPD for police duty by swearing in the Chief, who in-turn, will swear in all sworn personnel. Immediately after this Council meeting, the Chief could host a public open-house for the public to meet the police personnel and their families while also touring the new police facility.

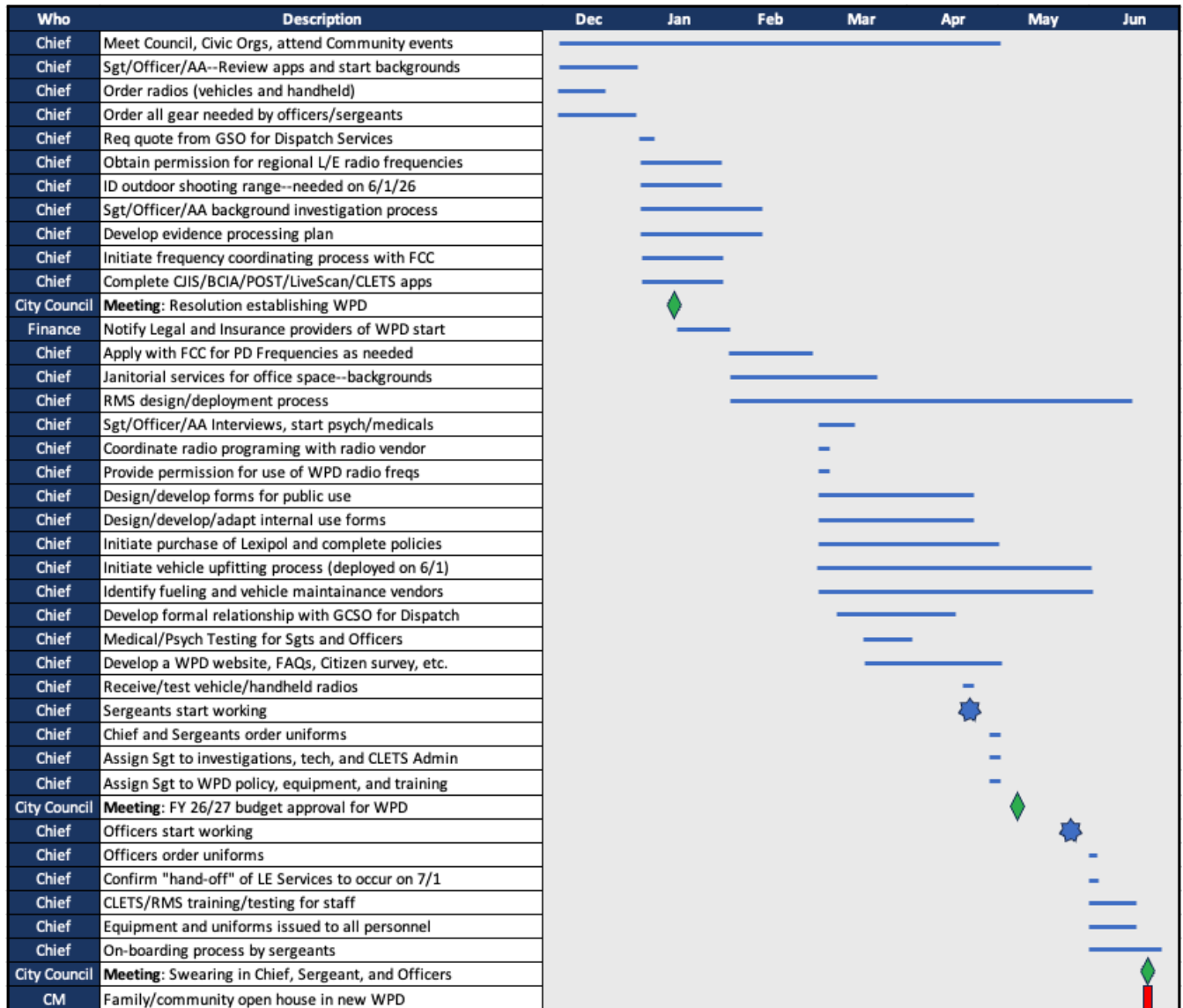
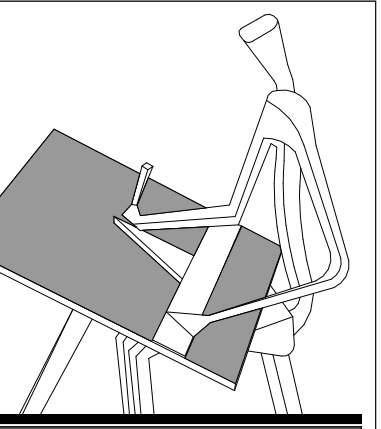


Chart 16



r · g · a
architecture + engineering

RUSSELL
GALLOWAY
ASSOCIATES inc.

115 MEYERS STREET
SUITE 110
CHICO, CA 95928
530 342 0302

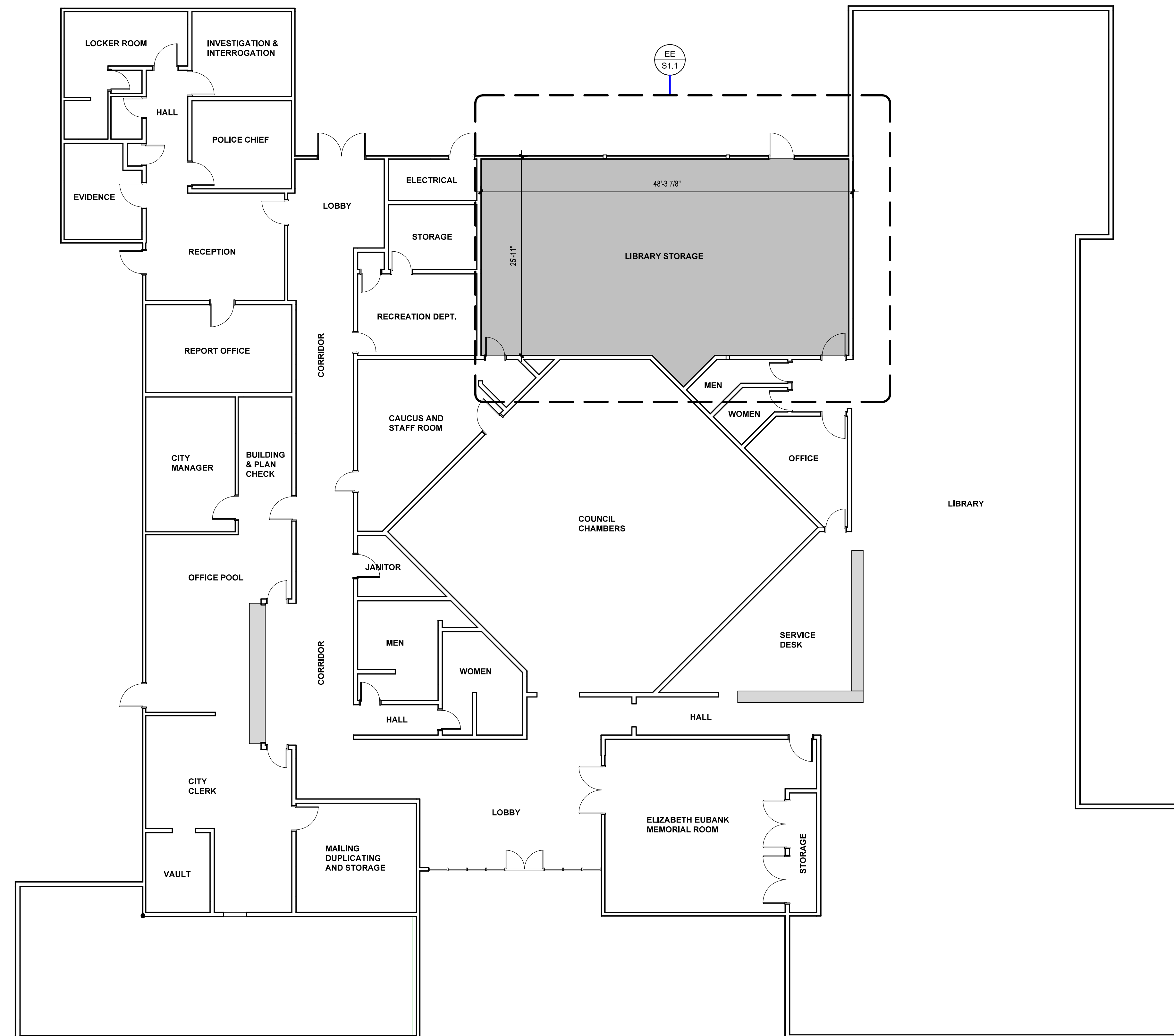
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ASSESSORS PARCEL
NUMBER
002-091-002



EE - OVERALL FLOOR PLAN

SCALE: 1/8" = 1'-0"

Page 134 of 164



RGA PROJECT #	25-406
PLAN CHECK #	-
DRAWN	SNM
CHECKED	DR
STATUS DATE	03.19.2025
RESUBMITTAL	04.02.2025

OVERALL
FLOOR PLAN

A2.1



PUBLIC HEARING



Date: May 26, 2026
To: Honorable Mayor and Councilmembers
From: Nathan Monck, Fire Chief
Marti Brown, City Manager
Subject: Weed Abatement Declaration - Public Hearing for Protest

Recommendation:

Hold a public hearing and, upon conclusion, consider adoption of a resolution confirming the declaration of a public nuisance, and that the City contractor will begin abatement on June 1, 2026, if parcels are not abated.

Rationale for Recommendation:

This is a public hearing with the purpose of providing property owners listed in the attached exhibit to protest the department's assessment of hazards at their property.

Background:

On April 28, 2026, the City Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance and that the City Fire Department had made a survey of the areas in town that had nuisance and notified the property owners that they must remove this nuisance, or the City would perform the task and bill the property owner accordingly. This public hearing is the opportunity for property owners to contest the declaration of any and all nuisances. The public hearing notice was published in the local newspaper of general circulation.

Discussion & Analysis:

It is required by the Government Code 39560 through 39588 that there is to be a fixed time for any appeals to be considered by the Council from any of the property owners. The Fixed time was from April 28 to May 26, 2026. The Council shall hear any objections from the property owner, and by motion, upon the conclusion of the hearing, shall allow or overrule any objections. The Council may continue the hearing if they desire any additional information on any particular site. If no objections have been made, or after the City Council has addressed any objections, the Fire Chief shall be directed to abate the nuisances.

Fiscal Impact:

Properties that the City Contractor abates will be billed to the property owner. Property owners who do not pay for abatement will have liens placed against their property, and those liens will appear on their tax statement from the county.

Attachment:

- Attachment 1: Resolution XX-2026 Confirming Declarations of Nuisances as Amended and Confirming Order for Abatement
 - Exhibit A: 2026 Weed Abatement list



**City of Willows
Resolution XX-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONFIRMING DECLARATIONS OF NUISANCES
AS AMENDED AND CONFIRMING ORDER FOR ABATEMENT**

WHEREAS, on April 28, 2026, the City Council adopted Resolution No. 14-2026 declaring certain parcels identified in Exhibit “A” attached hereto and incorporated herein by this reference to constitute public nuisances and ordering the abatement thereof; and

WHEREAS, the required notices as set forth in Government Code Sections 39500 through 39588 of the have been provided as required by law; and

WHEREAS, the owners of said parcels were provided an opportunity to protest at a duly noticed public hearing; and

WHEREAS, the City Council conducted the required public hearing on May 26, 2026, and considered all testimony and evidence presented regarding the proposed nuisance abatement proceedings.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willows, that the declarations of nuisance and orders for abatement set forth in Resolution No. 14-2026 are hereby confirmed for the parcels identified in Exhibit “A”, attached hereto.

PASSED AND ADOPTED by the City Council of the City of Willows this 26th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Physical Address	Type	Add	Location	add2	APN#
	Weeds		Front		001-010-022
	Weeds		Front		001-010-024
	Weeds		Front		001-010-025
	Weeds		Front		001-010-027
	Weeds		Front		001-010-028
	Weeds		Front		001-010-029
1502 W Wood St	Weeds		Front		001-021-007
160 County Road G	Weeds		Front		001-360-001
360 County Road G	Weeds		Front		001-031-003
	Weeds		Front		001-031-004
	Weeds		Whole Parcel		001-032-023
	Weeds		Rear		001-032-028
	Weeds		Whole Parcel		001-032-029
247 N Humboldt Ave	Weeds		Whole Parcel		001-031-030
1240 W Wood St	Weeds		Whole Parcel		001-041-028
	Weeds		Whole Parcel		001-041-024
	Weeds		Front		001-041-016
1329 W Sycamore St	Weeds		Whole Parcel		001-051-005
125 N Villa Ave	Weeds		Front		001-051-012
115 N Villa Ave	Weeds		Front		001-051-014
1202 W Sycamore St	Weeds		Front		001-061-030
381 El Dorado Ave	Weeds		Side		001-071-023
451 El Dorado Ave	Weeds		Front		001-071-019
320 El orado Ave	Weeds		Front		001-071-031
440 El Dorado Ave	Weeds		Front		001-071-041
695 S Villa Ave	Weeds		Front		001-081-021
	Weeds		Front		001-102-015
219 Fern St	Weeds		Front		001-102-006
	Weeds		Front		001-102-012
125 Fern St	Weeds		Front		001-102-013
710 S Tehama St	Weeds		Front		001-103-002
750 S Tehama St	Weeds		Front		001-103-004
209 Fern St	Weeds		Front		001-111-010
207 Fern St	Weeds		Front		001-111-006
150 Fern St	Weeds		Alleyway		001-121-002
225 County Road 53	Weeds	Trash	Front	Side	001-121-017
141 County Road 53	Weeds		Alleyway		001-121-010
135 County Road 53	Weeds		Front	Side	001-121-009
120 Fern St	Weeds		Alleyway		001-121-021
805 S Tehama St	Weeds		Side		001-121-022
827 S Tehama St	Weeds		Alleyway		001-121-006
825 S Tehama St	Weeds		Side		001-121-008
1140 W Wood St	Weeds		Whole Parcel		001-131-002
306 N Villa Ave	Weeds		Whole Parcel		001-131-003
314 N Enright Ave	Weeds		Alleyway		001-132-003
309 N Crawford Ave	Weeds		Front		001-132-007

Book 1

246 N Enright Ave	Weeds		Alleyway	001-142-003
212 N Enright Ave	Weeds		Alleyway	001-142-002
255 N Crawford Ave	Brush		Alleyway	001-142-005
132 N Enright Ave	Weeds		Alleyway	001-152-017
141 N Crawford Ave	Weeds		Front Alleyway	001-152-007
135 N Crawford Ave	Weeds		Alleyway	001-152-008
125 N Crawford Ave	Weeds		Alleyway	001-152-009
107 N Crawford Ave	Brush		Alleyway	001-152-010
1144 W Sycamore St	Weeds		Side	001-161-007
130 S Villa Ave	Weeds		Alleyway	001-161-005
152 S Villa Ave	Weeds		Alleyway	001-161-002
159 S Enright Ave	Weeds		Alleyway	001-161-016
130 S Enright Ave	Weeds		Front Alleyway	001-162-019
109 S Crawford Ave	Weeds		Front Alleyway	001-162-010
1130 W Oak St	Weeds		Alleyway	001-171-007
1110 W Oak St	Weeds		Alleyway	001-171-008
205 S Crawford Ave	Weeds		Front Alleyway	001-172-005
1027 W Laurel St	Weeds		Alleyway	001-172-001
327 N Culver Ave	Weeds		Alleyway	001-191-004
309 N Merrill Ave	Weeds		Front	001-193-009
218 N Crawford Ave	Brush		Alleyway	001-201-018
217 N Culver Ave	Weeds		Front Alleyway	001-201-010
211 N Culver Ave	Weeds		Front Alleyway	001-201-011
915 W Walnut St	Weeds		Side Alleyway	001-201-012
229 N Merrill Ave	Weeds		Front	001-203-005
215 N Merrill Ave	Weeds		Front Alleyway	001-203-002
121 N Culver Ave	Weeds		Alleyway	001-211-009
119 N Culver Ave	Weeds		Front Alleyway	001-211-010
115 N Culver Ave	Weeds	Brush	Alleyway	001-211-012
925 W Sycamore St	Weeds		Alleyway	001-211-015
834 W Walnut St	Weeds		Alleyway	001-212-011
124 N Culver Ave	Weeds		Front	001-212-008
116 N Culver Ave	Brush		Alleyway	001-212-005
119 N Merrill Ave	Weeds		Alleyway	001-213-002
932 W Sycamore St	Weeds		Front Side/Alleyw	001-221-004
126 S Crawford Ave	Weeds		Alleyway	001-221-015
113 S Culver Ave	Weeds		Alleyway	001-221-013
115 S Culver Ave	Weeds		Front Alleyway	001-221-007
119 S Culver Ave	Weeds		Front Alleyway	001-221-008
205 S Culver Ave	Weeds	Brush	Alleyway	001-231-007
219 S Culver Ave	Weeds		Alleyway	001-231-010
316 S Culver Ave	Weeds		Alleyway	001-242-002
320 S Culver Ave	Weeds		Alleyway	001-242-001
307 S Merrill Ave	Weeds		Front	001-243-003
319 S Merrill Ave	Weeds		Alleyway	001-243-001
1110 W Cedar St	Weeds		Front	001-271-007
1109 Cypress St	Weeds		Front	001-271-016

Book 1

1029 Cypress St	Weeds	Front		001-271-020
1140 Cypress St	Weeds	Front		001-272-010
1130 Cypress St	Weeds	Front		001-272-009
	Weeds	Alleyway		001-281-019
420 S Culver Ave	Weeds	Alleyway		001-282-002
409 S Merrill Ave	Weeds	Alleyway		001-282-005
506 S Crawford Ave	Weeds	Front		001-291-018
910 W Cedar St	Weeds	Front	Side	001-301-001
919 Cypress St	Weeds	Front		001-301-009
630 S Culver Ave	Weeds	Alleyway		001-303-003
640 S Culver Ave	Weeds	Alleyway		001-303-002
603 S Merrill Ave	Weeds	Alleyway		001-303-005
621 S Merrill Ave	Weeds	Alleyway		001-303-006
639 S Merrill Ave	Weeds	Alleyway		001-303-007
651 S Merrill Ave	Weeds	Alleyway		001-303-008
14 Sunset Drive	Weeds	Front		001-311-007
12 Sunset Drive	Weeds	Alleyway		001-311-006
10 Sunset Drive	Weeds	Alleyway		001-311-005
8 Sunset Drive	Weeds	Alleyway		001-311-004
6 Sunset Drive	Weeds	Alleyway		001-311-003
4 Sunset Drive	Weeds	Alleyway		001-311-002
2 Sunset Drive	Weeds	Alleyway		001-311-001
27 Donnie Lane	Weeds	Front		001-321-005
15 Donnie Lane	Weeds	Front		001-321-011
9 Donnie Lane	Weeds	Alleyway		001-321-014
1156 Juniper Drive	Weeds	Front		001-370-002
749 S Merrill Ave	Weeds	Whole Parcel		001-330-017
759 S Merrill Ave	Weeds	Whole Parcel		001-330-018
1129 Elm St	Weeds	Front		001-341-003
910 Elm St	Weeds	Whole Parcel		001-353-001

Physical Address	Type	Add	Location	add2	APN#
204 N Merrill Ave	Weed		Front	Alleyway	002-031-002
125 N Marshall Ave	Weed		Alleyway		002-042-002
119 N Marshall Ave	Weed		Alleyway		002-042-003
759 W Sycamore St	Weed		Alleyway		002-041-001
714 W Sycamore St	Weed		Alleyway		002-051-003
117 S Marshall Ave	Weed		Alleyway		002-051-005
123 S Marshall Ave	Weed	Trash	Alleyway		002-051-006
137 S Murdock Ave	Weed	Trash	Rear		002-052-010
139 S Murdock Ave	Weed		Front		002-052-003
151 S Murdock Ave	Weed	Trash	Front	Side	002-052-001
219 S Murdock Ave	Weed		Rear		002-062-006
235 S Murdock Ave	Weed		Rear		002-062-004
316 S Merrill Ave	Weed		Alleyway		002-071-001
714 W Laurel St	Weed		Alleyway		002-071-004
325 S Marshall Ave	Weed		Alleyway		002-071-005
304 S Marshall Ave	Weed		Side		002-072-008
337 N Lassen St	Weed		Front		002-081-012
333 N Plumas St	Weed		Alleyway		002-083-006
240 N Lassen St	Weed		Alleyway		002-092-011
232 N Lassen St	Weed		Alleyway		002-092-003
222 N Lassen St	Weed		Front	Alleyway	002-092-002
257 N Plumas St	Weed	Trash	Front		002-093-009
245 N Plumas St	Weed		Alleyway		002-093-002
235 N Plumas St	Weed		Front	Alleyway	002-093-003
225 N Plumas St	Weed		Alleyway		002-093-004
217 N Plumas St	Weed		Alleyway		002-093-005
417 W Walnut St	Weed		Alleyway		002-093-007
203 N Plumas St	Weed		Front		002-093-006
157 N Plumas St	Weed		Alleyway		002-103-001
Vacant Lot	Weed		Front		002-103-004
120 S Lassen St	Weed		Front		002-112-005
132 S Lassen St	Weed		Front	Alleyway	002-112-003
142 S Lassen St	Weed		Alleyway		002-112-002
162 S Lassen St	Weed		Alleyway		002-112-001
125 S Plumas St	Weed		Front	Alleyway	002-113-002
232 S Murdock Avve	Weed		Front		002-121-018
261 S Lassen St	Weed		Front		002-121-013
246 S Lassen St	Weed		Alleyway		002-122-002
203 S Plumas St	Trash		Front		002-123-001
237 S Plumas St	Weed		Front	Alleyway	002-123-006
544 W Laurel St	Weed		Front		002-131-005
329 S Lassen St	Weed		Front		002-131-008
341 S Lassen St	Weed		Front		002-131-004
328 S Lassen St	Weed		Front		002-132-003
332 S Lassen St	Weed		Front	Alleyway	002-132-003
336 S Lassen St	Weed		Alleyway		002-132-003

Book 2

455 W Ash St	Weed	Brush	Front	Alleyway	002-132-001
319 S Plumas St	Weed		Alleyway		002-133-004
329 S Plumas St	Weed		Front	Alleyway	002-133-005
333 S Plumas St	Weed		Front	Alleyway	002-133-005
335 S Plumas St	Weed		Alleyway		002-133-006
354 W Wood St	Weed		Alleyway		002-141-011
335 N Shasta St	Weed		Front	Alleyway	002-141-006
325 N Shasta St	Weed	Trash	Front		002-141-007
319 N Shasta St	Weed		Alleyway		002-141-008
304 N Shasta St	Weed		Alleyway		002-141-001
333 N Butte St	Weed		Alleyway		002-142-010
202 N Plumas St	Weed		Front	Alleyway	002-151-001
205 N Shasta St	Weed		Front		002-151-012
248 N Shasta St	Weed		Alleyway		002-152-006
236 N Shasta St	Weed	Brush	Alleyway		002-152-004
Vacant Lot	Weed		Alleyway		NVIH
151 N Shasta St	Weed		Alleyway		002-161-008
145 N Shasta St	Weed		Alleyway		002-161-009
Vacant Lot	Weed		Alleyway		002-162-019
115 N Butte St	Weed	Brush	Alleyway		002-162-017
138 S Plumas St	Weed		Alleyway		003-171-003
339 W Oak St	Weed		Front		002-171-001
115 S Shasta St	Weed		Front	Alleyway	002-171-006
143 S Shasta St	Weed		Front	Alleyway	002-171-007
159 N Shasta St	Weed		Alleyway		002-171-008
234 S Plumas St	Trash		Alleyway		002-181-005
246 S Plumas St	Weed		Front	Alleyway	002-181-003
262 S Plumas St	Weed		Alleyway		002-181-001
262A S Plumas St	Weed		Alleyway		002-181-001
219 S Shasta St	Weed	Trash	Front	Alleyway	002-181-009
229 S Shasta St	Weed	Appliance	Front	Alleyway	002-181-010
235B S Shasta St	Weed		Alleyway		002-181-011
245 S Shasta St	Weed		Alleyway		002-181-013
247 S Shasta St	Weed		Alleyway		002-181-013
304 W Laurel St	Weed	Appliance	Alleyway		002-191-006
328 S Plumas St	Weed		Alleyway		002-191-003
342 S Plumas St	Weed		Front	Alleyway	002-191-002
350 S Plumas St	Weed		Alleyway		002-191-001
307 S Shasta St	Weed		Front		002-191-007
323 S Shasta St	Weed		Front		002-191-009
325 S Shasta St	Weed		Front		002-191-010
341 S Shasta St	Weed		Front		002-191-011
333 W Ash St	Weed		Front	Alleyway	002-191-014
228 W Laurel St	Weed		Front		002-192-007
326 S Shasta St	Appliance		Alleyway		002-192-006
340 S Shasta St	Weed		Alleyway		002-192-003
307 S Butte St	Trash		Alleyway		002-192-013

Book 2

321 S Butte St	Weed		Front		002-192-009
402 S Merrill Ave	Weed		Alleyway		002-201-015
408 S Merrill Ave	Weed		Alleyway		002-201-013
440 S Merrill Ave	Weed		Alleyway		002-201-003
448 S Merrill Ave	Weed		Alleyway		002-201-002
460 S Merrill Ave	Weed		Alleyway		002-201-001
447 S Marshall Ave	Weed		Front		002-201-012
715 S Marshall Ave	Weed		Front		002-201-009
410 S Marshall Ave	Weed		Front		002-202-007
424 S Marshall Ave	Weed		Front		002-202-009
427 S Murdock Ave	Weed		Rear		002-202-002
675 S Marshall Ave	Weed		Front		002-202-001
640 S Marshall Ave	Weed		Front		002-212-010
506 S Marshall Ave	Weed		Front		002-212-009
602 S Marshall Ave	Weed		Front		002-221-003
642 S Marshall Ave	Weed		Front		002-222-001
53 Maple St	Weed		Front		002-232-006
442 W Ash St	Brush		Front		002-233-005
4255 S Plumas St	Weed		Alleyway		002-233-009
435 S Plumas St	Weed		Front		002-233-010
519 S Lassen St	Weed	Trash/Applianc	Front		002-241-010
522 S Lassen St	Weed		Alleyway		002-242-022
525 S Plumas St	Weed		Alleyway		002-242-014
608 S Murdock Ave	Weed		Front		002-251-008
612 S Murdock Ave	Trash		Front		002-251-007
642 S Murdock Ave	Weed	Trash	Front	Side	002-251-001
438 W Cedar St	Weed		Side		002-252-004
616 S Lassen St	Trash		Front		002-252-021
412 S Plumas St	Weed		Front	Alleyway	002-261-007
422 S Plumas St	Weed		Alleyway		002-261-006
436 S Plumas St	Weed		Alleyway		002-261-0004
440 S Plumas St	Weed		Front	Alleyway	002-261-003
450 S Plumas St	Weed		Alleyway		002-261-002
460 S Plumas St	Weed		Front		002-261-001
425 S Shasta St	Weed		Alleyway		002-261-011
437 S Shasta St	Weed		Alleyway		002-261-012
445 S Shasta St	Weed		Alleyway		002-261-013
459 S Shasta St	Weed		Front	Alleyway	002-261-014
406 S Shasta St	Weed		Alleyway		002-262-013
412 S Shasta St	Weed		Front		002-262-012
425 S Butte St	Weed		Alleyway		002-262-009
536 S Plumas St	Weed		Alleyway		002-271-004
548 S Plumas St	Weed		Alleyway		002-271-002
341 W Cedar St	Weed		Alleyway		002-271-001
503 S Shasta St	Brush		Alleyway		002-271-0088
529 S Shasta St	Weed		Alleyway		002-271-010
506 S Shasta St	Weed		Side		002-272-004

Book 2

540 S Shasta St	Weed	Alleyway		002-272-020
511 S Butte St	Weed	Alleyway		002-272-007
318 W Cedar St	Weed	Alleyway		002-281-007
637 S Shasta St	Weed	Front	Alleyway	002-281-011
Vacant Lot	Weed	Front		002-282-017
Vacant Lot	Weed	Front		002-282-003
605 S Butte St	Weed	Front	Alleyway	002-282-010
615 S Butte St	Weed	Alleyway		002-282-011
649 S Butte St	Weed	Front		002-282-020
402 S Butte St	Weed	Alleyway		002-291-005
414 S Butte St	Weed	Front		002-291-004
420 S Butte St	Weed	Front	Alleyway	002-291-004
422 S Butte St	Weed	Alleyway		002-291-003
424 S Butte St	Weed	Front		002-291-003
434 S Butte St	Weed	Alleyway		002-291-002
444 S Butte St	Weed	Alleyway		002-291-001
400 S Tehama St	Weed	Front		002-292-002
506 S Butte St	Weed	Front	Alleyway	002-301-007
520 S Butte St	Weed	Front	Alleyway	002-301-008
618 S Butte St	Weed	Alleyway		002-311-005
622 S Butte St	Weed	Alleyway		002-311-004
632 S Butte St	Weed	Front		002-311-015
617 S Tehama St	Weed	Alleyway		002-311-010
621 S Tehama St	Weed	Alleyway		002-311-014
620 S Tehama St	Weed	Front		002-312-001

Physical Address	Type	Add	Location	add2	APN#
346 S Butte St	Weed		Alleyway		003-021-003
125 W Willow St	Weed		Alleyway		003-021-011
	Weed		Front		003-022-005
219 N Colusa St	Weed		Front	Side	003-023-001
100 N Tehama St	Weed		Front	Side	003-042-002
156 N Butte St	Weed		Alleyway		003-051-001
151 S Tehama St	Weed		Alleyway		003-051-017
161 N Tehama St	Weed		Alleyway		003-051-018
102 S Tehama St	Weed		Front		003-052-003
	Weed		Front		003-053-002
206 S Butte St	Weed		Front		003-061-005
	Weed		Front		003-061-004
220 S Butte St	Weed		Front		003-061-003
258 S Butte St	Weed		Alleyway		003-061-011
201 S Tehama St	Weed		Alleyway		003-061-006
251 S Tehama St	Weed		Alleyway		003-061-007
204 S Tehama St	Weed		Alleyway		003-062-002
101 E Laurel St	Weed		Front		003-062-001
235 E Laurel St	Weed		Whole Parcel		003-063-001
318 S Butte St	Weed		Front		003-071-003
332 S Butte St	Weed		Front	Alleyway	003-071-002
375 S Tehama St	Weed		Front		003-071-010
	Weed		Rear		003-072-002
360 W Wood St	Weed		Alleyway		003-082-001
320 N Yolo St	Weed		Front		003-083-013
312 N Yolo St	Weed		Alleyway		003-083-002
304 N Yolo St	Weed	Trash	Whole Parcel		003-083-001
444 E Wood St	Weed		Front	Alleyway	003-083-010
335 N Sacramento St	Weed	Trash	Front	Alleyway	003-083-005
329 N Sacramento St	Weed		Alleyway		003-083-006
313 N Sacramento St	Weed		Front	Alleyway	003-083-008
249 N Yolo St	Trash		Alleyway		003-092-001
226 N Yolo St	Weed		Alleyway		003-093-014
411 E Walnut St	Weed		Alleyway		003-093-001
243 N Sacramento St	Weed		Alleyway		003-093-007
237 N Sacramento St	Weed		Alleyway		003-093-008
229 N Sacramento St	Weed		Alleyway		003-093-009
221 N Sacramento St	Weed		Alleyway		003-093-010
217 N Sacramento St	Weed		Alleyway		003-093-018
205 N Sacramento St	Weed		Alleyway		003-093-019
118 N Colusa St	Weed		Front	Alleyway	003-101-002
321 E Sycamore St	Weed		Front	Alleyway	003-101-001
314 E Walnut St	Weed		Alleyway		003-102-007
413 N Yolo St	Weed		Alleyway		003-102-008
137 N Yolo St	Weed		Alleyway		003-102-002
	Weed		Alleyway		003-103-001

112 N Yolo St	Weed		Alleyway		003-103-012
115 N Sacramento St	Weed		Alleyway		003-103-006
128 S Colusa St	Weed		Alleyway		003-112-004
132 S Colusa St	Weed		Alleyway		003-112-003
160 S Colusa St	Weed		Front		003-112-009
131 S Yolo St	Weed		Side	Alleyway	003-112-012
415 E Oak St	Weed		Front	Alleyway	003-113-019
155 S Sacramento St	Weed		Alleyway		003-113-014
	Weed		Front		003-121-011
225 S Yolo St	Weed		Alleyway		003-121-004
235 S Yolo St	Weed		Alleyway		003-121-005
345 E Laurel St	Weed		Front		003-121-015
210 S Yolo St	Weed		Alleyway		003-122-011
231 S Sacramento St	Weed		Front	Alleyway	003-122-014
235 S Sacramento St	Weed		Alleyway		003-122-015
420 E Laurel St	Weed		Front		003-132-001
336 N Sacramento St	Weed		Alleyway		003-141-004
	Weed		Front		003-142-006
	Weed		Whole Parcel		003-142-004
240 N Sacramento St	Weed		Alleyway		003-151-003
228 N Sacramento St	Weed		Alleyway		003-151-002
259 N Sonoma St	Weed		Front	Alleyway	003-151-005
254 N Sonoma St	Weed		Side	Alleyway	003-152-003
245 N Ventura St	Weed		Side		003-152-004
522 E Walnut St	Weed	Trash	Front	Alleyway	003-161-009
133 S Sonoma St	Weed		Front	Alleyway	003-171-020
535 S Sonoma St	Weed		Alleyway		003-171-013
214 S Sacramento St	Weed		Alleyway		003-181-016
240 S Sacramento St	Weed		Alleyway		003-181-020
256 S Sacramento St	Weed		Alleyway		003-181-001
206 S Sonoma St	Weed		Front	Side	003-182-012
	Weed		Front		003-182-013
	Weed		Front		003-182-005
	Weed		Front		003-182-011
710 E Walnut St	Weed	Trash	Alleyway		003-221-009
142 N Ventura St	Weed	Trash	Alleyway		003-221-011
140 N Ventura St	Weed		Alleyway		003-221-012
136 N Ventura St	Weed		Alleyway		003-221-001
720 E Walnut St	Weed		Whole Parcel		003-221-007
139 N Alpine St	Weed		Front	Alleyway	003-221-008
127 N Alpine St	Weed		Alleyway		003-221-004
115 N Alpine St	Weed		Alleyway		003-221-005
130 N Alpine St	Weed		Front	Alleyway	003-222-003
122 N Alpine St	Weed	Trash	Alleyway		003-222-002
102 N Alpine St	Weed		Alleyway		003-222-001
123 Sierra St	Weed		Alleyway		003-222-007
120 N Ventura St	Weed		Alleyway		003-231-020

Book 3

740 E Sycamore St	Weed		Front	Alleyway	003-231-018
818 E Sycamore St	Weed		Front		003-232-008
	Weed		Whole Parcel		003-251-001
640A Canton St	Weed		Whole Parcel		003-280-005
	Weed		Whole Parcel		003-280-008
	Weed		Whole Parcel		003-280-007
	Weed		Whole Parcel		003-280-001
	Weed		Whole Parcel		003-280-004
	Weed		Whole Parcel		003-280-003
	Weed		Whole Parcel		003-280-006

Physical Address	Type	Add	Location	Add2	APN#
942 Brennan Pl	Weed		Rear		005-171-029
860 Applewood Way	Weed		Rear		005-182-012
839 Baywood Way	Weed		Front		005-182-006
870 Baywood Way	Weed		Front	Rear	005-183-014
830 Baywood Way	Weed		Front		005-183-010
899 Crestwood Way	Weed	Trash	Front		005-184-001
879 Crestwood Way	Weed		Front		005-184-003
642 Glennwood Ln	Weed		Front	Side	005-185-001
611 Glennwood Ln	Weed		Front		005-191-003
549 Glennwood Ln	Weed		Front		005-191-008
515 Glennwood Ln	Weed		Front		005-191-013
632 Glennwood Ln	Weed		Front	Alleyway	005-192-001
540 Glennwood Ln	Weed		Front		005-192-010
567 Edgewood Ln	Weed	Trash	Front		005-192-019
830 N Lassen St	Weed		Front		005-191-020
	Weed		Whole Parcel		005-200-002
761 N Butte St	Weed		Whole Parcel		005-200-003
801 Brennan Pl	Weed		Front	Side	005-252-003
1150 Green St	Weed		Front		005-251-035
1160 Southgate Dr	Weed		Front		005-251-018
700 Pacific Ave	Weed		Front	Side	005-261-013
809 Baywood Way	Weed		Front		005-262-001
801 Tamarack Way	Weed	Trash	Front		005-271-002
802 Tamarack Way	Weed	Trash	Front	Side	005-272-002
712 N Murdock Ave	Weed		Alleyway		005-275-001
700 N Murdock Ave	Weed		Alleyway		005-275-004
690 N Murdock Ave	Weed		Alleyway		005-275-004
707 N Lassen St	Weed		Alleyway		005-275-009
	Weed		Alleyway		005-275-010
679 N Lassen St	Weed		Alleyway		005-275-011
671 N Lassen St	Weed		Alleyway		005-275-012
746 N Lassen St	Weed		Alleyway		005-276-002
732 N Lassen St	Weed		Alleyway		005-276-004
718 N Lassen St	Weed		Alleyway		005-276-006
707 N Plumas St	Weed		Alleyway		005-276-012
543 French St	Weed		Alleyway		005-352-004
609 N Lassen St	Weed		Alleyway		005-352-008
507 French St	Weed		Alleyway		005-352-009
645 N Plumas St	Weed		Alleyway		005-353-012
635 N Plumas St	Weed		Alleyway		005-353-013
623 N Plumas St	Weed		Alleyway		005-353-014
619 N Plumas St	Weed		Alleyway		005-353-015
413 French St	Weed		Front	Alleyway	005-353-008
411 French St	Weed		Front	Alleyway	005-353-009
510 French St	Weed		Front		005-355-028
508 French St	Weed		Front		005-355-029

608 N Plumas St	Weed		Front	Side	005-281-009
617 N Shasta St	Weed		Front		005-281-020
704 N Shasta St	Weed	Trash	Front	Alleyway	005-282-003
660 N Shasta St	Weed		Alleyway		005-282-008
650 N Shasta St	Weed		Front	Alleyway	005-282-009
644 N Shasta St	Weed	Trash	Front	Alleyway	005-282-010
626 N Shasta St	Weed	Trash	Front	Alleyway	005-282-012
618 N Shasta St	Weed		Alleyway		005-282-013
695 N Butte St	Weed		Front	Alleyway	005-282-018
691 N Butte St	Weed		Alleyway		005-282-029
681 N Butte St	Weed		Alleyway		005-282-032
	Weed		Front	Alleyway	005-282-034
667 N Butte St	Weed		Alleyway		005-282-035
665 N Butte St	Weed		Alleyway		005-282-023
639 N Butte St	Weed		Alleyway		005-282-025
623 N Butte St	Weed		Front		005-282-027
605 N Butte St	Weed		Alleyway		005-282-028
	Weed		Front		005-283-001
664 N Butte St	Weed		Front		005-283-006
	Weed		Rear		005-283-007
	Weed		Rear		005-283-010
622 N Butte St	Weed		Front		005-283-011
600 N Tehama St	Weed		Whole Parcel		005-284-001
600 N Humboldt Ave	Weed	Appliance	Side		005-330-009
600 N Humboldt Ave	Furniture		Side		005-330-010
545 Pacific Ave	Weed		Whole Parcel		005-330-005
625 Pacific Ave	Weed		Front		005-330-004
647 Jefferson St	Weed		Whole Parcel		005-341-016
1070 French St	Trash		Alleyway		005-342-006
541 Jefferson St	Trash		Alleyway		005-343-003
525 Jefferson St	Weed		Alleyway		005-343-005
515 Jefferson St	Weed		Alleyway		005-343-006
930 Jefferson St	Weed		Alleyway		005-344-001
540 Jefferson St	Weed		Alleyway		005-344-002
520 Jefferson St	Weed		Alleyway		005-344-003
510 Jefferson St	Weed		Alleyway		005-344-004
549 Adams St	Weed		Alleyway		005-344-009
535 Adams St	Weed		Alleyway		005-344-010
533 Adams St	Weed		Alleyway		005-344-006
513 Adams St	Weed		Alleyway		005-344-007
921 Jackson St	Weed		Alleyway		005-344-008
550 Adams St	Weed		Front	Alleyway	005-345-001
540 Adams St	Weed		Alleyway		005-345-002
534 Adams St	Weed		Front	Alleyway	005-345-003
547 N Shasta St	Weed		Front		005-361-008
503 N Shasta St	Weed	Trash	Front	Side	005-361-012
	Weed		Front		005-363-009

	Weed		Front		005-363-010
	Weed		Front		005-363-011
145 Vine St	Weed		Side		005-363-003
125 Vine St	Weed		Front		005-363-013
123 Vine St	Weed		Front		005-363-008
332 Vine St	Weed		Alleyway		005-401-001
450 N Plumas St	Weed		Alleyway		005-401-002
440 N Plumas St	Weed		Alleyway		005-401-003
428 N Plumas St	Weed		Alleyway		005-401-004
328 Vine St	Weed		Alleyway		005-401-007
429 N Shasta St	Weed	Trash	Front	Alleyway	005-401-009
421 N Shasta St	Weed		Front	Alleyway	005-401-010
411 N Shasta St	Weed		Front		005-401-012
462 N Shasta St	Weed		Alleyway		005-402-001
454 N Shasta St	Weed	Trash	Front	Alleyway	005-402-002
450 N Shasta St	Weed		Alleyway		005-402-003
426 N Shasta St	Weed		Alleyway		005-402-004
235 W Wood St	Weed		Alleyway		005-402-013
433 N Butte St	Weed		Alleyway		005-402-014
425 N Butte St	Weed		Alleyway		005-402-011
418 N Butte St	Weed		Alleyway		005-403-005
451 N Plumas St	Weed		Front	Side	005-392-009
415 W Wood St	Weed		Front		005-392-017
408 Pacific Ave	Weed		Front		005-381-004
427 Jefferson St	Weed	Trash	Front	Alleyway	005-382-004
417 Jefferson St	Weed		Front		005-382-005
450 Jefferson St	Weed	Weed	Alleyway		005-383-001
446 Jefferson St	Weed		Alleyway		005-383-002
436 Jefferson St	Weed		Alleyway		005-383-003
	Weed		Alleyway		005-383-004
425 Adams St	Weed		Front		005-383-007
419 Adams St	Weed	Trash	Front	Alleyway	005-383-008
411 Adams St	Weed		Alleyway		005-383-009
452 Adams St	Weed		Front	Alleyway	005-384-002
416 Adams St	Weed		Alleyway		005-384-006
451 Washington St	Weed		Alleyway		005-384-010
441 Washington St	Weed		Alleyway		005-384-011
1201 W Wood St	Furniture		Side		005-370-018

Physical Address	Type	Add	Location	Add2	APN#
811 N Humboldt Ave	Weed		Rear		017-330-027
707 N Humboldt Ave	Weed		Whole Parcel		017-330-010
	Weed		Whole Parcel		017-330-011
	Weed		Whole Parcel		017-330-012
545 N Humboldt Ave	Weed		Rear		017-330-029
	Weed		Whole Parcel		017-330-030
475 N Humboldt Ave	Weed		Rear		017-330-022
457 N Humboldt Ave	Weed		Rear		017-330-018
455 N Humboldt Ave	Weed		Rear		017-330-017
1301 W Wood St	Weed		Rear		017-330-020
	Weed		Whole Parcel		017-340-011
	Weed		Whole Parcel		017-340-021
	Weed		Whole Parcel		017-340-020
	Weed		Whole Parcel		017-340-019
	Weed		Whole Parcel		017-340-023
	Weed		Whole Parcel		017-340-017
	Weed		Whole Parcel		017-340-024
	Weed		Whole Parcel		017-340-016
	Weed		Whole Parcel		017-340-013
110 E County Road 53	Weed		Whole Parcel		017-170-030
920 S Tehama St	Weed		Whole Parcel		017-310-008
900 S Tehama St	Weed		Whole Parcel		017-310-005
910 S Tehama St	Weed		Whole Parcel		017-310-007



COMMENTS AND REPORTS



CLOSED SESSION