



Willows City Council Regular Meeting

March 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
Matt Busby, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

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

Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/83119693828>

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

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **CEREMONIAL**

- a. **Proclamation – National Vietnam War Veterans Day**
- b. **Proclamation – National Volunteer Week**

6. **PRESENTATION**

a. **PG&E Local Government Forum**

Recommended Action: Receive PG&E's brief summary of its layers of protection, legislative priorities, and affordability programs.

Presented by: David Maung, Local Government Affairs Representative, PG&E

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

7. **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 March 5, 2026 Special Townhall Meeting, the March 10, 2026 City Council Meeting, and the March 16, 2026 Special City Council Meeting.

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

c. Appointments to Northern California Cities Self Insurance Fund (NCCSIF)

Board of Directors

Recommended Action: Adopt Resolution XX-2026 approving the appointment of the City Manager position, to the Northern California Cities Self Insurance Fund (NCCSIF) Board of Directors to represent the City's insurance interests, and the Finance Director position, as the Alternate.

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

d. California Cities Week

Recommended Action: Adopt Resolution XX-2026 declaring support for California Cities Week, April 19-25, 2026.

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

8. 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. Reject All Bids and Authorize Re-Advertisement of the Sycamore Park Beautification Project

Recommended Action: Adopt Resolution XX-2026 (Attachment 1) rejecting all bids associated with the Willows Mobility, Recreation, and Beautification Project, also known as the Sycamore Park Beautification Project, and authorizing the re-bidding the Project.

Contact: Laurie Loaiza, City Engineer, lloaiza@dccm.com

b. Police Chief/Interim Police Chief Recruitment Costs & Process

Recommended Action: Discuss the associated costs with recruiting and appointing a Police Chief or Interim Police Chief to assist the City of Willows with re-establishing its Police Department (PD), as well as the total costs to start and operate a new PD.

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

9. COMMENTS & REPORTS

a. Council Correspondence

b. City Council Comments & Reports

c. City Manager's Report

10. CLOSED SESSION

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

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

Title: City Manager

11. ADJOURNMENT

This agenda was posted on March 20, 2026.

Karleen Price, City Clerk

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

The City of Willows is an Equal Opportunity Provider.



CEREMONIAL MATTERS



City of Willows

Proclamation

National Vietnam War Veterans Day

WHEREAS, the United States of America Vietnam War Commemoration gives all Americans the opportunity to recognize, honor and thank our Vietnam Veterans and their families for their service and sacrifices during the Vietnam War from November 1, 1955 - April 30, 1975; and

WHEREAS, more than 9,000 organizations across America have joined with the Department of Defense as Commemorative Partners to honor our Nation's Vietnam Veterans, including the Jacob Bennett Chapter of the New Mexico State Organization National Society of the Daughters of the American Revolution; and

WHEREAS, the commemoration includes the 9 million Americans, approximately 7 million living today, who served in the United States Armed Forces during this period, and makes no distinction between those who served in-country, in-theater, or were stationed elsewhere during those 20 years because all of them answered the call of duty; and

WHEREAS, on March 28, 2017, the U.S. government passed the Vietnam War Veterans Recognition Act officially recognizing March 29 as National Vietnam War Veterans Day.

NOW THEREFORE, 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 **March 29, 2026**, as **Vietnam War Veterans Day** and urge all citizens of Willows to recognize the valor and sacrifice of our veterans of the Vietnam War through ceremonies and prayers.

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

Evan Hutson, Mayor





City of Willows
Proclamation

National Volunteer Week

WHEREAS, National Volunteer Week is an annual celebration that recognizes the contributions of volunteers and the positive impact they make in communities across the nation; and

WHEREAS, volunteers play a vital role in strengthening the City of Willows by giving their time, talents, and energy to support local programs, services, and community initiatives; and

WHEREAS, the spirit of volunteerism enhances the quality of life for all residents by fostering compassion, civic pride, and community engagement; and

WHEREAS, volunteers support a wide range of services, including public safety programs, community events, youth and senior services, nonprofit organizations, and neighborhood improvement efforts; and

WHEREAS, numerous civic organizations within the City of Willows exemplify the spirit of volunteerism through their ongoing commitment to service, supporting community programs, assisting those in need, and contributing to the overall well-being of the community; and

WHEREAS, the City of Willows is grateful for the dedication and generosity of its volunteers who help make the community a better place to live, work, and visit.

NOW THEREFORE, 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 **April 19 through April 25, 2026**, as **National Volunteer Week** in the City of Willows, and encourage all residents to recognize and thank volunteers for their service and to consider volunteering to support and strengthen our community.

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

Evan Hutson, Mayor





PRESENTATION



PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Check Register

Packet: APPKT00570 - CHECK RUN 3-13-26

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1008	A.T.& T.	03/13/2026	Regular	0.00	864.57	56494
1014	ACCESS	03/13/2026	Regular	0.00	104.73	56495
2496	ALLIANT INSURANCE SERVICE	03/13/2026	Regular	0.00	63.00	56496
2488	BRITT GLOBAL INDUSTRIES LLC	03/13/2026	Regular	0.00	2,500.00	56497
1172	CALIFORNIA WATER SERVICE	03/13/2026	Regular	0.00	3,577.66	56498
	Void	03/13/2026	Regular	0.00	0.00	56499
1219	CENGAGE LEARNING INC/GALE	03/13/2026	Regular	0.00	73.95	56500
1252	CLEARWAY ENERGY LLC	03/13/2026	Regular	0.00	8,242.65	56501
1255	COASTLAND CIVIL ENGINEERI	03/13/2026	Regular	0.00	54,362.50	56502
	Void	03/13/2026	Regular	0.00	0.00	56503
2484	COLUMBIA BANK COMMERCIAL CAF	03/13/2026	Regular	0.00	6,238.80	56504
	Void	03/13/2026	Regular	0.00	0.00	56505
	Void	03/13/2026	Regular	0.00	0.00	56506
1261	COMCAST CABLE	03/13/2026	Regular	0.00	280.77	56507
2503	COMMUNITY DEVELOPMENT SERVI	03/13/2026	Regular	0.00	300.00	56508
1275	CORBIN WILLITS SYSTEMS	03/13/2026	Regular	0.00	518.96	56509
1277	CORNING LUMBER WILLOWS	03/13/2026	Regular	0.00	236.20	56510
1288	CREATIVE COMPOSITION	03/13/2026	Regular	0.00	212.45	56511
2390	CULLIGAN QUENCH USA, INC	03/13/2026	Regular	0.00	140.31	56512
1390	EMPLOYMENT DEVELOP.DEPT.	03/13/2026	Regular	0.00	374.91	56513
1396	ENLOE MEDICAL CENTER	03/13/2026	Regular	0.00	410.33	56514
1463	GANDY & STALEY OIL CO	03/13/2026	Regular	0.00	2,566.20	56515
2554	GERALD SKINNER	03/13/2026	Regular	0.00	46.65	56516
1503	GLENN CO SHERIFFS DEPT	03/13/2026	Regular	0.00	198,750.00	56517
2468	HARRIS & ASSOCIATES	03/13/2026	Regular	0.00	4,096.25	56518
1532	HELENA CHEMICAL COMPANY	03/13/2026	Regular	0.00	9,181.21	56519
1534	HI-TECH EMERGENCY VEHICLE	03/13/2026	Regular	0.00	2,212.06	56520
1606	JEREMY'S PEST STOMPERS	03/13/2026	Regular	0.00	45.00	56521
2479	JOE BETTENCOURT	03/13/2026	Regular	0.00	183.25	56522
2553	JOEI HARRISON	03/13/2026	Regular	0.00	394.29	56523
1975	JOSHUA REED	03/13/2026	Regular	0.00	28.17	56524
1662	KIMBALL MIDWEST	03/13/2026	Regular	0.00	145.88	56525
1665	KNIFE RIVER CONSTRUCTION	03/13/2026	Regular	0.00	1,504.58	56526
1710	LIFE ASSIST	03/13/2026	Regular	0.00	392.35	56527
1760	MATSON & ISOM TECHNOLOGY	03/13/2026	Regular	0.00	11,081.46	56528
1770	MENDES SUPPLY COMPANY	03/13/2026	Regular	0.00	177.87	56529
1792	MJB WELDING SUPPLY, INC	03/13/2026	Regular	0.00	45.92	56530
2312	NAPA AUTO PARTS	03/13/2026	Regular	0.00	1,130.05	56531
2521	PAPE' KENWORTH	03/13/2026	Regular	0.00	525.88	56532
2475	PAXTON FAMILY INSPECTION SERVI	03/13/2026	Regular	0.00	7,084.31	56533
1143	PEDRO BOBADILLA	03/13/2026	Regular	0.00	576.92	56534
1917	PG & E	03/13/2026	Regular	0.00	24,151.29	56535
	Void	03/13/2026	Regular	0.00	0.00	56536
	Void	03/13/2026	Regular	0.00	0.00	56537
	Void	03/13/2026	Regular	0.00	0.00	56538
	Void	03/13/2026	Regular	0.00	0.00	56539
	Void	03/13/2026	Regular	0.00	0.00	56540
	Void	03/13/2026	Regular	0.00	0.00	56541
2041	SACRAMENTO VALLEY MIRROR	03/13/2026	Regular	0.00	185.20	56542
2334	STREAM IT NETWORKS LLC	03/13/2026	Regular	0.00	85.00	56543
2447	TOP NOTCH COMMERCIAL CLEANIN	03/13/2026	Regular	0.00	1,100.00	56544
2207	TYLER TECHNOLOGIES, INC	03/13/2026	Regular	0.00	2,000.00	56545
1798	UBEO WEST, LLC	03/13/2026	Regular	0.00	407.11	56546
2395	US BANK CORPORATE PAYMENT SY	03/13/2026	Regular	0.00	175.00	56547

Check Register

Packet: APPKT00570-CHECK RUN 3-13-26

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2248	VERIZON WIRELESS	03/13/2026	Regular	0.00	428.75	56548
2433	VESTIS	03/13/2026	Regular	0.00	475.86	56549
2550	WALDEN ACADEMY	03/13/2026	Regular	0.00	50.00	56550
2295	WILLOWS ACE HARDWARE	03/13/2026	Regular	0.00	484.71	56551
2293	WILLOWS GLASS	03/13/2026	Regular	0.00	2,650.00	56552
2282	WILLOWS HARDWARE, INC.	03/13/2026	Regular	0.00	86.63	56553

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	140	50	0.00	350,949.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	140	60	0.00	350,949.64

Fund Summary

Fund	Name	Period	Amount
999	CASH CLEARING	3/2026	350,949.64
			<hr/>
			350,949.64



City of Willows

Check Register

Packet: APPKT00569 - PAYROLL BIWEEKLY VENDORS 3-13-26

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1194	CALIFORNIA STATE DISBURSE	03/13/2026	Regular	0.00	162.92	56492
2223	UNITED PUBLIC EMPLOYEES A	03/13/2026	Regular	0.00	218.07	56493

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	380.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	380.99

Fund Summary

Fund	Name	Period	Amount
999	CASH CLEARING	3/2026	380.99
			<hr/>
			380.99



City of Willows

Payroll Check Register Checks

Pay Period: 2/23/2026-3/8/2026

Packet: PYPKT00600 - PAYROLL 2-23-26- TO 3-8-26 PAY DATE 3-13-26
Payroll Set: Payroll Set 01 - 01

<u>Employee</u>	<u>Employee #</u>	<u>Check Type</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
CANO, GABRIELA M	CAN01	Regular	03/13/2026	111.68	41149
GALLARDO-CANO, JOVANNY	GAL03	Regular	03/13/2026	119.39	41150
LEVESQUE, ELJAH	LEV01	Regular	03/13/2026	146.34	41151
RANDOLPH, CORA	RAN02	Regular	03/13/2026	73.18	41152



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 2/23/2026-3/8/2026

Packet: PYPKT00600 - PAYROLL 2-23-26- TO 3-8-26 PAY DATE 3-13-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BUSBY, MATTHEW	BUS01	03/13/2026	227.87	2035
HANSEN, GARY L	HAN02	03/13/2026	227.87	2036
PRIDE, LORRI A	PRI00	03/13/2026	227.87	2037
THOMAS, RICHARD	THO00	03/13/2026	227.87	2038
BROWN, MARTHA	BRO01	03/13/2026	3,994.52	2039
PRICE, KARLEEN	PRI01	03/13/2026	1,787.75	2040
HARRISON, JOEI	HAR01	03/13/2026	2,488.44	2041
HAZLETT, ROBIN	HAZ01	03/13/2026	1,631.12	2042
BROTT, SHERRY	BRO02	03/13/2026	45.57	2043
CORUM, RAYMOND	COR02	03/13/2026	45.57	2044
MCNEIL, MICHAEL JAMES	MCN00	03/13/2026	45.57	2045
NYGARD, ROBYN	NYG00	03/13/2026	45.57	2046
RICHARDSON, TARYN	RICO0	03/13/2026	1,400.50	2047
RUSTENHOVEN, TARA L	RUS01	03/13/2026	1,858.10	2048
GAMBOA, YADIRA	GAM00	03/13/2026	439.95	2049
LUNA-SARINAS, CRISTINA	LUN00	03/13/2026	492.21	2050
MYERS, KEVIN M	MYE00	03/13/2026	439.77	2051
WATKINS, COLLEEN	WAT00	03/13/2026	393.78	2052
WATSON, CHRISTINE	WAT01	03/13/2026	2,716.98	2053
BOBADILLA, TAVIAN	BOB02	03/13/2026	127.10	2054
GALLARDO-CANO, NATALY	GAL01	03/13/2026	146.34	2055
RAYGOZA, RODRIGO	RAY00	03/13/2026	155.87	2056
PUENTE, ANTHONY	PUE00	03/13/2026	146.34	2057
ENOS, KYLE	ENO00	03/13/2026	3,531.76	2058
FUENTES, JAIME	FUE01	03/13/2026	3,107.47	2059
HUTSON, EVAN C	HUT01	03/13/2026	227.87	2060
LOMBARD, TYLER JOSEPH	LOM00	03/13/2026	320.90	2061
MINGS, MICHAEL E	MIN00	03/13/2026	1,553.76	2062
RANDOLPH, MATTHEW	RAN01	03/13/2026	1,396.45	2063
REED, JOSHUA	REE00	03/13/2026	1,559.97	2064
VASQUEZ, PEDRO CEASAR	VAS01	03/13/2026	1,649.74	2065
ZOLLER-HARRIS, TRAVIS	ZOLO0	03/13/2026	2,206.37	2066
BETTENCOURT, JOSEPH	BET01	03/13/2026	3,696.24	2067
MONCK, NATHANIAL T	MON00	03/13/2026	3,297.00	2068
PFYL, NATISA N	PFY00	03/13/2026	2,010.68	2069



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 2/23/2026-3/8/2026

Packet: PYPKT00600 - PAYROLL 2-23-26- TO 3-8-26 PAY DATE 3-13-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	03/13/2026	2067	5,052.08	404.17	951.67	3,696.24
BOBADILLA, TAVIAN	BOB02	03/13/2026	2054	139.43	0.00	12.33	127.10
BROTT, SHERRY	BRO02	03/13/2026	2043	50.00	0.00	4.43	45.57
BROWN, MARTHA	BRO01	03/13/2026	2039	6,613.46	919.78	1,699.16	3,994.52
BUSBY, MATTHEW	BUS01	03/13/2026	2035	250.00	0.00	22.13	227.87
CANO, GABRIELA M	CAN01	03/13/2026	41149	122.53	0.00	10.85	111.68
CORUM, RAYMOND	COR02	03/13/2026	2044	50.00	0.00	4.43	45.57
ENOS, KYLE	ENO00	03/13/2026	2058	5,087.36	683.04	872.56	3,531.76
FUENTES, JAIME	FUE01	03/13/2026	2059	3,868.78	355.48	405.83	3,107.47
GALLARDO-CANO, NATALY	GAL01	03/13/2026	2055	160.55	0.00	14.21	146.34
GALLARDO-CANO, JOVANNY	GAL03	03/13/2026	41150	130.98	0.00	11.59	119.39
GAMBOA, YADIRA	GAM00	03/13/2026	2049	504.00	0.00	64.05	439.95
HANSEN, GARY L	HAN02	03/13/2026	2036	250.00	0.00	22.13	227.87
HARRISON, JOEI	HAR01	03/13/2026	2041	4,783.00	1,885.77	408.79	2,488.44
HAZLETT, ROBIN	HAZ01	03/13/2026	2042	2,037.60	231.69	174.79	1,631.12
HUTSON, EVAN C	HUT01	03/13/2026	2060	250.00	0.00	22.13	227.87
LEVESQUE, ELIJAH	LEV01	03/13/2026	41151	160.55	0.00	14.21	146.34
LOMBARD, TYLER JOSEPH	LOM00	03/13/2026	2061	1,068.00	703.40	43.70	320.90
LUNA-SARINAS, CRISTINA	LUN00	03/13/2026	2050	540.00	0.00	47.79	492.21
MCNEIL, MICHAEL JAMES	MCN00	03/13/2026	2045	50.00	0.00	4.43	45.57
MINGS, MICHAEL E	MIN00	03/13/2026	2062	2,478.48	509.88	414.84	1,553.76
MONCK, NATHANIAL T	MON00	03/13/2026	2068	5,396.15	807.98	1,291.17	3,297.00
MYERS, KEVIN M	MYE00	03/13/2026	2051	486.00	0.00	46.23	439.77
NYGARD, ROBYN	NYG00	03/13/2026	2046	50.00	0.00	4.43	45.57
PFYL, NATISA N	PFY00	03/13/2026	2069	3,431.34	728.93	691.73	2,010.68
PRICE, KARLEEN	PRI01	03/13/2026	2040	2,508.92	273.97	447.20	1,787.75
PRIDE, LORRI A	PRI00	03/13/2026	2037	250.00	0.00	22.13	227.87
PUENTE, ANTHONY	PUE00	03/13/2026	2057	160.55	0.00	14.21	146.34
RANDOLPH, CORA	RAN02	03/13/2026	41152	80.28	0.00	7.10	73.18
RANDOLPH, MATTHEW	RAN01	03/13/2026	2063	1,977.60	244.56	336.59	1,396.45
RAYGOZA, RODRIGO	RAY00	03/13/2026	2056	171.00	0.00	15.13	155.87
REED, JOSHUA	REE00	03/13/2026	2064	2,195.58	419.60	216.01	1,559.97
RICHARDSON, TARYN	RIC00	03/13/2026	2047	1,871.20	141.92	328.78	1,400.50
RUSTENHOVEN, TARA L	RUS01	03/13/2026	2048	2,555.61	343.87	353.64	1,858.10
THOMAS, RICHARD	THO00	03/13/2026	2038	250.00	0.00	22.13	227.87
VASQUEZ, PEDRO CEASAR	VAS01	03/13/2026	2065	2,373.40	409.86	313.80	1,649.74
WATKINS, COLLEEN	WAT00	03/13/2026	2052	432.00	0.00	38.22	393.78
WATSON, CHRISTINE	WAT01	03/13/2026	2053	4,107.20	318.31	1,071.91	2,716.98
ZOLLER-HARRIS, TRAVIS	ZOL00	03/13/2026	2066	2,945.60	269.82	469.41	2,206.37
Totals:				64,889.23	9,652.03	10,915.87	44,321.33



City of Willows

Payroll Check Register Report Summary

Pay Period: 2/23/2026-3/8/2026

Packet: PYPKT00600 - PAYROLL 2-23-26- TO 3-8-26 PAY DATE 3-13-26
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	4	450.59
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	35	43,870.74
Total	39	44,321.33



Willows City Council Special Meeting Action Minutes

City Council
Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
Matt Busby, Council Member

March 5, 2026
Ark Center
5:30 PM

City Manager
Marti Brown

City Clerk
Karleen Price

Ark Center
222 N. Butte Street
Willows, CA 95988

1. CALL TO ORDER – 5:30 PM

2. ROLL CALL

Councilmembers Present: Mayor Hutson, Councilmembers Hansen, Councilmember Pride, Councilmember Busby

Councilmembers Absent: Vice Mayor Thomas

3. PUBLIC COMMENT

Public Comment #1: Jason Grant, Pastor, Ark Christian Center

Public Comment #2: Jim Yoder, Supervisor, District 4

Public Comment #3: Michelle Knight, Resident

Public Comment #4: Marlena Sparkman, Resident

Public Comment #5: Sherry Brott, Resident

Public Comment #6: Donna Settle, Valley Mirror Editor

Public Comment #7: Ben McAnulty, Resident

Public Comment #8: Valerie Boske, Resident

Public Comment #9: Monte Carter, Resident

Public Comment #10: Susan Wolcott, Resident

Public Comment #11: Karen Johnson, Resident

Public Comment #12: Holly Meyers, Resident

4. TOWNHALL PRESENTATION – INFORMATIONAL ITEM ONLY

- a. Andrea Edwards and Toby Crum of Stability Solutions, LLC provided a presentation on its licensed Transitional Housing Program operating in Willows, followed by a Q&A session.
Speakers: Dave Neely, Daniel Lorenete, and Kirsten David-Lloyd

5. ADJOURNMENT – 7:58 PM

Karleen Price, City Clerk



Willows City Council Regular Meeting Action Minutes

March 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
Matt Busby, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

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

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

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

Councilmembers Absent: None

4. **CHANGES TO THE AGENDA**

Item #7 Consent Calendar was moved to be heard immediately after Item #6a, and before Item #6b.

5. **CEREMONIAL**

- a. **Proclamation** – National Agriculture Week – received by Larry Domenighini of Glenn County Farm Bureau.
- b. **Proclamation** – International Sports Car Racing Day – received by Anthony McHugh of Thunderhill Raceway Park.
- c. **Presentation of 20-year Service Pin** – received by Natisa Pfyl, Superintendent of Public Works.

6. **PRESENTATION**

- a. **Cannabis Tax Presentation**
Action: Council received the presentation from Mark Lovelace, HDL Companies, and provided direction to staff regarding the proposed Cannabis Business Tax Ordinance.
- b. **Fire Department Annual Presentation**
Action: Council received the presentation from Nathan Monck, Fire Chief.

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

Public Comment

Public Comment #1: Vince Holvick, Resident
Public Comment #2: Seth Roach, Resident
Public Comment #2, Dan Roach, resident
Public Comment #4, Jeff Fleck, Resident

- a. **Register Approval**
Action: Approved general checking, payroll, and direct deposit check registers.
- b. **Minutes Approval**
Action: Approved the minutes of the February 23, 2026 Special City Council Meeting, the February 24, 2026, City Council Meeting, and the March 2, 2026 Special City Council Meeting.
- c. **Willows Little League Association Field Use Fees**
Action: Approved the proposed 2026 fees for the Willows Little League Association.

Motion to approve items #7a, 7b, and 7c as presented.

Moved/Seconded: Vice Mayor Thomas/Councilmember Busby

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

No: None

Absent: None

8. DISCUSSION & ACTION CALENDAR

- a. **Countywide Ambulance Ad Hoc Committee Appointment**
Action: Appointed Mayor Hutson and Councilmember Pride to a Countywide Ambulance Ad Hoc Committee.

Moved/Seconded: Councilmember Hansen/Vice Mayor Thomas

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

No: None

Absent: None

9. COMMENTS AND REPORTS

- a. **Council Correspondence**
- b. **City Council Comments & Reports**
Councilmembers reported on various community events and meetings attended. Councilmember Pride provided an update on Wayfinding Signs and Street Banners.
- c. **City Manager’s Report**
City Manager Marti Brown reported on a community event attended, and thanked Natisa Pfyl for 20 years of service.

10. CLOSED SESSION – 8:09 PM

Public Comment

Public Comment #1: Laura Pedro, Resident

- a. **CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION (54956.9(d)(4)) (two cases)**
Report Out: Authorization was given on both cases to initiate litigation by unanimous vote. Details of the litigation will be released to the public once the cases have been filed.

b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code 54956.8)**

Property: 139 North Lassen St., Willows, CA

Agency negotiator: Marti Brown, City Manager

Negotiating parties: Sandra Pergson

Under negotiation: Price and Terms of Payment

Report Out: No reportable action was taken.

11. ADJOURNMENT – 8:38 PM

Karleen Price, City Clerk



Willows City Council Special Meeting Action Minutes

March 16, 2026
Willows City Hall
9:00 AM

City Council
Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
Matt Busby, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

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

1. **CALL TO ORDER – 9:00 AM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

Councilmembers Absent: None

4. **CLOSED SESSION – 9:02 AM**

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

Report Out: Direction was provided to initiate litigation by a unanimous vote. The parties to the litigation will be made public once the litigation is filed with the court.

Vote: 5-0

5. **ADJOURNMENT – 10:07 AM**

Karleen Price, City Clerk



Date: March 24, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Appointments to Northern California Cities Self Insurance Fund (NCCSIF)
Board of Directors

Recommendation:

Adopt Resolution XX-2026 approving the appointment of the City Manager position, to the Northern California Cities Self Insurance Fund (NCCSIF) Board of Directors to represent the City's insurance interests, and the Finance Director position, as the Alternate.

Rationale for Recommendation:

NCCSIF requires a resolution (Attachment 1) from the governing board appointing a City staff member to serve on the Board, along with an Alternate. On January 28, 2025, the City Council appointed the City Manager as the primary representative and the Finance Director as the Alternate.

Since that time, there has been a change in personnel in the Finance Director position. This item updates the City's appointments to generically reflect the City Manager position as the Director and the Finance Director position as the Alternate.

The updated resolution must be submitted to Alliant, the agency that administers the NCCSIF Joint Powers Authority, to ensure their records accurately reflect the City's current representatives.

Background:

The City is a member of the NCCSIF to receive various insurance and risk management services. Membership requires appointment of a City employee to the Board of Directors to represent the City's insurance interests.

Discussion & Analysis:

On January 28, 2025, the City Council appointed the City Manager as the primary representative and the Finance Director as the Alternate to the NCCSIF Board of Directors. Since that time, the City Manager has been attending NCCSIF Board meetings in this capacity.

Due to a change in personnel in the Finance Director position, the City Manager proposes to continue serving as the primary representative, with the newly appointed Finance Director, Joei Harrison, serving as the Alternate. In addition, the resolution changes the appointment to the NCCSIF Board to positions (e.g., City Manager, Finance Director) without naming the individuals in those positions so that if and when employees leave the organization, the resolution does not require updating and/or approval by the Council. This resolution format change was recommended by Alliant, the NCCSIF staff. This update also ensures the City's representation remains current and consistent with NCCSIF requirements.

Fiscal Impact:

There is no fiscal impact by approving this recommendation.

Attachment:

- Attachment 1: Resolution No. XX-2026



**City of Willows
Resolution XX-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
APPROVING APPOINTMENT OF MARTI BROWN, CITY MANAGER, TO THE NORTHERN
CALIFORNIA CITIES SELF INSURANCE FUND (NCCSIF) BOARD OF DIRECTORS TO REPRESENT
THE CITY’S INSURANCE INTERESTS, AND JOEI HARRISON, FINANCE DIRECTOR, AS THE
ALTERNATE**

IN WITNESS WHEREOF, the following positions have been designated as the Northern California Cities Self Insurance Fund (NCCSIF) Director and alternate for the City of Willows.

Director: City Manager
Alternate: Finance Director

PASSED, APPROVED, AND ADOPTED on this 24th day of March 2026 by the following vote:

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

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: March 24, 2026
To: Honorable Mayor and Councilmembers
From: Karleen Price, City Clerk/Assistant to the City Manager
Marti Brown, City Manager
Subject: California Cities Week

Recommendation:

Adopt Resolution XX-2026 declaring support for California Cities Week, April 19-25, 2026.

Rationale for Recommendation:

Adoption of this resolution (Attachment 1) supports statewide recognition of California Cities Week and highlights the essential role municipal governments play in providing services and fostering community well-being. It also promotes civic awareness and encourages residents to engage with their local government, helping to strengthen transparency, trust, and community involvement within the City of Willows.

Background:

California Cities Week is an annual event sponsored by the League of California Cities to highlight the important role cities play in the lives of residents. The week promotes civic engagement and provides an opportunity for local governments to educate the public about municipal services and encourage participation in local decision-making.

Cities throughout California participate in this statewide effort to recognize the essential services provided by municipal governments, including public safety, infrastructure, utilities, and community services.

Discussion & Analysis:

By adopting this resolution, the City of Willows demonstrates its support for California Cities Week and reinforces the City's commitment to transparency, community engagement, and public service.

Participation in California Cities Week can include outreach efforts such as sharing information on City services, highlighting staff contributions, and encouraging residents to learn more about how local government operates. To that end, the City plans to host a community event

designed to connect residents with their local government and highlight citywide work being undertaken and completed by the Council and city employees. The event will provide an opportunity for community members to learn more about current projects, upcoming improvements, and the services the City provides.

Fiscal Impact:

There is no fiscal impact associated with adopting this resolution.

Attachment:

- Attachment 1: Resolution XX-2026, Celebrating California Cities Week



**City of Willows
Resolution XX-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
DECLARING SUPPORT FOR CALIFORNIA CITIES WEEK, APRIL 19–25, 2026**

WHEREAS, cities first arose in California when eight municipalities incorporated in 1850 to provide essential safety and health services to a rapidly growing population following the Gold Rush, and subsequent periods of economic growth and immigration; and

WHEREAS, today California’s 483 cities and towns vary in size and scope and serve diverse communities throughout the state, from small rural neighborhoods to large urban regions; and

WHEREAS, more than 80 percent of California’s population resides within cities and towns and relies on municipal services provided by local governments; and

WHEREAS, the California Constitution grants cities important powers, including the authority to promote and regulate public safety, raise revenue for public purposes, and operate public works to furnish residents with light, water, power, heat, transportation, and communication; and

WHEREAS, cities provide millions of Californians with essential services, including but not limited to public libraries, fire protection, law enforcement, emergency medical and disaster response, parks and recreation, childcare, community and human services, solid waste and recycling management, water and sewer services, utilities, land use planning, housing, economic development, transportation planning, street and road maintenance, and telecommunications; and

WHEREAS, cities remain transparent and accountable to the communities they serve and continue to earn the trust placed in them by local residents through responsive, accessible, and locally driven governance; and

WHEREAS, California Cities Week is an opportunity to recognize the vital role cities play in the daily lives of residents and to encourage civic engagement, education, and participation in local government;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows hereby proclaims the week of April 19 through April 25, 2026, as California Cities Week in the City of Willows; and

BE IT FURTHER RESOLVED, that the City Council encourages residents, businesses, and community organizations to participate in California Cities Week activities and to engage with their local government to better understand municipal services, decision-making, and opportunities for civic involvement.

PASSED, APPROVED, AND ADOPTED on this 24th day of March 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



DISCUSSION & ACTION CALENDAR



Date: March 24, 2026

To: Honorable Mayor and Councilmembers

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

Subject: Reject All Bids and Authorize Re-Advertisement of the Sycamore Park Beautification Project

Recommendation:

Adopt Resolution XX-2026 (Attachment 1) rejecting all bids associated with the Willows Mobility, Recreation, and Beautification Project, also known as the Sycamore Park Beautification Project, and authorizing rebidding the Project.

Rationale for Recommendation:

As demonstrated by the bids received on February 24, 2026, (Attachment 2) the project is over budget. Rejecting the bids and repackaging and rebidding the project will allow the City to spend all funds within the available budget and complete the project.

Background:

On November 14, 2023, the State Department of Transportation awarded the City of Willows \$4,034,000 in Clean California Local Grant Program (CCLGP) Cycle 2 funds for the Sycamore Park Beautification Project at Sycamore Park. The original Clean California project scope focused on accessibility, beautification, and public space improvements at the park, including replacement of the bike/walk pathway, new and repaired sidewalks, resurfacing of the tennis courts, construction of new pickle ball courts, court lighting and fencing, drinking fountains, trash receptacles, and related solar improvements.

The original Clean California scope did not include rehabilitation of the Community Pool, which was instead planned to be funded separately with \$177,000 in Proposition 68 grant funds, a \$200,000 contribution from the County of Glenn, and City General Fund dollars. The City determined that the anticipated General Fund contribution for the pool project was no longer feasible due to the increased costs of the City's law enforcement services agreement. As a result, the City pursued an amendment to the Clean California grant agreement to supplement pool funding by reallocating approximately \$466,000 through a modification to the recreation component of the original scope. Specifically, the

amendment changed the project from constructing new pickleball courts to converting two existing tennis courts into pickleball courts.

In August 2024, the City awarded a design contract to Willdan to prepare plans and specifications for the project, and it was bid in December of 2025. Bids were opened on February 24, 2026. The estimate for the project was \$4,113,410 (plus contingency).

Discussion & Analysis:

The primary source of funding for this project is a Clean Cal Grant (CCLGP). Available funds are outlined below:

Available Funding:

CCLGP Grant Allocation	\$ 4,034,000
County Contribution	\$ 200,000
Park DIF	\$ 300,000
Prop 68 Grant Funds	<u>\$ 177,000</u>
Total Available Funding	\$ 4,711,000

At the bid opening, four bids were received ranging in price from \$5,299,988 to a high \$6,073,983. The low bid was submitted by SnL Group, Inc. Based on the low bid, the overall estimated costs for the project are:

Design Phase	\$ 330,000
Base Bid	\$ 5,299,988
Construction contingency (10%)	\$ 529,999
<u>CM/Inspection (est)</u>	<u>\$ 350,000</u>
Estimated Total	\$ 6,509,987
Shortfall	(\$1,798,987)

Should the Council approve the staff recommendation, staff will repackage the project to align it with the available budget prior to rebidding and subject to approval by the Clean California Grant Administrator. Staff proposes to defer the walking path replacement and related pathway lighting and solar improvements and to reallocate approximately \$1.8 million in existing grant funds to the pool. While the walking path needs replacement, it remains functional. The pool is currently non-operational, and the existing tennis courts are not presently usable for public recreation. Staff recommends this course of action, because pool and court improvements will provide the greatest immediate public benefit and represent the most practical way to complete the project within the existing budget and schedule.

Meanwhile, the remaining scope will be divided into several bid alternates to provide flexibility and allow the walking paths, lighting and solar improvements to be completed should funds become available.

Consistency with Council Priorities and Goals:

The staff recommendation is consistent with Council Priority #5: Quality of Life, Goal #1: Expand Youth and Adult Activities, Goal #2: Open the City Swimming Pool, and Goal #3: Enhance Maintenance and Appearance of City Parks.

Fiscal Impact:

Rejecting all bids and authorizing rebidding will allow staff to repackage the project within the existing available funding, including \$300,000 in Park Development Impact Fees and proposed reallocation of approximately \$1.8 million in existing CCLGP funds, subject to grant administrator approval.

Attachments:

- Attachment 1: Resolution XX-2026
- Attachment 2: Bid Tab



**City of Willows
Resolution XX-2026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, REJECTING ALL BIDS RECEIVED ON FEBRUARY 24, 2026 ASSOCIATED WITH THE WILLOWS MOBILITY, RECREATION AND BEAUTIFICATION PROJECT, ALSO KNOWN AS THE SYCAMORE PARK BEAUTIFICATION PROJECT, AND AUTHORIZE THE RE-BIDDING OF THE PROJECT.

WHEREAS, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the Willows Mobility, Recreation and Beautification Project ("Project"); and

WHEREAS, bids for the Project were opened on February 24, 2026, in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

WHEREAS, four bids were received with the bids ranging from a low bid of \$5,299,988 to a high \$6,073,983, with the low bid being from SnL Group, Inc.; and

WHEREAS, the overall budget for the project has been estimated at \$4,711,000; and

WHEREAS, the project has a budgetary shortfall of \$1,798,987 and as the City has not been successful in securing additional funds, the bids received must be rejected and the project re-bid.

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

1. Rejects all bids received on February 24, 2026 associated with the Willows Mobility, Recreation and Beautification Project.
2. Authorizes City staff to repackaging the project to reduce scope to meet the project budget and authorizes the re-bidding of the project.
3. This Resolution shall become effective immediately.
4. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

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

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

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Sycamore Park Beautification Project
Bid Tab
Bid Opening: February 24th, 2026

BASE BID				Engineer's Estimate		SnL Group, Inc.		TRICON Construction Inc.		CSI Services		North Star Construction and Engineering, Inc.	
Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total
1	Mobilization and demobilization (Bid price not to exceed amount equivalent to 5% of the total construction cost for Bid Items 2 to 39)	LS	1			\$ 75,000.00	\$75,000.00	\$ 25,000.00	\$25,000.00	\$ 200,000.00	\$200,000.00	\$ 303,500.00	\$303,500.00
2	Remove and relocate existing storage shed complete per plan. Storage location to be determined by the City engineer.	EA	1			\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 12,000.00	\$12,000.00	\$ 6,000.00	\$6,000.00
3	Excavate, remove and construct 4-inch thick PCC walking path and sidewalk with medium broom finish surface, complete per plan	SF	30730			\$ 38.00	\$1,167,740.00	\$ 39.05	\$1,200,006.50	\$ 55.00	\$1,690,150.00	\$ 32.00	\$983,360.00
4	Excavate and construct 4-inch thick PCC pad for bench, picnic table, drinking fountain and miscellaneous paving with medium broom finish surface, complete per plan	SF	1177			\$ 38.00	\$44,726.00	\$ 7.48	\$8,803.96	\$ 60.00	\$70,620.00	\$ 32.00	\$37,664.00
5	Excavate, remove and construct 6-inch thick reinforced PCC pad over CAB for electrical equipment base/foundation	SF	110			\$ 90.00	\$9,900.00	\$ 80.00	\$8,800.00	\$ 100.00	\$11,000.00	\$ 150.00	\$16,500.00
6	Excavate and construct PCC curb & gutter per City of Willows Standard 203	LE	110			\$ 32.00	\$3,520.00	\$ 107.00	\$11,770.00	\$ 100.00	\$11,000.00	\$ 150.00	\$16,500.00
7	Excavate, remove and construct pedestrian ADA curb ramp per Caltrans Standard Plan A88A, complete per plan	EA	4			\$ 6,750.00	\$27,000.00	\$ 7,000.00	\$28,000.00	\$ 8,500.00	\$34,000.00	\$ 14,500.00	\$58,000.00
8	Excavate, remove and construct PCC commercial driveway per City of Willows Standard 206, complete per plan	EA	1			\$ 23,000.00	\$23,000.00	\$ 15,057.00	\$15,057.00	\$ 18,000.00	\$18,000.00	\$ 25,000.00	\$25,000.00
9	Excavate and construct 6-inch thick AC over 4" AB	SF	723			\$ 76.00	\$54,948.00	\$ 30.48	\$22,037.04	\$ 20.00	\$14,460.00	\$ 55.00	\$39,765.00
10	Furnish and install parking stall signing & striping complete per plan	LS	1			\$ 29,000.00	\$29,000.00	\$ 3,700.00	\$3,700.00	\$ 8,000.00	\$8,000.00	\$ 5,500.00	\$5,500.00
11	Construct parkway drain, complete per plan	EA	1			\$ 39,000.00	\$39,000.00	\$ 8,000.00	\$8,000.00	\$ 1,000.00	\$1,000.00	\$ 14,000.00	\$14,000.00
12	Furnish and install prefabricated steel park bench	EA	6			\$ 1,500.00	\$9,000.00	\$ 2,500.00	\$15,000.00	\$ 3,000.00	\$18,000.00	\$ 5,200.00	\$31,200.00
13	Furnish and install prefabricated steel picnic table	EA	3			\$ 1,250.00	\$3,750.00	\$ 2,833.33	\$8,499.99	\$ 5,000.00	\$15,000.00	\$ 10,500.00	\$31,500.00
14	Furnish and install water drinking fountain assembly complete per plan including water supply connection and drainage	EA	2			\$ 15,000.00	\$30,000.00	\$ 13,200.00	\$26,400.00	\$ 22,000.00	\$44,000.00	\$ 15,500.00	\$31,000.00
15	Furnish and install SCH 40 PVC potable water supply line for drinking fountains complete including connection to existing water supply at restroom and furnishing and installing shut-off valve	LF	870			\$ 68.00	\$59,160.00	\$ 9.15	\$7,960.50	\$ 120.00	\$104,400.00	\$ 85.00	\$73,950.00
16	Furnish and install prefabricated steel trash receptacle	EA	6			\$ 3,700.00	\$22,200.00	\$ 1,416.67	\$8,500.02	\$ 3,000.00	\$18,000.00	\$ 3,500.00	\$21,000.00

17	Remove and resurface existing tennis/pickleball court surfacing, complete per plan including sport court striping (tennis & pickleball), removal and reinstalling existing site furnishing and court fencing temporary removal and reinstallation	SF	25338			\$ 6.25	\$158,362.50	\$ 7.50	\$190,035.00	\$ 9.00	\$228,042.00	\$ 4.00	\$101,352.00
18	Furnish and install tennis court net assembly, complete per requirements	EA	2			\$ 15,500.00	\$31,000.00	\$ 25,000.00	\$50,000.00	\$ 8,000.00	\$16,000.00	\$ 21,000.00	\$42,000.00
19	Furnish and install 8ft ht. tennis court/pickleball court chain link fence divider	LF	122			\$ 350.00	\$42,700.00	\$ 135.00	\$16,470.00	\$ 300.00	\$36,600.00	\$ 135.00	\$16,470.00
20	Furnish and install 4ft ht. tennis court/pickleball court chain link fence divider	LF	236			\$ 190.00	\$44,840.00	\$ 149.50	\$35,282.00	\$ 200.00	\$47,200.00	\$ 118.00	\$27,848.00
21	Remove and construct 6-inch wide concrete curb at outdoor fitness areas	LF	345			\$ 69.50	\$23,977.50	\$ 95.71	\$33,019.95	\$ 100.00	\$34,500.00	\$ 78.00	\$26,910.00
22	Remove existing. Furnish and install park signage, complete per plan	EA	8			\$ 1,650.00	\$13,200.00	\$ 2,875.00	\$23,000.00	\$ 2,000.00	\$16,000.00	\$ 5,000.00	\$40,000.00
23	Modify, replace and restore existing park turf areas, planting areas and irrigation systems due to improvement construction and modifications, complete per plan and specifications Section 400-3	LS	1			\$ 150,000.00	\$150,000.00	\$ 150,000.00	\$150,000.00	\$ 120,000.00	\$120,000.00	\$ 113,000.00	\$113,000.00
24	Scarify, remove and dispose existing. Furnish and install 3-inch thick stabilized decomposed granite paving at outdoor fitness areas	SF	2738			\$ 10.00	\$27,380.00	\$ 1.79	\$4,901.02	\$ 10.00	\$27,380.00	\$ 28.00	\$76,664.00
PARK OUTDOOR ELECTRICAL AND LIGHTING SYSTEM													
25	Furnish and install decorative pedestrian path LED light pole assembly, including upgrading and connection to park electrical system (switchboard and sub-panel assemblies), conductors, conduits and light control devices complete per plan	LS	1			\$ 505,000.00	\$505,000.00	\$ 550,000.00	\$550,000.00	\$ 401,000.00	\$401,000.00	\$ 475,000.00	\$475,000.00
26	Furnish and install tennis/pickleball court LED lighting system, complete per plan	LS	1			\$ 311,784.00	\$311,784.00	\$ 220,000.00	\$220,000.00	\$ 240,000.00	\$240,000.00	\$ 335,000.00	\$335,000.00
COMMUNITY SWIMMING POOL COMPLEX													
27	Renovate existing pool complex, complete per plans including removal and disposal, mechanical equipment, piping, pool deck and deck drainage	LS	1			\$ 1,170,000.00	\$1,170,000.00	\$ 1,400,000.00	\$1,400,000.00	\$ 880,000.00	\$880,000.00	\$ 1,220,000.00	\$1,220,000.00
28	Furnish and Install pool deck equipment and competitive apparatus	LS	1			\$ 130,000.00	\$130,000.00	\$ 75,000.00	\$75,000.00	\$ 360,000.00	\$360,000.00	\$ 132,000.00	\$132,000.00
29	Furnish and Install vinyl coated chain link double swing access gate complete per plan	LF	450			\$ 265.00	\$119,250.00	\$ 88.33	\$39,748.50	\$ 200.00	\$90,000.00	\$ 158.00	\$71,100.00
30	Furnish and Install vinyl coated chain link double swing access gate complete per plan	EA	2			\$ 8,350.00	\$16,700.00	\$ 8,218.50	\$16,437.00	\$ 6,000.00	\$12,000.00	\$ 13,000.00	\$26,000.00
31	Furnish and Install single swing access gate with panic bar complete per plan as shown on Detail 1/A1.2	EA	2			\$ 10,000.00	\$20,000.00	\$ 9,377.50	\$18,755.00	\$ 7,500.00	\$15,000.00	\$ 18,000.00	\$36,000.00

32	Furnish and Install all proposed equipment in the existing underground pool equipment room, including required removals, electrical conduits, water piping, valves, sensors, chemical tanks, conduits, conductors, pool equipment, pool mechanical equipment, air exhaust fan, and miscellaneous items as required for the intended pool complex full functional operation and per County Health Department requirements	LS	1			\$ 280,000.00	\$280,000.00	\$ 150,000.00	\$150,000.00	\$ 238,000.00	\$238,000.00	\$ 275,000.00	\$275,000.00
33	Furnish and install bike rack assembly complete per plan	EA	2			\$ 5,550.00	\$11,100.00	\$ 5,500.00	\$11,000.00	\$ 3,500.00	\$7,000.00	\$ 2,000.00	\$4,000.00
34	Remove existing. Furnish and Install new replacement ventilation pipe on pool deck complete per plan	EA	1			\$ 23,500.00	\$23,500.00	\$ 7,500.00	\$7,500.00	\$ 25,000.00	\$25,000.00	\$ 5,200.00	\$5,200.00
35	Remove existing. Furnish and Install new replacement entrance door set to the underground pool equipment room complete per plan	EA	1			\$ 35,000.00	\$35,000.00	\$ 22,000.00	\$22,000.00	\$ 12,000.00	\$12,000.00	\$ 5,000.00	\$5,000.00
36	Remove Existing. Furnish and Install underground pool equipment room structural support steel column system complete per Plan No. MR-5	LS	1			\$ 30,000.00	\$30,000.00	\$ 7,500.00	\$7,500.00	\$ 31,000.00	\$31,000.00	\$ 90,000.00	\$90,000.00
SWIMMING POOL BUILDING (+/-2,000 SF)													
37	Remodel existing swimming pool building complete per plans, specifications and in accordance with current County, State and Federal requirements	LS	1			\$ 450,000.00	\$450,000.00	\$ 1,100,000.00	\$1,100,000.00	\$ 517,000.00	\$517,000.00	\$ 1,140,000.00	\$1,140,000.00
COMMUNITY POOL COMPLEX AND LOCKER/RESTROOM LIGHTING AND MECHANICAL SYSTEM													
38	Furnish and install locker/restroom lighting; air exhaust fan; upgrading and connection to electrical system; furnishing and installing sub-panel complete per plans including lighting for pool deck per City's requirements.	LS	1			\$ 90,000.00	\$90,000.00	\$ 77,000.00	\$77,000.00	\$ 206,000.00	\$206,000.00	\$ 93,000.00	\$93,000.00
39	Furnishing and installing electric tankless water heater assembly complete per plan and specifications.	LS	1			\$ 8,250.00	\$8,250.00	\$ 25,800.00	\$25,800.00	\$ 15,000.00	\$15,000.00	\$ 28,000.00	\$28,000.00
Total Cost						\$4,113,410.00	\$5,299,988.00	\$5,630,983.48	\$5,844,352.00	\$6,073,983.00			
						Contingency 15%	\$ 617,100.00						
						Grand Total	\$4,730,510.00						

Highlighted cells indicate math errors found in the submitted bids



Date: March 24, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Police Chief/Interim Police Chief Recruitment Costs & Process

Recommendation:

Discuss the associated costs with recruiting and appointing a Police Chief or Interim Police Chief to assist the City of Willows with re-establishing its Police Department (PD), as well as the total costs to start and operate a new PD.

Rationale for Recommendation:

The Willows City Council and community have shown sustained interest in re-establishing the City's Police Department. With the passage of Measure I—the 1.5% sales tax approved in November 2024—and a renewed law enforcement agreement on the horizon, it is an appropriate time to begin evaluating the costs associated with this effort. This includes the expense of hiring a Police Chief or Interim Police Chief, as well as the one-time startup costs and ongoing operational costs of re-establishing the City's Police Department.

Background:

In November 2024, voters in the City of Willows approved Measure I, a 1.5% sales tax increase. A key component of Measure I was to support continued efforts to re-establish the City's Police Department, including the appointment of a Police Chief.

Although the City has not yet received a full year of Measure I sales tax revenues, the City Council has expressed interest in initiating discussions and exploring options to recruit and appoint a Willows Police Chief—or Interim Police Chief—who would lead and shape the re-establishment of the City's Police Department.

Discussion & Analysis:

As previously noted, the first step in re-establishing the City of Willows Police Department would be to hire either a permanent Police Chief or an Interim Police Chief to lead the formation and development of the new department. Current estimates place the total annual compensation for this position between \$220,000 and \$240,000 (e.g., CalPERS PEPRAs versus Classic).

Should the Council choose to move forward with hiring a Police Chief, the City may benefit from engaging a specialized recruitment firm. Such firms can develop a targeted recruitment brochure, actively solicit qualified candidates, conduct preliminary interviews and background checks, and provide overall guidance throughout the hiring process.

In addition to recruitment costs, it is important to consider the broader financial implications of re-establishing a Police Department. The City's January 2025 Law Enforcement Services Report (Attachment 1) estimates one-time startup costs ranging from approximately \$832,000 to \$1.8 million, depending on the desired standards for facilities, vehicles, and equipment. Once fully operational, the department's first full year of operating costs is projected to range between \$2.2 million and \$2.3 million (e.g., FY 2027–28).

Following completion of the January Report, the Glenn County Sheriff's Office (GCSO) reviewed the findings and provided a memorandum (Attachment 2) outlining several concerns. Specifically, GCSO indicated that the proposed staffing level of five deputies would be insufficient to safely operate a full-service police department. Additional concerns included a reliance on single-officer coverage, which could increase dependence on mutual aid, as well as limited capacity to assist other agencies. The memorandum also noted that the proposed salary levels may be too low to effectively attract and retain qualified personnel.

Consistency with Council Priorities and Goals:

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

Fiscal Impact:

There is no fiscal impact by discussing the potential future recruitment of a Police Chief/Interim Police Chief.

Attachments:

- Attachment 1: 2025 Law Enforcement Services Report by MRG
- Attachment 2: Feedback on Report by GCSO



Law Enforcement Services Report City of Willows

By Brian Uhler, MRG
1/14/2025

Executive Summary

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

Background

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

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

Methodology

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

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

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

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

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

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

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

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

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

1.1 City Budget Analysis

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

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

Chart 1—Budget and Staffing Level Comparison

NOTE 1: Police Vehicles are often reflected in Capital Budgets

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

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

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

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

³ Total LE budget divided by the number of sworn positions

1.2 Crime Comparison

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

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

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

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

² Crime rate heavily impacted by state prison and 3 casinos

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

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

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

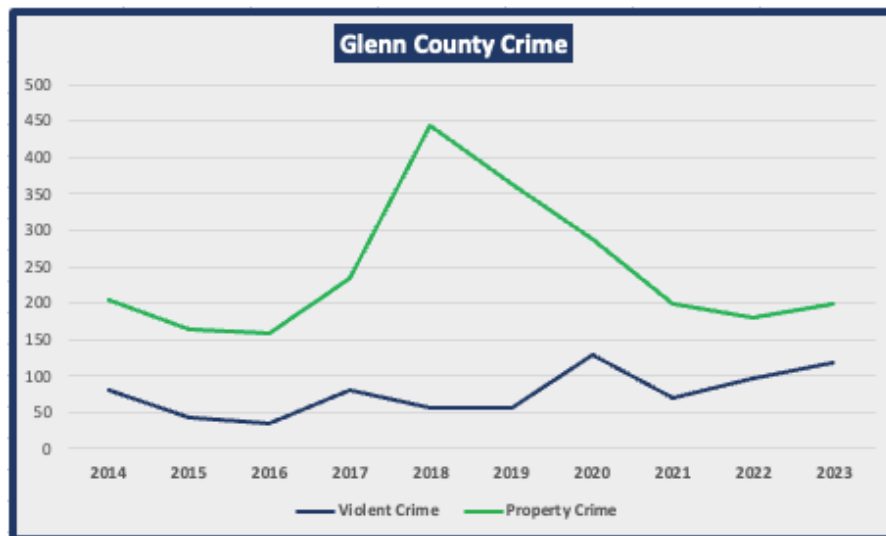


Chart 3—10-year crime trend (source: CA DOJ, Open Source)

1.3 Salary and Staffing

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

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

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

Chart 4—Monthly Salary Comparisons by Position

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

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

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

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

Chart 5—Staffing/Salary Costs

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

¹Willows existing "Analyst" position salary

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

³Represents a 5% increase over current salaries

1.4 Attracting Police Applicants

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

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

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

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

Section 2: Financial Impacts

2.1 One-Time Costs to Establish WPD

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

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

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

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

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

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

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

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

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

Chart 8—Options for City Council consideration

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

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

2.2 One-time Cost Discussion

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

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

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

2.3 Police Facility Infrastructure

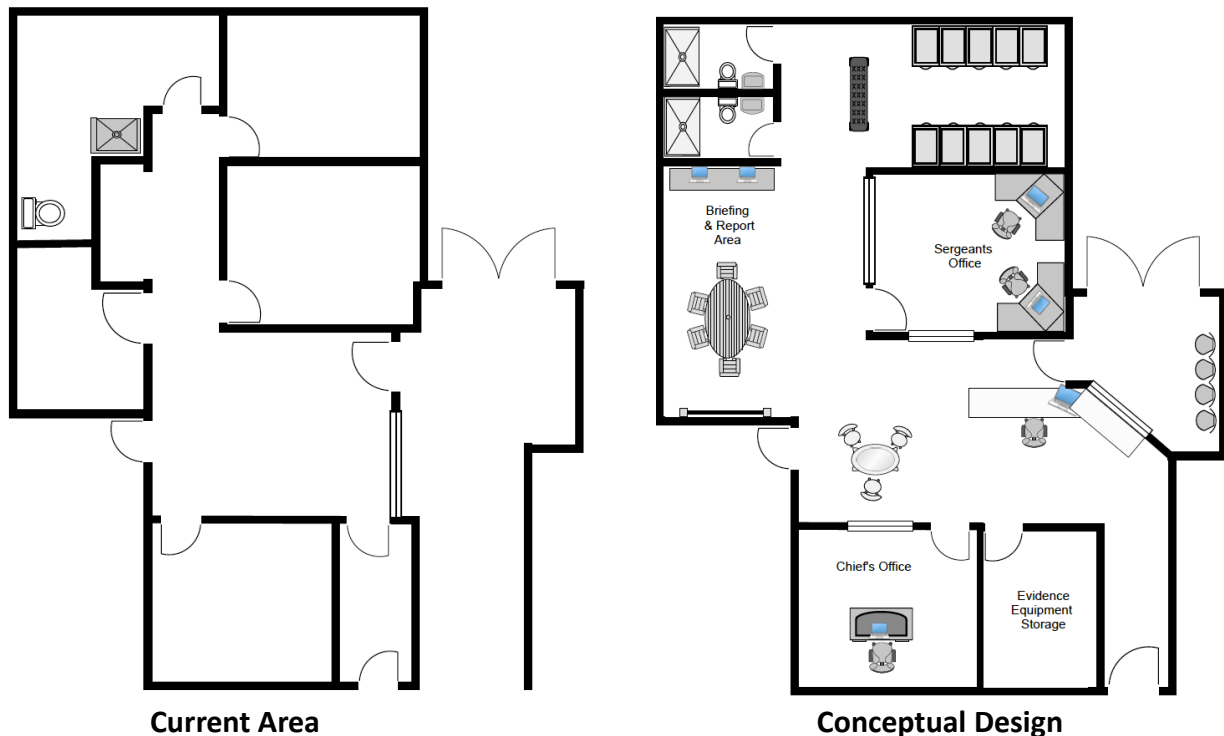
As listed below, several laws apply to the establishment of essential services/critical infrastructure facilities:

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

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

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

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



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

2.4 Annual Operating Costs

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

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

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

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

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

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

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

2.5 Long-Range Cost Projection

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

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

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

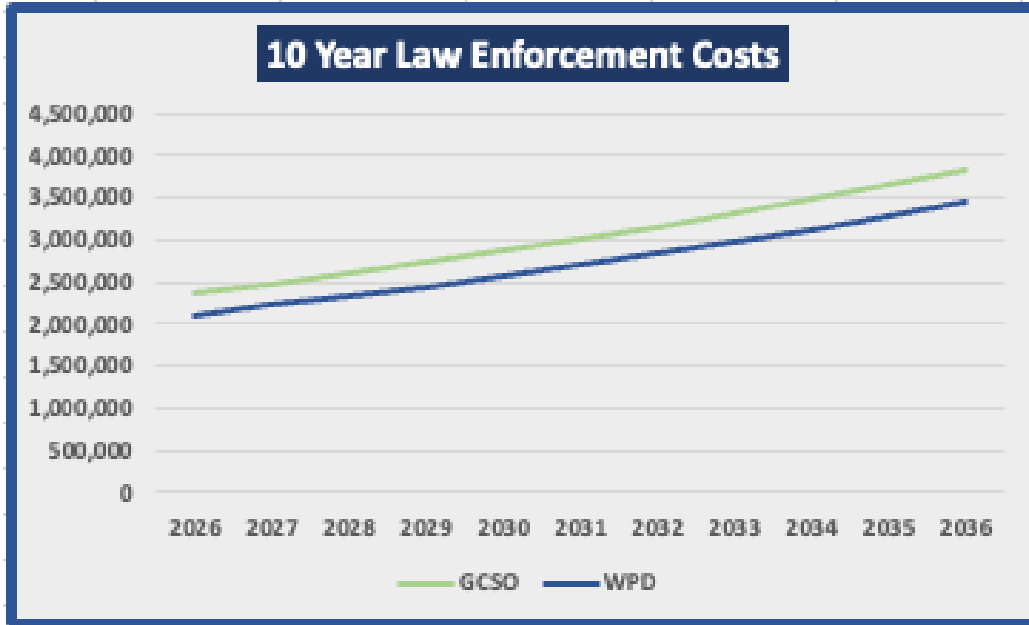


Chart 12—Long range cost projection (10-year savings: \$3.418M)

Section 3: Service Level and Community Impact

3.1 Contracted Glenn County versus City Law Enforcement Services

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

3.2 Expected Service Levels GCSO versus Willows PD

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

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

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

Source: GCSO Contract, Exhibit A

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

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

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

Advantages of establishing the WPD include:

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

3.3 Goals for New WPD

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

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

Section 4: Comparative Case Studies

4.1 Menifee Police Department (Riverside County)

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

4.2 Lancaster Police Department (Los Angeles County)

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

4.3 Lathrop Police Department (San Joaquin County)

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

Section 5: Implementation Timeline

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

5.1 Phase 1 (December 2024 – May 2025)

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

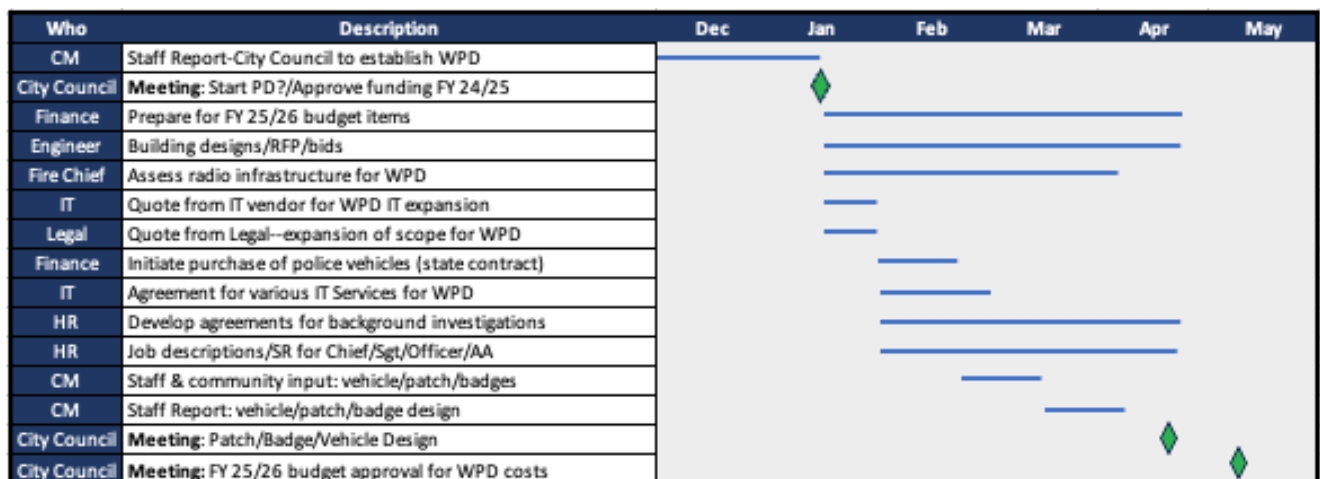


Chart 14

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

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

5.2 Phase 2 (May 2025 — Nov 2025)

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

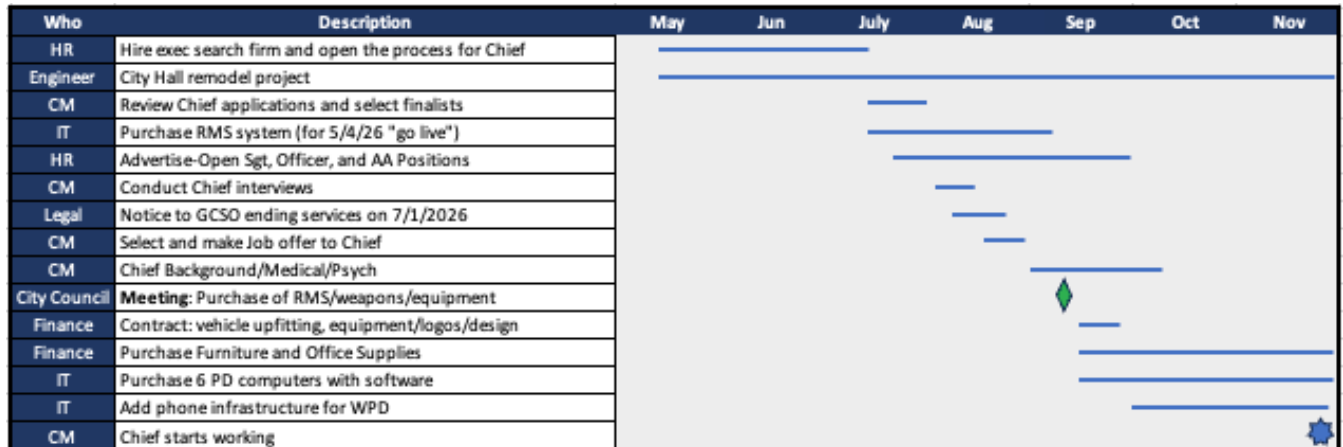


Chart 15

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

5.3 Phase 3 (Dec 2025 — Jun 2026)

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

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

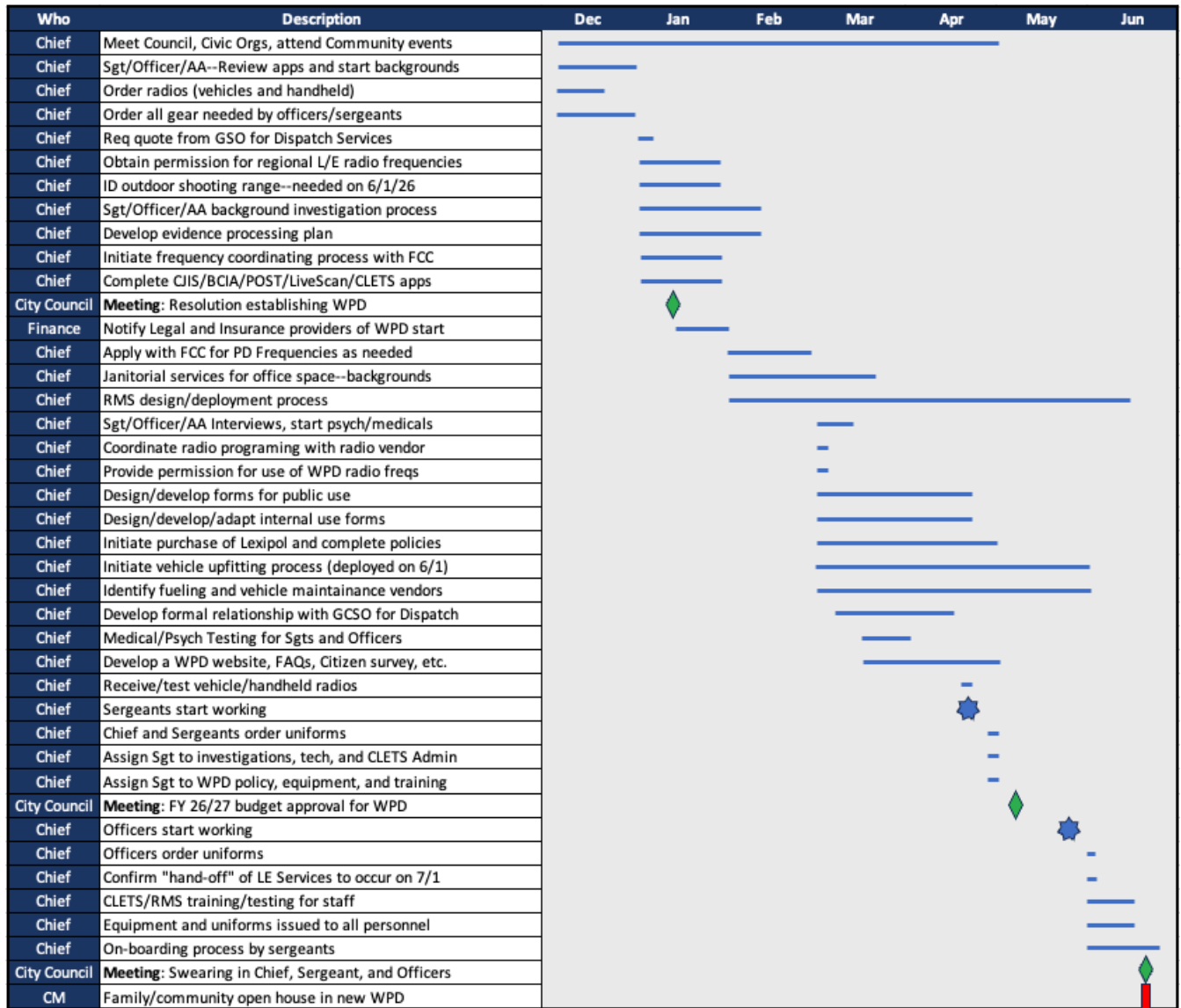


Chart 16

Marti,

I was originally asked to review the document prepared by your consultant. Specifically the hours of service provided to the City. In reviewing the document I found that he was calculation 2080 hours per full time officer minus 336 hours for things such as court and training. The consultant came up with 8720 hours, which would account for 5 Deputies. It would not be possible to safely run a law enforcement agency, the size of Willows, with 5 Deputies. Further in the document the consultant lists out a potential schedule for a new Willows Police Department using 9 Officers and 1 Analyst.

While a 9 Officer agency is possible, I would not recommend it. Based on the proposed schedule, Willows would have single officer coverage, 4 days a week, from midnight to 2 pm. If you used the Chief as a patrol officer, the single person coverage drops to midnight to 7am. This would be difficult for a Chief who is starting a new agency. Running single officer coverage is possible but does have its drawbacks. You can rely on allied agencies for cover on priority calls for service or in progress calls. The downside to that is that the allied agency will give priority to their own calls for service. Meaning the Willows officer would need to stage until the Deputy has cleared his/her calls for service before responding, keeping in mind that the allied agency officer may need to leave in the middle of a call if he/she receives a call for service in their primary jurisdiction. The Willows officer would also need to provide the allied agency with cover on their calls when not handling a call for service of their own. This would leave the City without law enforcement within the city limits for a short period of time. Again, this schedule is possible, but it all depends on the level of service the City is looking for. I believe in the past, Willows PD was running a 10 peace officer agency with single person coverage from 3 am to 7 am. This is the time when the least amount of calls for service have come in while the higher priority calls generally come in between 9pm and 3 pm. The majority of cold calls (not in progress) seem to come in between 6am and 12pm.

The other thing that caught my attention was the salary cost estimate. In my opinion it seems low. The weighted salary of a peace officer is generally much higher than that of a civilian position due to the benefit packages and other costs associated with a peace officer position. I have attached a spread sheet of the Sheriff's Office weighted salaries for information and comparison.

Undersheriff T. Goodwin
Glenn County Sheriff's Office

<u>Top Step</u>						
	WPD	GCSO	GCSO Annual	GCSO	GCSO	
	Annual Cost	Weighted	W/Incentives	Position Cost	Annual Salary	
# of Positions						
Chief/LT	1	\$ 140,844.00	\$ 237,690.00	\$ 261,880.00	\$ 237,690.00	\$ 109,532.80
Sergeant	2	\$ 191,856.00	\$ 477,720.00	\$ 487,620.00	\$ 238,860.00	\$ 98,633.60
Officer	6	\$ 505,656.00	\$ 1,193,616.00	\$ 1,284,258.00	\$ 198,936.00	\$ 83,283.20
Analyst	1	\$ 57,336.00	\$ 132,001.00	\$ 138,200.00	\$ 132,001.00	\$ 79,206.40
Totals	10	\$ 895,692.00	\$ 2,041,027.00	\$ 2,171,958.00	\$ 807,487.00	
Difference			\$ 1,145,335.00	\$ 1,276,266.00	\$ 429,103.00	

<u>Bottom Step</u>						
	WPD	GCSO	GCSO Annual	GCSO	GCSO	
	Annual Cost	Weighted	W/Incentives	Position Cost	Annual Salary	
# of Positions						
Chief/LT	1		\$ 222,370.00	\$ 222,370.00	\$ 222,370.00	\$ 90,126.40
Sergeant	2		\$ 406,918.00	\$ 406,918.00	\$ 203,459.00	\$ 81,161.60
Officer	6		\$ 1,045,272.00	\$ 1,045,272.00	\$ 174,212.00	\$ 68,515.20
Analyst	1		\$ 118,752.00	\$ 118,752.00	\$ 118,752.00	\$ 65,145.60
Totals	10		\$ 1,793,312.00	\$ 1,793,312.00	\$ 718,793.00	\$ 304,948.80



COMMENTS AND REPORTS



CLOSED SESSION