Willows City Council Regular Meeting

November 24, 2026
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
John Lowe, Council Member

Interim City Manager
Joe Gorton

City Clerk
Karleen Price

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

Agenda

Watch the meeting via Zoom: https://us06web.zoom.us/j/85332065385 or visit CityofWillows.org and click on **Live Meetings**. 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. Written public comments will be distributed to the City Council but are not required to be read aloud during the meeting. Written comments will be made available for public inspection at City Hall as required by Government Code Section 54957.5.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL**
    a. **Proclamation – Pearl Harbor Day**
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 November 10, 2026, City Council Meeting.
Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. **Waste Management (WM) Franchise Agreement - 2027 Annual Rate Adjustment**
Recommended Action: Approve WM's annual rate adjustment of 4.45%, effective January 1, 2027, as reflected in the attached Service Charge Fee Schedule.
Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

7. **DISCUSSION & ACTION CALENDAR**

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

a. **North Willows Community Park and Recreation Center Grant Application**
Recommended Action: Adopt the resolution (Attachment 1) approving the Round 5 grant application for the North Willows Community Park and Recreation Center and designating the Interim City Manager/City Manager as the authorized representative.
Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

b. **Renewal of Cali Love Willows LLC Retail Cannabis Business License**
Recommended Action: Adopt the resolution (Attachment 1) renewing the retail cannabis business license for Cali Love Willows LLC at 157 N. Butte Street for two years, subject to the existing conditions of approval for CUP 25-01, payment of the applicable annual license fee, and maintenance of a valid state storefront retailer license.
Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

c. **2027 Council Meeting Schedule and Holiday Closure**
Recommended Action: Adopt the resolution (Attachment 1) establishing the 2027 Council Meeting Schedule (Exhibit A) and authorizing a Civic Center Holiday Closure.
Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

d. **Willows Police Department Reestablishment — Status, Implementation Plan and Fiscal Update**
Recommended Action: Receive status report on the reestablishment of the Willows Police Department; review the proposed insignia and vehicle appearance concepts; and provide feedback to staff concerning these concepts and priorities for continued implementation. All expenditures requiring separate authorization will be returned for Council consideration as appropriate.
Contact: Joe Gorton, Interim City Manager, jgorton@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. **Amendments to the Fiscal Year 2026-2027 Master Fee Schedule**

Recommended Action: Conduct a public hearing and adopt the resolution (Attachment 1) amending the Master Fee Schedule, effective January 23, 2027.
Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

9. **COMMENTS & REPORTS**

   a. **Council Correspondence**

   b. **City Council Comments & Reports**

   c. **Interim City Manager's Report**

10. **CLOSED SESSION**

Pursuant to Government Code §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

   a. **Conference with Real Property Negotiators (§ 54956.8)**
   Property: 139 North Lassen Street, Willows, CA 95988 / APN #002-101-009-000
   Agency Negotiator: Joe Gorton, Interim City Manager
   Negotiating Parties: Morgan Hill, Hillside Real Estate Company
   Under Negotiation: Price

   b. **Conference With Legal Counsel – Initiation of Litigation**
   Initiation of litigation pursuant to Government Code Section 54956.9(d)(4)
   Number of potential cases: One (1)

   c. **Public Employment**
   Title: City Manager Recruitment

11. **ADJOURNMENT**

This agenda was posted on November 19, 2026.

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Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org. 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



Proclamation

National Pearl Harbor Remembrance Day

WHEREAS, on December 7, 1941, the United States Naval Base at Pearl Harbor, Hawaii, was suddenly and deliberately attacked, resulting in the loss of more than 2,400 American lives, injuring more than 1,000 others, and marking a pivotal moment in our nation's history; and

WHEREAS, this tragic event led the United States into World War II, calling upon the strength, courage, and unity of the American people as millions served both at home and abroad to defend freedom and protect our nation; and

WHEREAS, Pearl Harbor Remembrance Day honors the brave service members who perished, those who survived, and all who answered the call to defend our country during World War II; and

WHEREAS, as we commemorate the 85th anniversary of the attack on Pearl Harbor, we reaffirm our commitment to preserving the memory of those who made the ultimate sacrifice, ensuring that future generations understand the significance of this historic event and the enduring importance of patriotism, service, and national unity; and

WHEREAS, we express our deepest gratitude to the veterans, their families, and all Americans whose sacrifices have safeguarded our nation and preserved the liberties we cherish; and

WHEREAS, the City of Willows joins communities across the nation in paying solemn tribute to the lives lost and in recognizing the resilience and dedication of all who served in the aftermath of the attack on Pearl Harbor.

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 December 7, 2026, as Pearl Harbor Remembrance Day in the City of Willows and encourage all residents to join in honoring and remembering the heroes of Pearl Harbor and the enduring spirit of the American people.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 24th day of November, 2026.

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Evan Hutson, Mayor



PUBLIC COMMENT & CONSENT CALENDAR FORUM

City of Willows

Payment Register

APPKT00670 - CHECK RUN 11-6-26

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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	57282				11/06/2026	0.00
**Void Check	57289				11/06/2026	0.00
**Void Check	57290				11/06/2026	0.00
**Void Check	57291				11/06/2026	0.00

Vendor Number	Vendor Name					Total Vendor Amount
1014	ACCESS					242.12
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	57262				11/06/2026	242.12
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
12426047	SEPTEMBER 2026 SHREDDING SERVICE - CW	11/10/2026	11/10/2026	0.00	121.01	
12492700	OCTOBER 2026 SHREDDING SERVICE - CW	11/04/2026	11/04/2026	0.00	121.11	

Vendor Number	Vendor Name					Total Vendor Amount
1052	AMAZON CAPITAL SERVICES					271.04
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	57263				11/06/2026	271.04
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
11KN-FXKW-TJJV	LOT H BANDS - LIBRARY	11/03/2026	11/03/2026	0.00	25.22	
13DC-CCFQ-VTHP	SEPTEMBER BOOK ORDER - LIBRARY	11/03/2026	11/03/2026	0.00	169.36	
1RLL-HJNR-WY3H	REPLACEMENTS - LIBRARY	11/03/2026	11/03/2026	0.00	76.46	

Vendor Number	Vendor Name					Total Vendor Amount
1252	CLEARWAY ENERGY LLC					9,309.90
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	57264				11/06/2026	9,309.90
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
1960355	SEPTEMBER 2026 SERVICE SOLAR - SEWER	11/02/2026	11/02/2026	0.00	9,309.90	

Vendor Number	Vendor Name					Total Vendor Amount
2583	COLANTUONO, HIGHSMITH & WHATLEY PC					2,977.44
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	57265				11/06/2026	2,977.44
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
73429	GLENN CO LAW ENFORCEMENT CONTRACT - POLICE	11/10/2026	11/10/2026	0.00	2,977.44	

Vendor Number	Vendor Name					Total Vendor Amount
1261	COMCAST CABLE					385.63
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	57266				11/06/2026	385.63
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
8155600290115941-112826	SERVICE TO 11-28-26 - CIVIC CENTER	11/03/2026	11/03/2026	0.00	385.63	

Vendor Number	Vendor Name					Total Vendor Amount
1288	CREATIVE COMPOSITION					180.09
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	57267				11/06/2026	180.09
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
41009	BUSINESS CARDS - CW	11/02/2026	11/02/2026	0.00	180.09	

Vendor Number	Vendor Name	Total Vendor Amount
2390	CULLIGAN QUENCH USA, INC	140.31

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57268	11/06/2026	140.31

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV11845138	NOVEMBER 2026 SERVICE - CW	11/02/2026	11/02/2026	0.00	140.31

Vendor Number	Vendor Name	Total Vendor Amount
1389	EMPLOYMENT DEV. DEPT.	64.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57269	11/06/2026	64.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
110626EDD	ACCT #944-0855-6 - LETTER ID L1399203632 - CW	11/03/2026	11/03/2026	0.00	64.00

Vendor Number	Vendor Name	Total Vendor Amount
2375	GLENN-COLUSA IRRIGATION DISTRICT	59.05

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57270	11/06/2026	59.05

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
110626GCID	PARCEL 19 3 15 C & PARCEL 19 3 16 ASSESMENT-SEWER	11/03/2026	11/03/2026	0.00	59.05

Vendor Number	Vendor Name	Total Vendor Amount
1566	INFRAMARK LLC	58,344.36

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57271	11/06/2026	58,344.36

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
192480	NOVEMBER 2026 SERVICE - SEWER	11/04/2026	11/04/2026	0.00	58,344.36

Vendor Number	Vendor Name	Total Vendor Amount
2599	INTERWEST CONSULTING GROUP	13,305.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57272	11/06/2026	13,305.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4777088	BUILDING & CIVIL PLAN CHECK- SPARK BY HILTON - ENG	11/03/2026	11/03/2026	0.00	11,380.00
4879655	BUILDING & CIVIL PLAN CHECK- SPARK BY HILTON - ENG	11/06/2026	11/06/2026	0.00	1,925.00

Vendor Number	Vendor Name	Total Vendor Amount
2415	JAIME FUENTES	236.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57273	11/06/2026	236.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
110626JF	TRAINING EXPENSE REIMBURSEMENT - FIRE	11/03/2026	11/03/2026	0.00	236.00

Vendor Number	Vendor Name	Total Vendor Amount
1665	KNIFE RIVER CONSTRUCTION	454.17

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57274	11/06/2026	454.17

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
338415	WET PATCH - STREETS	11/06/2026	11/06/2026	0.00	454.17

Vendor Number	Vendor Name	Total Vendor Amount
1301	L.N. CURTIS & SONS	911.70

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57275	11/06/2026	911.70

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV1123525	LOCK W/STRAP & STRUT MOUNTING BRACKET - FIRE	11/03/2026	11/03/2026	0.00	911.70

Vendor Number	Vendor Name	Total Vendor Amount
1680	LANNIE'S SEPTIC TANK SERV	146.81

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57276	11/06/2026	146.81

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
79089	PROTABLE TOILET RENTAL & SERV - SOCCER - REC	11/03/2026	11/03/2026	0.00	146.81

Vendor Number	Vendor Name	Total Vendor Amount
2600	MARLENA SPARKMAN	5,400.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57277	11/06/2026	5,400.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
26-0175	GLENN CO SHOPPER 4 ISSUES 26-27 - CW	11/10/2026	11/10/2026	0.00	5,400.00

Vendor Number	Vendor Name	Total Vendor Amount
1760	MATSON & ISOM TECHNOLOGY	7,441.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57278	11/06/2026	7,441.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
105110	SUPPORT - FIRE DEPT PRINTER - REMOTE - IT	11/06/2026	11/06/2026	0.00	370.00
105112	CLOUDSHIFT - CLOUD PRINTING - IT	11/06/2026	11/06/2026	0.00	308.75
105113	PUBLIC RECORD REQUEST - IT	11/06/2026	11/06/2026	0.00	41.25
105114	LIBRARY INTERGRATION NETWORK UPGRADES - IT	11/06/2026	11/06/2026	0.00	82.50
105349	NOVEMBER 2026 IT SERVICE - IT	11/10/2026	11/10/2026	0.00	6,639.00

Vendor Number	Vendor Name	Total Vendor Amount
1770	MENDES SUPPLY COMPANY	121.77

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57279	11/06/2026	121.77

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
R089094	TRASH BAGS - CIVIC CENTER	11/03/2026	11/03/2026	0.00	121.77

Vendor Number	Vendor Name	Total Vendor Amount
1792	MJB WELDING SUPPLY, INC	54.56

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57280	11/06/2026	54.56

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0001593411	ACETYLENE CYL RENTAL - SHOP SUPPLIES - PW	11/06/2026	11/06/2026	0.00	54.56

Vendor Number	Vendor Name	Total Vendor Amount
2312	NAPA AUTO PARTS	1,663.37

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57281	11/06/2026	1,663.37

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
724626	BATTERY - LADDER TRUCK #4 - FIRE	11/03/2026	11/03/2026	0.00	790.96
724923	BATTERY - NOT OURS - TO BE REFUNDED - PW	11/03/2026	11/03/2026	0.00	208.61
730430	BATTERY - NOT OURS - TO BE REFUNDED - PW	11/03/2026	11/03/2026	0.00	208.61
730770	AIRCHUCK - FIRE	11/03/2026	11/03/2026	0.00	27.88
730821	GAS DECALS - PW	11/03/2026	11/03/2026	0.00	43.33
735242	AIR & OIL FILTERS - LEAF TRUCK #11 - PW	11/03/2026	11/03/2026	0.00	78.12
735243	PARTS CLEANER, BATTERY CLEANER & TAPE - PW	11/03/2026	11/03/2026	0.00	69.98
735302	DISPOSABLE GLOVES - PW	11/03/2026	11/03/2026	0.00	12.73
735385	FUEL GAUGE - 6" DEUTZ PUMP #40 - PW	11/03/2026	11/03/2026	0.00	30.44
735437	FUEL TANK - 6" DEUTZ PUMP #40 - PW	11/03/2026	11/03/2026	0.00	58.71
735768	BATTERY - F-450 DUMP TRUCK #4 - PW	11/06/2026	11/06/2026	0.00	191.44
735769	5 GALLONS OIL - VAC TRUCK #10 - SEWER	11/06/2026	11/06/2026	0.00	203.93
735788	AIR FILTER, CUP & END BRUSH - LEAF TRUCK #11 - PW	11/06/2026	11/06/2026	0.00	85.77
735800	GASKET MAKER - LEAF TRUCK #11 - PW	11/06/2026	11/06/2026	0.00	68.49
736338	BATTERY - NOT OURS - REFUNDED #724923 - PW	11/03/2026	11/03/2026	0.00	-208.61
736339	BATTERY - NOT OURS - REFUNDED #730430 - PW	11/03/2026	11/03/2026	0.00	-208.61
736386	TUBING - LEAF TRUCK #11 - PW	11/06/2026	11/06/2026	0.00	1.59

Vendor Number	Vendor Name	Total Vendor Amount
1852	NORTHERN CALIF. GLOVES	557.41

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57283	11/06/2026	557.41

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
01589906	GLOVES & SAFETY GLASSES - PW	11/06/2026	11/06/2026	0.00	557.41

Vendor Number	Vendor Name	Total Vendor Amount
2521	PAPE' KENWORTH	4,094.71

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57284	11/06/2026	4,094.71

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
16422134	INJECTOR & CORE INJ - SWEEPER #16 - PW	11/06/2026	12/10/2026	0.00	4,094.71

Vendor Number	Vendor Name	Total Vendor Amount
1896	PAPE' MACHINERY JOHN DEERE	54.30

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57285	11/06/2026	54.30

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
17052586-3	PARTS - JD MOWER #31 - PW	11/06/2026	11/06/2026	0.00	5.50
17196449-2	FILTERS & BUSHINGS - JD MOWER #31 - PW	11/06/2026	11/06/2026	0.00	19.82
17207863	BUSHING - JD MOWER #31 - PW	11/06/2026	11/06/2026	0.00	28.98

Vendor Number	Vendor Name	Total Vendor Amount
2475	PAXTON FAMILY INSPECTION SERVICES	5,877.14

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57286	11/06/2026	5,877.14

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
261030	OCTOBER 2026 BUILD INSP, PLAN, CODE ENF & MI - PL	11/04/2026	11/04/2026	0.00	5,877.14

Vendor Number	Vendor Name	Total Vendor Amount
1143	PEDRO BOBADILLA	576.92

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57287	11/06/2026	576.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
110626PB	RECREATIONAL SERVICES - 10-24-26 TO 11-06-26 - REC	11/10/2026	11/10/2026	0.00	576.92

Vendor Number	Vendor Name	Total Vendor Amount
1917	PG & E	13,703.56

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57288	11/06/2026	13,703.56

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0939281537-0-10132026	SERVICE TO 10-13-26 - CW	11/06/2026	11/06/2026	0.00	13,641.08
1773553795-7-10302026	SERVICE TO 10-30-26 - SEWER	11/06/2026	11/06/2026	0.00	47.81
4434252874-0-10302026	SERVICE TO 10-30-26 - SEWER	11/06/2026	11/06/2026	0.00	14.67

Vendor Number	Vendor Name	Total Vendor Amount
2556	RADIAL POWER LLC	673.51

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57292	11/06/2026	673.51

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV1107	OCTOBER 2026 PRODUCTION - SOLAR - FIRE	11/04/2026	11/04/2026	0.00	673.51

Vendor Number	Vendor Name	Total Vendor Amount
1953	RAMSEY'S GLASS	325.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57293	11/06/2026	325.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
18624	BACKGLASS - F-350 #20 - PW	11/10/2026	11/10/2026	0.00	325.00

Vendor Number	Vendor Name	Total Vendor Amount
2342	ROBERT BURT CONSTRUCTION	170.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57294	11/06/2026	170.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
521	HAUL ROCK BASE TO CORP YARD - STREETS	11/03/2026	11/03/2026	0.00	170.00

Vendor Number	Vendor Name	Total Vendor Amount
2041	SACRAMENTO VALLEY MIRROR	131.30

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57295	11/06/2026	131.30

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4634	LEGAL AD - COMPENSATION MUNI CODE UPDATE - PLAN	11/10/2026	11/10/2026	0.00	131.30

Vendor Number	Vendor Name	Total Vendor Amount
2044	SAFETY TIRE SERVICE	1,120.03

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57296	11/06/2026	1,120.03

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
20000768	TIRES - CASE BACKHOE #14 - PW & SEWER	11/10/2026	11/10/2026	0.00	1,120.03

Vendor Number	Vendor Name	Total Vendor Amount
2334	STREAM IT NETWORKS LLC	170.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57297	11/06/2026	170.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2026-11000340	NOVEMBER 2026 INTERNET - PW & FIRE	11/10/2026	11/10/2026	0.00	170.00

Vendor Number	Vendor Name	Total Vendor Amount
2447	TOP NOTCH COMMERCIAL CLEANING	1,375.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57298	11/06/2026	1,375.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
13542	OCTOBER 2026 JANITORAIL SERVICES - CIVIC CENTER	11/10/2026	11/10/2026	0.00	1,375.00

Vendor Number	Vendor Name	Total Vendor Amount
2208	TYLER LOMBARD	236.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57299	11/06/2026	236.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
110626TL	TRAINING EXPENSE REIMBURSEMENT - FIRE	11/10/2026	11/10/2026	0.00	236.00

Vendor Number	Vendor Name	Total Vendor Amount
1798	UBEO WEST, LLC	674.62

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57300	11/06/2026	674.62

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
594272874	PRINTER USAGE 10-20-26 TO 11-20-26 & OVERAGES - CW	11/10/2026	11/10/2026	0.00	674.62

Vendor Number	Vendor Name	Total Vendor Amount
2395	US BANK CORPORATE PAYMENT SYSTEMS	119.88

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57301	11/06/2026	119.88

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BROWN092526-01	DROPBOX - AUTO RENEWAL - PLANNING	11/10/2026	11/10/2026	0.00	119.88

Vendor Number	Vendor Name	Total Vendor Amount
2248	VERIZON WIRELESS	429.94

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57302	11/06/2026	429.94

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6156776319	SERVICE 9-27-26 TO 10-26-26 - CW	11/10/2026	11/10/2026	0.00	429.94

Vendor Number	Vendor Name	Total Vendor Amount
2433	VESTIS	375.92

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57303	11/06/2026	375.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5067254751	UNIFORM SERVICE - PUBLIC WORKS	11/10/2026	11/10/2026	0.00	187.96
5067259491	UNIFORM SERVICE - PUBLIC WORKS	11/10/2026	11/10/2026	0.00	187.96

Vendor Number	Vendor Name	Total Vendor Amount
2295	WILLOWS ACE HARDWARE	438.01

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57304	11/06/2026	438.01

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
144015	MEMORY CARD - SHOP - PW	11/10/2026	11/10/2026	0.00	32.60
144039	KEY STEM - SMALL TOOLS - PW	11/10/2026	11/10/2026	0.00	16.30
144188	MARKING PAINT - FALL SOCCER - REC	11/10/2026	11/10/2026	0.00	322.92
144215	HOT WATER NOZZLE - SHOP SUPPLIES - PW	11/10/2026	11/10/2026	0.00	15.21
144224	BUSHING, COULPLINGS, & ELBOW - PARKS	11/10/2026	11/10/2026	0.00	10.88
144262	FASTENSERS - WAYFINDIND SIGNS - PW	11/10/2026	11/10/2026	0.00	2.37
144264	RIVETS & GREAT STUFF - WAYFINDING SIGNS - PW	11/10/2026	11/10/2026	0.00	23.47
144300	PACKAGING TAPE - FIRE	11/10/2026	11/10/2026	0.00	15.21
144446	GAS LINE HOSE & REGULATOR - SHOP SUPPLIES - PW	11/10/2026	11/10/2026	0.00	3.41
144480	MARKING PAINT & FISH TAPE - CIVIC CENTER	11/10/2026	11/10/2026	0.00	41.30
144520	FAN MOTOR RETURN - FIRE	11/10/2026	11/10/2026	0.00	-45.66

Vendor Number	Vendor Name	Total Vendor Amount
2308	WILLOWS AUTOMOTIVE	150.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57305	11/06/2026	150.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
RO #98851	CATALYTIC CONVERTER INSTALL - COP CAR #1 - POLICE	11/10/2026	11/10/2026	0.00	75.00
RO#98850	CATALYTIC CONVERTER INSTALL - COP CAR #2 - POLICE	11/10/2026	11/10/2026	0.00	75.00

Vendor Number	Vendor Name	Total Vendor Amount
2329	ZOLL MEDICAL CORP.	2,067.08

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57306	11/06/2026	2,067.08

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4589919	MEDICAL EQUIPMENT - FIRE	11/10/2026	11/10/2026	0.00	2,067.08

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	27	23	0.00	39,549.73
Gen Chk	Voided **Void Check	0	3	0.00	0.00
Gen Chk	Check	54	18	0.00	95,479.42
	Packet Totals:	**81**	**45**	**0.00**	**135,029.15**

Cash Fund Summary

Fund	Name		Amount
999	CASH CLEARING		-135,029.15
		Packet Totals:	**-135,029.15**

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount
1029	AFLAC- FLEX ONE	781.48

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57259	11/06/2026	781.48

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002098	AFLAC DENTAL	09/25/2026	09/30/2026	0.00	84.90
INV0002099	AFLAC CANCER	09/25/2026	09/30/2026	0.00	113.63
INV0002100	AFLAC ACCIDENT	09/25/2026	09/25/2026	0.00	114.54
INV0002101	AFLAC STD	09/25/2026	09/30/2026	0.00	17.94
INV0002102	AFLAC EVENT/CRITICAL	09/25/2026	09/30/2026	0.00	54.18
INV0002132	AFLAC DENTAL	10/09/2026	10/31/2026	0.00	84.90
INV0002133	AFLAC CANCER	10/09/2026	10/31/2026	0.00	113.63
INV0002134	AFLAC ACCIDENT	10/09/2026	10/09/2026	0.00	114.54
INV0002135	AFLAC STD	10/09/2026	10/31/2026	0.00	17.94
INV0002136	AFLAC EVENT/CRITICAL	10/09/2026	10/31/2026	0.00	54.18
INV0002162	AFLAC DENTAL	10/16/2026	10/31/2026	0.00	11.10

Vendor Number	Vendor Name	Total Vendor Amount
1194	CALIFORNIA STATE DISBURSE	162.92

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57260	11/06/2026	162.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002208	CHILD SUPPORT	11/06/2026	11/06/2026	0.00	162.92

Vendor Number	Vendor Name	Total Vendor Amount
2223	UNITED PUBLIC EMPLOYEES A	266.53

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57261	11/06/2026	266.53

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002224	UPEC DUES	11/06/2026	11/30/2026	0.00	266.53

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
Gen Chk	Check		13	3	0.00	1,210.93
		Packet Totals:	**13**	**3**	**0.00**	**1,210.93**

Cash Fund Summary

Fund	Name		Amount
999	CASH CLEARING		-1,210.93
		Packet Totals:	**-1,210.93**

City of Willows

Payroll Check Register

Checks

Pay Period: 10/19/2026-11/1/2026

Packet: PYPKT00755 - PAYROLL 10-19-26 TO 11-1-26 PAY DATE 11-6-26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
CORUM, RAYMOND	COR02	Regular	11/06/2026	45.52	41215
CANO, GABRIELA M	CAN01	Regular	11/06/2026	100.02	41216
CHAVIRA, JORDAN	CHA05	Regular	11/06/2026	53.85	41217
GALLARDO-CANO, JOVANNY	GAL03	Regular	11/06/2026	100.02	41218
GARCIA, AARON	GAR04	Regular	11/06/2026	53.85	41219
GUTIERREZ, JACQUELINE	GUT01	Regular	11/06/2026	100.02	41220
JIMENEZ, LUIS	JIM001	Regular	11/06/2026	107.71	41221
MEDINA, HUMBERTO	MED02	Regular	11/06/2026	115.40	41222
MURILLO JR, PEDRO	MUR01	Regular	11/06/2026	115.40	41223
NEWTON-PALACIOS, MICHEI	NEW00	Regular	11/06/2026	38.47	41224

City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 10/19/2026-11/1/2026

Packet: PYPKT00755 - PAYROLL 10-19-26 TO 11-1-26 PAY DATE 11-6-26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
HANSEN, GARY L	HAN02	11/06/2026	227.62	2582
LOWE, JOHN	LOW00	11/06/2026	227.62	2583
PRIDE, LORRI A	PRI00	11/06/2026	227.62	2584
THOMAS, RICHARD	THO00	11/06/2026	227.62	2585
GORTON, JOSEPH S	GOR00	11/06/2026	4,989.61	2586
PRICE, KARLEEN	PRI01	11/06/2026	1,787.29	2587
HARRISON, JOEI	HAR01	11/06/2026	2,952.81	2588
HAZLETT, ROBIN	HAZ01	11/06/2026	1,606.56	2589
BROTT, SHERRY	BRO02	11/06/2026	45.52	2590
MCNEIL, MICHAEL JAMES	MCN00	11/06/2026	45.52	2591
NYGARD, ROBYN	NYG00	11/06/2026	45.52	2592
POWELL, JESSE J	POW00	11/06/2026	45.52	2593
RICHARDSON, TARYN	RIC00	11/06/2026	1,401.84	2594
RUSTENHOVEN, TARA L	RUS01	11/06/2026	1,886.97	2595
GAMBOA, YADIRA	GAM00	11/06/2026	449.66	2596
LUNA-SARINAS, CRISTINA	LUN00	11/06/2026	470.36	2597
MYERS, KEVIN M	MYE00	11/06/2026	449.13	2598
RUBALCAVA-TORRES, VIANKA	RUB01	11/06/2026	1,706.80	2599
WATKINS, COLLEEN	WAT00	11/06/2026	453.56	2600
WATSON, CHRISTINE	WAT01	11/06/2026	2,789.97	2601
BOBADILLA, TAVIAN	BOB02	11/06/2026	30.77	2602
GALLARDO-CANO, NATALY	GAL01	11/06/2026	100.02	2603
BOBADILLA, TIAGO	BOB03	11/06/2026	53.85	2604
CONNELLY, WILLIAM	CON00	11/06/2026	1,314.82	2605
ENOS, KYLE	ENO00	11/06/2026	2,124.46	2606
FUENTES, JAIME	FUE01	11/06/2026	2,340.55	2607
HUTSON, EVAN C	HUT01	11/06/2026	1,019.45	2608
LOMBARD, TYLER JOSEPH	LOM00	11/06/2026	2,335.22	2609
MINGS, MICHAEL E	MIN00	11/06/2026	1,759.71	2610
RANDOLPH, MATTHEW	RAN01	11/06/2026	1,454.33	2611
REED, JOSHUA	REE00	11/06/2026	1,436.11	2612
VASQUEZ, PEDRO CEASAR	VAS01	11/06/2026	1,711.86	2613
ZOLLER-HARRIS, TRAVIS	ZOL00	11/06/2026	2,290.76	2614
BETTENCOURT, JOSEPH	BET01	11/06/2026	3,691.17	2615
MONCK, NATHANIAL T	MON00	11/06/2026	2,291.67	2616
MONCK, NATHANIAL T	MON00	11/06/2026	1,000.00	2616
PFYL, NATISA N	PFY00	11/06/2026	2,197.20	2617
MURILLO JR, PEDRO	MUR01	11/06/2026	0.00	41223



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 10/19/2026-11/1/2026

Packet: PYPKT00755 - PAYROLL 10-19-26 TO 11-1-26 PAY DATE 11-6-26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	11/06/2026	2615	5,052.07	404.17	956.73	3,691.17
BOBADILLA, TIAGO	BOB03	11/06/2026	2604	59.15	0.00	5.30	53.85
BOBADILLA, TAVIAN	BOB02	11/06/2026	2602	33.80	0.00	3.03	30.77
BROTT, SHERRY	BRO02	11/06/2026	2590	50.00	0.00	4.48	45.52
CANO, GABRIELA M	CAN01	11/06/2026	41216	109.85	0.00	9.83	100.02
CHAVIRA, JORDAN	CHA05	11/06/2026	41217	59.15	0.00	5.30	53.85
CONNELLY, WILLIAM	CON00	11/06/2026	2605	1,600.00	0.00	285.18	1,314.82
CORUM, RAYMOND	COR02	11/06/2026	41215	50.00	0.00	4.48	45.52
ENOS, KYLE	ENO00	11/06/2026	2606	3,145.39	653.27	367.66	2,124.46
FUENTES, JAIME	FUE01	11/06/2026	2607	2,888.63	272.39	275.69	2,340.55
GALLARDO-CANO, JOVANNY	GAL03	11/06/2026	41218	109.85	0.00	9.83	100.02
GALLARDO-CANO, NATALY	GAL01	11/06/2026	2603	109.85	0.00	9.83	100.02
GAMBOA, YADIRA	GAM00	11/06/2026	2596	516.60	0.00	66.94	449.66
GARCIA, AARON	GAR04	11/06/2026	41219	59.15	0.00	5.30	53.85
GORTON, JOSEPH S	GOR00	11/06/2026	2586	6,777.60	0.00	1,787.99	4,989.61
GUTIERREZ, JACQUELINE	GUT01	11/06/2026	41220	109.85	0.00	9.83	100.02
HANSEN, GARY L	HAN02	11/06/2026	2582	250.00	0.00	22.38	227.62
HARRISON, JOEI	HAR01	11/06/2026	2588	4,899.08	1,288.33	657.94	2,952.81
HAZLETT, ROBIN	HAZ01	11/06/2026	2589	2,128.32	337.06	184.70	1,606.56
HUTSON, EVAN C	HUT01	11/06/2026	2608	1,198.96	0.00	179.51	1,019.45
JIMENEZ, LUIS	JIM001	11/06/2026	41221	118.30	0.00	10.59	107.71
LOMBARD, TYLER JOSEPH	LOM00	11/06/2026	2609	3,473.46	847.44	290.80	2,335.22
LOWE, JOHN	LOW00	11/06/2026	2583	250.00	0.00	22.38	227.62
LUNA-SARINAS, CRISTINA	LUN00	11/06/2026	2597	516.60	0.00	46.24	470.36
MCNEIL, MICHAEL JAMES	MCN00	11/06/2026	2591	50.00	0.00	4.48	45.52
MEDINA, HUMBERTO	MED02	11/06/2026	41222	126.75	0.00	11.35	115.40
MINGS, MICHAEL E	MIN00	11/06/2026	2610	2,800.97	517.77	523.49	1,759.71
MONCK, NATHANIAL T	MON00	11/06/2026	2616	5,396.15	807.98	1,296.50	3,291.67
MURILLO JR, PEDRO	MUR01	11/06/2026	41223	126.75	0.00	11.35	115.40
MYERS, KEVIN M	MYE00	11/06/2026	2598	498.15	0.00	49.02	449.13
NEWTON-PALACIOS, MICHE	NEW00	11/06/2026	41224	42.25	0.00	3.78	38.47
NYGARD, ROBYN	NYG00	11/06/2026	2592	50.00	0.00	4.48	45.52
PFYL, NATISA N	PFY00	11/06/2026	2617	3,525.50	536.47	791.83	2,197.20
POWELL, JESSE J	POW00	11/06/2026	2593	50.00	0.00	4.48	45.52
PRICE, KARLEEN	PRI01	11/06/2026	2587	2,508.92	271.24	450.39	1,787.29
PRIDE, LORRI A	PRI00	11/06/2026	2584	250.00	0.00	22.38	227.62
RANDOLPH, MATTHEW	RAN01	11/06/2026	2611	2,066.13	251.43	360.37	1,454.33
REED, JOSHUA	REE00	11/06/2026	2612	2,066.13	426.47	203.55	1,436.11
RICHARDSON, TARYN	RIC00	11/06/2026	2594	1,954.40	207.60	344.96	1,401.84
RUBALCAVA-TORRES, VIANK	RUB01	11/06/2026	2599	2,370.96	204.88	459.28	1,706.80
RUSTENHOVEN, TARA L	RUS01	11/06/2026	2595	2,601.47	347.43	367.07	1,886.97
THOMAS, RICHARD	THO00	11/06/2026	2585	250.00	0.00	22.38	227.62
VASQUEZ, PEDRO CEASAR	VAS01	11/06/2026	2613	2,468.28	417.22	339.20	1,711.86
WATKINS, COLLEEN	WAT00	11/06/2026	2600	498.15	0.00	44.59	453.56
WATSON, CHRISTINE	WAT01	11/06/2026	2601	4,247.20	326.06	1,131.17	2,789.97
ZOLLER-HARRIS, TRAVIS	ZOL00	11/06/2026	2614	3,070.69	276.79	503.14	2,290.76
			Totals:	**70,584.51**	**8,394.00**	**12,171.18**	**50,019.33**

City of Willows

Payroll Check Register

Report Summary

Pay Period: 10/19/2026-11/1/2026

Packet: PYPKT00755 - PAYROLL 10-19-26 TO 11-1-26 PAY DATE 11-6-26
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	10	830.26
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	38	49,189.07
Total	**48**	**50,019.33**

Willows City Council Regular Meeting Action Minutes

November 10, 2026
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
John Lowe, Council Member

Interim City Manager
Joe Gorton

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, Councilmember Hansen, Councilmember Pride, and Councilmember Lowe
   Councilmembers Absent: Vice Mayor Thomas
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL**
   a. **Proclamation – Native American Heritage Month**
   b. **Proclamation – Veterans Day** – received by Carol Lemenager, VFW Auxiliary Post 1770.
   c. **Proclamation – Small Business Saturday** – received by Jessica Tapia, Chamber of Commerce.
6. **PRESENTATION**
   a. **Distinguished Budget Presentation Award**
   Action: Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal Year 2026-27 from Joei Harrison, Finance Director.
7. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

   Item #7c was pulled for discussion.

   Public Comment:
   Public Comment #1: Michelle Knight
   a. **Register Approval**
   Action: Approved general checking, payroll, and direct deposit check registers.
   b. **Minutes Approval**
   Action: Approved the minutes of the October 27, 2026, City Council Meeting.

   Motion to approve Items #7a and 7b as presented.

   Moved/Seconded: Councilmember Pride/Councilmember Hansen

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: Vice Mayor Thomas
4-0

c. **Review and Reaffirmation of the Continued Existence of the Local Public Safety Emergency**
Action: Reviewed and reaffirmed the continued existence of the Local Public Safety Emergency proclaimed by the City Council in June 2026.

Public Comment
Public Comment #1: Michelle Knight

Motion to approve Item #7c as presented.

Moved/Seconded: Councilmember Hansen/Councilmember Lowe
Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: Vice Mayor Thomas
4-0

8. **DISCUSSION & ACTION CALENDAR**

a. **Library of Things**

Motion to authorize the City Librarian to purchase circulating items and supplies for the Library of Things using the Library Development Impact Mitigation Fee in an amount not to exceed $8,420.

Moved/Seconded: Councilmember Pride/Councilmember Lowe
Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: Vice Mayor Thomas
4-0

b. **Resolution Assigning 90% of the Police Department Budget for Future Police Department Reestablishment**

Motion to adopt Resolution 46-2026 assigning ninety percent (90%) of the fiscal year 2026–2027 Sheriff's contract appropriation for the reestablishment of the City of Willows Police Department.

Moved/Seconded: Councilmember Hansen/Councilmember Pride
Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: Vice Mayor Thomas
4-0

c. **Administrative Analyst Reallocation and Addition of a Community Service Officer Position**

Public Comments
Public Comment #1: Michelle Knight
Public Comment #2: Marlena Sparkman
Public Comment #3: Michelle Knight

Motion to approve the revised Administrative Analyst job classification, reallocating the existing (0.50) full-time equivalent FTE assignment from the Fire Department to the Finance Department, while retaining (0.50) FTE in Community Development & Services; approve the revised Community Service Officer job classification description and position title of Community Service Officer Salary Schedule; authorize the recruitment, hiring and addition of one (1.0) FTE Community Service Officer (CSO) position to be shared between the Police and Fire Departments; and approve the associated personnel allocation and any necessary budget amendments.

Moved/Seconded: Councilmember Pride/Councilmember Hansen
Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: Vice Mayor Thomas
4-0

9. **COMMENTS AND REPORTS**

a. **Council Correspondence**

Mayor Hutson reported receiving a Veterans Day Flyer from VFW and VFW Auxiliary Post 1770.

b. **City Council Comments & Reports**

Councilmembers reported on various meetings and community events attended.

Councilmember Pride commented on the preliminary election results.

Councilmember Lowe requested that an item regarding a Memorandum of Understanding (MOU) with the Willows Chamber of Commerce be placed on a future agenda.

Councilmember Hansen commented on the preliminary election results.

Mayor Hutson commented on the preliminary election results and reported that the Willows Unified School District Superintendent recommended exploring grant and other funding opportunities to support a School Resource Officer position and offered his assistance.

Future Agenda Items:

- Consideration of an MOU with the Willows Chamber of Commerce, including a review of an Economic Development Commission versus an Economic Development Committee within the same framework.

c. **Interim City Manager's Report**

Interim City Manager Joe Gorton provided an update on meetings related to law enforcement and reported on discussions with the City's current IT provider regarding technology and infrastructure needs for the Willows Police Department. He also reported meeting with representatives from Field of Dreams.

10. **CLOSED SESSION – 8:00 PM**

Public Comment:
Public Comment #1: Michelle Knight

a. **Conference with Real Property Negotiators (§ 54956.8)**
Property: 139 North Lassen Street, Willows, CA 95988 / APN #002-101-009-000
Agency Negotiator: Joe Gorton, Interim City Manager
Negotiating Parties: Morgan Hill, Hillside Real Estate Company
Under Negotiation: Price
Report Out: Direction was given to staff.

b. **Conference With Legal Counsel – Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2).
Number of potential cases: One (1).
Report Out: Direction was given to staff.

11. **ADJOURNMENT – 8:31 PM**

_____

Karleen Price, City Clerk

Date: November 24, 2026

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development & Services Director

Subject: Waste Management (WM) Franchise Agreement- 2027 Annual Rate Adjustment

Recommendation:

Approve WM's annual rate adjustment of 4.45%, effective January 1, 2027, as reflected in the attached Service Charge Fee Schedule.

Rationale for Recommendation:

The City's franchise agreement provides for annual collection rate adjustments based on changes in the Consumer Price Index (CPI), diesel fuel costs, and disposal fees.

Background:

The City contracts with U.S.A. Waste of California, doing business as Waste Management ("WM"), for solid waste collection services under a franchise agreement effective December 1, 2020, through December 31, 2030. The agreement is part of a master agreement that includes Glenn County and the City of Orland.

Collection rates are subject to annual adjustments using a weighted formula accounting for changes in operating costs, fuel, and disposal fees. WM's proposed 2027 rate adjustment and supporting calculations are provided in its October 30, 2026 correspondence.

Discussion & Analysis:

WM requests an overall rate increase of 4.45% for the 2027 calendar year, effective January 1, 2027.

WM's calculation includes a 3.13% increase in the applicable CPI, a 27.25% increase in diesel fuel costs, and a 4.76% increase in disposal rates. Applying the weighted allocations produces contributions of approximately 2.09 percentage points for operations, 0.94 for fuel, and 1.42 for disposal, totaling 4.45%.

Examples of the proposed monthly residential rates are shown below:

Service	Current Rate	Increase	Proposed Rate
Senior 35-gallon cart, age 65 and older	$17.62	$0.78	$18.40
35-gallon cart	$23.78	$1.06	$24.84
64-gallon cart	$25.72	$1.14	$26.86
96-gallon cart	$36.72	$1.63	$38.35

The complete proposed schedule, including residential, commercial, recycling, roll-off, and ancillary service charges, is included as Attachment 2.

Consistency with Council Priorities and Goals:

This action supports the Council's Financial Stability priority through annual rate adjustments necessary to maintain reliable collection services.

Fiscal Impact:

The adjustment increases customer collection charges by approximately 4.45%, effective January 1, 2027. No additional City appropriation is requested.

Attachments:

- Attachment 1: WM Annual Rate Adjustment Letter.
- Attachment 2: WM 2027 Service Charge Fee Schedule and Supporting Calculations.

CORNING DISPOSAL
WASTE MANAGEMENT
3281 HWY 99W
CORNING, CA 96021

October 30, 2026

Mr. Joe Gorton
Interim City Manager
City of Willows
201 N Lassen St.
Willows, CA 95988

Subject: 2027 Service Fee Adjustment

Dear Mr. Gorton,

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

The 2027 rate adjustment has been calculated with the weighted allocations for the CPI, fuel, and disposal adjustments. The final rate adjustment percentage comes to 4.45%.

I have attached the calculations of the new rates and the supporting information. Please reach out to me with any questions at jguthri4@wm.com or 530-987-7367.

Sincerely,

Joantha Guthrie

Joantha Guthrie
Senior Account Executive – Public Sector

Encl: Willows City Adj Eff 01-01-2027

COLLECTION SERVICES PROPOSAL
City of Willows
Effective - 1/1/2027
Service Charge Fee Schedule

Rate Adjustment
4.45%

RESIDENTIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2027
Cart Services (MSW & Recycle)			
Senior 35 Gallon Cart (65 and older)	$17.62	$0.78	$18.40
35 Gallon Cart	$23.78	$1.06	$24.84
64 Gallon Cart	$25.72	$1.14	$26.86
96 Gallon Cart	$36.72	$1.63	$38.35
96 Gallon Yard Waste - 1st Cart	$6.63	$0.29	$6.92
Ancillary Services			
Additional recycling cart after 1st cart	$9.86	$0.44	$10.30
Additional yard waste cart after 1st cart	$9.86	$0.44	$10.30
Cancellation of yard waste services within the first 6 months of set up	$32.85	$1.46	$34.31
Side Yard Assisted Service - medically justified	No Charge		
Side Yard Assisted Service - NOT medically justified	$13.88	$0.62	$14.50
Bad Check/EFT Charge	$30.00		
Finance Charge past due greater than 30 days	3.00%		
Finance Charge past due greater than 30 days - minimum charge	$5.00		
Replacement Cart-if due to customer negligence	Market Rate		
Extra Pick up - 35 Gallon	$8.41	$0.37	$8.78
Extra Pick up - 64 Gallon	$9.10	$0.40	$9.50
Extra Pick up - 96 Gallon	$12.75	$0.57	$13.32
Extra Pick up - 35, 64, 96 Gallon on non-route day	$17.63	$0.78	$18.41
Contamination in Residential Containers * (per cart/per service)	$18.64	$0.83	$19.47
Overage charge (cart too full for lid to close) *	$18.64	$0.83	$19.47
Bad Pay/Reactivation Fees (no delivery)	$42.05	$1.87	$43.92
Bad Pay/Reactivation Fees (with delivery	$59.13	$2.63	$61.76

* Contamination/Overage charged after 1st warning

COMMERCIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2027
MSW Bin Services			
1 Yard MSW - 1xWeek	$132.25	$5.88	$138.13
1 Yard MSW - 2xWeek	$250.12	$11.12	$261.24
1 Yard MSW - 3xWeek	$367.20	$16.32	$383.52
1 Yard MSW - 4xWeek	$484.81	$21.55	$506.36
1 Yard MSW - 5xWeek	$602.32	$26.77	$629.09
1.5 Yard MSW - 1xWeek	$145.49	$6.47	$151.96
1.5 Yard MSW - 2xWeek	$275.14	$12.23	$287.37
1.5 Yard MSW - 3xWeek	$403.90	$17.95	$421.85
1.5 Yard MSW - 4xWeek	$533.28	$23.71	$556.99
1.5 Yard MSW - 5xWeek	$662.56	$29.45	$692.01
2 Yard MSW - 1xWeek	$155.62	$6.92	$162.54
2 Yard MSW - 2xWeek	$294.26	$13.08	$307.34
2 Yard MSW - 3xWeek	$431.99	$19.20	$451.19
2 Yard MSW - 4xWeek	$570.36	$25.35	$595.71
2 Yard MSW - 5xWeek	$708.61	$31.50	$740.11
3 Yard MSW - 1xWeek	$250.12	$11.12	$261.24
3 Yard MSW - 2xWeek	$397.84	$17.68	$415.52
3 Yard MSW - 3xWeek	$596.30	$26.51	$622.81
3 Yard MSW - 4xWeek	$706.23	$31.39	$737.62
3 Yard MSW - 5xWeek	$882.78	$39.24	$922.02
4 Yard MSW - 1xWeek	$294.26	$13.08	$307.34
4 Yard MSW - 2xWeek	$468.05	$20.81	$488.86
4 Yard MSW - 3xWeek	$701.52	$31.18	$732.70
4 Yard MSW - 4xWeek	$830.84	$36.93	$867.77
4 Yard MSW - 5xWeek	$1,038.61	$46.17	$1,084.78
6 Yard MSW - 1xWeek	$388.49	$17.27	$405.76
6 Yard MSW - 2xWeek	$628.20	$27.93	$656.13
6 Yard MSW - 3xWeek	$872.92	$38.80	$911.72
6 Yard MSW - 4xWeek	$1,126.05	$50.06	$1,176.11
6 Yard MSW - 5xWeek	$1,407.61	$62.57	$1,470.18

Recycling Bin Services			
1 Yard RECYCLE - 1xWeek	$66.13	$2.94	$69.07
1 Yard RECYCLE - 2xWeek	$125.05	$5.56	$130.61
1 Yard RECYCLE - 3xWeek	$183.60	$8.16	$191.76
1 Yard RECYCLE - 4xWeek	$242.39	$10.77	$253.16
1 Yard RECYCLE - 5xWeek	$301.15	$13.39	$314.54
1.5 Yard RECYCLE - 1xWeek	$72.75	$3.23	$75.98
1.5 Yard RECYCLE - 2xWeek	$137.56	$6.11	$143.67
1.5 Yard RECYCLE - 3xWeek	$201.95	$8.98	$210.93
1.5 Yard RECYCLE - 4xWeek	$266.64	$11.85	$278.49
1.5 Yard RECYCLE - 5xWeek	$331.28	$14.73	$346.01
2 Yard RECYCLE - 1xWeek	$77.82	$3.46	$81.28
2 Yard RECYCLE - 2xWeek	$147.11	$6.54	$153.65
2 Yard RECYCLE - 3xWeek	$216.01	$9.60	$225.61
2 Yard RECYCLE - 4xWeek	$285.18	$12.68	$297.86
2 Yard RECYCLE - 5xWeek	$354.31	$15.75	$370.06
3 Yard RECYCLE - 1xWeek	$125.05	$5.56	$130.61
3 Yard RECYCLE - 2xWeek	$198.92	$8.84	$207.76
3 Yard RECYCLE - 3xWeek	$298.15	$13.25	$311.40
3 Yard RECYCLE - 4xWeek	$353.10	$15.70	$368.80
3 Yard RECYCLE - 5xWeek	$441.40	$19.62	$461.02
4 Yard RECYCLE - 1xWeek	$147.11	$6.54	$153.65
4 Yard RECYCLE - 2xWeek	$234.04	$10.40	$244.44
4 Yard RECYCLE - 3xWeek	$350.77	$15.59	$366.36
4 Yard RECYCLE - 4xWeek	$415.42	$18.47	$433.89
4 Yard RECYCLE - 5xWeek	$519.28	$23.08	$542.36
6 Yard RECYCLE - 1xWeek	$194.26	$8.63	$202.89
6 Yard RECYCLE - 2xWeek	$314.11	$13.96	$328.07
6 Yard RECYCLE - 3xWeek	$436.45	$19.40	$455.85
6 Yard RECYCLE - 4xWeek	$563.02	$25.03	$588.05
6 Yard RECYCLE - 5xWeek	$703.79	$31.29	$735.08
COMMERCIAL CARTS			
64 Gallon Cart - MSW	$25.72	$1.14	$26.86
96 Gallon Cart - MSW	$36.72	$1.63	$38.35
64 Gallon Cart - Recycling - Every Other Week	$12.86	$0.57	$13.43
96 Gallon Cart - Recycling - Every Other Week	$18.37	$0.82	$19.19

Extra Pickups			
Extra Pick up - Service Day - 1 yard	$36.26	$1.61	$37.87
Extra Pick up - Service Day - 1.5 yard	$43.49	$1.93	$45.42
Extra Pick up - Service Day - 2 yard	$47.68	$2.12	$49.80
Extra Pick up - Service Day - 3 yard	$77.45	$3.44	$80.89
Extra Pick up - Service Day - 4 yard	$90.16	$4.01	$94.17
Extra Pick up - Service Day - 6 yard	$150.57	$6.69	$157.26
Temporary Bins			
4 Yard Temp Bin - 3-day rental	$137.82	$6.13	$143.95
4 Yard Temp Bin per day after 3rd day	$45.93	$2.04	$47.97
Ancillary Services			
Walk in/Pull Out per Bin per Service over 10 feet	$14.12	$0.63	$14.75
Bad Check/EFT Charge	$30.00		
Finance Charge past due greater than 30 days	3.00%		
Finance Charge past due greater than 30 days - minimum charge	$5.00		
Trip Charge (WM unable to service due to non-WM caused circumstance)	$32.85	$1.46	$34.31
Replacement Bin-if due to customer negligence	Market Price		
Key Charge when container access requires driver to remove lock per month	$6.57	$0.29	$6.86
Contamination in Commercial Bins/Carts * (per Bin/Cart per service)	$64.37	$2.86	$67.23
Overage/Snapshot charge (bin too full for lid to close) *	$87.41	$3.88	$91.29
Bad Pay/Reactivation fee (no delivery)	$42.05	$1.87	$43.92
Bad Pay/Reactivation fee (with delivery)	$72.26	$3.21	$75.47

* Contamination/Overage charged after 1st warning

ROLL OFF	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2027
Containers Services			
20 Yard Roll Off Container (includes 3 tons disposal)*	$579.28	$25.75	$605.03
30 Yard Roll Off Container (includes 3 tons disposal)*	$660.94	$29.38	$690.32
Compactor Haul Charge (no included disposal)**	$278.67	$12.39	$291.06
Ancillary Services			
Min Haul Charge - 7-day rental charged per day on 8th day	$16.70	$0.74	$17.44
Trip Charge (WM unable to service due to non-WM caused circumstance)	$197.13	$8.76	$205.89
Relocation Charge (Move box to new location on customers current site)	$197.13	$8.76	$205.89
Bad Check/EFT Charge	$30.00		
Finance Charge past due greater than 30 days	3.00%		
Finance Charge past due greater than 30 days - minimum charge	$5.00		
Replacement Bin-if-due to customer negligence	Market Price		

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

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

PI Year
2027

	Current			
	Operations (CPI)	Fuel	Disposal	Total Adjustment
Adjustment Percentage	3.13%	27.25%	4.76%	
Weighted Allocation	66.80%	3.45%	29.75%	**Final Percentage**
Allocated Adjustments	**2.09%**	**0.94%**	**1.42%**	**4.45%**

	Historical			
	Operations (CPI)	Fuel	Disposal	Total Adjustment
2022	2.16%	0.25%	0.00%	2.41%
2023	5.25%	1.71%	0.00%	6.96%
2024	3.49%	-0.16%	0.00%	3.32%
2025	2.05%	-0.15%	0.00%	1.90%
2026	1.73%	-0.27%	1.49%	2.95%
2027				
2028				
2029				
2030				

PI Year
2027

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

CPI for All Urban Consumers (CPI-U)

Series Id: CUUR0400SA0
Not Seasonally Adjusted
Series Title: All items in West urban, all urban consumers, not seasonally adjusted
Area: West
Item: All items
Base Period: 1982-84=100

		Start Period	End Period
Older Period	339.5903	10/1/2024	9/30/2025
Newer Period	350.2092	10/1/2025	9/30/2026
Index Change	10.61893		
Index Change %	3.13%		

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	**Calculated Average**
2011	223.149	224.431	226.558	227.837	228.516	228.075	227.805	228.222	229.147	229.195	228.771	228.117	227.485	226.428	228.543	
2012	228.98	229.995	232.039	232.561	233.053	232.701	231.893	233.001	234.083	234.966	233.206	232.029	232.376	231.555	233.196	231.1990833
2013	232.759	234.595	235.511	235.488	235.979	236.227	236.341	236.591	237.146	237	236.153	236.096	235.824	235.093	236.555	235.0698333
2014	236.707	237.614	239.092	239.808	241.35	241.616	241.85	241.66	241.92	241.65	240.22	239.095	240.215	239.365	241.066	239.2388333
2015	238.318	239.748	241.69	242.302	244.227	244.332	245.04	244.737	244.257	244.341	243.749	243.434	243.015	241.77	244.26	242.1346667
2016	244.6	244.821	245.404	246.589	247.855	248.228	248.375	248.498	249.234	249.897	249.448	249.516	247.705	246.25	249.161	246.2606667
2017	250.814	252.252	252.949	253.806	254.38	254.469	254.708	255.282	256.504	257.223	257.126	257.347	254.738	253.112	256.365	252.8354167
2018	258.638	259.986	260.994	262.037	263.24	263.732	263.971	264.395	265.105	266.195	265.658	265.209	263.263	261.438	265.089	261.1495
2019	265.624	266.215	267.37	269.522	270.88	270.957	271.029	271.264	272.102	273.524	273.128	272.584	270.35	268.428	272.272	268.5020833
2020	273.34	274.412	273.995	272.913	273.062	274.155	275.597	276.443	276.422	276.876	276.875	276.593	275.057	273.646	276.468	274.13125
2021	277.238	278.702	280.625	283.507	285.793	288.263	289.863	290.393	291.053	293.397	294.986	296.102	287.494	282.355	292.632	282.98175
2022	298.705	301.158	305.082	307.145	309.645	313.496	313.951	314.013	315.094	317.299	315.919	314.599	310.509	305.872	315.146	305.2311667
2023	317.477	319.13	320.715	322.187	323.525	324.448	324.865	326.234	327.491	327.708	326.299	325.932	323.834	321.247	326.422	321.1574167
2024	328.053	329.339	332.202	334.05	334.292	333.662	333.174	333.442	334.265	334.558	334.218	334.084	332.945	331.933	333.957	331.0348333
2025	335.989	337.868	339.627	341.159	342.343	342.613	343.234	344.096	345.294	344.8162	344.339	343.789	341.85	339.933	344.15	339.59025
2026	345.152	346.99	350.226	353.161	354.478	353.605	353.569	355.254	357.131					350.602		350.2091808

PI Year
2027

		Start Period	End Period
Previous Period Average	4.79	10/1/2024	9/30/2025
Current Period Average	6.10	10/1/2025	9/30/2026
Difference	1.31		
Difference Change	**27.25%**		

Sourcekey	EMD_EPD2D_PTE_SCA_DPG
	California No 2 Diesel Retail
Date	Prices (Dollars per Gallon)
10/15/2024	4.714
11/15/2024	4.667
12/15/2024	4.606
1/15/2025	4.734
2/15/2025	4.825
3/15/2025	4.795
4/15/2025	4.78
5/15/2025	4.783
6/15/2025	4.809
7/15/2025	4.936
8/15/2025	4.895
9/15/2025	4.962
10/15/2025	4.936
11/15/2025	4.975
12/15/2025	4.787
1/15/2026	4.656
2/15/2026	4.87
3/15/2026	6.321
4/15/2026	7.42
5/15/2026	7.271
6/15/2026	6.67
7/15/2026	6.335
8/15/2026	6.875
9/15/2026	8.058

City of Willows
Effective - 1/1/2027
Disposal Change Calculations

New County Rate Per Ton Eff 8/1/2025	$105.00
New County Rate Per Ton Eff 8/1/2026	$110.00
Rate Change	$5.00
Rate Change %	4.76%

Historical Data	
Year	**County Rate**
2021	$100.00
2022	$100.00
2023	$100.00
2024	$100.00
2025	$100.00
2026	$105.00
2027	$110.00
2028	
2029	
2030	



DISCUSSION & ACTION CALENDAR

Date: November 24, 2026

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development & Services Director

Subject: North Willows Community Park and Recreation Center Grant Application

Recommendation:

Adopt the resolution (Attachment 1) approving the Round 5 grant application for the North Willows Community Park and Recreation Center and designating the Interim City Manager/City Manager as the authorized representative.

Rationale for Recommendation:

Council authorization is required to submit the grant application. The grant would help the City acquire land in north Willows and provide indoor and outdoor recreation in an area with limited park access.

Background:

On September 8, 2026, Council directed staff to explore an indoor recreation facility as part of the park proposal. On October 13, Council directed staff to continue the Round 5 application and evaluate land acquisition. On October 27, Council authorized up to $50,000 for City Engineer assistance with the application. Community meetings and discussions with the public and local students have helped staff identify activities residents would use.

Discussion & Analysis:

Residents and students shared ideas for the North Willows Community Park and Recreation Center through four public input meetings, two school meetings, and online surveys. That feedback is guiding the project as staff continues to evaluate the potential acquisition of approximately five acres on Green Street for a recreation center and outdoor park.

Community suggestions included a gymnasium for year-round recreation, separate rooms for activities such as aerobics and gymnastics, and a commercial kitchen for community use. Staff is evaluating how these uses could fit within an 11,000- to 13,000-square-foot recreation center. Outdoor ideas included

space for activities such as basketball, volleyball, and baggo, along with shaded gazebos that could be rented for gatherings.

Staff and the City Engineer are using the meeting and survey feedback, site constraints, and preliminary cost estimates to refine the proposed features and layout. The requested Council action would authorize submission of the grant application. Any proposed purchase of the Green Street property would return to Council for separate consideration.

Consistency with Council Priorities and Goals:

The project would expand access to year-round recreation in north Willows and provide space for youth programs, adult fitness, and community gatherings.

Fiscal Impact:

Application support is covered by the previously authorized City Engineer task order of up to $50,000 from park development impact fees. No additional appropriation is requested with this action.

Attachments:

- Attachment 1: City of Willows Resolution XX-2026
- Attachment 2: California Department of Parks and Recreation Authorizing Resolution Form (DPR 860)

City of Willows
Resolution XX-2026

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE APPLICATION FOR STATE PARK PROGRAM ROUND 5

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the State Park Program Round 5 Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby approves the filing of an application for the North Willows Community Park and Recreation Center; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and

2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and

3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

4. Delegates the authority to Interim City Manager/City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and

5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council on this 24th day of November 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Evan Hutson, Mayor

ATTESTED:

_____
Karleen Price, City Clerk

California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A) City Council **of**

(B) the City of Willows **Approving the Application for (C)** State Park Program Round 5.

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the (D) State Park Program Round 5 Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (E) City Council

hereby: Approves the filing of an application for the (F) North Willows Community Park and Recreation Center; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (G) Interim City Manager/City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the (H) 24 day of (I) November, (J) 2026.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K) XX-26 was duly adopted by the (L) City Council following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

Karleen Price
(N) Clerk's Printed Name

_____
(O) Clerk's Signature

DPR 860 (New 8/2026)(Word to PDF 8/25/2026)

AUTHORIZING RESOLUTION FORM - INSTRUCTIONS

COMPLETING THE FORM

The Authorizing Resolution must be filled out accurately and completely when providing the requested information and must include a roll call vote and the CLERK'S signature.

When submitting the completed form, the instructions (pages 2 and 3) do not need to be included.

Sections of the fillable Authorizing Resolution form are identified below as Steps A-O. Click in the area of each related step letter to complete the fillable form.

Step:

A. Enter the title of the Governing Body/City Council, or Board of Supervisors/Directors who have the authority to approve the submission of the grant application.

B. Provide the name of the city, county, district, or nonprofit organization seeking grant funding and who will be responsible for the grant administration if awarded.

C. Enter the name of the grant program.

D. Enter the name of the grant program.

E. Enter the name of the applicant's governing body as identified in Step A.

F. Enter Name of Project: this is the unique name used to identify the project or program to which funding is being sought. This name must match the name used on all documents submitted as part of the application packet; however, the name of the project can change in the future provided that applicants/grantees work with their respective project officer.

G. Provide the position title of the person acting as the AUTHORIZED REPRESENTATIVE: do not include the name of the person holding the title. Designating a name instead of a title will require repeating the Authorizing Resolution process if said person is no longer acting as the AUTHORIZED REPRESENTATIVE.

H-J. Provide the date of adoption using the following format: dd/mm/yyyy.

K. Provide the Resolution Number.

L. Provide the name of the Governing Body as identified in Step A.

M. Roll Call Vote: provide a response for each of the three types of votes:

- Ayes means yes, board member(s) approve the application submission.
- Noes means no, board member(s) do not approve the application submission.
- Absent means the board member(s) did not attend the meeting.

N-O. The Authorizing Resolution must be certified and signed by the CLERK. If someone other than the CLERK signs the form, additional evidence, such as meeting minutes, must be submitted.

FORMAT

The Authorizing Resolution may be reformatted to include the organization's letterhead. However, **the *language provided in the resolution must remain unchanged***. Any changes to the language may require the Office of Grants and Local Services (OGALS) to submit the changed resolution for review by the Department of Parks and Recreation's Legal Office. The time involved with the legal review process may delay application approval and could affect OGALS' ability to fund the project. APPLICANTs must identify any changes or additions to the Authorizing Resolution language.

ROLL CALL VOTE

It is the means by which the APPLICANT'S Governing Body is aware of and approves of the grant application submission; the ayes (yes) votes must be greater than the noes (no) votes. If the number of absent board members is greater than the combined ayes and noes votes, OGALS reserves the right to request an updated Authorizing Resolution to include additional voting board members.

DELEGATED AUTHORITY

The AUTHORIZED REPRESENTATIVE identified in the Authorizing Resolution can delegate signatory authority to other individuals (by position title) either in entirety or for specific documents.

The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a Delegated Authority Letter (on letterhead) with their application packet identifying the position title and which forms are delegated to the position. If delegating after the application process, the AUTHORIZED REPRESENTATIVE should send the notification (letter or email) to their assigned PROJECT OFFICER.

APPLICANTS are encouraged to contact the PROJECT OFFICER assigned to their county with any questions they may have regarding filling out the Authorizing Resolution form. A list of contacts is available on the OGALS' website: www.parks.ca.gov/ogals.

SMALL CAP DEFINITIONS

APPLICANT: the person tasked with ensuring all required forms are accurately completed and submitted as part of the application packet.

AUTHORIZED REPRESENTATIVE: the identified role authorized to sign application forms.

CLERK: the CLERK is independent of the voting board and tasked with certifying the grant program was discussed and voted upon. This role may also be delegated to a secretary or another position within the organization in attendance of the board meeting.

PROJECT OFFICER: an employee within the Office of Grants and Local Services who assists APPLICANTS with the application process, conducts workshops, and makes award recommendations.

Date: November 24, 2026

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development & Services Director

Subject: Renewal of Cali Love Willows LLC Retail Cannabis Business License

Recommendation:

Adopt the resolution (Attachment 1) renewing the retail cannabis business license for Cali Love Willows LLC at 157 N. Butte Street for two years, subject to the existing conditions of approval for CUP 25-01, payment of the applicable annual license fee, and maintenance of a valid state storefront retailer license.

Rationale for Recommendation:

The City's completeness review recommends approval. The operator requests renewal at the existing premises and reports no changes to ownership, floor plan, security, or operations.

Background:

The Planning Commission approved CUP 25-01 for a storefront dispensary on August 5, 2025. The City Council modified the conditions of approval on October 14, 2025. On December 18, 2025, the City issued its letter authorizing Cali Love Willows LLC to operate at 157 N. Butte Street (APN 002-162-006). Attachment 2 contains the conditions governing the site.

Willows Municipal Code § 9.20.072 requires the licensee to submit its renewal application and applicable fees to the City Manager at least 90 days before local license expiration. The City Manager compiles the application and relevant operating history for Council consideration approximately 30 days before expiration. Council may request additional information, deny renewal and state its grounds, or renew by resolution with reasonable conditions.

Discussion & Analysis:

The City's review checklist records timely filing, receipt of the $500 renewal fee, review of ownership and operating disclosures, and current taxes and fees. Staff identified no need for additional departmental review. The application and photographs are included as Attachments 3 and 4.

Code Enforcement received complaints on March 23 and June 9, 2026, reporting cannabis odor in

nearby businesses. Both cases are marked closed. The applicant disclosed the complaints and stated that the building inspector found them unfounded. The existing odor-control requirements remain enforceable throughout the renewal term.

The renewed state license in Attachment 5 authorizes Cali Love Willows LLC to operate an adult-use and medicinal storefront at 157 N. Butte Street under license C10-0001644-LIC through November 25, 2027. The operator must maintain valid state licensure throughout the two-year local renewal term.

As part of the renewal review, staff contacted the Glenn County Sheriff's Office regarding calls for service at 157 N. Butte Street. The Sheriff's Office reported that it had received no relevant calls for service at that location during the review period.

Consistency with Council Priorities and Goals:

Renewal supports public safety and neighborhood compatibility by maintaining City oversight of the dispensary and its operating conditions.

Fiscal Impact:

The City received the $500 renewal fee. The operator must pay the applicable cannabis business license fee for each year of the two-year term. No additional appropriation is requested.

Attachments:

- Attachment 1: Resolution renewing the Cali Love Willows LLC retail cannabis business license
- Attachment 2: CUP 25-01 Conditions of Approval, as modified October 14, 2025
- Attachment 3: Cali Love Willows LLC renewal application and supporting materials
- Attachment 4: Photographs of the licensed premises
- Attachment 5: California Department of Cannabis Control storefront retailer license

City of Willows
Resolution XX-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RENEWING THE RETAIL CANNABIS BUSINESS LICENSE OF CALI LOVE WILLOWS LLC AT 157 N. BUTTE STREET

WHEREAS, the Planning Commission approved Conditional Use Permit (CUP) 25-01 on August 5, 2025, for a storefront cannabis retailer at 157 N. Butte Street (APN 002-162-006), and the Council modified its conditions on October 14, 2025;

WHEREAS, the City authorized operations on December 18, 2025, and Cali Love Willows LLC seeks renewal at the same premises with no reported changes to ownership, floor plan, security, or operations;

WHEREAS, City staff documented timely filing and receipt of the $500 renewal application fee, reviewed the operating history, including two closed odor complaints, and recommended approval; and

WHEREAS, the Council has considered the application, staff report, conditions of approval, site photographs, and state license on file under Willows Municipal Code section 9.20.072.

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

1. Pursuant to Willows Municipal Code section 9.20.072(5)(c), the Council approves renewal of the retail/dispensary cannabis business license of Cali Love Willows LLC for its approved storefront at 157 N. Butte Street, Willows, California.

2. The renewal term is two years following expiration of the current local cannabis license. The licensee shall pay the cannabis business license fee applicable at the start of each license year. Issuance is subject to payment of the first year's fee.

3. The licensee shall comply with CUP 25-01 and its conditions of approval, as modified October 14, 2025, including odor-control requirements, and with applicable local and state law.

4. The licensee shall maintain a valid state storefront retailer license for the approved premises throughout the local renewal term and provide the City with evidence of continued state licensure before operating beyond the expiration of each state license.

5. The City Manager or designee shall issue the renewed license upon verification of the applicable fee and state licensure and shall record the local term dates. The City Clerk shall certify adoption of this resolution.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of November, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Evan Hutson, Mayor

ATTESTED:

_____
Karleen Price, City Clerk

Conditions of Approval
Conditional Use Permit (CUP 25-01)
For Retail / Dispensary Cannabis Business License
157 N Butte Street /APN: 002-162-006
Planning Commission Approval Date: August 5, 2025
City Council Modification Date: October 14, 2025

GENERAL

(1) This Conditional Use Permit (CUP 25-01) allows for the operation of a cannabis retail / dispensary cannabis business (Storefront Retailer). Storefront Retailer is defined as a licensee that owns or operates a physical location where cannabis goods are sold directly to consumers. Storefront retailers may also provide delivery services under the same license. The required license for a Storefront Retailer is a Type 10 – Storefront Retailer (walk-in dispensary, with optional delivery) license issued by the State of California. Any future proposal for Storefront Retailer related use, that is not included in the Phase 1 or Phase 2 application shall be subject to separate review and approval in accordance with applicable zoning, licensing, and regulatory requirements.

(2) Prior to commencing business operations pursuant to a cannabis retail/dispensary business license issued by the city of Willows, the applicant shall hold a certificate of authorization issued by the City of Willows. Certificates of authorization shall be issued only to applicants who hold (a) a retail/dispensary cannabis sales license issued by the City of Willows, (b) a use permit issued by the city of Willows planning commission, and (c) California state-issued Type 10- Storefront Retailer license.

(3) In the event of any conflict between the Conditions of Approval for CUP 25-01 and the State of California (State) regulations, these Conditions of Approval shall prevail to the maximum extent of the City's legal authority; any provision for which the City lacks such authority shall defer to the applicable State of California regulation.

(4) Where any system is referenced in Attachment 1 (Application Materials), the applicant shall install and use that system, and no deviation shall occur unless the City Manager authorizes a written exemption. The installed system shall match make/model, specifications, design and other details as described in Attachment 1. This includes but is not limited security systems, age verification systems, lighting systems, odor control systems, tracking systems labeling and packaging requirements, building plans and specifications and any other system as described in Attachment 1.

(5) Hours of Operation. All permitted Storefront Retailer business premises shall be closed to the general public, including deliveries, shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m. Transporter deliveries and pick-ups shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m.

(6) Odor Control. Odors shall be contained on the property on which the commercial cannabis activity is located. If the city receives any odor complaints, the cannabis business shall work with the building official or his designee to correct odor concerns. Unresolved or repeated odor complaints may be basis for suspension or revocation of the license or denial of license renewal.

(7) Business Conducted within Building. No production, distribution, storage, display or wholesale of cannabis and cannabis-infused products shall be visible from the exterior of the building where the commercial cannabis activity is being conducted.

(8) Security Measures. Maintain a commercial alarm monitoring system and video surveillance system in accordance with local, state and federal regulations.

(9) Security Breach. A cannabis business shall notify the city and the Glenn County sheriff's office within 24 hours after discovering any of the following:

a. Diversion, theft, loss, or any criminal activity involving the cannabis or cannabis product or any agent or employee of the permittee.
b. The loss or unauthorized alteration of records related to cannabis or cannabis product, registered qualifying patients, primary caregivers or employees or agents.
c. Significant discrepancies identified during inventory.
d. Any other material breach of security.

(10) Labeling and Packages. Labels and packages of cannabis and cannabis products shall meet all state and federal labeling and packaging requirements.

(11) Inspection Records. Inspections, if necessary, shall take place at a reasonable time with prior notice to the cannabis business. Notwithstanding the foregoing, upon reasonable suspicion of a material violation of the law or the provisions of this code or the conditions of a license, inspections may be made at any time, with or without prior notice. Upon request, the cannabis business shall timely provide the city official with reports and records related to the business including, but not limited to, sales reports, utility bills from the commercial energy provider for the premises. This section shall not limit any inspection authorized under any other provision of law or regulation.

(12) In addition to a retail/dispensary cannabis business license, obtain and maintain a business license from the City of Willows.

(13) Maintain at all times commercial general liability insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than $1,000,000 per occurrence and comprehensive automobile liability (owned, nonowned, hired) providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than $1,000,000. The commercial general liability policy shall provide contractual liability, shall include a severability of interest or equivalent wording, shall specify that insurance coverage afforded to the city shall be primary, and shall name the city of Willows, its officials, employees and attorneys as additional insured. Failure to maintain insurance as required herein at all times shall be grounds for suspension of the license immediately, and ultimately, revocation.

(14) By accepting the license, each licensee agrees to indemnify, defend and hold harmless to the fullest extent permitted by law the city of Willows, its officers, employees, attorneys, agents and consultants from and against any and all actual and alleged damages, claims, liabilities, costs

(including attorney's fees), suits or other expenses resulting from and arising out of or in connection with licensee's operations, except such liability caused by the gross negligence or willful misconduct of city of Willows, its officers, employees, attorneys, agents and consultants.

{15)Maintain for a minimum of three years a written accounting or ledger of all cash, receipts, credit card and other financial transactions, and reimbursements (including any in-kind contributions) as well as records of all operational expenditures and costs incurred by the licensee in accordance with generally accepted accounting practices and standards typically applicable to business records, which shall be made available to the city, its auditors or consultants during business hours for inspection upon reasonable notice by the city manager and for purposes of audit.

{16)Inform the city manager, in writing, of any change of or to any of the information submitted to the city in phase one and phase two applications, any renewal application, or any amendments thereto, within 10 days of any such change.

{17)Notify the city manager within three days of any notices of violations or other corrective action ordered by a state or other local licensing authority, and provide copies of the relevant documents. [Ord. 745-19 § 6, 7-9-19; Ord. 736-17 § 7 (Exh. B), 11-28-17].

{18)Cannabis businesses that sell edible cannabis products shall have a valid Glenn County health permit. Permit holders shall comply with Health and Safety Code Section 13700 et seq., and Glenn County Health Department permit requirements.

{19)Drive-through or walk-up window services are prohibited at all retail/dispensary cannabis establishments in the City of Willows.

{20)An application for renewal of a retail/dispensary cannabis business license, together with all applicable fees, must be submitted to the city manager at least 90 days before the expiration of the then-current license. Failure to submit a renewal application at least 90 days prior to the expiration date of the then-current license will result in the automatic expiration of the license on the expiration date.

{21)A retail/dispensary cannabis business license is nontransferable to another person, entity or location, and no such transfer may be made except in accordance with this section. Any such transfer made without the prior consent of the city of Willows shall result in the revocation of the license. Any change in ownership of five percent or more, singly or cumulatively, shall be considered a "change in ownership" and constitute a "transfer" for purposes of this section.

{22)Whenever an enforcement officer has reason to believe that a nuisance exists or that an inspection is necessary to enforce any provision of this chapter, the officer may enter the premises at any reasonable time to perform the inspection or any other duty imposed by this title. The enforcement officer shall provide reasonable notice of the need to enter and inspect. Notwithstanding the foregoing, in the event there is reasonable suspicion of the existence of a nuisance or violation that presents an immediate or imminent danger to the health, safety or welfare of the employees of licensee, its customers or the community at large, the enforcement officer or other city official may enter the premises at any time without notice.

a. The enforcement officer shall present proper identification, state the purpose of the visit and request permission of the owner or responsible person to enter the premises. If entry is refused, the enforcement officer shall have recourse to every remedy provided by law to secure entry. Any such refusal shall be grounds for suspension of the licensee's license.
b. When the enforcement officer has first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or responsible person shall fail or neglect, after proper request is made as provided in this title, to promptly permit entry therein by the enforcement officer for the purpose of inspection and examination pursuant to this title. [Ord. 736-17 § 7 (Exh. B), 11-28-17]

(23) Electronic age verification will be utilized to verify the age and identity of any individuals purchasing cannabis goods. Cannabis will not be sold to the public without electronic age verification. Licensees shall ensure that no person less than 21 years of age is permitted to work as an employee of the Storefront Retailer.

(24) Cannabis goods will only be received by the customer.

(25) On-site consumption of cannabis is prohibited at all times by all individuals on the property.

(26) No cannabis or cannabis products or graphics depicting cannabis or cannabis products will be visible from the exterior of the business premises, or on any vehicles owned or used as part of the business.

(27) The front entrance of the dispensary will have a secure lobby and no products will be visible within this area.

(28) The entrance will maintain clear and legible notice, visibly posted stating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the commercial cannabis business is prohibited. No loitering signage will be posted. All signage for the facility will be submitted to the City of Willows for review including but not limited to signs required by local, state and federal regulations, identifying signs and all additional signs visible to the public.

(29) The business, operator, or employees will not provide free cannabis or cannabis products to any person and will abide by legal sales limits set by the Department of Cannabis Control.

(30) A current copy of the commercial cannabis business permit issued by the City and the State license will be posted inside the business premises in a location readily visible.

(31) That the applicant/developer shall enter into a *Pass-Through* Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.

(32) If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void, and such use shall not be made of the property except upon the granting of a new permit.

(33) All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager and Planning Commission for review and approval prior to use.

(34) All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.

(35) The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows and all state regulations

(36) All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. Facility shall operate in accordance with local laws.

(37) Changes in hours, days, or operating procedures must be approved by the Community Development Department.

(38) Revenue sharing shall be paid monthly by the applicant to the City of Willows.

BUILDING DEPARTMENT

(39) If you intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy of the building or structure or to erect, install, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, you shall first make application for a building permit and obtain the required permit for the development.

(40) Applicant shall submit a completed building permit application with detailed scope of work, 3 complete sets of plans, calculations, specifications, etc. for review. Appropriate plan review fees shall be paid at the time of submittal.

(41) All work shall comply with current applicable Federal, State, local building codes and ordinances and be shown on the plans submitted for building permit review.

(42) Conditions of approval shall be shown on the plans submitted for building permit review.

(43) Prior to issuance of a Building Permit for the construction of any structures on the site, a Final Lighting Plan shall be submitted to the City and reviewed by the Engineer. The final lighting plan shall include, but not limited to the following: (a) details regarding exterior lighting with lighting sources that are full cut-off, hooded, and down-cast, or otherwise shielded to ensure that light does adversely shine towards neighboring properties or toward the night sky, (b) lighting sources with the minimum wattage necessary to provide adequate security without causing excessively bright night glow, (c) sufficient details regarding the proposed wattage and area of coverage for all site lights.

FIRE DEPARTMENT

(44) All fire and security alarm systems must meet the approval of the Fire Chief per WMC Chapter 15.15.

(45) The Site shall be equipped with a Knox box holding a master key per WMC Chapter 15.15.

(46) Fire extinguishers shall be provided in accordance with the latest CFC.

(47) The building address shall meet all WMC Chapter 15.15. criteria and be reviewed and approved by the Fire Department prior to installation. An illuminated address sign shall be provided for the property.

(48) Provide illuminated exit signs over all exit doors in accordance with the latest CBC and CFC.

(49) All exit doors shall have no knowledge door locks, be posted "this door to remain unlocked when building occupied" and swing in the direction of exit travel.

(50) All utility rooms will need to be identified by signage.

(51) A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.

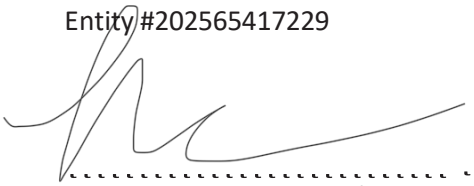
(52) Regular Fire Department safety inspections shall occur annually.

GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

(53) The applicant will need to plan check and obtain health/food permits from the Glenn County Environmental Health Department. A copy of the permits shall be provided to the City as well as renewals and any non-compliance issues

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the Planning Commission.

Cali Love Willows LLC.
157 N. Butte St.
Willows, CA 95988
Entity #202565417229



12/02/25

Melissa Wight, Manager/Membe
PO Box 531
Douglas City, CA 96024

Date



12/02/25

Stephen Sutton, Manager/Member
PO Box 531
Douglas City, CA 96024

Date

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

Cannabis Retail/Dispensary License Renewal Packet

This packet is provided for renewal of an existing City of Willows cannabis retail/dispensary license. It is intended to assist applicants in submitting a complete renewal package and to support City staff review.

Renewal Timing

A renewal application, together with all applicable fees, should be submitted to the City Manager at least 90 days before expiration of the then-current retail/dispensary cannabis business license.

Reference: Willows Municipal Code Chapter 9.20, including Section 9.20.072, Renewal.

Submittal Information

Renewal fee: $500

Submit to: ATTN: Joei Harrison, Finance Director, City of Willows, 201 N. Lassen St., Willows, CA 95988

Staff routing: Joei Harrison, Finance Director -> Joe Bettencourt, Community Development and Services Director -> Marti Brown, City Manager

How to Use This Packet

This packet is intended to provide a concise renewal application structure for an existing City of Willows cannabis retail/dispensary license. It does not replace the Municipal Code, the City Council or Planning Commission approval documents, the Certificate of Authorization, or any condition of approval.

Step	Applicant Action	City Review Focus
1	Submit a complete renewal packet, required attachments, and applicable fee at least 90 days before license expiration.	Completeness, deadline compliance, fee/payment status.
2	Confirm current ownership, managers, state license status, site control, insurance, security, operations, tax/fee status, and any violations or changes.	Whether the business remains eligible and in good standing.
3	Identify any changes since the last approval or license issuance.	Whether amendments, additional review, inspections, or conditions are needed.
4	Maintain compliance during the renewal review period.	Ongoing compliance with City code, state law, conditions of approval, and tax/fee obligations.

Part 1 - Applicant and License Information

Field	Response
Legal business name	CALI LOVE WILLOWS LLC
DBA / storefront name	CALI LOVE WILLOWS
Business premises address	157 N BUTTE ST
City cannabis license number / file number	CUP 25-01
Certificate of Authorization issue date	DECEMBER 18 2025
License expiration date	DECEMBER 31st 2026
Renewal application due date (90 days before expiration)	
State DCC license number	C10-0001644-LIC
State DCC license expiration date	11.25.26
CDTFA seller permit number	259043936-0001 & 225409504-0001
City business license/tax certificate number	0585
Primary contact name, title, phone, and email	Melissa Wight [redacted]

Renewal Type

Check	Renewal request
☑	Annual renewal - no ownership, location, floor plan, security, or operational changes.
☐	Annual renewal with minor administrative updates only.
☐	Annual renewal with operational/site/security/ownership changes requiring staff review.
☐	Other:

Current License Status

Check	Certification
☑	The City cannabis license is active and has not expired.
☑	The state cannabis license is active and in good standing.
☑	The business is operating at the approved premises only.
☑	All City taxes, fees, reports, and cost recovery balances are current.
☑	The licensee is not aware of any undisclosed violations, enforcement actions, suspensions, or revocations.

Part 2 - Ownership, Management, and Site Control

List all owners, principals, managers, and persons with a financial interest or management/control role. Attach additional pages if needed.

Name	Title / role	Ownership %	Phone / email	Background check current?
MELISSA WIGHT	OWNER			☑ Yes ☐ No
STEPHEN SUTTON	OWNER			☑ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

Ownership / Control Changes Since Last Approval

Check	Statement
☑	No ownership, financial interest, or management/control changes have occurred since the last City approval or license issuance.
☐	Changes have occurred and are described in an attached ownership/change memorandum.
☐	New owners/managers have submitted all required disclosures, background materials, and fingerprints if required by the City.

Site Control

Field	Response
Property owner name	AMARO INVESTMENT LLC
Lease/ownership expiration date	
Does the applicant have legal right to occupy and operate at the premises through the renewal term?	☑ Yes ☐ No
Has the property owner consent changed?	☑ No ☐ Yes - attach updated consent

Part 3 - Required Renewal Attachments

The following checklist is designed to create a clean renewal record. Staff may request additional information when needed to verify compliance.

Submitted	Attachment / Information	Staff Notes
☐	Completed and signed renewal application form	
☐	$500 renewal fee	
☐	Copy of current state Department of Cannabis Control license	
☐	Current City business license/tax certificate or proof of renewal	
☐	Current CDTFA seller permit	
☐	Certificate of insurance naming the City as additionally insured if required by approval documents	
☐	Security plan update or certification of no changes	
☐	Operations plan update or certification of no changes	
☐	Site plan/floor plan update or certification of no changes	
☐	Employee/manager roster and required background status	
☐	Evidence all City cannabis taxes, business taxes, reporting, fees, fines, and cost recovery balances are current	
☐	Disclosure of any state/local violations, complaints, inspections, enforcement actions, license discipline, suspension, or pending investigation	
☐	Property owner consent or lease/site control documentation, if changed or requested	
☐	Narrative summary of business operations during the prior license term	

Part 4 - Operational Compliance Review

Answer each item. Attach explanations for any "No," "Changed," or disclosed issue.

Question	Response	Explanation / Attachment
Is the business operating only as authorized by the City license, City approval documents, and state license?	☑ Yes ☐ No	
Are the hours of operation the same as approved?	☑ Yes ☐ No ☐ Changed	
Are the premises, floor plan, entry, exit, storage, sales area, delivery area, and restricted areas the same as approved?	☑ Yes ☐ No ☐ Changed	
Is the security plan current and implemented, including cameras, alarms, access control, lighting, and records?	☑ Yes ☐ No	
Are all cannabis products tracked through the required state track-and-trace system?	☑ Yes ☐ No	
Are all employees/managers trained on age verification, security, inventory, emergency response, and City/state compliance?	☑ Yes ☐ No	
Have there been any thefts, robberies, burglaries, diversion incidents, or security failures?	☑ No ☐ Yes	
Have there been any nuisance, odor, loitering, parking, noise, or neighborhood complaints?	☐ No ☑ Yes	Building Inspector Verified Complaints Unfounded
Have there been any violations, notices, citations, suspensions, settlements, or discipline by the City, County, State, or other agency?	☑ No ☐ Yes	
Are all local taxes, fees, reports, fines, penalties, and cost recovery invoices paid/current?	☑ Yes ☐ No	

Part 5 - Change Disclosure

A renewal is not a substitute for required amendment approvals. Use this section to flag changes so staff can determine whether separate review is needed.

Potential Change Since Last Approval	No Change	Changed / Explain
Ownership, officers, principals, investors, financial interest, or management/control persons	☑	☐
Business name, DBA, mailing address, or primary contact	☑	☐
Premises address, parcel, leased area, or site control	☑	☐
Floor plan, sales area, secure storage, delivery/pick-up area, entry/exit, or restricted areas	☑	☐
Security cameras, alarm, monitoring, guards, access control, or lighting	☑	☐
Hours of operation, delivery operations, product types, or operating procedures	☑	☐
Signage, exterior improvements, parking/circulation, or site improvements	☑	☐
Insurance coverage, policy limits, or additional insured status	☑	☐
State DCC license status, conditions, discipline, or expiration date	☐	☐
Any other material change affecting the license or approved operations	☑	☐

Summary of Changes / Applicant Explanation

Part 6 - Applicant Certifications

Certification

By signing below, the applicant certifies under penalty of perjury that the information submitted with this renewal application is true, correct, and complete; that the applicant will comply with Willows Municipal Code Chapter 9.20, all applicable state and local laws, the City license, the Certificate of Authorization, conditions of approval, and any approved security and operations plans; and that the applicant will notify the City of any material change affecting the license or premises.

Authorized representative name	MELISSA WRIGHT
Title	OWNER
Signature	
Date	7/6/26
Email	[redacted] .com
Phone	[redacted]

Property Owner Certification, if required or if site control has changed

Property owner / authorized agent name	
Signature	
Date	
Email / phone	

Optional Notary / Acknowledgment: attach if required by the City Manager or City Attorney.

Part 7 - City Staff Completeness Review

For City use only. This page may be retained in the City project file and used to route the renewal through Finance, Community Development and Services, and the City Manager, with additional department review as needed.

Review Item	Complete?	Reviewer / Notes
Renewal submitted at least 90 days before expiration	☑ Yes ☐ No	
$500 renewal fee received	☑ Yes ☐ No	
Current state DCC license verified	☑ Yes ☐ No	
City business license/tax status verified	☑ Yes ☐ No	
CDTFA seller permit provided	☑ Yes ☐ No	
Ownership/management disclosures reviewed	☑ Yes ☐ No	
Security plan/no-change certification reviewed	☑ Yes ☐ No	
Operations plan/no-change certification reviewed	☑ Yes ☐ No	
Premises/floor plan/no-change certification reviewed	☑ Yes ☐ No	
Complaints, violations, inspections, or enforcement history reviewed	☑ Yes ☐ No	
Taxes, fees, reports, fines, and invoices current	☑ Yes ☐ No	
Additional inspection or department review required	☑ No ☐ Yes	

Staff Recommendation

Check	Recommendation
☑	Renewal complete - recommend approval.
☐	Incomplete - request additional information.
☐	Additional department review or inspection required before action.
☐	Potential grounds for denial/non-renewal - refer to City Manager and City Attorney.

City Manager action / notes

Part 8 - Renewal Approval Template

Optional template language for staff use. Revise as needed based on the City Manager action, license terms, and City Attorney review.

Renewal Action

Based on the submitted renewal application, staff review, and the applicant's certification of continued compliance, the City Manager approves / conditionally approves / denies renewal of the cannabis retail/dispensary business license for the premises identified below. The renewed license shall remain subject to Willows Municipal Code Chapter 9.20, all applicable state and local laws, the City license, the Certificate of Authorization, all conditions of approval, approved security and operations plans, and any additional conditions imposed by the City. This renewal does not authorize any ownership, premises, floor plan, security, operational, signage, or other material change not expressly approved by the City.

Field	Response
Premises address	
Renewal term start date	
Renewal term expiration date	
Conditions added or carried forward	
City Manager signature	
Date	

City Staff Routing

Step	Reviewer	Notes / Action
1	Joei Harrison, Finance Director	Receives renewal packet and verifies fee/payment status.
2	Joe Bettencourt, Community Development and Services Director	Coordinates application review and compliance evaluation.
3	Marti Brown, City Manager	Final City Manager action, as applicable.

2026 2026

CITY OF WILLOWS
BUSINESS LICENSE

This License is Granted to:

CALI LOVE WILLOWS LLC
157 N BUTTE ST
WILLOWS CA 95988

Date Issued: 12/18/2025
Business License #: 0585
Expires: 12/31/2026
Location: 157 N BUTTE ST

THIS BUSINESS LICENSE DOES NOT PERMIT A BUSINESS THAT IS OTHERWISE PROHIBITED. For all inquiries regarding this license, contact businesslicense@cityofwillows.org or (530) 934-7041

Joanne Moore

JOANNE MOORE, FINANCE DIRECTOR

THIS LICENSE IS ISSUED PURSUANT TO THE PROVISIONS OF ALL ORDINANCES OF THE CITY OF WILLOWS, AND AMENDMENTS THERETO (CHAPTER 5.05 OF THE WILLOWS MUNICIPAL CODE)

DETACH ABOVE PRIOR TO POSTING THIS BUSINESS LICENSE

NON-TRANSFERABLE
NON-REFUNDABLE

CALI LOVE WILLOWS LLC :

Thank you for your payment on your City of Willows Business License. **ALL LICENSES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business license, contact the City of Willows at (530) 934-7041 or by email at businesslicense@cityofwillows.org.

Keep this portion of your license separate in case you need a replacement for any lost, stolen, or destroyed license. A fee may be charged for a replacement or duplicate license.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.dca.ca.gov/publications?

001	NEW BUSINESS LICENSE	$ 111.43
006	STATE CASP FEE (AB1379)	$ 4.00
	Total Fees Paid:	$ 115.43
	Penalty Paid:	$ 0.00
	Total Paid:	$ 115.43

CALI LOVE WILLOWS LLC
157 N BUTTE ST
WILLOWS CA 95988

SPLAY THIS PERMIT CONSPICUOUSLY AT THE PLACE OF BUSINESS FOR WHICH IT IS ISSUED

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

SELLER'S PERMIT

PERMIT NUMBER

225489504 - 00001

CALI LOVE WILLOWS LLC
157 N BUTTE ST
WILLOWS CA 95988-2801

START DATE:
February 6, 2025

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION.

THIS PERMIT IS NOT VALID AT ANY OTHER ADDRESS.

YOU ARE REQUIRED TO OBEY ALL FEDERAL AND STATE LAWS THAT REGULATE OR CONTROL YOUR BUSINESS. THIS PERMIT DOES NOT ALLOW YOU TO DO OTHERWISE.

PLEASE RETAIN THIS DOCUMENT FOR YOUR RECORDS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE.
FOR GENERAL TAX QUESTIONS, PLEASE CALL OUR CUSTOMER SERVICE CENTER AT 1-800-400-7115 (TTY:711).
FOR INFORMATION ON YOUR RIGHTS, CONTACT THE TAXPAYERS' RIGHTS ADVOCATE OFFICE AT 1-888-324-2798.

CDTFA-442-R REV. 20 (2-22)

A MESSAGE TO OUR PERMIT HOLDER

As a permittee, you have certain rights and responsibilities under the Sales and Use Tax Law. For assistance, we offer the following resources:

- Our website at *www.cdtfa.ca.gov*.
- Our toll-free Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.

As a permittee, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a California Department of Tax and Fee Administration (CDTFA) representative when requested. You are also required to know and charge the correct sales or use tax rate, including any local and district taxes.

You must notify us if you are buying, selling, adding a location, or discontinuing your business; adding or dropping a partner, officer, or member; or when you are moving any or all of your business locations. This permit is valid only for the owner specified on the permit. A person who obtains a permit and ceases to do business, or never commenced business, shall surrender their permit by immediately notifying CDTFA in writing at this address: California Department of Tax and Fee Administration, Field Operations Division, P.O. Box 942879, Sacramento, CA 94279-0047. You may also surrender the permit to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling 1-888-324-2798 or by faxing 1-916-323-3319.

As authorized by law, information provided by an applicant for a permit may be disclosed to other government agencies.

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

CANNABIS RETAILER EXCISE TAX PERMIT

PERMIT NUMBER

259043936-00001

CALI LOVE WILLOWS LLC
157 N BUTTE ST
WILLOWS CA 95988-2801

THIS PERMIT HAS BEEN ISSUED TO YOU UNDER SECTION 34014 OF THE CALIFORNIA REVENUE AND TAXATION CODE.

PLEASE RETAIN THIS DOCUMENT FOR YOUR RECORDS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE.
FOR GENERAL TAX QUESTIONS, PLEASE CALL OUR CUSTOMER SERVICE CENTER AT 1-800-400-7115 (TTY:711).
FOR INFORMATION ON YOUR RIGHTS, CONTACT THE TAXPAYERS' RIGHTS ADVOCATE OFFICE AT 1-888-324-2798.

CDTFA-442-CRE (8-22)

A MESSAGE TO OUR PERMIT HOLDER

As a permittee, you have certain rights and responsibilities under the Cannabis Tax Law. For assistance, we offer the following resources:

- Our website at *www.cdtfa.ca.gov*.
- Our toll-free Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.

As a permittee, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a California Department of Tax and Fee Administration (CDTFA) representative when requested.

You must notify us if you are buying, selling, or discontinuing your business; adding or dropping a partner, officer, or member; or when you are moving. This permit is valid only for the owner specified on the permit. A person who obtains a permit and ceases to do business or never commenced business, shall surrender their permit by immediately notifying the CDTFA in writing at this address: California Department of Tax and Fee Administration, Business Tax and Fee Division, P.O. Box 942879, Sacramento, CA 94279-0088. You may also surrender the permit to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling 1-888-324-2798 or by faxing 1-916-323-3319.

As authorized by law, information provided by an applicant for a permit may be disclosed to other government agencies.

Department of Cannabis Control
CALIFORNIA

Department of Cannabis Control
licensing@cannabis.ca.gov, [illegible]

Cannabis Retailer License
Adult-Use and Medicinal

Business Name:
CALI LOVE WILLOWS LLC

CALI LOVE WILLOWS

License Number: C10-0001644-LIC
License Type: Retailer
(Storefront)

Premises Address
157 N BUTTE ST
WILLOWS, CA 95988

APN:
002-162-006
WILLOWS, CA [illegible]

Valid: 11/25/2025
Expires: 11/25/[illegible]

Scan to verify this license.

The license authorizes CALI LOVE WILLOWS LLC to engage in commercial cannabis Retail (Storefront) at the premises address listed above until the expiration date of this license. This license issued is pursuant to Division 10 of the California Business and Professional Code and is not transferable to any other person or premises location. This license shall always be displayed in a prominent place at the licensed premises. This license shall be subject to suspension or revocation if the licensee is determined to be in violation of Division 10 of the Business and Professions Code or regulations adopted thereunder.

Non-Transferable **Post in Public View**

City of Willows

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

December 18, 2025

Cali Love Willows LLC
PO BOX 531
Douglas City, CA 96024

Subject: City of Willows Letter of Authorization for Cali Love Willows LLC

Dear Melissa Wight and Stephen Sutton,

This letter confirms that Cali Love Willows LLC has satisfied the City of Willows' local requirements to establish and operate a cannabis retail/dispensary business at 157 N. Butte Street, Willows, California 95988 (APN 002-162-006), consistent with Chapter 9.20 of the Willows Municipal Code and the approved Conditional Use Permit (CUP 25-01).

This authorization is supported by the City's approval of the applicant's Phase 1 Cannabis Business License Application (Attachment 1) and the City's Phase 2 Cannabis Business License Application approval documentation (Attachment 2), along with the adopted Conditions of Approval for CUP 25-01, including the Planning Commission approval date of August 5, 2025 and City Council modification date of October 14, 2025 (Attachment 3).

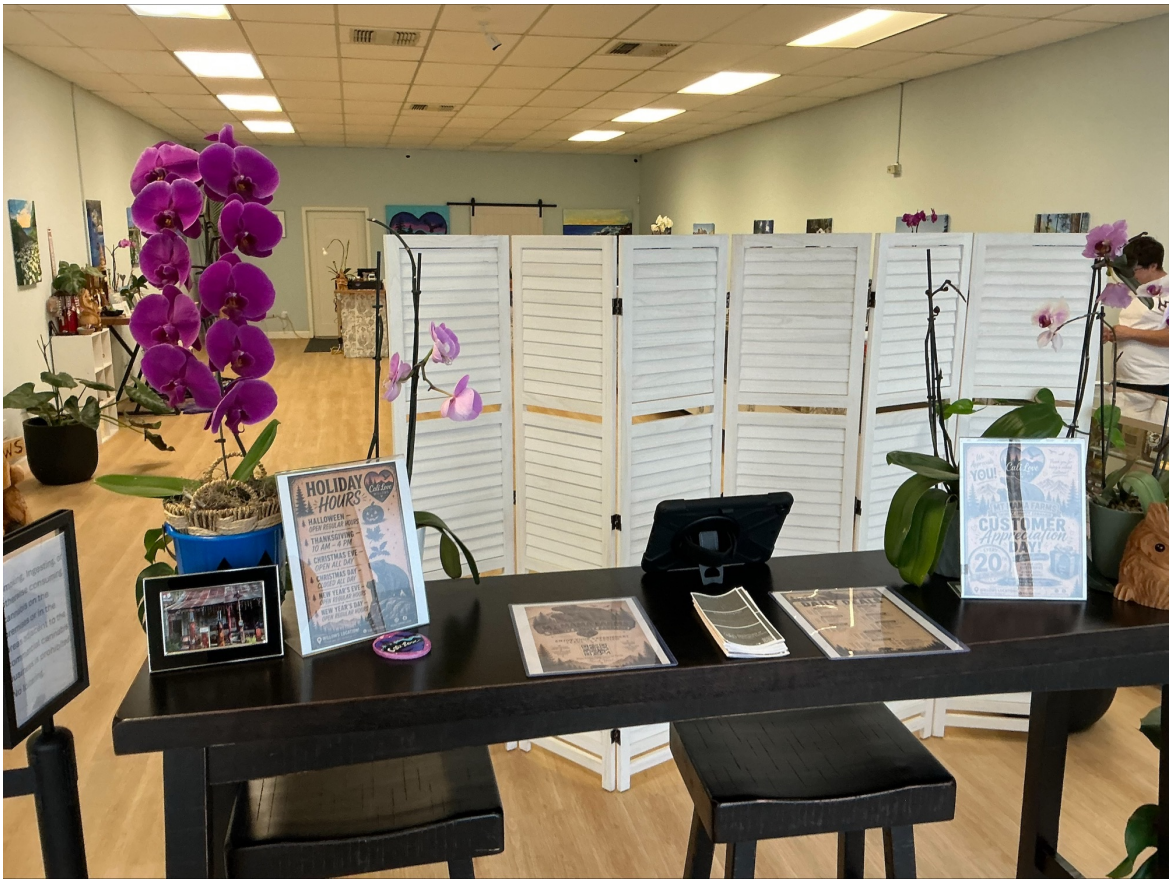
The City also acknowledges that the applicant holds an active State of California Department of Cannabis Control Cannabis Retailer License for the same premises (License No. C10-0001644-LIC; valid 11/25/2025 through 11/25/2026) (Attachment 4). The applicant has also obtained a valid City of Willows Business License for the approved premises (Attachment 5).

Cali Love Willows LLC may proceed with cannabis retail operations at the approved location, subject to ongoing compliance with all Conditions of Approval and all applicable local and state requirements.

Sincerely,

Marti Brown,
City Manager

Attachment 4 | Cali Love Willows premises photographs





Attachment 4 | Cali Love Willows premises photographs





Attachment 4 | Cali Love Willows premises photographs





Department of Cannabis Control
CALIFORNIA

Department of Cannabis Control
licensing@cannabis.ca.gov, www.cannabis.ca.gov

Cannabis Retailer License
Adult-Use and Medicinal

Business Name:
CALI LOVE WILLOWS LLC

CALI LOVE WILLOWS

License Number: C10-0001644-LIC
License Type: Retailer
(Storefront)

Premises Address:
157 N BUTTE ST
WILLOWS, CA 95988

APN:
002-162-006
WILLOWS, GLENN

Valid: 11/25/2025
Expires: 11/25/2027

The license authorizes CALI LOVE WILLOWS LLC to engage in commercial cannabis Retail (Storefront) at the premises address listed above until the expiration date of this license. This license issued is pursuant to Division 10 of the California Business and Professional Code and is not transferable to any other person or premises location. This license shall always be displayed in a prominent place at the licensed premises. This license shall be subject to suspension or revocation if the licensee is determined to be in violation of Division 10 of the Business and Professions Code or regulations adopted thereunder.

Scan to verify this license.

Non-Transferable **Post in Public View**

Scan to verify this license.

Valid:
11/25/2025

Expires:
11/25/2027

License No:
C10-0001644-LIC

Legal Business Name:
CALI LOVE WILLOWS LLC
CALI LOVE WILLOWS

Premises Address:
157 N BUTTE ST
WILLOWS, CA 95988

APN:
002-162-006
WILLOWS, GLENN

1. Use your smartphone camera to scan the QR code for licensing information.
2. If your camera doesn't have scanning functionality, you can look up a location at **search.cannabis.ca.gov** using license number C10-0001644-LIC.

Department of Cannabis Control
CALIFORNIA

Date: November 24, 2026

To: Honorable Mayor and Councilmembers

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

Subject: 2027 Council Meeting Schedule and Holiday Closure

Recommendation:

Adopt the resolution (Attachment 1) establishing the 2027 Council Meeting Schedule (Exhibit A) and authorizing a Civic Center Holiday Closure.

Rationale for Recommendation:

Adopting an annual City Council meeting calendar and schedule is considered a best practice in municipal government. It facilitates the planning of City Council and staff activities while promoting public transparency and providing advance notice of scheduled meetings and anticipated closures.

Background:

Each year, the City Council considers and adopts its meeting calendar for the upcoming year to ensure orderly scheduling of Council business and coordination with other municipal operations. Adoption of the annual calendar provides Councilmembers, staff, and the community with advance notice of regular meeting dates, holiday closures, and anticipated schedule adjustments.

Discussion & Analysis:

The proposed 2027 Council Meeting Calendar and Schedule identifies the regular City Council meetings, anticipated meeting cancellations, and holiday closures for the upcoming calendar year.

The City Council regularly meets on the second and fourth Tuesdays of each month. The proposed schedule includes two anticipated meeting cancellations:

- August 10, 2027: Summer recess.

- December 28, 2027: Holiday recess.

The proposed summer recess would cancel the first regular meeting in August, while the December cancellation would provide a holiday recess between Christmas and New Year's Day.

In 2026, the City Council approved a spring recess at the request of the previous City Manager. No spring recess is included in the proposed 2027 calendar; however, Council may elect to continue this practice by canceling one of the regularly scheduled April meetings.

Additionally, staff recommends closing the Civic Center during the week of December 20 through December 24, 2027. Pursuant to the City's Personnel Rules, Christmas Eve will be observed on Thursday, December 23, and Christmas Day will be observed on Friday, December 24, 2027.

Since 2021, the City has observed a weeklong closure of City Hall during the Christmas holiday. Consistent with this past practice, the proposed closure would encompass three additional business days, December 20–22, followed by the two observed holidays.

The proposed closure would not provide additional paid leave to City employees. Employees would be required to use available vacation leave, compensatory time, or unpaid leave, as applicable, for scheduled workdays during the closure that are not otherwise recognized holidays.

The Fire Department would be exempt from the closure due to its essential public safety responsibilities. Public Works would maintain 24-hour on-call coverage to respond to emergencies and other essential service needs.

The proposed 2027 Council Meeting Schedule includes the following dates:

- January 12
- January 26
- February 9
- February 23
- March 9
- March 23
- April 13
- April 27
- May 11
- May 25
- June 8
- June 22
- July 13
- July 27
- August 24

- September 14
- September 28
- October 12
- October 26
- November 9
- November 23
- December 14

The City Council may modify the proposed schedule, including retaining either of the proposed cancelled meetings, or adding a Spring recess by cancelling an April Council Meeting, as part of its action to adopt the 2027 calendar.

Fiscal Impact:

Adoption of the proposed calendar and schedule would not authorize additional paid leave or require a specific budget appropriation. Employees would utilize available accrued leave or unpaid leave, as applicable, during the proposed Civic Center closure.

Attachments:

- Attachment 1: Resolution XX-2026
    - Exhibit A: 2027 Council Meeting Schedule

City of Willows
Resolution XX-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ESTABLISHING THE 2027 COUNCIL MEETING SCHEDULE AND AUTHORIZING A CIVIC CENTER HOLIDAY CLOSURE

WHEREAS, the City Council of the City of Willows (City) regularly meets on the second and fourth Tuesdays of each month at 6:00 p.m. in the Council Chambers at Willows City Hall; and

WHEREAS, the City Council may cancel regular meetings or hold special meetings as necessary, consistent with applicable law; and

WHEREAS, the Willows Municipal Code Section 2.05.040 (2) requires that the City Council set its dates, times, places, and frequency of its regular meetings; and

WHEREAS, it is common practice in municipal government to adopt a City Council meeting schedule for the calendar year.

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

1. The City Council hereby adopts the 2027 Council Meeting Schedule for regular City Council meetings and authorizes a holiday closure of the Civic Center from December 20 through December 24, as shown in Exhibit A.
2. Nothing herein shall restrict the ability of the City Manager to set the time and location for each meeting or exercise discretion otherwise provided for in City Council Resolution No. 44-2021 (November 23, 2021).

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council on this 24th day of November 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED: ATTESTED:

_____ _____

Evan Hutson, Mayor Karleen Price, City Clerk

Attachment: Exhibit A - 2027 Council Meeting Schedule

2027 Council Meeting Schedule

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

= Council Meetings **= Holiday Closures** **= Cancelled Meetings**

Date: November 24, 2026

To: Honorable Mayor and Councilmembers

From: Mike Maloney, Law Enforcement Consultant
Joe Gorton, Interim City Manager

Subject: Willows Police Department Reestablishment — Status, Implementation Plan and Fiscal Update

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Recommendation:

Receive status report on the reestablishment of the Willows Police Department; review the proposed insignia and vehicle appearance concepts; and provide feedback to staff concerning these concepts and priorities for continued implementation. All expenditures requiring separate authorization will be returned for Council consideration as appropriate.

Rationale for Recommendation:

The reestablishment of the Willows Police Department will require a substantial financial investment and a phased implementation approach. While preliminary start-up costs have been identified, several significant expenditures remain undetermined and will be refined as planning progresses.

Background:

In August and September 2026, the City Council approved resolutions, ordinances, job descriptions and salary provisions associated with reestablishing a municipal police department following the City's prior transition to contracted law enforcement services in 2017. An initial application for recognition through the Commission on Peace Officer Standards and Training (POST) has been submitted and partially approved; final steps await appointment of a police chief. The implementation effort spans organizational development, interim service arrangements, recruitment, facility renovations, technology, vehicles, equipment, training and regulatory approvals.

Discussion & Analysis:

Policies and Procedures
The City has executed and paid for a Lexipol agreement and received an initial electronic policy manual. The police chief will review and customize the manual to local operations. The Northern California Cities Self Insurance Fund (NCCSIF) contributed toward the subscription. The source identifies City costs of approximately $9,214–$9,215 for the remainder of the current and following

fiscal years and savings exceeding $7,000 against the original quote.

Police Facility

A request for qualifications for City Hall modifications was issued October 12, 2026. Eleven firms attended an October 21 walkthrough; eight responses were received by the November 9 deadline. Following evaluation and contract award, design could begin in December and is estimated to take approximately 60 days. Construction timing depends on design, cost, available funding and required approvals.

Interim Police Chief

The Interim City Manager and law enforcement consultant have met with a potential interim chief candidate. Appointment remains subject to completion of the applicable background process and Council approval. Initial responsibilities will include liaison with neighboring agencies for limited gap-service coverage, POST compliance, the Department of Justice originating agency identifier (ORI), policy customization and startup coordination. Any supplemental outside-agency patrol coverage may involve both an officer and supervisor at overtime rates at a substantial cost.

Service Continuity (GAP Services)

Staff continue to explore opportunities to secure interim law enforcement services from neighboring agencies to provide police coverage during the reestablishment of the Willows Police Department. These efforts will continue in coordination with the Interim Chief of Police upon appointment.

Previous discussions with potential partner agencies have identified several operational concerns, including the absence of a designated Willows Police Department representative authorized to coordinate services, address operational issues, and serve as a liaison between agencies. The appointment of an Interim Chief of Police is expected to help address these concerns and facilitate renewed discussions regarding potential service agreements.

The immediate objective is to establish a limited but consistent law enforcement presence within the City, even if initially restricted to several hours per day or designated periods throughout the week. The Interim Chief of Police would assume primary responsibility for coordinating these arrangements and developing potential agreements for consideration.

Based on preliminary discussions, participating agencies may require the deployment of both a police officer and a supervising sergeant, with personnel compensated at their respective overtime rates. Consequently, the cost of providing even limited supplemental coverage could be substantial. Any proposed arrangement would require further evaluation of operational feasibility, personnel availability, service levels, and fiscal impacts before implementation.

Permanent Chief Recruitment

Final selection of a permanent chief will take place after a permanent City Manager is in place. With the City Manager recruitment projected to close December 13, 2026, staff anticipates a new manager coming on board in February or March 2027. The police chief recruitment is planned to start in February and a possible appointment by the new city manager in April 2027.

Records Management System

The former Willows Police Department used ARMS CAD/RMS, also used by Orland. A preliminary cloud-based ARMS proposal indicates annual costs of $6,700–$19,000 plus approximately $5,100 in one-time startup charges. Solicitation of other proposals are underway. Vendor evaluation and selection are proposed after the Chief is appointed.

Dispatch

The City is in discussions with the Glenn County Sheriff's Office to provide dispatch services. For reference the Sheriff's Office provided these services under the City's previous law enforcement contract, and the final-year cost of that contract was $160,000 as of June 2026.

Animal Services

Staff continue to negotiate with Glenn County regarding a potential animal services agreement. A proposed agreement is currently under review by the Sheriff's Office; no final terms or cost have been identified. For reference, the annual cost of animal services under the former law enforcement services agreement with Glenn County was $80,000 as of June 2026.

Technology Plan

Technology is an essential part of modern policing, regardless of department size or population served. Accordingly, Willows will need to make a significant initial investment in technology to establish the department. The following foundational technology plan for the reestablished Willows Police Department is presented in parts rather than phases, because all components must be completed as part of the startup and each depends on the others.

Part I – Connection to the Glenn County Sheriff's Department

The Glenn County Sheriff's Department is the primary hub in the county for remote access to the California Law Enforcement Telecommunications System (CLETS), the Department of Justice (DOJ) and the National Crime Information Center (NCIC), all of which are necessary for a police department. As the Orland Police Department does today, Willows will need to establish a similar connection. The City's technology consultant, Matson and Isom Technology Consultants (MITC), also serves Glenn County and the City of Orland. Preliminary discussions have been held, and MITC is thoroughly familiar with the work required. Staff therefore expects this component to be relatively straightforward.

Part II – Police Department Network and Hardware

Just as computer automation is now standard in business, government and education, the Willows Police Department will need computer equipment and a local network to conduct its work. The projected computer and hardware needs for the department are as follows:

Location	Computers	Printers
Chief of Police	One desktop computer with two monitors	One single-user desktop laser printer
Administrative Services Technician	One desktop computer with two monitors	None (see large-capacity network printer below)
Sergeants' Office	Two desktop computers with single monitors	One networked printer shared by both sergeant workstations
Patrol/Report Writing	Two desktop computers with single monitors	One networked printer shared by both workstations
Property/Evidence	Two desktop computers with single monitors (one for the officers' evidence preparation area and one for the property clerk inside the Evidence/Property Storage area)	One networked single-user desktop printer for the clerk inside the evidence room; one networked single-user desktop printer for the officers' preparation area; and, if needed, up to two label printers for evidence and property labels or bar codes
Main Administrative Services Technician work area	None	One large-capacity network printer accessible to all other workstations in the department

Part III – Computer-Aided Dispatch/Records Management System Acquisition and Integration

The primary business system through which department staff will conduct all administrative functions is the computer-aided dispatch/records management system (CAD/RMS). Many vendors provide these systems. Although some initial examination of options has occurred, a selection has not yet been made. Once a system is selected and acquired, vendor staff will assist with its setup, but MITC's assistance will be needed to fully integrate the system with the components described in Parts I and II above.

Proposed Personnel

The following table presents the minimum recommended personnel needed to operate a fully functioning police department with twenty-four-hour coverage at startup. Additional sworn positions are recommended to provide dedicated detective services and continuous twenty-four-hour in-city cover unit.

Classification	Positions	Fully Burdened Costs*
Chief of Police	1	$211,317
Police Sergeant	2	$325,396 (2 @ $162,698 each)
Police Officer	6	$853,044 (6 @ $142,174 each)
Administrative Services Technician	1	$96,620
Community Service Officer	1	$98,541
TOTAL	11	$1,584,918
Sworn Officer Incentive Pay Estimates @ 7% (FTO, POST Certificates, Education, etc.)		$97,282
Overtime @15% of Sworn exc. Chief (Vacation, Sick Leave, Workers Comp, Court Training, etc)		$175,000
TOTAL		**$1,857,200**
***Budgeted at the highest rate. Actual costs may be less**		

Sample Schedules

The following schedule provides an illustrative 4/10-style deployment and hourly coverage matrix; actual deployment must be validated for relief factors, leave, training, staffing vacancies and labor obligations. Additionally, 12 hour deployment schedules can be deployed to maximize coverage.

Illustrative weekly deployment schedule (shift hours 2400 time; “x” indicates a day off):

Position	SUN	MON	TUE	WED	THU	FRI	SAT
Chief	x	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	x
AST	x	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	x
CSO	x	0800-1800	0800-1800	0800-1800	0800-1800	x	x
Sgt 1	1200-2200	x	x	x	1500-0100	1500-0100	1500-0100
Sgt 2	x	1200-2200	1200-2200	1200-2200	1200-2200	x	x
Ofcr 1	x	0700-1700	0700-1700	0700-1700	0700-1700	x	x
Ofcr 2	0700-1700	x	x	x	0700-1700	0700-1700	0700-1700
Ofcr 3	x	1600-0200	16-0200	1600-0200	1600-0200	x	x
Ofcr 4	1600-0200	x	x	x	1600-0200	1600-0200	1600-0200
Ofcr 5	x	2130-0730	2130-0730	2130-0730	2130-0730	x	x
Ofcr 6	2130-0730	x	x	x	2130-0730	2130-0730	2130-0730

Example hourly sworn coverage (not counting the Chief, Administrative Services Technician or Community Service Officer) during a typical week:

Hour	SUN	MON	TUE	WED	THU	FRI	SAT
2400 to 0100	2	2	2	2	5	3	3
0100 to 0200	1	1	1	1	4	2	2
0200 to 0300	1	1	1	1	2	1	1
0300 to 0400	1	1	1	1	2	1	1
0400 to 0500	1	1	1	1	2	1	1
0500 to 0600	1	1	1	1	2	1	1
0600 to 0700	1	1	1	1	2	1	1
0700 to 0800	1	1	1	1	2	1	1
0800 to 0900	1	1	1	1	2	1	1
0900 to 1000	1	1	1	1	2	1	1
1000 to 1100	1	1	1	1	2	1	1
1100 to 1200	1	1	1	1	2	1	1
1200 to 1300	2	2	2	2	3	1	1
1300 to 1400	2	2	2	2	3	1	1
1400 to 1500	2	2	2	2	3	2	2
1500 to 1600	2	2	2	2	4	3	3
1600 to 1700	3	3	3	3	6	3	3
1700 to 1800	3	3	3	3	4	2	2
1800 to 1900	3	3	3	3	4	2	2
1900 to 2000	3	3	3	3	4	2	2
2000 to 2100	3	3	3	3	4	2	2
2100 to 2200	4	4	4	4	6	4	4
2200 to 2300	2	2	2	2	5	4	4
2300 to 2400	2	2	2	2	5	4	4

At start up, officers will complete an approved field training program before solo deployment. Lateral hiring will be required for startup whether phases deployment or full rollout targeted for December 2027.

Hiring Costs Estimate

Based on the proposed staffing complement of two Sergeants and six Police Officers.

Hiring process costs per officer:

- Background Investigation: $3,000
- Psychological exam: $500
- Polygraph: $400
- Physical: $300

Estimated Equipment Costs per officer (Gun, uniform, leather gear, safety gear, radio, etc): $10,000

Classification	Positions	Hiring Costs	Equipment Costs	Total
Police Sergeants	2	$8,400	$20,000	$28,400
Police Officers	6	$25,200	$60,000	$85,200
Total	**8**	**$33,600**	**$80,000**	**$113,600**

The hiring and equipment estimates assume eight newly hired sworn personnel and exclude the Police Chief. Actual expenditures will depend on recruitment outcomes, existing equipment, and purchasing requirements.

Department Patches, Badges and Logos

The following patch and badge is the proposed new shoulder patch incorporating the City seal and a seven-point-star badge consistent with historical departmental imagery.

Historical and proposed patches





Proposed badge design



Patrol Vehicles

Staff recommends a take-home vehicle program for sworn personnel, subject to department policy. Take-home vehicles allow officers to respond to emergencies directly, without first reporting to the station, and ensure adequate vehicles are available to meet the organization's needs when the entire force is called out. Although the initial outlay is substantial, vehicle life is significantly extended because each vehicle is not in service 24 hours a day, 7 days a week. Current estimates are approximately $110,000 for each fully equipped marked police vehicle and approximately $1.1 million for the total fleet, which also includes a marked crew-cab pickup intended primarily for the CSO, special uses and backup. The pickup would not be a take-home vehicle. The total assumes nine sworn assignments plus the shared pickup; final configuration and procurement pricing require validation.

If funding is not immediately available through grants or other sources, staff would implement a shared-use strategy. This approach reduces the initial capital outlay but limits availability, increases maintenance costs and shortens vehicle life.

Illustrative patrol vehicle concepts





Fiscal Impact and Cost Allocations

The following schedule provides cost information estimated for this fiscal year. Amounts are preliminary planning estimates, not approved appropriations. Several costs have yet to be determined to include major unknown facility, technology, staffing and operating expenses.

Cost item	FY 2026–27	Estimated amount	Status / basis
Consultant – paid	FY 2026–27	$13,353.00	Paid
Consultant – immediately pending	FY 2026–27	$4,000.00	Approximate
Lexipol	FY 2026–27 and next FY	$9,215.00	Paid
CSO, 0.5 FTE	Nov–Jun	$33,206.35	Projected

Interim police chief salary	Dec–Apr	$56,674.90	Projected; no benefits assumed
Permanent chief salary	May–Jun	$37,858.83	Projected
Consultant – remaining services	FY 2026–27	TBD	TBD
Facility design consultant	FY 2026–27	TBD	Procurement pending
Facility remodel	FY 2026–27	TBD	Dependent on design and funding
Technology/network implementation	FY 2026–27	TBD	MITC estimate pending
CAD/RMS annual subscription	Upon selection	$6,700–$19,000/year	ARMS preliminary proposal
CAD/RMS setup	Upon selection	~$5,100	ARMS preliminary proposal
Police vehicles / fleet	FY 2026–27 to FY 2027–28	$1,100,000	Planning estimate
Sworn startup equipment	Per officer	$10,000	Preliminary; excludes some unpriced items

Next Steps

Appointment of an interim chief; completion of POST and DOJ processes; adoption of policies and training systems; design and funding of the facility; integration of technology and records systems; recruitment and background investigations; and procurement of fleet and equipment. Staff will refine cost estimates and return to Council as necessary for contract, budget and policy approvals. The project schedule estimates January 1st, 2028 for start-up but may be modified for a sooner start date or phased implementation as the plan progresses.

Consistency with Council Priorities and Goals:

Reestablishment of the Police Department is Council's top priority.

Fiscal Impact:

Total costs are still being determined. This update provides estimates with more refined costs of personnel and start-up.

Attachments:

- Attachment 1: Willows Police Department Projected Start-up timeline.

Attachment A: Willows Police Department Projected Start-up timeline.

#	TASK	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
1	Council resolution																		
2	City ordinances establishing PD																		
3	Council approval of job descriptions and salaries																		
4	Submit application to POST																		
5	Obtain Lexipol contract																		
6	Facility RFQ																		
7	GAP Services																		
8	Interim chief process and appointment																		
9	Facility design																		
10	Facility remodel																		
11	Obtain CAD/RMS system																		
12	Approve PD insignia																		
13	Establish uniform specs																		
14	Chief recruitment/appointment																		
15	Complete POST Certification process																		
16	Admin Services Tech recruitment/appointment																		
17	Sergeant recruitment/appointment																		
18	Officer recruitment/appointment																		
19	CSO recruitment/appointment																		
20	Officer orientatin/ field training																		
21	Purchase vehicles																		
22	Configure/personalize Lexipol																		
23	Acquire/establish PD computer network																		
24	Configure CAD/RMS																		
25	Complete DOJ ORI application																		
26	Establish CLETS Administrator																		
27	Establish POST EDI connection																		
28	Develop FTO program/obtain POST approval																		

Completed

In-progress

Upcoming/pending



PUBLIC HEARING

Date: November 24, 2026

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development & Services Director

Subject: Amendments to the Fiscal Year 2026-2027 Master Fee Schedule

Recommendation:

Conduct a public hearing and adopt the resolution (Attachment 1) amending the Master Fee Schedule, effective January 23, 2027.

Rationale for Recommendation:

The amendments establish fees for solar battery permits and court use, consolidate planning and field inspection categories, revise engineering deposits, correct fire inspection billing, and clarify credit-card processing charges.

Background:

The current Master Fee Schedule took effect July 1, 2026. During implementation, staff identified billing descriptions that require correction and services that should be listed separately. The Fire Department also requested an actual-cost provision for additional enforcement when documented fire and life safety violations remain uncorrected.

Discussion & Analysis:

The proposed amendments update the City's Master Fee Schedule to reflect how departments process permits, conduct inspections, and charge for recreation facilities. The changes would establish a $300 solar battery permit fee and consolidate the minor and major categories for use permits and variances. A Conditional Use Permit would carry a $398 flat fee plus a $2,500 deposit, and a Variance would carry a $286 flat fee plus a $1,251 deposit. For building plan review, civil plan review, and civil field inspection, the initial deposit for each applicable service would be 65% of the permit fee, with a single field inspection category. Deposits would be reconciled against actual costs.

The fire amendments would change the twice-failed annual inspection and new-business reinspection fees from a flat $104 charge to $104 per hour. The initial new-business inspection would remain $104. The same hourly rate would apply to annual inspections of multifamily properties with four or more units, daycare inspections, hotel and motel inspections, and documented follow-up enforcement for

uncorrected violations. Exhibit A sets out the billing exclusions and the owner's opportunity to contest enforcement charges.

The recreation amendments would establish a $15 hourly fee for tennis and pickleball court lighting and a $50 daily pickleball court reservation fee, consistent with existing softball lighting and tennis reservation rates. The schedule would also clarify which credit-card fee applies: 3.75% for building permits and business licenses processed through Tyler Tech, and 3% for encroachment and planning permits. Staff recommends a common effective date of January 23, 2027, for all amendments.

January 23, 2027 is proposed as the common effective date, 60 days after the November 24, 2026 hearing and adoption. This accommodates the minimum waiting period for covered development-processing fees under Government Code section 66017. Existing fees remain applicable until the amendments become effective.

Consistency with Council Priorities and Goals:

The amendments support the Council's Financial Stability priority by establishing fees for services that require staff time and aligning inspection and review charges with the actual cost of providing those services.

Fiscal Impact:

The revised fees will help the City more accurately recover the cost of staff time spent on permit reviews, inspections, and enforcement.

Attachments:

- Attachment 1- Master Fee Schedule Resolution
- Attachment 2- Master Fee Schedule Redline
- Attachment 3- Master Fee Schedule Clean Version

City of Willows
Resolution XX-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING THE FISCAL YEAR 2026-2027 MASTER FEE SCHEDULE FOR BUILDING, PLANNING, ENGINEERING, FIRE, PARK AND RECREATION, AND CREDIT CARD PROCESSING

WHEREAS, the City has adopted a Master Fee Schedule effective July 1, 2026; and

WHEREAS, the proposed revisions establish solar battery permit and recreation fees, consolidate planning and field inspection categories, revise engineering deposits, update fire inspection and enforcement charges, and clarify credit-card processing fees; and

WHEREAS, the Council has considered the staff report, supporting cost and revenue information, and oral and written testimony at a duly noticed public hearing; and

WHEREAS, the charges are intended to recover the costs of the identified services, facility uses, and payment processing in accordance with applicable law; and

WHEREAS, planning and engineering deposits are advances toward the cost of the applicable service and are reconciled against actual reasonable costs under a cost recovery agreement; and

WHEREAS, a common effective date of January 23, 2027, allows the City to publish the revised schedule and begin applying all amendments on the same date.

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

1. The foregoing recitals are incorporated. Based on the record presented, the Council finds that the service and processing fees do not exceed the estimated reasonable cost of the applicable service and that the recreation charges relate to the specified use of City facilities.

2. The Council adopts the fees, deposits, category consolidations, and fire enforcement provisions in Exhibit A, attached and incorporated. Prior schedule provisions are superseded only to the extent expressly amended by Exhibit A.

3. The resolution takes effect upon adoption. All amendments shall apply prospectively beginning January 23, 2027, no sooner than 60 days after adoption for fees subject to Government Code section 66017. The initial new-business fire inspection remains a flat $104 fee. Fire enforcement charges require the notice and opportunity to contest stated in Exhibit A.

4. The initial deposit for each applicable engineering service listed in Exhibit A shall equal 65% of the applicable permit fee. Planning and engineering deposits shall be administered under cost recovery agreements and reconciled against actual reasonable costs. The City shall refund unused funds or bill any additional amount due, subject to applicable law, including Government Code section 66014.

5. The City Manager or designee shall implement these amendments and incorporate them into the Master Fee Schedule. Each credit-card transaction shall be assessed only the applicable processing charge. This resolution does not authorize duplicate recovery for the same cost or staff time.

6. If any provision is held invalid, the remaining provisions shall remain in effect. The City Clerk shall certify adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of November, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Evan Hutson, Mayor

ATTESTED:

_____
Karleen Price, City Clerk

Exhibit A

Master Fee Schedule Amendments

Effective January 23, 2027

Fee Description	Fee	Application
Twice Failed Annual Fire Inspection Fee	$104 per hour	Replaces flat $104 reinspection fee
Multifamily Residential Annual Inspection (4+ units)	$104 per hour	New fee
Daycare Fire Inspection	$104 per hour	New fee
Hotels and Motels	$104 per hour	New fee
New Business Fire Reinspection	$104 per hour	Replaces flat New Business Re-Inspection fee
Fire Code Enforcement - Repeat Violations and Noncompliance	$104 per hour	Actual documented staff time; provisions below apply
Tennis/Pickleball Lighting	$15 per hour	New fee
Pickleball Court Reservation	$50 per day	New fee
Tyler Tech Credit Card Convenience Fee	3.75% of fee	Building permits and business licenses
Credit Card Convenience Fee	3% of fee	Encroachment and planning permits
Civil Plan Review Deposit	65% of the applicable permit fee	Initial CRA deposit replacing 4% of total project cost; actual-cost reconciliation applies
Solar Battery	$300 per permit	Flat fee for each solar battery permit
Conditional Use Permit	$398 flat fee plus $2,500 CRA deposit	Replaces minor and major use permit entries
Variance	$286 flat fee plus $1,251 CRA deposit	Replaces minor and major variance entries
Building Plan Review	65% of the applicable permit fee	Initial CRA deposit replacing 4% of total project cost
Civil Field Inspection Deposit	65% of the applicable permit fee	One initial CRA deposit category replaces minor (2%) and major (4%) deposits based on total project cost

City of Willows Master Fee Schedule

Effective ~~July 1, 2026~~ January 23, 2027

Redline legend ~~Deleted text~~ Added text Black text is unchanged.

Business License Fees

Fee Description	Unit	Term	Fee	Notes
New Business License	Flat	One Time	$114.00	Prorated Quarterly
Soliciting/Delivery Vehicles	Flat	One Time	$62.00	
Auctioneer	Flat	One Time	$62.00	
Contractors/No Fixed Place of Business	Flat	One Time	$62.00	
Renewal	Flat	Annual	$62.00	
License Renewal Late Fee	Percentage	Monthly	5%	5% of the unpaid license tax assessed on the last day of each month past due, capped at 50% of the renewal cost
Duplicate Business License	Flat	Per Occurrence	$25.00	

Park and Recreation Fees

Fee Description	Unit	Term	Fee	Notes
City Park Rental	Flat	Per Day	$40.00	A Certificate of General Liability Insurance is required in the amount of $1 million showing the “City of Willows” as “additionally insured” for any events with over 150 attendees OR if a jump house, climbing walls or other private and potentially dangerous equipment is used.
Park Electrical Use	Hourly	Per Hour	$5.00	
Street Use Permit	Flat	Flat	$40.00	
Youth Sports Registration	Per Participant	Per Sport	$50.00	
Softball Field Rental	Per Field	Per Day	$40.00	
Softball Field Prep	Per Field	Per Day	$50.00	
Softball Lights	Per Field	Per Hour	$15.00	
City Pool	Per Participant	Per Day	$3.00	
Tennis Court Reservation	Per Court	Per Day	$50.00	
Tennis/Pickleball Lighting	Hourly	Per Hour	$15.00	
Pickleball Court Reservation	Per Day		$50.00	

Building Permit Fees

Fee Description	Unit	Term	Fee	Notes
New Buildings	Variable	Each Permit	Valuation Formula	See Valuation Formula
Additions	Variable	Each Permit	Valuation Formula	See Valuation Formula
Alterations	Variable	Each Permit	Valuation Formula	See Valuation Formula
Generator Installation	Variable	Each Permit	Valuation Formula	See Valuation Formula
Grading Permit	Flat	Each Permit	$129.00	
Plumbing	Flat	Each Permit	$129.00	
Mechanical	Flat	Each Permit	$129.00	
Siding/Stucco	Flat	Each Permit	$129.00	
In-Ground Pool	Flat	Each Permit	$334.00	
Installation of Softener, Pond pump, Fountain, etc.	Flat	Each Permit	$129.00	
Main Panel Upgrade	Flat	Each Permit	$106.00	
Electrical			$129.00	
Re-Roof	Flat	Each Permit	$280.00	
Water Heater Change Out	Flat	Each Permit	$106.00	
Fire Sprinkler Installation	Per Sprinkler	25 Sprinklers	$217.00	
Fire Sprinkler Modifications	Per Sprinkler	25 Sprinklers	$106.00	
Fire Alarm/Control Panel	Flat	Each Permit	$129.00	
Demolition Permit	Flat	Each Permit	$169.00	
Sign Permit	Flat	Each Permit	$169.00	
Additional Inspection Fee	Flat	Each Permit	$102.00	
Wood Stove Insert	Flat	Each Permit	$147.00	
Window Change out Like for Like	Flat	Each Permit	$129.00	
Electrical Vehicle Charging Station	Flat	Each Permit	$106.00	
Commercial Solar 50 KW or Less	Flat	Each Permit	$1,000.00	
Commercial Solar More Than 50 KW to 250KW	Flat	Each Permit	$1,000.00 + $7 Per KW after 50 KW up to 250 KW	

Building Permit Fees continued

Fee Description	Unit	Term	Fee	Notes
Commercial Solar More Than 250KW,	Flat	Each Permit	$2,400.00 + $5 per KW after 250 KW	
Residential Solar 15KW or less	Flat	Each Permit	$450.00	
Residential Solar More Than 15KW	Flat	Each Permit	$450 + $15 per KW above 15KW	
Removal of Solar/Reinstall of Solar	Flat	Each Permit	$129.00	
Solar Battery	Flat	Each Permit	$300	

Other Building Fees

Fee Description	Unit	Term	Fee	Notes
Working Without a Permit	Flat	Per Occurrence	$350.00	
Working Without a Permit (Second Offense)	Flat	Per Occurrence	$700.00	
Additional Inspections	Flat	Per Inspection	$99.00	
Permit Revisions	Flat	Per Revision	$80.00	
Renewal of Expired Permit	Flat	Per Renewal	$104.00	
General Plan Fee	Percentage	Each Permit	4% of Permit Cost	
Software Fee	Percentage	Each Permit	4% of Permit Cost	
BSASRF Fee (State Fee)	Variable	Each Permit	$1 for every $25,000 in valuation	
SMIP- Category 1	Variable	Select Permits	CASE WHEN [Valuation]<=$3,850 THEN 0.50 ELSE .00013* [Valuation]	
SMIP- Category 2	Variable	Select Permits	CASE WHEN [Valuation]<=$1,786 THEN 0.50 ELSE .00028*[Valuation]	

Building Valuation Formula

Project Valuation	Base Cost	Plus	Per Additional Valuation	Notes
$1.00 to $500	$50.23		$0.00	
$501 to $2,000	$51.32	$6.66	$100.00	
$2001 to 25,000	$151.25	$30.58	$1,000.00	
$25,001 to $50,000	$854.49	$22.06	$1,000.00	
$50,001 to $100,000	$1,405.94	$15.29	$1,000.00	
$100,001 to $500,000	$2,170.34	$12.23	$1,000.00	
$500,001 to $1,000,000	$7,062.47	$10.37	$1,000.00	

Project Valuation	Base Cost	Plus	Per Additional Valuation	Notes
$1,000,001 and up	$12,249.45	$6.92	$1,000.00	

Planning Fees

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Certificate of Compliance	Flat + CRA	$109.00	$1,669.00	CRA amounts are estimates, actual cost may vary.
Design Review	Flat + CRA	$339.00	$1,043.00	CRA amounts are estimates, actual cost may vary.
Categorical Exemption	Flat	$234.00		
Notice of Determination (NOD)	Flat+ County Posting Fee	$234.00		County Posting Fee in addition to Flat Fee
Initial Study w/minor Neg. Dec	Flat + CRA	$365.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Initial Study w/MND	Flat + CRA	$365.00	$8,347.00	CRA amounts are estimates, actual cost may vary.
Environmental Report (EIR)	Flat + CRA	$834.00		Deposit determined per project
Tentative Parcel Maps (4 or few lots)	Flat + CRA	$339.00	$1,043.00	CRA amounts are estimates, actual cost may vary.
Tentative Parcel Maps (4 or few lots) - per lot	Flat	$33.00		
Tentative Subdivision Maps (5 or more lots)	Flat + CRA	$339.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Tentative Subdivision Maps (5 or more lots) - per lot	Flat	$33.00		
Vesting Tentative Map	Flat + CRA	$365.00	$8,347.00	CRA amounts are estimates, actual cost may vary.
Vesting Tentative Map - per lot	Flat	$33.00		
Extensions and Revisions to Approved Plan	Flat + CRA	$339.00	$626.00	CRA amounts are estimates, actual cost may vary.
Final Maps	Flat + CRA	$339.00	$834.00	CRA amounts are estimates, actual cost may vary.
Final Maps - per lot	Flat	$33.00		
General Plan Amendment	Flat + CRA	$599.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Home Occupation	Flat	$89.00	$0.00	
Lot Line Adjustment	Flat + CRA	$109.00	$834.00	CRA amounts are estimates, actual cost may vary.
Lot Merger	Flat + CRA	$109.00	$834.00	CRA amounts are estimates, actual cost may vary.
Rezone or Prezone	Flat + CRA	$365.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Sign Permit	Flat	$313.00		

Planning Fees continued

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Temporary Use Permit	Flat	$469.00		
Land Use Maps	Flat	$103.00		
Zoning Map	Flat	$103.00		
~~Minor~~ Conditional Use Permit	Flat + CRA	~~$198.00~~$398	~~$1,669.00~~ $2,500	CRA amounts are estimates, actual cost may vary.
~~Major Use Permit~~	~~Flat + CRA~~	~~$599.00~~	~~$3,338.00~~	~~CRA amounts are estimates, actual cost may vary.~~
~~Minor~~ Variance	Flat + CRA	~~$234.00~~ $286	~~$834.00~~ $1,251	CRA amounts are estimates, actual cost may vary.
~~Major Variance~~	~~Flat + CRA~~	~~$339.00~~	~~$1,669.00~~	~~CRA amounts are estimates, actual cost may vary.~~
Zoning Clearance Letter	Flat	$130.00		
Appeal to PC or CC	Flat	$626.00		
Site Plan Review	Flat	$187.00	$187.00	CRA amounts are estimates, actual cost may vary.
2nd Pre-Development Meeting Fee	Flat	$104.00		1st meeting is free, $104 for each additional meeting.
CEQA filing fees	Flat	Applicants will pay current rate for filing fees		

Engineering Fees

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Final Map Checking Fee	CRA		$2,086.00	CRA amounts are estimates, actual cost may vary.
Parcel Map Checking Fee	CRA		$1,565.00	CRA amounts are estimates, actual cost may vary.
Lot Line Adjustment Checking Fee	CRA		$521.00	CRA amounts are estimates, actual cost may vary.
Lot Merger Checking Fee	CRA		$521.00	CRA amounts are estimates, actual cost may vary.
Deed Review/Processing	CRA		$1,043.00	CRA amounts are estimates, actual cost may vary.
Building Plan Review	CRA		~~4% of Total Project Cost~~ 65% of the applicable permit fee	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit ~~- Minor~~	CRA		~~2% of Total Project Cost~~ 65% of the applicable permit fee	CRA amounts are estimates, actual cost may vary.
~~Civil Field Inspection Deposit - Major~~	~~CRA~~		~~4% of Total Project Cost~~	~~CRA amounts are estimates, actual cost may vary.~~
Civil Plan Review Deposit	CRA		~~4% of Total Project Cost~~ 65% of the applicable permit fee	CRA ~~amounts are estimates, actual cost may vary.~~ CRA amounts are estimates, actual cost may vary.
Encroachment Permit	Flat	$219.00		Fee includes two inspections, a cost $79 will be charged for every additional inspection.

Fire Fees

Fee Description	Unit	Term	Fee	Notes
False Fire Alarm Activation (4th offense)	Flat	Per Offense	$500.00	
False Fire Alarm Activation (6th offense)	Flat	Per Offense	$750.00	
False Fire Alarm Activation (8th offense)	Flat	Per Offense	$1,000.00	
Fireworks Stand/Booth	Flat	Each Permit	$51.00	
Twice Failed Annual Fire Inspection Fee	~~Flat~~ Hourly	Per ~~Re-Inspection~~ Hour	$104.00	
New Business Fire Inspection	Flat	First Inspection	$104.00	
New Business ~~Re-Inspection~~ Fire Reinspection	~~Flat~~ Hourly	Per ~~Re-Inspection~~ Hour	$104.00	
Multifamily Residential Annual Inspection (4+ units)	Hourly	Per Hour	$104.00	
Daycare Fire Inspection	Hourly	Per Hour	$104.00	
Hotels and Motels	Hourly	Per Hour	$104.00	
Fire Code Enforcement - Repeat Violations and Noncompliance	Hourly	Per Hour	$104.00	

Sewer Connection Fees

Fee Description	Unit	Conversions	Fee	Notes
Residential Premises	Per Dwelling		$1,250.0	
Motel/hotel with restaurant facilities	Per Room	1 room = 1.00	$1,250.0	
Motel/hotel without restaurant facilities	Per Room	1 room = 0.50	$625.00	
Convalescent hospitals	Per Room	1 bed = 0.50	$625.00	
Hospitals	Per Bed	1 bed = 0.50	$625.00	
Dormitory or group dwelling with food services or boarding house	Per Occupant	3 occ. = 1.00	$416.00	Number of occupants to be determined by Director of Public Works at time of application.
Dormitory without food services; or rooming house	Per Occupant	6 occ. = 1.00	$209.00	Number of occupants to be determined by Director of Public Works at time of application.
Schools, including but not limited to elementary, secondary, colleges and universities	Per FTE	9.2 FTE = 1.00	$135.00	FTE equals full time equivalent student
All Other	Per Acre		$4,601.00	Acreage - Gross acres excluding dedicated public streets.

Miscellaneous Fees

Fee Description	Unit	Term	Fee	Notes
Tyler Tech Credit Card Convenience Fee	Percentage	Per Transaction	3.75% of fee	For all building permits and business licenses.
Credit Card Convenience Fee	Percentage	Per Transaction	3% of ~~Total~~ fee	For all encroachment and planning permits.
Shipping Cost	Variable	Per Transaction	Actual Cost	
B/W Copies	Page	Per Page	$0.25	
Color Copies	Page	Per Page	$1.00	

City of Willows Master Fee Schedule

Effective January 23, 2027

Business License Fees

Fee Description	Unit	Term	Fee	Notes
New Business License	Flat	One Time	$114.00	Prorated Quarterly
Soliciting/Delivery Vehicles	Flat	One Time	$62.00	
Auctioneer	Flat	One Time	$62.00	
Contractors/No Fixed Place of Business	Flat	One Time	$62.00	
Renewal	Flat	Annual	$62.00	
License Renewal Late Fee	Percentage	Monthly	5%	5% of the unpaid license tax assessed on the last day of each month past due, capped at 50% of the renewal cost
Duplicate Business License	Flat	Per Occurrence	$25.00	

Park and Recreation Fees

Fee Description	Unit	Term	Fee	Notes
City Park Rental	Flat	Per Day	$40.00	A Certificate of General Liability Insurance is required in the amount of $1 million showing the “City of Willows” as “additionally insured” for any events with over 150 attendees OR if a jump house, climbing walls or other private and potentially dangerous equipment is used.
Park Electrical Use	Hourly	Per Hour	$5.00	
Street Use Permit	Flat	Flat	$40.00	
Youth Sports Registration	Per Participant	Per Sport	$50.00	
Softball Field Rental	Per Field	Per Day	$40.00	
Softball Field Prep	Per Field	Per Day	$50.00	
Softball Lights	Per Field	Per Hour	$15.00	
City Pool	Per Participant	Per Day	$3.00	
Tennis Court Reservation	Per Court	Per Day	$50.00	
Tennis/Pickleball Lighting	Hourly	Per Hour	$15.00	
Pickleball Court Reservation	Per Day		$50.00	

Building Permit Fees

Fee Description	Unit	Term	Fee	Notes
New Buildings	Variable	Each Permit	Valuation Formula	See Valuation Formula
Additions	Variable	Each Permit	Valuation Formula	See Valuation Formula
Alterations	Variable	Each Permit	Valuation Formula	See Valuation Formula
Generator Installation	Variable	Each Permit	Valuation Formula	See Valuation Formula
Grading Permit	Flat	Each Permit	$129.00	
Plumbing	Flat	Each Permit	$129.00	
Mechanical	Flat	Each Permit	$129.00	
Siding/Stucco	Flat	Each Permit	$129.00	
In-Ground Pool	Flat	Each Permit	$334.00	
Installation of Softener, Pond pump, Fountain, etc.	Flat	Each Permit	$129.00	
Main Panel Upgrade	Flat	Each Permit	$106.00	
Electrical			$129.00	
Re-Roof	Flat	Each Permit	$280.00	
Water Heater Change Out	Flat	Each Permit	$106.00	
Fire Sprinkler Installation	Per Sprinkler	25 Sprinklers	$217.00	
Fire Sprinkler Modifications	Per Sprinkler	25 Sprinklers	$106.00	
Fire Alarm/Control Panel	Flat	Each Permit	$129.00	
Demolition Permit	Flat	Each Permit	$169.00	
Sign Permit	Flat	Each Permit	$169.00	
Additional Inspection Fee	Flat	Each Permit	$102.00	
Wood Stove Insert	Flat	Each Permit	$147.00	
Window Change out Like for Like	Flat	Each Permit	$129.00	
Electrical Vehicle Charging Station	Flat	Each Permit	$106.00	
Commercial Solar 50 KW or Less	Flat	Each Permit	$1,000.00	
Commercial Solar More Than 50 KW to 250KW	Flat	Each Permit	$1,000.00 + $7 Per KW after 50 KW up to 250 KW	

Building Permit Fees continued

Fee Description	Unit	Term	Fee	Notes
Commercial Solar More Than 250KW,	Flat	Each Permit	$2,400.00 + $5 per KW after 250 KW	
Residential Solar 15KW or less	Flat	Each Permit	$450.00	
Residential Solar More Than 15KW	Flat	Each Permit	$450 + $15 per KW above 15KW	
Removal of Solar/Reinstall of Solar	Flat	Each Permit	$129.00	
Solar Battery	Flat	Each Permit	$300	

Other Building Fees

Fee Description	Unit	Term	Fee	Notes
Working Without a Permit	Flat	Per Occurrence	$350.00	
Working Without a Permit (Second Offense)	Flat	Per Occurrence	$700.00	
Additional Inspections	Flat	Per Inspection	$99.00	
Permit Revisions	Flat	Per Revision	$80.00	
Renewal of Expired Permit	Flat	Per Renewal	$104.00	
General Plan Fee	Percentage	Each Permit	4% of Permit Cost	
Software Fee	Percentage	Each Permit	4% of Permit Cost	
BSASRF Fee (State Fee)	Variable	Each Permit	$1 for every $25,000 in valuation	
SMIP- Category 1	Variable	Select Permits	CASE WHEN [Valuation]<=$3,850 THEN 0.50 ELSE .00013* [Valuation]	
SMIP- Category 2	Variable	Select Permits	CASE WHEN [Valuation]<=$1,786 THEN 0.50 ELSE .00028*[Valuation]	

Building Valuation Formula

Project Valuation	Base Cost	Plus	Per Additional Valuation	Notes
$1.00 to $500	$50.23		$0.00	
$501 to $2,000	$51.32	$6.66	$100.00	
$2001 to 25,000	$151.25	$30.58	$1,000.00	
$25,001 to $50,000	$854.49	$22.06	$1,000.00	
$50,001 to $100,000	$1,405.94	$15.29	$1,000.00	
$100,001 to $500,000	$2,170.34	$12.23	$1,000.00	
$500,001 to $1,000,000	$7,062.47	$10.37	$1,000.00	
$1,000,001 and up	$12,249.45	$6.92	$1,000.00	

Planning Fees

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Certificate of Compliance	Flat + CRA	$109.00	$1,669.00	CRA amounts are estimates, actual cost may vary.
Design Review	Flat + CRA	$339.00	$1,043.00	CRA amounts are estimates, actual cost may vary.
Categorical Exemption	Flat	$234.00		
Notice of Determination (NOD)	Flat+ County Posting Fee	$234.00		County Posting Fee in addition to Flat Fee
Initial Study w/minor Neg. Dec	Flat + CRA	$365.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Initial Study w/MND	Flat + CRA	$365.00	$8,347.00	CRA amounts are estimates, actual cost may vary.
Environmental Report (EIR)	Flat + CRA	$834.00		Deposit determined per project
Tentative Parcel Maps (4 or few lots)	Flat + CRA	$339.00	$1,043.00	CRA amounts are estimates, actual cost may vary.
Tentative Parcel Maps (4 or few lots) - per lot	Flat	$33.00		
Tentative Subdivision Maps (5 or more lots)	Flat + CRA	$339.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Tentative Subdivision Maps (5 or more lots) - per lot	Flat	$33.00		
Vesting Tentative Map	Flat + CRA	$365.00	$8,347.00	CRA amounts are estimates, actual cost may vary.
Vesting Tentative Map - per lot	Flat	$33.00		
Extensions and Revisions to Approved Plan	Flat + CRA	$339.00	$626.00	CRA amounts are estimates, actual cost may vary.
Final Maps	Flat + CRA	$339.00	$834.00	CRA amounts are estimates, actual cost may vary.
Final Maps - per lot	Flat	$33.00		
General Plan Amendment	Flat + CRA	$599.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Home Occupation	Flat	$89.00	$0.00	
Lot Line Adjustment	Flat + CRA	$109.00	$834.00	CRA amounts are estimates, actual cost may vary.
Lot Merger	Flat + CRA	$109.00	$834.00	CRA amounts are estimates, actual cost may vary.
Rezone or Prezone	Flat + CRA	$365.00	$4,173.00	CRA amounts are estimates, actual cost may vary.
Sign Permit	Flat	$313.00		

Planning Fees continued

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Temporary Use Permit	Flat	$469.00		
Land Use Maps	Flat	$103.00		
Zoning Map	Flat	$103.00		
Conditional Use Permit	Flat + CRA	$398	$2,500	CRA amounts are estimates, actual cost may vary.
Variance	Flat + CRA	$286	$1,251	CRA amounts are estimates, actual cost may vary.
Zoning Clearance Letter	Flat	$130.00		
Appeal to PC or CC	Flat	$626.00		
Site Plan Review	Flat	$187.00	$187.00	CRA amounts are estimates, actual cost may vary.
2nd Pre-Development Meeting Fee	Flat	$104.00		1st meeting is free, $104 for each additional meeting.
CEQA filing fees	Flat	Applicants will pay current rate for filing fees		

Engineering Fees

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Final Map Checking Fee	CRA		$2,086.00	CRA amounts are estimates, actual cost may vary.
Parcel Map Checking Fee	CRA		$1,565.00	CRA amounts are estimates, actual cost may vary.
Lot Line Adjustment Checking Fee	CRA		$521.00	CRA amounts are estimates, actual cost may vary.
Lot Merger Checking Fee	CRA		$521.00	CRA amounts are estimates, actual cost may vary.
Deed Review/Processing	CRA		$1,043.00	CRA amounts are estimates, actual cost may vary.
Building Plan Review	CRA		65% of the applicable permit fee	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit	CRA		65% of the applicable permit fee	CRA amounts are estimates, actual cost may vary.
Civil Plan Review Deposit	CRA		65% of the applicable permit fee	CRA amounts are estimates, actual cost may vary.
Encroachment Permit	Flat	$219.00		Fee includes two inspections, a cost $79 will be charged for every additional inspection.

Fire Fees

Fee Description	Unit	Term	Fee	Notes
False Fire Alarm Activation (4th offense)	Flat	Per Offense	$500.00	
False Fire Alarm Activation (6th offense)	Flat	Per Offense	$750.00	
False Fire Alarm Activation (8th offense)	Flat	Per Offense	$1,000.00	
Fireworks Stand/Booth	Flat	Each Permit	$51.00	
Twice Failed Annual Fire Inspection Fee	Hourly	Per Hour	$104.00	
New Business Fire Inspection	Flat	First Inspection	$104.00	
New Business Fire Reinspection	Hourly	Per Hour	$104.00	
Multifamily Residential Annual Inspection (4+ units)	Hourly	Per Hour	$104.00	
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COMMENTS AND REPORTS



CLOSED SESSION