

CALIFORNIA PUBLIC RECORDS ACT REQUESTS

Date Received	Name of Requestor	Date Due	Document Requested	Document	Department Responsible	Extension Date	Date Completed	Hours Spent	Total Cost
6/15/2022	Terradex Inc	6/25/2022	Encroachment Permits 310 E Wood St	Response Letter	City Clerk	n/a	6/27/2022	0.5	16.73
5/31/2022	Forrest Sprague	5/31/2022	Development Impact Fee Report	Development Impact Fee Report	City Clerk	30 days 6/30/2022	6/24/2022	0.5	\$16.73
5/18/2022	Terradex Inc	5/30/2022	Encroachment permits-310 E Wood St	Response Letter	City Clerk	n/a	5/24/2022	0.5	\$16.73
5/10/2022	Forrest Sprague	5/20/2022	Copy of Development Impact Fee Report	Response Letter-No document found	City Clerk	n/a	5/17/2022	0.5	\$16.73
5/4/2022	Lisa Davis	5/16/2022	Cost to operate the High School Pool	Response Letter	City Clerk	n/a	5/4/2022	0.5	\$16.73
4/26/2022	Forrest Sprague	5/6/2022	Information on The Lew Edwards Group	Agenda, Staff Report & Min of the 11-9-21 CC Meeting	City Clerk	n/a	5/3/2022	1.5	\$50.18
4/26/2022	Ardythe Brandon	5/6/2022	Estimate of City Pool Repair Report	Swimming Pool Report Part 1	City Clerk	n/a	6/1/2022	0.5	\$16.73
4/26/2022	Ardythe Brandon	5/6/2022	Estimate of City Pool Repair Report	Swimming Pool Report Part 2	City Clerk				
4/25/2022	Dennis Asbury	5/5/2022	Charges to the Sewer Enterprise Fund	Response Letter & Docs	City Clerk		5/4/2022	3	\$100.35
4/18/2022	RaeAnn Titus	4/28/2022	Raw Data: Questions asked, # of ppl who answered, how many ppl started/finished	Response Letter & Docs and Email Response	City Clerk/City Manager		4/25/2022	0.5	\$16.73
4/14/2022	Dennis Asbury	4/25/2022	Information on the \$20k budgeted for maintenance on sewer assigned vehicles	Response Letter & Docs	City Clerk/Finance/City	n/a	4/19/2022	1.5	\$78.81
4/14/2022	SteepSteel LLC	4/25/2022	Installation on property owned by the City along w/ 24 months of payment history	Response Letter-No document found	Planning/City Clerk	n/a	4/19/2022	0.5	\$8.36
3/31/2022	Terradex Inc	4/11/2022	Encroachment Permits issued to 310 E Wood Street	No encroachment permits issued	City Engineer Maria Ehorn	n/a	4/5/2022	0.75	\$66.32
3/30/2022	Smart Source	4/9/2022	Employee Directory	No Document Found	City Clerk	n/a	4/5/2022	0.5	\$8.36
3/28/2022	Dennis Asbury	4/4/2022	HdL Company Business License	No Document Found	City Clerk	n/a	4/1/2022	0.5	\$8.36
3/28/2022	Mike Maddalena	4/7/2022	Code of Conduct City Council/ City Staff	Personnel Rules & Council Protocol Manual	City Clerk	n/a	3/29/2022	0.5	\$16.73
3/17/2022	RaeAnn Titus	3/27/2022	Customer Satisfaction Survey	Survey	City Clerk	extended to 4/17			
3/3/2022	Roberta Asbury	3/13/2022	Invoices paid/reimbursed including sewer study invoice	Legal Charges	City Clerk	n/a	3/8/2022	0.5	\$16.73
2/23/2022	Doug Ross	3/7/2022	Letter sent to Gary Evans regarding TOT tax- 601 N. Tehama St	Letter	City Clerk	n/a	3/2/2022	0.5	\$16.73
1/24/2022	Dennis Asbury	2/3/2022	Copy of Nomination Papers & Application for CC Robert Griffith	Application	City Clerk	n/a	1/24/2022	0.5	\$16.73
1/5/2022	Natalie Butler	1/15/2022	Contract w/ Calwater & Comcast Financial Statements dated 6/21	No document Found Response Letter	City Clerk Finance	n/a	1/13/2022	1.25	\$41.53
12/13/2021	Insur Adjustors & Investigators	12/23/2021	Building Permits & Cert of Occupancy-257 N Butte St.	Permits & Cert of Occupancy	Building	n/a	12/16/2021	1	\$45.13
11/23/2021	RaeAnn Titus	12/3/2021	Accounting for the Summer Swim Project 2021	Invoices for Swim Season 2021	Recreation/Finance/ City Clerk	12/15/21 extend to 01/04/22	1/3/2022	4	\$105.68
11/22/2021	Grand Jury	12/10/2021	General Plan, Protocol Manual, Contracts, Policy Manual, Certs, Reso's(Sewer)	File is too large. Available at front Counter @ City Hall	City Clerk	12/10/21 extend to 12/14/2021	12/14/2021	27	\$903.15

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11/19/2021									
11/29/2021	Forrest Sprague	12/10/2021	Minutes from 2/9/12 and Contract fees	Minutes & Contract Fees	City Clerk	n/a	12/6/2021	1.5	\$50.18
11/18/2021									
11/29/2021	Forrest Sprague	12/9/2021	Contract with Andy Heath	Contract	City Clerk	n/a	12/30/2021	0.5	\$16.73
11/18/2021									
11/29/2021	Forrest Sprague	12/9/2021	Contract/MOU's	Contracts/MOU's	City Clerk	n/a	12/30/2021	3	\$100.35
11/15/2021	Jessica Martinez	11/25/2021	Permits-444 S Shasta St	Permits	Building	n/a	11/22/2021	0.5	\$22.57
11/10/2021	Gary Evans	11/20/2022	Permit Fees & Planning Impounds-601 N. Tehama St	Permit Fees & Planning Impounds	Building/Planning/ City Clerk	n/a	12/3/2021	2.25	\$182.08
11/3/2021	Global Zoning	11/13/2021	Cert of Occ, open/active building & fire code violations 1201 W Wood	No open/active fire code violations, Cert of Occupancy	Building City Clerk	n/a	11/3/2021		
10/25/2021	Adele Foley	11/4/2021	Copy of plans for NEWCSD Sewer	Sewer Map	Building City Clerk		11/3/2021	1.75	\$70.22
10/25/2021	Adele Foley	11/4/2021	Copy of plans for NEWCSD Sewer	Wastewater Treatment Plant plans	City Engineer	n/a	10/25/2021	0.5	\$87.50
10/19/2021	RaeAnn Titus	10/29/2021	Employment/Employer Info for Principal Planner Karen Mantele	Employer Information	City Manager	n/a	10/19/2021	0.5	\$45.92
10/18/2021	NDDS	10/28/2021	Enviro Info 226 N Humboldt (KFC)	226 N Humboldt	Building City Clerk	n/a	10/19/2021	1.5	\$61.86
9/29/2021	Dennis Asbury	10/8/2021	Contract City of Willows/NBS Consulting Services	NBS Contract	City Clerk Attorney	n/a	10/1/2021	1.5	\$129.23
9/21/2021	Dennis Asbury	11/1/2021	Complete Recall Process & Number of Signatures needed	Recall Process Information	City Clerk	n/a	10/21/2021	0.5	\$16.73
9/15/2021	Dennis Asbury	9/24/2021	City Sewer Hook Ups that have been paid the last 2 years	City Sewer Hook Ups	City Clerk	n/a	9/17/2021	0.75	\$25.09
9/15/2021	American Transparency	9/25/2021	Electronic Payment Transactions FY 2020	Payment Transactions	Finance	9/17/21 extend to 10/01/21	9/22/2021	0.5	\$16.16
9/15/2021	Jeannie Rakestraw	9/15/2021	Jet Truck Records/records showing the work done	Jet Truck	Public Works	n/a	9/22/2021	0.5	\$24.85
9/12/2021	Brian Bonner	9/22/2022	Legal Charges last 3 yrs, outcome of litigation	Legal Charges File #1	City Manager/ Attorney/Paralegal		10/1/2021		
9/12/2021	Brian Bonner	9/22/2022	Legal Charges last 3 yrs, outcome of litigation	Legal Charges File #2	City Manager/ Attorney/Paralegal		10/1/2021	8	\$1,280.52
9/10/2021	NDDS	9/25/2021	Information on 226 N Humboldt (KFC)	Permits	Building	n/a	9/21/2021	1.5	\$67.70
9/6/2021	Dennis Asbury	9/16/2021	Budget Definition Key	Budget Definition Key	City Clerk	n/a	9/20/2021	0.5	\$16.73
9/6/2021	Dennis Asbury	9/16/2021	Any funds spent on the sewer fund and contract				waiting on invoice		