



Willows City Council Regular Meeting

August 25, 2026
Willows City Hall
6:00 PM

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

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/84733103848>

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. **OATH OF OFFICE** – Newly Appointed Councilmember, John Lowe
4. **ROLL CALL**
5. **CHANGES TO THE AGENDA**
6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

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

a. **Register Approval**

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

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

b. **Minutes Approval**

Recommended Action: Approve the minutes of the July 16, 2026 Special City Council Meeting, the July 28, 2026 City Council Meeting, the August 11, 2026 Special City Council Meeting, and the August 18, 2026 Special City Council Meeting.

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

c. **Oppose Assembly Bill 1383 (PEPRA)**

Recommended Action: Adopt Resolution XX-2026 (Attachment 1) opposing Assembly Bill 1383 (AB 1383), relating to public employees' retirement benefits and proposed changes to the Public Employees' Pension Reform Act of 2013 (PEPRA), and authorize the City Manager, or designee, to transmit the City's opposition to the Governor, the City's state legislative representatives, the bill's author, appropriate legislative committees, the League of California Cities, and other interested parties.

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

d. **Oak Street and Madrone Manor Street Pavement Projects**

Recommended Action: Adopt Resolution XX-2026 (Attachment 1) authorizing the City Manager to execute an agreement with Franklin Construction, Inc. in the amount of \$409,409, with a 10% construction contingency of \$40,941, and to execute an agreement for construction management and inspection services, provided the total project cost does not exceed the Engineer's Estimate of \$600,000, for the FY 2025-2026 street pavement and construction projects on Oak Street from Marshall to Murdock Streets and Madrone Manor.

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

e. **Rural Economic Development Strategy and Business Attraction Project**

Recommended Action: Authorize the City Manager to execute a Professional Services Agreement with Capital Rivers, Inc., dba Capital Rivers Connect, in an amount not to exceed \$60,000, funded by the 2021 USDA Rural Business Development Grant, for the Rural Economic Development Strategy and Business Attraction Project, and authorize the expenditure of the remaining grant funds.

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

f. **Police Chief - Job Classification & Salary Schedule**

Recommended Action: Approve the Police Chief job classification and salary schedule as part of the re-establishment of the Willows Police Department.

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

g. **Police Officer - Job Classification & Salary Schedule**

Recommended Action: Approve the Police Officer job classification and salary schedule as part of the re-establishment of the Willows Police Department.

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

h. **Police Sergeant - Job Classification & Salary Schedule**

Recommended Action: Approve the Police Sergeant job classification and salary schedule as part of the re-establishment of the Willows Police Department.

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

i. **Administrative Technician - Job Classification & Salary Schedule**

Recommended Action: Approve the Administrative Services Technician classification and salary schedule as part of the re-establishment of the Willows Police Department.

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

j. **Community Service Officer - Job Classification & Salary Schedule**

Recommended Action: Approve the Community Service Officer job classification and salary schedule as part of the re-establishment of the Willows Police Department.

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

k. **On-Call General Building and Civil Plan Check Services**

Recommended Action: Authorize the City Manager, or her designee, to execute and administer on-call general building and civil plan check service agreements with Paxton Inspection Services, Development Compliance Solutions (DEVCOM), BPR Consulting, BUREAU VERITAS, and Interwest, for an initial three-year term with up to two additional one-year extensions including assignment of work and City Manager authority to exercise optional extensions.

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

l. **Willows Police Department & POST Recertification**

Recommended Action: Adopt Resolution XX-2026 re-establishing the Willows Police Department, authorizing participation in the California Commission on Peace Officer Standards and Training (POST) program, and authorizing preparations for law enforcement services.

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

m. **Chapter 2.65 of the Willows Municipal Code**

Recommended Action: Introduce, by title only, an Ordinance acknowledging the re-establishment of the Willows Police Department and amending Chapter 2.65 of the Willows Municipal Code, and waive the full reading of the text.

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

n. **Lexipol Subscription for Willows Police Department**

Recommended Action: Authorize the City Manager to execute a contract with Lexipol, LLC (via the City's risk management JPA, NCCSIF) for a web-based police department policy and procedure management platform and associated consulting and implementation services, in an amount not to exceed \$10,000.00 annually.

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

7. **DISCUSSION & ACTION CALENDAR**

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

a. **Police Chief Recruitment & Appointment**

Recommended Action: Authorize the City Manager to engage a recruitment firm, in an amount not to exceed \$30,000, to conduct the recruitment for a City of Willows Police Chief and authorize budget authority to appoint and hire the Police Chief at an annual total compensation amount not to exceed \$215,000.

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

b. **Request for Qualifications: Tenant Improvements to Civic Center to Re-Establish Willows Police Department**

Recommended Action: Authorize the City Manager to prepare and release a Request for Qualifications (RFQ) to engage an architectural/engineering firm to design tenant improvements to the interior of the south wing of the Civic Center and Administrative Offices in order to re-establish the Willows Police Department.

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

c. **Neighborhood Watch Program**

Recommended Action: Authorize the City Manager to execute an agreement with Crime Free Living to assist the City of Willows in establishing a Neighborhood Watch Program in an amount not to exceed \$16,000.

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

d. **City Council Committee Assignments & Appointments**

Recommended Action: With a newly appointed Councilmember, reconsider City Council committee assignments and appoint Councilmembers to vacant positions.

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

8. COMMENTS & REPORTS

a. **Council Correspondence**

b. **City Council Comments & Reports**

c. **City Manager's Report**

9. ADJOURNMENT

This agenda was posted on August 21, 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.





PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00628 - CHECK RUN 7-31-26

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount	
	Void		0.00
Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	56963	07/31/2026	0.00
**Void Check	56967	07/31/2026	0.00
**Void Check	56968	07/31/2026	0.00
**Void Check	56969	07/31/2026	0.00

Vendor Number	Vendor Name					Total Vendor Amount
1008	A.T.& T.					324.84
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56959			07/31/2026	324.84	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000025557742	BAN - 9391061616 - 6-19-26 TO 7-18-26 SERVICE	07/27/2026	07/27/2026	0.00	294.27	
000025557747	BAN - 9391061624 - 6-19-26 TO 7-18-26 - SERVICE	07/27/2026	07/27/2026	0.00	30.57	

Vendor Number	Vendor Name					Total Vendor Amount
1051	ALVES DOOR COMPANY, INC.					1,360.58
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56960				07/31/2026	1,360.58
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11797	WINDSHIELD REPLACEMENT - 2023 RAM 1500 - FIRE	07/27/2026	07/27/2026	0.00	1,360.58	

Vendor Number	Vendor Name					Total Vendor Amount
1052	AMAZON CAPITAL SERVICES					691.88
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56961			07/31/2026	691.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1FR3-TGJY-FCWK	39 BOOKS - LIBRARY	07/27/2026	07/27/2026	0.00	656.59	
1XCK-G31T-PPJL	2 BOOKS - LIBRARY	07/27/2026	07/27/2026	0.00	35.29	

Vendor Number	Vendor Name					Total Vendor Amount
1172	CALIFORNIA WATER SERVICE					5,324.56
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56962			07/31/2026	5,324.56	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1053836442-071026	SERVICE TO 7-10-26 - LLAD ZONE C	07/27/2026	07/27/2026	0.00	115.03	
8491677777-071526	SERVICE TO 7-15-26 - CW	07/31/2026	07/31/2026	0.00	5,209.53	

Vendor Number	Vendor Name					Total Vendor Amount
1219	CENGAGE LEARNING INC/GALE					510.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56964			07/31/2026	510.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20046390	BESTSELLER COLLECTION 4 PREPAY - LIBRARY	07/28/2026	07/28/2026	0.00	510.94	

Vendor Number	Vendor Name					Total Vendor Amount
1252	CLEARWAY ENERGY LLC					16,744.62
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56965			07/31/2026	16,744.62	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1895666	JUNE 2026 SERVICE - SEWER	07/27/2026	07/27/2026	0.00	16,744.62	

Payment Register

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Vendor Number	Vendor Name						Total Vendor Amount
1255	COASTLAND CIVIL ENGINEERI						76,171.25
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56966					07/31/2026	76,171.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
64416	725531 - LLAD FY 2026-27	07/27/2026	07/27/2026	0.00	1,820.00		
64417	72-4441 - 257 N BUTTE ST - PERMIT #5429 - NVIH	07/27/2026	07/27/2026	0.00	492.50		
64418	725158 SYCAMORE PARK CCLGP FUNDED PROJECT	07/27/2026	07/27/2026	0.00	345.00		
64419	72-5495 TRAVEL PLAZA - CHEVRON - DR25-05 & LM25-01	07/27/2026	07/27/2026	0.00	632.50		
64420	72-1114 - BUILDING DEPARTMENT SERVICES	07/27/2026	07/27/2026	0.00	957.50		
64427	CIVIC CENTER ADA UPGRADES CM	07/27/2026	07/27/2026	0.00	322.50		
64429	722188 - SOUTH - DEVELOPMENT - RESIDENTIAL	07/27/2026	07/27/2026	0.00	57.50		
64432	725024 - ENCROACHMENT PERMITS	07/27/2026	07/27/2026	0.00	1,787.50		
64433	725445 - CITY ENGINEERING FY25-26	07/27/2026	07/27/2026	0.00	5,518.75		
64434	72-5456 - FY25-26 PAVEMENT REHAB	07/27/2026	07/27/2026	0.00	172.50		
64435	72-4441 - 130 N BUTTE ST - PERMIT #5508 - ADA RAMP	07/27/2026	07/27/2026	0.00	1,555.00		
64453	72-4441-644 N SHASTA ST-PERMIT #5491-NEW MFD HOI	07/27/2026	07/27/2026	0.00	4,990.00		
64454	72-4441 - SYCAMORE PARK & COM POOL - PERMIT #550	07/27/2026	07/27/2026	0.00	2,240.00		
64591	725158 SYCAMORE PARK CCLGP FUNDED PROJECT	07/27/2026	07/27/2026	0.00	1,092.50		
64592	725531 - LLAD FY 2026-27	07/27/2026	07/27/2026	0.00	805.00		
64593	725133 - CITY HALL ADA DOOR UPGRADES	07/27/2026	07/27/2026	0.00	115.00		
64594	72-5456 - FY25-26 PAVEMENT REHAB	07/27/2026	07/27/2026	0.00	6,035.00		
64595	CIVIC CENTER ADA UPGRADES CM	07/27/2026	07/27/2026	0.00	860.00		
64596	725024 - ENCROACHMENT PERMITS	07/27/2026	07/27/2026	0.00	2,625.00		
64597	725445 - CITY ENGINEERING FY25-26	07/27/2026	07/27/2026	0.00	5,717.50		
64648	72-4441-1300 W WOOD ST PERMIT #5477-CHICKEN KINC	07/27/2026	07/27/2026	0.00	585.00		
64649	72-4441-125 W WILLOW ST-PERMIT 5457- METAL COM \	07/27/2026	07/27/2026	0.00	3,926.25		
64650	72-4441 - BUILDING DEPARTMENT SERVICES	07/27/2026	07/27/2026	0.00	197.50		
64651	72-4441 - SYCAMORE PARK & COM POOL - PERMIT #550	07/27/2026	07/27/2026	0.00	3,238.75		
64818	725531 - LLAD FY 2026-27	07/27/2026	07/27/2026	0.00	471.25		
64819	725158 - SYCAMORE PARK CCLGP FUNDED PROJECT	07/27/2026	07/27/2026	0.00	2,496.25		
64820	72-5495 TRAVEL PLAZA - CHEVRON - DR25-05 & LM25-01	07/27/2026	07/27/2026	0.00	517.50		
64821	725133 - CITY HALL ADA DOOR UPGRADES	07/27/2026	07/27/2026	0.00	115.00		
64822	725024 - ENCROACHMENT PERMITS	07/27/2026	07/27/2026	0.00	2,312.50		
64823	725445 - CITY ENGINEERING FY25-26	07/27/2026	07/27/2026	0.00	10,137.50		
64824	72-5456 - FY25-26 PAVEMENT REHAB	07/27/2026	07/27/2026	0.00	9,032.50		
64844	CIVIC CENTER ADA UPGRADES CM	07/27/2026	07/27/2026	0.00	752.50		
64887	72-4441-125 W WILLOW ST-PERMIT #5457-METAL COM	07/27/2026	07/27/2026	0.00	2,132.50		
64888	72-4441 - SYCAMORE PARK & COM POOL - PERMIT #550	07/27/2026	07/27/2026	0.00	2,115.00		

Vendor Number	Vendor Name						Total Vendor Amount	
1261	COMCAST CABLE						153.16	
Payment Type	Payment Number						Payment Date	Payment Amount
Check	56970						07/31/2026	153.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
8155600290116196-081826	SERVICE TO 8-18-26 - FIRE	07/27/2026	07/27/2026	0.00	153.16			

Vendor Number	Vendor Name						Total Vendor Amount
1275	CORBIN WILLITS SYSTEMS						518.96
Payment Type	Payment Number						Payment Date Payment Amount
Check	56971						07/31/2026 518.96
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
000C607151	JULY 2026 - MOM'S SOFTWARE - FIN	07/27/2026	07/27/2026	0.00	518.96		

Vendor Number	Vendor Name						Total Vendor Amount
1277	CORNING LUMBER WILLOWS						60.76
Payment Type	Payment Number						Payment Date Payment Amount
Check	56972						07/31/2026 60.76
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2607-206401	LUMBER, BIT & SCREWS - SHOP - PW	07/27/2026	07/27/2026	0.00	60.76		

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Vendor Number 1388	Vendor Name EMPLOYERS INVESTIGATIVE S						Total Vendor Amount 560.00
Payment Type Check	Payment Number 56973						Payment Date 07/31/2026
Payable Number 5051289	Description BACKGROUND CHECK - FIRE	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount 75.00		
5051297	BACKGROUND CHECK - FIRE	07/27/2026	07/27/2026	0.00	485.00		
Vendor Number 1499	Vendor Name GLENN COUNTY TAX COLLECTO						Total Vendor Amount 209.08
Payment Type Check	Payment Number 56974						Payment Date 07/31/2026
Payable Number ASMT860-000-128-000	Description 145 N LASSEN ST - TAX PAYMENT - FY 26-27	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount 209.08		
Vendor Number 1566	Vendor Name INFRAMARK LLC						Total Vendor Amount 115,278.50
Payment Type Check	Payment Number 56975						Payment Date 07/31/2026
Payable Number 180525	Description JULY 2026 SERVICE - SEWER	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount 56,934.14		
185015	AUGUST 2026 SERVICE - SEWER	07/28/2026	07/28/2026	0.00	58,344.36		
Vendor Number 2431	Vendor Name JANA BABER						Total Vendor Amount 193.29
Payment Type Check	Payment Number 56976						Payment Date 07/31/2026
Payable Number 073126JB	Description REIMBURSEMENT - SUPPLIES - JUMPSTART	Payable Date 07/31/2026	Due Date 07/31/2026	Discount Amount 0.00	Payable Amount 193.29		
Vendor Number 1301	Vendor Name L.N. CURTIS & SONS						Total Vendor Amount 126.99
Payment Type Check	Payment Number 56977						Payment Date 07/31/2026
Payable Number INV1088751	Description 16 BRASS EXPANSION RINGS - FIRE	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount 126.99		
Vendor Number 1760	Vendor Name MATSON & ISOM TECHNOLOGY						Total Vendor Amount 5,601.69
Payment Type Check	Payment Number 56978						Payment Date 07/31/2026
Payable Number 103600	Description MOM'S TRANSITION - IT	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount 2,174.58		
103602	CLOUDSHIFT - DEVICE MANAGEMENT - IT	07/27/2026	07/27/2026	0.00	1,847.50		
103603	CLOUDSHIFT - PLATFORM MIGRATION - IT	07/27/2026	07/27/2026	0.00	296.25		
103604	CLOUDSHIFT - CLOUD PRINTING - IT	07/27/2026	07/27/2026	0.00	692.50		
103912	DEEFPREEZE 3YR LICENSE W/MAINT& SUPPORT LIBRARY	07/27/2026	07/27/2026	0.00	475.00		
103924	2 MICROSOFT 365 BUSINESS PREM LIC - ANNUAL - IT	07/27/2026	07/27/2026	0.00	115.86		
Vendor Number 2312	Vendor Name NAPA AUTO PARTS						Total Vendor Amount 498.31
Payment Type Check	Payment Number 56979						Payment Date 07/31/2026
Payable Number 730140	Description PARTS CLEANER - SHOP - PW	Payable Date 07/29/2026	Due Date 07/29/2026	Discount Amount 0.00	Payable Amount 57.29		
730326	PARTS - DODGE #7 - FIRE	07/27/2026	07/27/2026	0.00	21.73		
730330	BATTERY - CRANE TRAILER #37 - SEWER	07/29/2026	07/29/2026	0.00	419.29		

Payment Register

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Vendor Number 1822	Vendor Name NATIONAL FIRE SYSTEMS, IN					Total Vendor Amount 433.49	
Payment Type Check	Payment Number 56980					Payment Date 07/31/2026	Payment Amount 433.49
Payable Number 606693	Description 6 MONTH HOOD INSP - FIRE	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount 433.49		
Vendor Number 1864	Vendor Name O'REILLY AUTO PARTS					Total Vendor Amount 44.81	
Payment Type Check	Payment Number 56981					Payment Date 07/31/2026	Payment Amount 44.81
Payable Number 4878-129858	Description CORE RETURN & CAR WASH - PW	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount -2.18		
4878-130997	FILTERS - DODGE #7 - FIRE	07/27/2026	07/27/2026	0.00	46.99		
Vendor Number 1143	Vendor Name PEDRO BOBADILLA					Total Vendor Amount 576.92	
Payment Type Check	Payment Number 56982					Payment Date 07/31/2026	Payment Amount 576.92
Payable Number 073126PB	Description RECREATIONAL SERVICES 7-18-26 TO 7-31-26 - REC	Payable Date 07/27/2026	Due Date 07/27/2026	Discount Amount 0.00	Payable Amount 576.92		
Vendor Number 1978	Vendor Name REGIONAL GOVERNMENT SERVI					Total Vendor Amount 934.75	
Payment Type Check	Payment Number 56983					Payment Date 07/31/2026	Payment Amount 934.75
Payable Number 21051	Description PERSONNEL RULES & REVIEW MOU - CM	Payable Date 07/29/2026	Due Date 07/29/2026	Discount Amount 0.00	Payable Amount 934.75		
Vendor Number 2041	Vendor Name SACRAMENTO VALLEY MIRROR					Total Vendor Amount 575.70	
Payment Type Check	Payment Number 56984					Payment Date 07/31/2026	Payment Amount 575.70
Payable Number 4470	Description LEGAL AD-SOFTBALL FIELD BID & ORD#765-2025 FD TRK	Payable Date 07/28/2026	Due Date 07/28/2026	Discount Amount 0.00	Payable Amount 181.80		
4471	LEGAL AD-OAK ST & MADRONE NOTICE TO BIDDERS - PL	07/28/2026	07/28/2026	0.00	393.90		
Vendor Number 2565	Vendor Name SIERRA - SACRAMENTO VALLEY EMS AGENCY					Total Vendor Amount 138.60	
Payment Type Check	Payment Number 56985					Payment Date 07/31/2026	Payment Amount 138.60
Payable Number 2026-113	Description IMAGETREND FEE - FIRE	Payable Date 07/28/2026	Due Date 07/28/2026	Discount Amount 0.00	Payable Amount 138.60		
Vendor Number 2094	Vendor Name SONGBIRD LANDSCAPE SUPPLY					Total Vendor Amount 136.10	
Payment Type Check	Payment Number 56986					Payment Date 07/31/2026	Payment Amount 136.10
Payable Number 10499	Description 2 RAINBIRD STATIONS - JENSEN PARK	Payable Date 07/28/2026	Due Date 07/28/2026	Discount Amount 0.00	Payable Amount 136.10		
Vendor Number 2133	Vendor Name SUNRISE ENVIRONMENTAL					Total Vendor Amount 545.15	
Payment Type Check	Payment Number 56987					Payment Date 07/31/2026	Payment Amount 545.15
Payable Number 162166	Description CLEANING SOLVENT - SEWER	Payable Date 07/29/2026	Due Date 07/29/2026	Discount Amount 0.00	Payable Amount 545.15		

Payment Register
APPKT00628 - CHECK RUN 7-31-26

Vendor Number	Vendor Name					Total Vendor Amount
1567	THE INKWELL					272.93
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	56988	07/31/2026	272.93			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5266	2 INK CARTRIDGES - FIRE	07/28/2026	07/28/2026	0.00	272.93	

Vendor Number	Vendor Name					Total Vendor Amount
2207	TYLER TECHNOLOGIES, INC					2,159.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	56989	07/31/2026	2,159.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
025-560208	UTILITIES TEST IMPORTS & BILL CALCULATIONS - SEWER	07/28/2026	07/28/2026	0.00	1,450.00	
025-560302	UTILITIES CARD READERS & SERVICE FEE - SEWER	07/30/2026	07/30/2026	0.00	709.00	

Vendor Number	Vendor Name					Total Vendor Amount
2433	VESTIS					384.64
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	56990	07/31/2026	384.64			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5067186864	UNIFORM SERVICE - PUBLIC WORKS	07/28/2026	07/28/2026	0.00	198.15	
5067191807	UNIFORM SERVICE - PUBLIC WORKS	07/29/2026	07/29/2026	0.00	186.49	

Vendor Number	Vendor Name					Total Vendor Amount
2295	WILLOWS ACE HARDWARE					866.29
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	56991	07/31/2026	866.29			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
140616	PAINT & ROLLERS - GRAFFITI GRANT - CCLG	07/28/2026	07/28/2026	0.00	491.07	
140632	HAMMER & FASTENERS - SHOP - PW	07/28/2026	07/28/2026	0.00	24.98	
140641	LUMBER, PAINT, ROD, & FASTENSERS - MALL AREA	07/28/2026	07/28/2026	0.00	283.55	
140790	SPLICE KIT - PARKS	07/28/2026	07/28/2026	0.00	13.88	
140806	PVC FITTINGS - SOFTBALL FIELD JENSEN PARK - PARKS	07/29/2026	07/29/2026	0.00	2.56	
140840	SOLENOID KIT - JENSEN PARK - PARKS	07/29/2026	07/29/2026	0.00	14.13	
140850	STRIPING PAINT - SOFTBALL FIELDS - PARKS	07/29/2026	07/29/2026	0.00	11.95	
140885	FASTENERS - RESTROOMS - CIVIC CENTER	07/29/2026	07/29/2026	0.00	1.41	
141047	PAINT & SUPPLIES - LIBRARY	07/29/2026	07/29/2026	0.00	22.76	

Vendor Number	Vendor Name					Total Vendor Amount
2308	WILLOWS AUTOMOTIVE					260.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	56992	07/31/2026	260.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
RO#97194	SMOG - 2011 F-350 #20 - PW	07/29/2026	07/29/2026	0.00	65.00	
RO#97198	SMOG - 2008 FORD F-250 SDK #5 - PW	07/29/2026	07/29/2026	0.00	65.00	
RO#97199	SMOG - 2006 CHEVY #2 - PW	07/29/2026	07/29/2026	0.00	65.00	
RO#97200	SMOG - 2011 FORD RANGER #3 - PW	07/29/2026	07/29/2026	0.00	65.00	

Vendor Number	Vendor Name					Total Vendor Amount
2291	WILLOWS CHRISTIAN CHURCH					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	56993	07/31/2026	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
JUMPSTART26	JULY 2026 CLASSROOM USE - JUMPSTART	07/29/2026	07/29/2026	0.00	500.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	27	18	0.00	30,407.34
Gen Chk	Voided **Void Check	0	3	0.00	0.00
Gen Chk	Check	64	13	0.00	201,750.45
Packet Totals:		91	35	0.00	232,157.79

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-232,157.79
Packet Totals:		-232,157.79



City of Willows

Payment Register

APPKT00631 - CHECK RUN 8-14-26

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount	
	Void		0.00
Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	57024	08/14/2026	0.00
**Void Check	57025	08/14/2026	0.00
**Void Check	57026	08/14/2026	0.00

Vendor Number	Vendor Name					Total Vendor Amount
2575	ALTA LANGUAGE SERVICES					58.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56994				08/14/2026	58.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IS859567	LISTENING & SPEAKING TEST IVR - LIBRARY	08/12/2026	08/12/2026	0.00	58.00	

Vendor Number	Vendor Name					Total Vendor Amount
1052	AMAZON CAPITAL SERVICES					1,313.92
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56995			08/14/2026	1,313.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
16VL-6MDH-PRNG	LIBRARY MATERIALS #6 - LIBRARY	08/10/2026	08/10/2026	0.00	16.12	
1CX-61GT-D6N6	JULY-AUGUST BOOK ORDER - LIBRARY	08/10/2026	08/10/2026	0.00	612.13	
1LC1-69X3-3HWD	LIBRARY MATERIALS #3 - LIBRARY	08/10/2026	08/10/2026	0.00	18.54	
1VHX-6WMG-F9H1	TABLING EVENT ITEMS - LIBRARY	08/10/2026	08/10/2026	0.00	610.19	
1XF9-6KJK-V4NY	LIBRARY MATERIALS - LIBRARY	08/10/2026	08/10/2026	0.00	56.94	

Vendor Number	Vendor Name					Total Vendor Amount	
2572	BIDWELL DESIGN					376.91	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	56996					08/14/2026	376.91
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
4121	TRAFFICE ACCIDENT INFO EXCHANGE FORMS - POLICE	08/10/2026	08/10/2026	0.00	376.91		

Vendor Number	Vendor Name					Total Vendor Amount
1158	BYWATER					3,183.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56997			08/14/2026	3,183.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV-10106	4020 ANNUAL SOFTWARE SUPPORT & HOSTING - LIBRAR	08/10/2026	08/10/2026	0.00	3,183.00	

Vendor Number	Vendor Name					Total Vendor Amount
1194	CALIFORNIA STATE DISBURSE					162.92
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56998				08/14/2026	162.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0002013	CHILD SUPPORT	08/14/2026	08/14/2026	0.00	162.92	

Vendor Number	Vendor Name					Total Vendor Amount
1261	COMCAST CABLE					370.63
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56999			08/14/2026	370.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290115941-082826	SERVICES TO 8-28-26 - CIVIC CENTER	08/10/2026	08/10/2026	0.00	370.63	

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APPKT00631 - CHECK RUN 8-14-26

Vendor Number 1278	Vendor Name CORNING FORD					Total Vendor Amount 910.58	
Payment Type Check	Payment Number 57000					Payment Date 08/14/2026	Payment Amount 910.58
Payable Number 69624	Description BRAKES - F-350 DUMP BED #20 - PUBLIC WORKS & SEWE	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 910.58		
Vendor Number 2390	Vendor Name CULLIGAN QUENCH USA, INC					Total Vendor Amount 140.31	
Payment Type Check	Payment Number 57001					Payment Date 08/14/2026	Payment Amount 140.31
Payable Number INV11198691	Description AUGUST 2026 SERVICE - CW	Payable Date 08/10/2026	Due Date 08/10/2026	Discount Amount 0.00	Payable Amount 140.31		
Vendor Number 1325	Vendor Name DEMCO, INC.					Total Vendor Amount 1,647.80	
Payment Type Check	Payment Number 57002					Payment Date 08/14/2026	Payment Amount 1,647.80
Payable Number 7831279	Description LABEL SUPPLIES - LIBRARY	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 1,647.80		
Vendor Number 1389	Vendor Name EMPLOYMENT DEV. DEPT.					Total Vendor Amount 121.33	
Payment Type Check	Payment Number 57003					Payment Date 08/14/2026	Payment Amount 121.33
Payable Number 072326EDD-Q2	Description Q2 SDI TAXES DUE - RATE CHANGE - CW	Payable Date 07/23/2026	Due Date 07/23/2026	Discount Amount 0.00	Payable Amount 121.33		
Vendor Number 1429	Vendor Name FEDEX					Total Vendor Amount 59.42	
Payment Type Check	Payment Number 57004					Payment Date 08/14/2026	Payment Amount 59.42
Payable Number 9-402-60075	Description SHIPPING - LLAD & FIRE	Payable Date 08/10/2026	Due Date 08/10/2026	Discount Amount 0.00	Payable Amount 59.42		
Vendor Number 2574	Vendor Name FOLLETT CONTENT					Total Vendor Amount 9,998.60	
Payment Type Check	Payment Number 57005					Payment Date 08/14/2026	Payment Amount 9,998.60
Payable Number 775327F	Description BOOKS - YA 2026 DONATION - LIBRARY	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 4,998.95		
Payable Number 775328F	Description BOOKS - JUVENILE 2026 DO - LIBRARY	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 4,999.65		
Vendor Number 1463	Vendor Name GANDY & STALEY OIL CO					Total Vendor Amount 3,628.02	
Payment Type Check	Payment Number 57006					Payment Date 08/14/2026	Payment Amount 3,628.02
Payable Number 236933	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 08/10/2026	Due Date 08/10/2026	Discount Amount 0.00	Payable Amount 606.73		
Payable Number 237295	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 08/10/2026	Due Date 08/10/2026	Discount Amount 0.00	Payable Amount 1,213.46		
Payable Number 237296	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 08/10/2026	Due Date 08/10/2026	Discount Amount 0.00	Payable Amount 500.70		
Payable Number 87140-073126	Description FUEL - FIRE	Payable Date 08/10/2026	Due Date 08/10/2026	Discount Amount 0.00	Payable Amount 1,307.13		
Vendor Number 2573	Vendor Name GENERAL CODE					Total Vendor Amount 572.55	
Payment Type Check	Payment Number 57007					Payment Date 08/14/2026	Payment Amount 572.55
Payable Number GC00136050	Description ECODE360 ANNUAL MAINTENANCE - LAW ENFORCEMEN	Payable Date 08/10/2026	Due Date 08/10/2026	Discount Amount 0.00	Payable Amount 572.55		

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Vendor Number 1499	Vendor Name GLENN COUNTY TAX COLLECTO					Total Vendor Amount 472.31
Payment Type Check	Payment Number 57008					Payment Date 08/14/2026
Payable Number ASMT860-000-129-000	Description 139 N LASSENT ST - TAX PAYMENT - FY 26-27	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 472.31	
Vendor Number 1564	Vendor Name ITF - INDUSTRIAL TRUCK & FARM					Total Vendor Amount 163.37
Payment Type Check	Payment Number 57009					Payment Date 08/14/2026
Payable Number 668791	Description PARTS - VAC TRUCK #10 - PUBLIC WORKS	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 48.92	
669577	PARTS - VAC TRUCK #10 - PUBLIC WORKS	08/11/2026	08/11/2026	0.00	92.79	
670283	HITCH PIN - SATO TRACTOR #28 - PW	08/12/2026	08/12/2026	0.00	21.66	
Vendor Number 1623	Vendor Name JON'S BACKFLOW SPECIALIST					Total Vendor Amount 780.00
Payment Type Check	Payment Number 57010					Payment Date 08/14/2026
Payable Number 827	Description ANNUAL TESTING-ALL BACKFLOW DEVICES-PARKS & SEW	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 780.00	
Vendor Number 1680	Vendor Name LANNIE'S SEPTIC TANK SERV					Total Vendor Amount 146.81
Payment Type Check	Payment Number 57011					Payment Date 08/14/2026
Payable Number 78036	Description PORTABLE TOILET RENTAL & SERV - HS POOL - REC	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 146.81	
Vendor Number 2557	Vendor Name LECHOWICZ & TSENG MUNICIPAL CONSULTANTS					Total Vendor Amount 4,277.93
Payment Type Check	Payment Number 57012					Payment Date 08/14/2026
Payable Number #4-08052026	Description 2026 SEWER RATE STUDY - SEWER	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 4,277.93	
Vendor Number 1710	Vendor Name LIFE ASSIST					Total Vendor Amount 140.23
Payment Type Check	Payment Number 57013					Payment Date 08/14/2026
Payable Number 95988FD	Description MEDICAL SUPPLIES - FIRE	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 140.23	
Vendor Number 2576	Vendor Name MALONEY CONSULTING & INVESTIGATION SOLUTIONS					Total Vendor Amount 8,514.70
Payment Type Check	Payment Number 57014					Payment Date 08/14/2026
Payable Number 081426MC&IS	Description CONSULTING - RE-ESTABLISH POLICE DEPT - LE	Payable Date 08/12/2026	Due Date 08/12/2026	Discount Amount 0.00	Payable Amount 8,514.70	
Vendor Number 1760	Vendor Name MATSON & ISOM TECHNOLOGY					Total Vendor Amount 8,932.75
Payment Type Check	Payment Number 57015					Payment Date 08/14/2026
Payable Number 103970	Description MOM'S TRANSITION - IT	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 730.00	
103971	CLOUDSHIFT - COLLAB PLATFORM MIGRATION - IT	08/11/2026	08/11/2026	0.00	2,780.00	
103974	LIBRARY INTERGRATION NETWORK UPGRADES - IT	08/11/2026	08/11/2026	0.00	543.75	
104214	AUGUST 2026 IT SERVICE - IT	08/11/2026	08/11/2026	0.00	4,879.00	

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Vendor Number	Vendor Name					Total Vendor Amount	
1792	MJB WELDING SUPPLY, INC					54.56	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	57016					08/14/2026	54.56
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0001581812	ACETYLENE CYL RENTAL - SHOP SUPPLIES - PW	08/11/2026	08/11/2026	0.00	54.56		

Vendor Number	Vendor Name						Total Vendor Amount	
2312	NAPA AUTO PARTS						1,946.38	
Payment Type	Payment Number						Payment Date	Payment Amount
Check	57017						08/14/2026	1,946.38
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
730387	STRIPE OFF WHEEL KIT - DUMP TRUCK #12 - PW	08/12/2026	08/12/2026	0.00	88.84			
730397	HORN REPLACEMENT - DUMP TRUCK #12 - PW	08/12/2026	08/12/2026	0.00	50.98			
730416	FILTERS & OIL - DUMP TRUCK #12 - PW	08/12/2026	08/12/2026	0.00	429.07			
730442	FILTERS - VAC TRUCK #10 - SEWER	08/12/2026	08/12/2026	0.00	121.75			
730451	OIL - VACK TRUCK #10 - SEWER	08/12/2026	08/12/2026	0.00	215.26			
730462	OIL - DUMP TRUCK #12 - PUBLIC WORKS	08/13/2026	08/13/2026	0.00	378.32			
730474	FUEL FILTER & ANTIFREEZE - VAC TRUCK #10 - SEWER	08/12/2026	08/12/2026	0.00	193.76			
730727	BLEEDER KIT - F-350 #20 - PUBLIC WORKS	08/13/2026	08/13/2026	0.00	9.95			
730741	FITTINGS & BRAKE FLUID - F-350 #20 - PUBLIC WORKS	08/13/2026	08/13/2026	0.00	27.17			
730761	BRAKE FLUID & OIL DRY - F-350 #20 - PUBLIC WORKS	08/13/2026	08/13/2026	0.00	59.78			
730818	SEAL, DECALS, & FILTERS - TORO MOWER #32 - PW	08/13/2026	08/13/2026	0.00	141.63			
730839	COUPLER - FIRE	08/11/2026	08/11/2026	0.00	-11.36			
730862	FUEL TREATMENT - TORO MOWER #32 - PW	08/13/2026	08/13/2026	0.00	11.95			
731146	BATTERY - F350 #20 - PUBLIC WORKS	08/11/2026	08/11/2026	0.00	229.28			

Vendor Number	Vendor Name					Total Vendor Amount	
1855	NORTHNET LIBRARY SYSTEM					674.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	57018					08/14/2026	674.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2499	FY26-27 NLS MEMBERSHIP FEES - LIBRARY	08/11/2026	08/11/2026	0.00	674.00		

Vendor Number	Vendor Name					Total Vendor Amount
2373	ODP BUSINESS SOLUTIONS					146.48
Payment Type	Payment Number					Payment Date Payment Amount
Check	57019					08/14/2026 146.48
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
476916435001	PAPER - OFFICE SUPPLIES - CW	08/11/2026	08/11/2026	0.00	146.48	

Vendor Number	Vendor Name					Total Vendor Amount
1896	PAPE' MACHINERY JOHN DEERE					62.91
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	57020			08/14/2026	62.91	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
17052586	GAUGE - JOHN DEERE MOWER #31 - PW	08/13/2026	08/13/2026	0.00	51.66	
17052586-2	BUSHING - JOHN DEERE MOWER #31 - PW	08/13/2026	08/13/2026	0.00	11.25	

Vendor Number	Vendor Name					Total Vendor Amount	
2475	PAXTON FAMILY INSPECTION SERVICES					5,922.34	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	57021					08/14/2026	5,922.34
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
261021	JULY 2026 BUILD INSP, PLAN, CODE ENF, & MI - PLAN	08/11/2026	08/11/2026	0.00	5,922.34		

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APPKT00631 - CHECK RUN 8-14-26

Vendor Number 1143	Vendor Name PEDRO BOBADILLA					Total Vendor Amount 576.92
Payment Type Check	Payment Number 57022					Payment Date 08/14/2026
Payable Number 081426PB	Description RECREATIONAL SERVICES 8-1-26 TO 8-14-26 - REC	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 576.92	
Vendor Number 1917	Vendor Name PG & E					Total Vendor Amount 14,689.96
Payment Type Check	Payment Number 57023					Payment Date 08/14/2026
Payable Number 0939281537-0-07222026	Description SERVICE TO 7-22-26 - CW	Payable Date 08/14/2026	Due Date 08/14/2026	Discount Amount 0.00	Payable Amount 14,643.69	
Payable Number 1773553795-7-07312026	Description SERVICE TO 7-31-26 - SEWER	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 46.27	
Vendor Number 1926	Vendor Name PLEXUS GLOBAL LLC					Total Vendor Amount 315.00
Payment Type Check	Payment Number 57027					Payment Date 08/14/2026
Payable Number 20488	Description DOT RANDOMS PLUS DOT TESTING - PW	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 315.00	
Vendor Number 2332	Vendor Name PRENTICE LONG, PC					Total Vendor Amount 18,348.58
Payment Type Check	Payment Number 57028					Payment Date 08/14/2026
Payable Number 8936	Description SERVICES RENDERED THROUGH 7-31-26 JUNE & JULY - C	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 18,348.58	
Vendor Number 2556	Vendor Name RADIAL POWER LLC					Total Vendor Amount 1,347.16
Payment Type Check	Payment Number 57029					Payment Date 08/14/2026
Payable Number INV893	Description JULY 2026 PRODUCTION - SOLAR - FIRE	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 1,347.16	
Vendor Number 2041	Vendor Name SACRAMENTO VALLEY MIRROR					Total Vendor Amount 383.80
Payment Type Check	Payment Number 57030					Payment Date 08/14/2026
Payable Number 4482	Description LEGAL AD-ELECTION 2 SEATS & COUNCIL VACANCY - CW	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 232.30	
Payable Number 4484	Description LEGAL AD - ELECTION & MEASURE K - CW	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 151.50	
Vendor Number 2056	Vendor Name SCALVINI TIRE & AUTO					Total Vendor Amount 1,471.10
Payment Type Check	Payment Number 57031					Payment Date 08/14/2026
Payable Number 35186	Description TIRES, MOUNT & BALANCE - FIRE	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 1,471.10	
Vendor Number 2334	Vendor Name STREAM IT NETWORKS LLC					Total Vendor Amount 1,144.03
Payment Type Check	Payment Number 57032					Payment Date 08/14/2026
Payable Number 2026-08000064	Description AUGUST 2026 INTERNET - PUBLIC WORKS	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 85.00	
Payable Number 2026-08000534	Description SET UP-24 PORT SWITCH-APP BAY WIFI & SWITCH - FIRE	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 1,059.03	

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APPKT00631 - CHECK RUN 8-14-26

Vendor Number 2520	Vendor Name THE TRAFFIC SIGN STORE					Total Vendor Amount 68.90	
Payment Type Check	Payment Number 57033					Payment Date 08/14/2026	Payment Amount 68.90
Payable Number T25457	Description STREET NAME - STREET SIGN - STREETS	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 68.90		
Vendor Number 2447	Vendor Name TOP NOTCH COMMERCIAL CLEANING					Total Vendor Amount 2,475.00	
Payment Type Check	Payment Number 57034					Payment Date 08/14/2026	Payment Amount 2,475.00
Payable Number 13147	Description JULY 2026 JANITORIAL SERVICES - CIVIC CENTER	Payable Date 08/14/2026	Due Date 08/14/2026	Discount Amount 0.00	Payable Amount 1,375.00		
13299	AUGUST 2026 JANITORAIL SERVICES - CIVIC CENTER	08/14/2026	08/14/2026	0.00	1,100.00		
Vendor Number 2194	Vendor Name TRACTOR SUPPLY CREDIT PLAN					Total Vendor Amount 61.95	
Payment Type Check	Payment Number 57035					Payment Date 08/14/2026	Payment Amount 61.95
Payable Number 200562481	Description SAFETY SHIRTS - PUBLIC WORKS	Payable Date 08/11/2026	Due Date 08/11/2026	Discount Amount 0.00	Payable Amount 61.95		
Vendor Number 1798	Vendor Name UBEO WEST, LLC					Total Vendor Amount 348.93	
Payment Type Check	Payment Number 57036					Payment Date 08/14/2026	Payment Amount 348.93
Payable Number 587522012	Description PRINTER USAGE 7-20-26 TP 8-20-26 & OVERAGES - CW	Payable Date 08/13/2026	Due Date 08/13/2026	Discount Amount 0.00	Payable Amount 348.93		
Vendor Number 2223	Vendor Name UNITED PUBLIC EMPLOYEES A					Total Vendor Amount 266.53	
Payment Type Check	Payment Number 57037					Payment Date 08/14/2026	Payment Amount 266.53
Payable Number INV0002030	Description UPEC DUES	Payable Date 08/14/2026	Due Date 08/31/2026	Discount Amount 0.00	Payable Amount 266.53		
Vendor Number 2396	Vendor Name US BANK TFM-9705					Total Vendor Amount 408,069.78	
Payment Type Check	Payment Number 57038					Payment Date 08/14/2026	Payment Amount 408,069.78
Payable Number 3316627	Description 2021 SEWER SYSTEM FINANCING PROJECT - SEWER	Payable Date 08/13/2026	Due Date 08/13/2026	Discount Amount 0.00	Payable Amount 408,069.78		
Vendor Number 2248	Vendor Name VERIZON WIRELESS					Total Vendor Amount 428.75	
Payment Type Check	Payment Number 57039					Payment Date 08/14/2026	Payment Amount 428.75
Payable Number 6149621342	Description SERVICE 6-27-26 TO 7-26-26 - CW	Payable Date 08/13/2026	Due Date 08/13/2026	Discount Amount 0.00	Payable Amount 428.75		
Vendor Number 2433	Vendor Name VESTIS					Total Vendor Amount 382.52	
Payment Type Check	Payment Number 57040					Payment Date 08/14/2026	Payment Amount 382.52
Payable Number 5067196625	Description UNIFORM SERVICE - PUBLIC WORKS	Payable Date 08/13/2026	Due Date 08/13/2026	Discount Amount 0.00	Payable Amount 186.49		
5067201478	UNIFORM SERVICE - PUBLIC WORKS	08/13/2026	08/13/2026	0.00	196.03		

Payment Register

APPKT00631 - CHECK RUN 8-14-26

Vendor Number	Vendor Name						Total Vendor Amount
2295	WILLOWS ACE HARDWARE						1,580.49
Payment Type	Payment Number						Payment Date Payment Amount
Check	57041						08/14/2026 1,580.49
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
140820	WIRE - JENSEN PARK - PARKS	08/14/2026	08/14/2026	0.00	15.01		
141077	JOINT COMPOUND - LIBRARY	08/14/2026	08/14/2026	0.00	15.21		
141105	PAINT - LIBRARY	08/14/2026	08/14/2026	0.00	33.32		
141116	STRIPING PAINT - SOFTBALL FIELDS - PARKS	08/14/2026	08/14/2026	0.00	23.90		
141142	SPRAYPAINT - LIBRARY CARTS - LIBRARY	08/14/2026	08/14/2026	0.00	48.88		
141319	FILTERS FOR HVAC - FIRE	08/14/2026	08/14/2026	0.00	22.76		
141357	LED LIGHT BULBS - FIRE	08/14/2026	08/14/2026	0.00	66.94		
141432	24 SPRINKLERS - JENSEN PARK - PARK	08/14/2026	08/14/2026	0.00	1,320.36		
141460	GLASS CLEANER & CAR WASH - GARAGE SUPPLIES - PW	08/14/2026	08/14/2026	0.00	14.77		
141561	ADHESIVE - FIRE DEPT TILE ROOF - FIRE	08/14/2026	08/14/2026	0.00	5.43		
141563	FITTINGS - FIRE DEPT - FIRE	08/14/2026	08/14/2026	0.00	13.91		

Vendor Number	Vendor Name					Total Vendor Amount
2282	WILLOWS HARDWARE, INC.					41.30
Payment Type	Payment Number					Payment Date Payment Amount
Check	57042					08/14/2026 41.30
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
373247	BELT - MOWER - PW	08/13/2026	08/13/2026	0.00	21.74	
378425	SUPPLIES - PUBLIC WORKS	08/13/2026	08/13/2026	0.00	19.56	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	42	25	0.00	471,702.21
Gen Chk	Voided **Void Check	0	2	0.00	0.00
Gen Chk	Check	47	21	0.00	35,077.25
Packet Totals:		89	49	0.00	506,779.46

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-506,779.46
Packet Totals:		-506,779.46



City of Willows

Payment Register

APPKT00627 - BIWEEKLY VENDORS 7-31-26
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount			
1194	CALIFORNIA STATE DISBURSE	162.92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56957	07/31/2026	162.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002001	CHILD SUPPORT	07/31/2026	07/31/2026	0.00	162.92

Vendor Number	Vendor Name	Total Vendor Amount			
2223	UNITED PUBLIC EMPLOYEES A	266.53			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	56958	07/31/2026	266.53		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002002	UPEC DUES	07/31/2026	07/31/2026	0.00	266.53

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	2	2	0.00	429.45
Packet Totals:		2	2	0.00	429.45

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-429.45
Packet Totals:		-429.45



City of Willows

Payroll Check Register Checks

Pay Period: 7/13/2026-7/26/2026

Packet: PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
GARCIA, AARON	GAR04	Regular	07/31/2026	415.46	41197
RANDOLPH, CORA	RAN02	Regular	07/31/2026	674.64	41198
CHRISTY, CADE	CAD00	Regular	07/31/2026	369.30	41199
COGGINS, TYLIE	COG00	Regular	07/31/2026	307.75	41200
LINARES VILLALBA, LIANI	LIA00	Regular	07/31/2026	307.75	41201
BOWDEN, BRANDON	BOW00	Regular	07/31/2026	3,785.94	41202
HICKS, RYAN	HIC01	Regular	07/31/2026	3,785.94	41203



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 7/13/2026-7/26/2026

Packet: PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BROWN, MARTHA	BRO01	07/31/2026	3,991.79	2352
PRICE, KARLEEN	PRI01	07/31/2026	1,811.68	2353
HARRISON, JOEI	HAR01	07/31/2026	1,997.76	2354
HAZLETT, ROBIN	HAZ01	07/31/2026	1,637.84	2355
RICHARDSON, TARYN	RIC00	07/31/2026	1,339.82	2356
RUSTENHOVEN, TARA L	RUS01	07/31/2026	1,755.40	2357
GAMBOA, YADIRA	GAM00	07/31/2026	449.66	2358
LUNA-SARINAS, CRISTINA	LUN00	07/31/2026	470.36	2359
MYERS, KEVIN M	MYE00	07/31/2026	449.13	2360
RUBALCAVA-TORRES, VIANKA	RUB01	07/31/2026	1,369.08	2361
WATKINS, COLLEEN	WAT00	07/31/2026	386.37	2362
WATSON, CHRISTINE	WAT01	07/31/2026	2,659.31	2363
BABER, JANA	BAB00	07/31/2026	997.73	2364
BOBADILLA, TAVIAN	BOB02	07/31/2026	346.22	2365
BURT, MEAGAN	BUR01	07/31/2026	61.45	2366
HOBBS, BROOKLYNN	HOB01	07/31/2026	592.39	2367
BOBADILLA, TIAGO	BOB03	07/31/2026	369.30	2368
FLOWERDEW, JAKE	FLO01	07/31/2026	430.85	2369
PUENTE, ANTHONY	PUE00	07/31/2026	488.55	2370
CONNELLY, WILLIAM	CON00	07/31/2026	1,015.57	2371
ENOS, KYLE	ENO00	07/31/2026	4,607.45	2372
FUENTES, JAIME	FUE01	07/31/2026	2,880.01	2373
LOMBARD, TYLER JOSEPH	LOM00	07/31/2026	5,828.64	2374
LOPEZ, MATTHEW	LOP03	07/31/2026	1,918.25	2375
RAKESTRAW, SHANE	RAK00	07/31/2026	421.53	2376
WAMMACK, DEVIN	WAM01	07/31/2026	4,464.41	2377
MINGS, MICHAEL E	MIN00	07/31/2026	1,460.67	2378
RANDOLPH, MATTHEW	RAN01	07/31/2026	1,457.81	2379
REED, JOSHUA	REE00	07/31/2026	1,603.11	2380
VASQUEZ, PEDRO CEASAR	VAS01	07/31/2026	1,877.42	2381
ZOLLER-HARRIS, TRAVIS	ZOL00	07/31/2026	2,163.93	2382
BETTENCOURT, JOSEPH	BET01	07/31/2026	3,625.29	2383
MONCK, NATHANIAL T	MON00	07/31/2026	1,000.00	2384
MONCK, NATHANIAL T	MON00	07/31/2026	4,374.49	2384
PFYL, NATISA N	PFY00	07/31/2026	1,991.65	2385



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 7/13/2026-7/26/2026

Packet: PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BABER, JANA	BAB00	07/31/2026	2364	1,208.25	0.00	210.52	997.73
BETTENCOURT, JOSEPH	BET01	07/31/2026	2383	4,952.08	396.17	930.62	3,625.29
BOBADILLA, TAVIAN	BOB02	07/31/2026	2365	380.25	0.00	34.03	346.22
BOBADILLA, TIAGO	BOB03	07/31/2026	2368	405.60	0.00	36.30	369.30
BOWDEN, BRANDON	BOW00	07/31/2026	41202	5,595.75	0.00	1,809.81	3,785.94
BROWN, MARTHA	BRO01	07/31/2026	2352	6,638.08	940.67	1,705.62	3,991.79
BURT, MEAGAN	BUR01	07/31/2026	2366	67.50	0.00	6.05	61.45
CHRISTY, CADE	CAD00	07/31/2026	41199	405.60	0.00	36.30	369.30
COGGINS, TYLIE	COG00	07/31/2026	41200	338.00	0.00	30.25	307.75
CONNELLY, WILLIAM	CON00	07/31/2026	2371	1,200.00	0.00	184.43	1,015.57
ENOS, KYLE	ENO00	07/31/2026	2372	6,571.01	496.14	1,467.42	4,607.45
FLOWERDEW, JAKE	FLO01	07/31/2026	2369	473.20	0.00	42.35	430.85
FUENTES, JAIME	FUE01	07/31/2026	2373	3,602.88	355.48	367.39	2,880.01
GAMBOA, YADIRA	GAM00	07/31/2026	2358	516.60	0.00	66.94	449.66
GARCIA, AARON	GAR04	07/31/2026	41197	456.30	0.00	40.84	415.46
HARRISON, JOEI	HAR01	07/31/2026	2354	4,759.08	2,114.06	647.26	1,997.76
HAZLETT, ROBIN	HAZ01	07/31/2026	2355	2,088.32	261.84	188.64	1,637.84
HICKS, RYAN	HIC01	07/31/2026	41203	5,595.75	0.00	1,809.81	3,785.94
HOBBS, BROOKLYNN	HOB01	07/31/2026	2367	654.50	0.00	62.11	592.39
LINARES VILLALBA, LIANI	LIA00	07/31/2026	41201	338.00	0.00	30.25	307.75
LOMBARD, TYLER JOSEPH	LOM00	07/31/2026	2374	8,641.12	685.09	2,127.39	5,828.64
LOPEZ, MATTHEW	LOP03	07/31/2026	2375	2,426.40	0.00	508.15	1,918.25
LUNA-SARINAS, CRISTINA	LUN00	07/31/2026	2359	516.60	0.00	46.24	470.36
MINGS, MICHAEL E	MIN00	07/31/2026	2378	2,207.93	374.93	372.33	1,460.67
MONCK, NATHANIAL T	MON00	07/31/2026	2384	8,862.48	667.72	2,820.27	5,374.49
MYERS, KEVIN M	MYE00	07/31/2026	2360	498.15	0.00	49.02	449.13
PFYL, NATISA N	PFY00	07/31/2026	2385	3,153.85	509.93	652.27	1,991.65
PRICE, KARLEEN	PRI01	07/31/2026	2353	2,508.92	237.60	459.64	1,811.68
PUENTE, ANTHONY	PUE00	07/31/2026	2370	536.58	0.00	48.03	488.55
RAKESTRAW, SHANE	RAK00	07/31/2026	2376	462.96	0.00	41.43	421.53
RANDOLPH, MATTHEW	RAN01	07/31/2026	2379	2,026.14	206.64	361.69	1,457.81
RANDOLPH, CORA	RAN02	07/31/2026	41198	765.00	0.00	90.36	674.64
REED, JOSHUA	REE00	07/31/2026	2380	2,254.06	426.46	224.49	1,603.11
RICHARDSON, TARYN	RIC00	07/31/2026	2356	1,867.20	203.94	323.44	1,339.82
RUBALCAVA-TORRES, VIANK	RUB01	07/31/2026	2361	1,867.20	168.94	329.18	1,369.08
RUSTENHOVEN, TARA L	RUS01	07/31/2026	2357	2,339.47	255.54	328.53	1,755.40
VASQUEZ, PEDRO CEASAR	VAS01	07/31/2026	2381	2,686.77	411.16	398.19	1,877.42
WAMMACK, DEVIN	WAM01	07/31/2026	2377	5,595.75	0.00	1,131.34	4,464.41
WATKINS, COLLEEN	WAT00	07/31/2026	2362	424.35	0.00	37.98	386.37
WATSON, CHRISTINE	WAT01	07/31/2026	2363	4,007.20	310.56	1,037.33	2,659.31
ZOLLER-HARRIS, TRAVIS	ZOL00	07/31/2026	2382	2,870.70	246.71	460.06	2,163.93
Totals:				102,765.58	9,269.58	21,554.30	71,941.70



City of Willows

Payroll Check Register Report Summary

Pay Period: 7/13/2026-7/26/2026

Packet: PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	7	9,646.78
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	35	62,294.92
Total	42	71,941.70



City of Willows

Payroll Check Register

Checks

Pay Period: 7/27/2026-8/9/2026

Packet: PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
GARCIA, AARON	GAR04	Regular	08/14/2026	138.48	41204
RANDOLPH, CORA	RAN02	Regular	08/14/2026	208.96	41205
CHRISTY, CADE	CAD00	Regular	08/14/2026	115.40	41206
COGGINS, TYLIE	COG00	Regular	08/14/2026	53.85	41207
LINARES VILLALBA, LIANI	LIA00	Regular	08/14/2026	53.85	41208
PERRY, HUNTER	PER01	Regular	08/14/2026	4,421.84	41209
WOOD, STEPHEN	WOO01	Regular	08/14/2026	6,113.92	41210



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 7/27/2026-8/9/2026

Packet: PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
HANSEN, GARY L	HAN02	08/14/2026	227.62	2386
PRIDE, LORRI A	PRI00	08/14/2026	227.62	2387
THOMAS, RICHARD	THO00	08/14/2026	227.62	2388
BROWN, MARTHA	BRO01	08/14/2026	4,100.33	2389
PRICE, KARLEEN	PRI01	08/14/2026	1,787.29	2390
HARRISON, JOEI	HAR01	08/14/2026	2,098.64	2391
HAZLETT, ROBIN	HAZ01	08/14/2026	1,606.57	2392
BROTT, SHERRY	BRO02	08/14/2026	45.52	2393
CORUM, RAYMOND	COR02	08/14/2026	45.52	2394
MCNEIL, MICHAEL JAMES	MCN00	08/14/2026	45.52	2395
NYGARD, ROBYN	NYG00	08/14/2026	45.52	2396
RICHARDSON, TARYN	RIC00	08/14/2026	1,401.84	2397
RUSTENHOVEN, TARA L	RUS01	08/14/2026	1,886.97	2398
GAMBOA, YADIRA	GAM00	08/14/2026	449.66	2399
LUNA-SARINAS, CRISTINA	LUN00	08/14/2026	495.56	2400
MYERS, KEVIN M	MYE00	08/14/2026	471.57	2401
RUBALCAVA-TORRES, VIANKA	RUB01	08/14/2026	1,565.41	2402
THUEMLER, RYLIE M	THU00	08/14/2026	123.83	2403
WATKINS, COLLEEN	WAT00	08/14/2026	344.38	2404
WATSON, CHRISTINE	WAT01	08/14/2026	2,736.41	2405
BABER, JANA	BAB00	08/14/2026	48.09	2406
BOBADILLA, TAVIAN	BOB02	08/14/2026	153.87	2407
BURT, MEAGAN	BUR01	08/14/2026	602.30	2408
HOBBS, BROOKLYNN	HOB01	08/14/2026	139.30	2409
BOBADILLA, TIAGO	BOB03	08/14/2026	184.65	2410
FLOWERDEW, JAKE	FLO01	08/14/2026	123.10	2411
CONNELLY, WILLIAM	CON00	08/14/2026	1,255.10	2412
ENOS, KYLE	ENO00	08/14/2026	4,470.24	2413
FUENTES, JAIME	FUE01	08/14/2026	5,123.78	2414
HUTSON, EVAN C	HUT01	08/14/2026	227.62	2415
LOMBARD, TYLER JOSEPH	LOM00	08/14/2026	5,636.83	2416
LOPEZ, MATTHEW	LOP03	08/14/2026	569.99	2417
RAKESTRAW, SHANE	RAK00	08/14/2026	1,074.86	2418
SANDOVAL, CONNER	SAN01	08/14/2026	4,421.84	2419
MINGS, MICHAEL E	MIN00	08/14/2026	1,335.28	2420
RANDOLPH, MATTHEW	RAN01	08/14/2026	1,454.33	2421
REED, JOSHUA	REE00	08/14/2026	1,638.66	2422
VASQUEZ, PEDRO CEASAR	VAS01	08/14/2026	1,758.07	2423
ZOLLER-HARRIS, TRAVIS	ZOL00	08/14/2026	2,290.76	2424
BETTENCOURT, JOSEPH	BET01	08/14/2026	3,691.18	2425
MONCK, NATHANIAL T	MON00	08/14/2026	4,388.03	2426
MONCK, NATHANIAL T	MON00	08/14/2026	1,000.00	2426
PFYL, NATISA N	PFY00	08/14/2026	2,145.71	2427



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 7/27/2026-8/9/2026

Packet: PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BABER, JANA	BAB00	08/14/2026	2406	54.00	0.00	5.91	48.09
BETTENCOURT, JOSEPH	BET01	08/14/2026	2425	5,052.08	404.17	956.73	3,691.18
BOBADILLA, TAVIAN	BOB02	08/14/2026	2407	169.00	0.00	15.13	153.87
BOBADILLA, TIAGO	BOB03	08/14/2026	2410	202.80	0.00	18.15	184.65
BROTT, SHERRY	BRO02	08/14/2026	2393	50.00	0.00	4.48	45.52
BROWN, MARTHA	BRO01	08/14/2026	2389	6,838.08	948.42	1,789.33	4,100.33
BURT, MEAGAN	BUR01	08/14/2026	2408	661.50	0.00	59.20	602.30
CHRISTY, CADE	CAD00	08/14/2026	41206	126.75	0.00	11.35	115.40
COGGINS, TYLIE	COG00	08/14/2026	41207	59.15	0.00	5.30	53.85
CONNELLY, WILLIAM	CON00	08/14/2026	2412	1,520.00	0.00	264.90	1,255.10
CORUM, RAYMOND	COR02	08/14/2026	2394	50.00	0.00	4.48	45.52
ENOS, KYLE	ENO00	08/14/2026	2413	6,471.51	629.91	1,371.36	4,470.24
FLOWERDEW, JAKE	FLO01	08/14/2026	2411	135.20	0.00	12.10	123.10
FUENTES, JAIME	FUE01	08/14/2026	2414	6,948.58	379.15	1,445.65	5,123.78
GAMBOA, YADIRA	GAM00	08/14/2026	2399	516.60	0.00	66.94	449.66
GARCIA, AARON	GAR04	08/14/2026	41204	152.10	0.00	13.62	138.48
HANSEN, GARY L	HAN02	08/14/2026	2386	250.00	0.00	22.38	227.62
HARRISON, JOEI	HAR01	08/14/2026	2391	4,899.08	2,142.50	657.94	2,098.64
HAZLETT, ROBIN	HAZ01	08/14/2026	2392	2,128.34	337.07	184.70	1,606.57
HOBBS, BROOKLYNN	HOB01	08/14/2026	2409	153.00	0.00	13.70	139.30
HUTSON, EVAN C	HUT01	08/14/2026	2415	250.00	0.00	22.38	227.62
LINARES VILLALBA, LIANI	LIA00	08/14/2026	41208	59.15	0.00	5.30	53.85
LOMBARD, TYLER JOSEPH	LOM00	08/14/2026	2416	8,494.23	869.94	1,987.46	5,636.83
LOPEZ, MATTHEW	LOP03	08/14/2026	2417	626.85	0.00	56.86	569.99
LUNA-SARINAS, CRISTINA	LUN00	08/14/2026	2400	544.28	0.00	48.72	495.56
MCNEIL, MICHAEL JAMES	MCN00	08/14/2026	2395	50.00	0.00	4.48	45.52
MINGS, MICHAEL E	MIN00	08/14/2026	2420	2,168.15	513.11	319.76	1,335.28
MONCK, NATHANIAL T	MON00	08/14/2026	2426	9,038.27	807.98	2,842.26	5,388.03
MYERS, KEVIN M	MYE00	08/14/2026	2401	525.83	0.00	54.26	471.57
NYGARD, ROBYN	NYG00	08/14/2026	2396	50.00	0.00	4.48	45.52
PERRY, HUNTER	PER01	08/14/2026	41209	6,714.90	0.00	2,293.06	4,421.84
PFYL, NATISA N	PFY00	08/14/2026	2427	3,431.35	528.93	756.71	2,145.71
PRICE, KARLEEN	PRI01	08/14/2026	2390	2,508.92	271.24	450.39	1,787.29
PRIDE, LORRI A	PRI00	08/14/2026	2387	250.00	0.00	22.38	227.62
RAKESTRAW, SHANE	RAK00	08/14/2026	2418	1,193.76	0.00	118.90	1,074.86
RANDOLPH, MATTHEW	RAN01	08/14/2026	2421	2,066.13	251.43	360.37	1,454.33
RANDOLPH, CORA	RAN02	08/14/2026	41205	229.50	0.00	20.54	208.96
REED, JOSHUA	REE00	08/14/2026	2422	2,294.08	426.47	228.95	1,638.66
RICHARDSON, TARYN	RIC00	08/14/2026	2397	1,954.40	207.60	344.96	1,401.84
RUBALCAVA-TORRES, VIANK	RUB01	08/14/2026	2402	2,157.20	188.31	403.48	1,565.41
RUSTENHOVEN, TARA L	RUS01	08/14/2026	2398	2,601.47	347.43	367.07	1,886.97
SANDOVAL, CONNER	SAN01	08/14/2026	2419	6,714.90	0.00	2,293.06	4,421.84
THOMAS, RICHARD	THO00	08/14/2026	2388	250.00	0.00	22.38	227.62
THUEMLER, RYLIE M	THU00	08/14/2026	2403	136.00	0.00	12.17	123.83
VASQUEZ, PEDRO CEASAR	VAS01	08/14/2026	2423	2,534.94	421.31	355.56	1,758.07
WATKINS, COLLEEN	WAT00	08/14/2026	2404	378.23	0.00	33.85	344.38
WATSON, CHRISTINE	WAT01	08/14/2026	2405	4,147.20	318.31	1,092.48	2,736.41
WOOD, STEPHEN	WOO01	08/14/2026	41210	6,714.90	0.00	600.98	6,113.92
ZOLLER-HARRIS, TRAVIS	ZOL00	08/14/2026	2424	3,070.69	276.79	503.14	2,290.76
Totals:				107,593.10	10,270.07	22,549.74	74,773.29



City of Willows

Payroll Check Register Report Summary

Pay Period: 7/27/2026-8/9/2026

Packet: PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	7	11,106.30
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	43	63,666.99
Total	50	74,773.29



Willows City Council Special Meeting Action Minutes

July 16, 2026
Willows City Hall
5:00 PM

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

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

City Manager
Marti Brown

City Clerk
Karleen Price

1. **CALL TO ORDER – 5:00 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

Councilmembers Absent: None

4. **CLOSED SESSION – 5:01 PM**

a. **Conference With Legal Counsel - Existing Litigation (54956.9(d)(1))**

Name of Case: City of Willows v. County of Glenn, et al., Glenn County Superior Court Case No.
26CV00193

Report out: Information was received; direction was given to staff.

5. **ADJOURNMENT – 5:59 PM**

Karleen Price, City Clerk



Willows City Council Regular Meeting Action Minutes

July 28, 2026
Willows City Hall
Closed Session: 5:00 PM
Open Session: 6:00 PM

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

City Manager
Marti Brown

City Clerk
Karleen Price

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

1. **CALL TO ORDER – 5:01 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

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

Councilmembers Absent: Councilmember Pride

4. **CHANGES TO THE AGENDA**
5. **CLOSED SESSION – 5:06 PM**

Public Comment

Public Comment #1: Marlena Sparkman

Public Comment #2: Michelle Knight

- a. **Conference With Legal Counsel - Existing Litigation (54956.9(d)(1))**

Name of Case: City of Willows v. County of Glenn, et al., Glenn County Superior Court Case No. 26CV00193

6. **RECONVENE IN OPEN SESSION – 6:00 PM**
7. **CEREMONIAL**

- a. **Proclamation:** Purple Heart Day - received by Carol Lemenager, Jesse Orendorff, and Tom Kelly
- b. **Proclamation:** National Wellness Month – received by Dr. Billy Throm
- c. **Proclamation:** National Disc Golf Day – received by Dr. Billy Throm

8. **PRESENTATION**

- a. **Pioneer Community Energy - October 2027 Service Launch**

Action: Received a presentation by Lisa Rhoades of Pioneer Community Energy regarding the October 2027 service launch.

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

Public Comments

Public Comment #1: Gabe Heckett

a. **Register Approval**

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

b. **Minutes Approval**

Action: Approved the minutes of the June 29, 2026, Special City Council Meeting, July 6, 2026, Special City Council Meeting, and July 14, 2026, City Council Meeting.

c. **Rice Lease Agreement on City-Owned Property**

Action: Approved the Second Amendment to the Rice Farming Lease Agreement with Qaiser N. Ahmad, extending the lease term through November 30, 2027, with the option to extend the agreement for one additional one-year term through November 30, 2028, upon the mutual written agreement of both parties, and authorize the City Manager to execute the amendment.

d. **Employee Wellness Initiative Policy**

Action: Adopted Resolution 33-2026 approving the Employee Wellness Initiative Policy to promote employee well-being, morale, and workplace engagement.

e. **Update: Conflict of Interest Code**

Action: Adopted Resolution 34-2026 amending the City of Willows Conflict-of-Interest Code.

f. **Delayed Caltrans Project - Willows CAPM Project EA: 03-0J510**

Action: Adopted Resolution 35-2026 requesting that Caltrans reconsider the delayed Willows CAPM Project EA: 03-0J510 and restore the project to an earlier construction timeline, or alternatively advance the most critical safety, accessibility, drainage, and traffic operation improvements as soon as feasible.

g. **Jensen Park, Softball Fields - Electrical Panel Upgrades**

Action: Approved award of contract to Tice and Bolinger Electrical in the amount of \$15,800 and authorize the City Manager to execute an agreement to upgrade the electrical panel at the Jensen Park softball fields (east and west).

Motion to approve the consent calendar as presented.

Moved/Seconded: Councilmember Hansen/Vice Mayor Thomas

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen

No: None

Absent: Councilmember Pride

10. **PUBLIC HEARING**

a. **Public Hearing: Weed Abatement Special Assessment & Cost of Abatement**

Public Hearing Open: 6:33 PM, Closed 6:34 PM

Motion to adopt Resolution 36-2026 confirming the cost of abatements as amended and declaring them a special assessment.

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

11. DISCUSSION & ACTION CALENDAR

a. Utility Billing Module – Tyler Technologies

Public Comments:

Public Comment #1: Michelle Knight
Public Comment #2: Keith Corum
Public Comment #3: Tavis Beynon
Public Comment #4: Joyce Ksander

Motion to continue funding the Tyler Technologies Sewer Utility Billing Module until a future Part-Time Utility Biller may be hired and implementation of the City's in-house sewer utility billing system may resume, at an estimated cost of \$38,566 for Fiscal Year 2026–27. Council further directed the Finance Director to evaluate the requirements and feasibility of maintaining commercial sewer utility billing in-house.

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

b. Library Board Structure & Appointments

Public Comments:

Public Comment #1: Maria Ehorn
Public Comment #2: Jesse Orendorff
Public Comment #3: Jim Bettencourt
Public Comment #4: Tom Kelly
Public Comment #5: Brian Ramos
Public Comment #6: Michelle Knight
Public Comment #7: Dan Gupton
Public Comment #8: Carol McCoy
Public Comment #9: Kristel Bettencourt
Public Comment #10: John Lowe
Public Comment #11: Susan Domenighini
Public Comment #12: Jesse Orendorff

Motion to retain the current Library Board of Trustees structure and the existing agreement with the City Council and direct staff to immediately begin recruiting to fill the three vacant positions on the Library Board of Trustees.

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

The meeting was recessed at 8:21 PM and reconvened at 8:38 PM.

c. **Neighborhood Watch Program**

Public Comments:

Public Comment #1: Michelle Knight
Public Comment #2: Marlana Sparkman
Public Comment #3: Kathleen Wiese
Public Comment #4: Greg Beatty
Public Comment #5: Marlana Sparkman
Public Comment #6: Sherry Brott
Public Comment #7: Resident
Public Comment #8: Maria Ehorn

This item was continued to the August 25, 2026 City Council Meeting.

d. **Private Security – City Facilities**

Public Comments:

Public Comment #1: Michelle Knight
Public Comment #2: Tom Kelly
Public Comment #3: Maria Ehorn
Public Comment #4: Jesse Orendorff
Public Comment #5: Karen Johnson
Public Comment #6: Eugenia Taylor

No motion was made; no action was taken.

e. **WMC Oversight Committee**

Motion to establish the Willows Municipal Code Oversight Committee to review the entire Willows Municipal Code and appoint Councilmember Pride and the future appointed Councilmember to the Committee.

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

12. **COMMENTS AND REPORTS**

a. **Council Correspondence**

b. City Council Comments & Reports

Councilmembers reported on various community events and meetings attended.

Mayor Hutson inquired whether there would be a way to more easily track the Library Trust funds. City Manager Marti Brown indicated that the Finance Director would explore Tyler System reporting options to develop more user-friendly reports for tracking the Library Trust funds.

c. City Manager's Report

City Manager Marti Brown announced that August 7, 2026, is the deadline to submit applications for appointment to the vacant City Council seat. Interviews are scheduled for a Special City Council Meeting on August 18, 2026, with the appointed Councilmember to be sworn in and seated at the August 25, 2026, City Council Meeting to serve the remainder of former Councilmember Matt Busby's term, which expires in November 2028.

City Manager Brown also announced that August 7, 2026, is the deadline for candidates to file nomination papers for the two City Council seats to be elected at the November 3, 2026, General Municipal Election. If an incumbent does not file, the nomination period for that office will be extended to August 12, 2026, for candidates other than the incumbent. The seats currently held by Vice Mayor Rick Thomas and Councilmember Lorri Pride are up for election.

Mayor Hutson encouraged all eligible residents to apply for the Council vacancy, file nomination papers for the upcoming City Council election, or both.

City Manager Brown announced that a law enforcement update will be issued by Friday, July 31, 2026.

13. CLOSED SESSION – 10:03 PM

Public Comments

Public Comment #1: Tami Allen

a. Conference With Legal Counsel - Existing Litigation (54956.9(d)(1))

Name of Case: City of Willows v. County of Glenn, et al., Glenn County Superior Court Case No. 26CV00193

Report Out: Direction was provided to the City Attorney.

b. Conference with Real Property Negotiators (§ 54956.8)

Property: 0 Sycamore Street, Willows CA 95988 / APN #003-113-006-000

Agency Negotiator: Marti Brown

Negotiating Parties: Ivan Alexis Ayala-Mendoza

Under Negotiation: Price and terms of payment

Report Out: Council reached agreement on the sale of the property for \$30,000.

14. ADJOURNMENT – 10:10 PM

Karleen Price, City Clerk



Willows City Council Special Meeting Action Minutes

August 11, 2026
Willows City Hall
11:30 AM

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

City Manager
Marti Brown

City Clerk
Karleen Price

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

1. CALL TO ORDER – 11:30 AM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Mayor Hutson, Councilmember Hansen, Councilmember Pride

Councilmembers Absent: Vice Mayor Thomas

4. CLOSED SESSION – 11:32 AM

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

Report Out: Information was received, and direction was given to staff.

5. ADJOURNMENT – 12:22 PM

Karleen Price, City Clerk



Willows City Council Special Meeting Action Minutes

August 18, 2026
Willows City Hall
10:00 AM

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

City Council

Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
Vacant, Council Member

City Manager

Marti Brown

City Clerk

Karleen Price

1. **CALL TO ORDER – 10:00 AM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

Councilmembers Absent: None

4. **DISCUSSION & ACTION CALENDAR**

a. **City Council Vacancy – Appointment Process**

Action: Council discussed the applicant interview procedure and appointment process and confirmed the use of a candidate forum-style interview process.

b. **City Council Vacancy – Applicant Interviews**

Action: Conducted candidate forum-style interviews with the following five qualified Council applicants:

- Mr. John Lowe
- Mr. Pete Mann II
- Ms. Karen Johnson
- Mr. Jesse Orendorff
- Ms. Mary Thomas

The Council recessed at 11:50 a.m. and reconvened at 12:05 p.m.

c. **City Council Vacancy - Resolution**

Action: The City Council deliberated regarding the appointment to the vacant City Council seat and directed that the candidate ranking scorecards be tallied.

The Council recessed at 12:15 while the City Clerk tallied the ranking scorecards, and reconvened at 12:24 p.m.

Following the tally of the ranking scorecards, the City Council continued its deliberation regarding the appointment.

Motion to adopt Resolution 37-2026 appointing John Lowe to fill the vacancy on the Willows City Council.

Moved/Seconded: Mayor Hutson/Councilmember Pride

Roll Call Vote

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

No: Councilmember Hansen

Absent: None

Passed: 3-1

5. ADJOURNMENT – 12:34 PM

Karleen Price, City Clerk



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Oppose Assembly Bill 1383 (PEPRA)

Recommendation:

Adopt Resolution XX-2026 (Attachment 1) opposing Assembly Bill 1383 (AB 1383), relating to public employees' retirement benefits and proposed changes to the Public Employees' Pension Reform Act of 2013 (PEPRA), and authorize the City Manager, or designee, to transmit the City's opposition to the Governor, the City's state legislative representatives, the bill's author, appropriate legislative committees, the League of California Cities, and other interested parties.

Rationale for Recommendation:

Assembly Bill 1383 proposes significant changes to pension reforms established under PEPRA, including changes to pensionable compensation limits and retirement benefit formulas for public safety employees resulting in increased pension obligations for cities and other public agencies.

Background:

Assembly Bill 1383 was introduced on February 21, 2025, by Assemblymember Tina McKinnor and proposes changes to the Public Employees' Pension Reform Act of 2013. PEPRA established requirements and restrictions applicable to public employers offering defined benefit pension plans, including limitations on pensionable compensation and retirement benefit formulas for new members.

California public retirement systems, including the California Public Employees' Retirement System (CalPERS), provide defined retirement benefits funded through a combination of employee contributions, employer contributions, and investment earnings. PEPRA was enacted in 2013 as part of statewide efforts to address the long-term sustainability and cost of public employee pensions.

Under existing PEPRA provisions, retirement systems offering defined benefit plans for safety members generally use one of three retirement formulas: 2 percent at age 57, 2.5 percent at age 57, or 2.7 percent at age 57.

AB 1383 would establish new retirement formulas for certain safety employees first hired on or after January 1, 2027, including 2.5 percent at age 55, 2.7 percent at age 55, and 3 percent at age 55. The bill would also make changes affecting existing PEPRA safety members for service performed on or after

January 1, 2027, and would authorize public employers and recognized employee organizations to negotiate prospective increases to safety retirement formulas through the collective bargaining process.

The current July 1, 2026, version of AB 1383 also modifies PEPRAs pensionable compensation provisions. For service performed on and after January 1, 2027, the bill establishes revised pensionable compensation limits and makes related conforming changes.

On August 3, 2026, AB 1383 was referred to the Senate Appropriations Committee's suspense file. The official legislative status continues to identify the Senate Appropriations Committee as the bill's committee location.

Discussion & Analysis:

The potential impact of AB 1383 is particularly relevant to the City of Willows because the City is in the process of bringing municipal police services back in-house and reestablishing the Willows Police Department. As the City hires sworn police personnel, the number of City employees participating in CalPERS public safety retirement plans will increase. Accordingly, increases to PEPRAs safety retirement formulas could have a significant long-term financial impact on the City versus its current staffing structure.

The City must balance the need to offer competitive compensation and retirement benefits to recruit and retain qualified police officers with its responsibility to maintain long-term fiscal sustainability. Reestablishing an in-house Police Department already represents a significant ongoing financial commitment. Legislative changes that increase public safety pension benefits or employer retirement costs could add to those obligations and reduce the City's flexibility to fund other essential services and priorities.

In addition to the City's future police-related pension obligations, AB 1383 could have a substantial long-term impact on the City's existing CalPERS obligations for Fire personnel, as well as the executive management team. For example, the cumulative impact of enhanced public safety retirement benefits could increase the City's Fire CalPERS costs by approximately \$1.5 million over time, based on current estimates. Actual costs would depend on implementation of the legislation, CalPERS actuarial assumptions and employer contribution rates, employee demographics, compensation, years of service, and other factors.

These considerations are particularly important for a small city such as Willows, where increases in public safety pension costs must be absorbed within a comparatively limited General Fund revenue base. Increased pension obligations could compete with funding for police and fire operations, streets and infrastructure, parks, employee compensation, capital improvements, and other essential municipal services.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Council Priority #1: Financial Stability.

Fiscal Impact:

There is no direct fiscal impact to the City's General Fund associated with adopting Resolution XX-2026 opposing AB 1383.

If AB 1383 is enacted, the City estimates that long-term Fire CalPERS costs could increase by approximately \$1.5 million over an extended period of time. With the re-establishment of the City's police department, AB 1383 could also result in additional future CalPERS law enforcement retirement costs that cannot yet be determined.

Attachment:

- Attachment 1: Resolution XX-2026



**City of Willows
Resolution XX-2026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS OPPOSING ASSEMBLY BILL 1383 (McKINNOR), RELATING TO PUBLIC EMPLOYEES' RETIREMENT BENEFITS AND CHANGES TO THE PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013

WHEREAS, the California Public Employees' Pension Reform Act of 2013 ("PEPRA") established statewide pension reforms applicable to state and local public retirement systems, including limitations on pensionable compensation and retirement benefit formulas for new public employees; and

WHEREAS, PEPRA was enacted to promote the long-term sustainability of California's public retirement systems, establish greater predictability in pension costs, and assist public agencies in managing long-term retirement obligations while continuing to provide competitive retirement benefits to public employees; and

WHEREAS, Assembly Bill 1383 ("AB1383"), authored by Assemblymember Tina McKinnor, proposes significant changes to PEPRA and public employee retirement benefits; and

WHEREAS, under existing PEPRA law, public retirement systems offering defined benefit plans for safety members generally utilize safety retirement formulas of 2 percent at age 57, 2.5 percent at age 57, or 2.7 percent at age 57; and

WHEREAS, AB1383 would establish new safety retirement formulas for certain employees first hired on or after January 1, 2027, including formulas of 2.5 percent at age 55, 2.7 percent at age 55, and 3 percent at age 55; and

WHEREAS, AB1383 would also require changes to retirement formulas for certain PEPRA safety members for service performed on and after January 1, 2027, effectively providing the applicable benefit factor at age 55 rather than age 57; and

WHEREAS, AB1383 would modify PEPRA's pensionable compensation limitations for certain new members and would authorize public employers and recognized employee organizations to negotiate prospective increases to retirement benefit formulas for safety members, subject to applicable collective bargaining requirements; and

WHEREAS, the City Council recognizes the importance of recruiting and retaining qualified police officers, firefighters, and other public safety professionals and values the essential services these employees provide to California communities; and

WHEREAS, the City Council further recognizes that competitive compensation and retirement benefits are important components of recruiting and retaining a highly qualified public workforce; and

WHEREAS, changes to retirement benefit formulas and pensionable compensation limits can increase employer contribution requirements and create additional long-term pension obligations for cities and other local public agencies; and

WHEREAS, increases in pension obligations can place additional pressure on municipal budgets that must also support police protection, fire and emergency response, streets and infrastructure, parks and recreation, water and wastewater services, and other essential community services; and

WHEREAS, municipalities throughout California, particularly small and rural communities such as the City of Willows, operate with limited financial resources and must carefully balance employee compensation, retirement obligations, infrastructure needs, public safety services, and other community priorities; and

WHEREAS, maintaining the fiscal sustainability achieved through PEPPRA is important to protecting the ability of local governments to provide essential public services while meeting their obligations to current employees and retirees; and

WHEREAS, the City Council believes that statewide changes to public employee pension benefits should be carefully evaluated for their long-term actuarial and fiscal impacts on local agencies before being enacted; and

WHEREAS, the City Council is concerned that AB1383 would substantially modify reforms established under PEPPRA and could increase long-term pension costs and liabilities for local public agencies; and

WHEREAS, the City Council believes local governments should retain the ability to develop competitive employee compensation packages while maintaining responsible fiscal planning, preserving local control, and protecting the long-term financial stability of their communities; and

WHEREAS, the City Council finds that preserving sustainable pension reforms is necessary to protect the City's ability to maintain staffing levels, fund essential services, invest in infrastructure, and responsibly manage taxpayer resources.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS RESOLVES AS FOLLOWS:

SECTION 1. RECITALS.

The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. OPPOSITION TO ASSEMBLY BILL 1383.

The City Council of the City of Willows hereby formally opposes Assembly Bill 1383 (McKinnor) in its current form and urges the California Legislature not to enact legislation that substantially rolls back

the pension reforms established by the Public Employees' Pension Reform Act of 2013 in a manner that increases long-term pension costs and liabilities for local public agencies.

SECTION 3. PRESERVATION OF LOCAL FISCAL SUSTAINABILITY.

The City Council supports maintaining a public employee retirement system that provides competitive and reliable retirement benefits while protecting the long-term fiscal sustainability of local governments and their ability to provide essential public services.

The City Council further supports preserving the ability of local agencies to responsibly balance employee compensation, recruitment and retention needs, pension obligations, infrastructure investment, and essential community services within available financial resources.

SECTION 4. LEGISLATIVE ADVOCACY.

The City Council urges the California State Legislature to reject AB1383 in its current form and to carefully evaluate the long-term actuarial and fiscal impacts of any proposed changes to PEPR before adopting changes that could increase pension obligations for local public agencies.

The City Council further urges the Legislature to work collaboratively with cities, public agencies, employee organizations, retirement systems, and other stakeholders to address public-sector recruitment and retention challenges in a manner that maintains the long-term financial sustainability of California's public retirement systems and local governments.

SECTION 5. DIRECTION TO STAFF.

The City Manager, or designee, is authorized and directed to transmit this Resolution to the Governor of the State of California, the City's representatives in the California State Legislature, the author of AB1383, appropriate legislative committees, the League of California Cities, and other agencies or organizations as appropriate, and to take any administrative actions necessary to communicate and support the City Council's opposition to AB1383.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this Resolution is held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof regardless of the fact that any one or more portions may be declared invalid or unconstitutional.

SECTION 7. EFFECTIVE DATE.

This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 25th day of August, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

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

Subject: Oak Street and Madrone Manor Street Pavement Projects

Recommendation:

Adopt Resolution XX-2026 (Attachment 1) authorizing the City Manager to execute an agreement with Franklin Construction, Inc. in the amount of \$409,409, with a 10% construction contingency of \$40,941, and to execute an agreement for construction management and inspection services, provided the total project cost does not exceed the Engineer's Estimate of \$600,000, for the FY 2025-2026 street pavement and construction projects on Oak Street from Marshall to Murdock Streets and Madrone Manor.

Rationale for Recommendation:

The Oak Street and Madrone Manor street segments were selected at the May 13, 2025, City Council meeting as the FY 2025-2026 street pavement projects.

Background:

In an effort to improve city street pavement, the Council approved the following two street pavement projects for FY 2025-26: 1) Oak Street, from Marshall to Murdock; and 2) Madrone Manor. The City's annual SB1 funding allocation will fund the design of these projects.

The existing pavement in both locations is in poor condition and in need of reconstruction, with extensive alligator cracking, missing asphalt, potholes and general pavement failure. Oak Street rehabilitation will be an important link, as it provides direct access to Sycamore Park, which will be upgraded in 2027 using the Clean California Grant from Caltrans.

The street pavement projects include segments of Oak Street and Madrone Manor. The bid documents were completed in June 2026 and the notice to contractors to bid on the project were published in July. Bids were due on July 29, 2026.

Discussion & Analysis:

Six (6) bids were received ranging in cost from \$662,277 to \$409,409. The lowest responsible bid was submitted by Franklin Construction, Inc. of Chico, CA. Staff completed a review of Franklin Construction, Inc.'s bid and found that it was responsive. In addition, staff also determined that:

- the contractor's license is active and valid;
- the prime contractor and listed subcontractors were all appropriately registered with the Department of Industrial Relations; and
- the bid contained the required information per the Notice to Bidders.

Environmentally, the project is determined to be Categorically Exempt in accordance with Section 15301(c) in that this project involves rehabilitation of existing streets and sidewalks. Staff found that Franklin Construction, Inc.'s bid satisfies the bidding requirements for the project and recommends an award of the project. The recommended contract budget of \$450,350 includes a 10% contingency of \$40,941.

Construction management and inspection services will be separately solicited. The Engineer's Estimate for the overall project is approximately \$600,000. Staff recommends authorizing the City Manager to enter into an agreement with the selected construction management and inspection firm, provided the total project cost does not exceed the \$600,000 Engineer's Estimate. Based on the construction bid received, staff anticipates the final overall project cost will be less than the Engineer's Estimate.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Council Priority #2: Economic Development, Goal 5: Improve City Appearance to Attract Businesses and Visitors; Priority #3: Public Safety, Goal 3: Improve Road and Pedestrian Safety; and Priority #4: Infrastructure Improvement, Goal 1: Invest in Deferred Maintenance and Goal 2: Implement the Capital Improvement Program.

Fiscal Impact:

The project will be funded by the City's SB1 and Gas Tax Fund allocations. Total project costs, including construction, contingency, and construction management and inspection services, will not exceed the Engineer's Estimate of \$600,000 and are anticipated to be less.

Attachment:

- Attachment 1: Resolution XX-2026 to Execute Contract with Franklin Construction, Inc.



**City of Willows
Resolution XX-2026**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH FRANKLIN CONSTRUCTION, INC. FOR THE FY2025-2026 PAVEMENT PROJECT AND APPROVE AN OVERALL BUDGET FOR 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 FY2025-2026 Pavement Project ("Project"); and

WHEREAS, bids for the Project were opened on July 29, 2026, in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

WHEREAS, six bids were received with the bids ranging from a low bid of \$409,409 to a high of \$662,277, with the low bid being from Franklin Construction, Inc.; and

WHEREAS, staff has determined that Franklin Construction, Inc bid satisfies the bidding requirements for the Project; and

WHEREAS, staff has verified that Franklin Construction, Inc. possesses valid California Contractor's Licenses under the requested Class A, number 567469 (expires 05/31/2027) as required to qualify to perform the Project; and

WHEREAS, the Project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Section 15282(c) of Title 14 of the California Code of Regulations in that this project involves maintenance work on existing streets and sidewalks; and

WHEREAS, The City will separately solicit bids for construction management and inspection services associated with the Project, and the City Manager will be authorized to execute an agreement for such services provided that the total Project cost does not exceed the Engineer's Estimate; and

WHEREAS, the Engineer's Estimate for the overall Project is approximately \$600,000, and the total Project cost is anticipated to be less than the Engineer's Estimate.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.

2. The Project is categorically exempt from CEQA in accordance with Section 15301(c) of Title 14 of the California Code of Regulations.

3. In accordance with California Public Contract Code Section 20160 and following other applicable laws, the City Council of the City of Willows hereby finds the bid of Franklin Construction for the FY2025-2026 Pavement Project to be the lowest responsive bid and waives any irregularities in such bid in accordance with applicable law.

4. The contract for the Project is hereby awarded to Franklin Construction, Inc., in the amount of \$409,409.00, conditioned on Franklin Construction, Inc.'s timely execution of the Project contract and submitting all required documents, including, but not limited to, certificates of insurance, and endorsements, in accordance with the Project bid documents.

5. The City Manager is hereby authorized and directed to execute a contract with Franklin Construction, Inc. for performance of the Project in accordance with the bid documents and applicable law upon submission by Franklin Construction, Inc. of all documents required pursuant to the Project bid documents.

6. City staff is hereby authorized and directed to separately solicit bids for construction management and inspection services associated with the Project, and the City Manager is hereby authorized to execute an agreement for such services, provided that the total Project cost does not exceed the Engineer's Estimate of \$600,000.

7. That a construction contingency of \$40,941 be authorized for the Project and that the overall budget for the Project be established at an amount not to exceed the Engineer's Estimate of \$600,000.

8. The City Manager is hereby authorized to execute any contract change orders in accordance with the Project contract documents so long as the total Project cost does not exceed the total funding for this Project in the adopted budget.

9. City staff is hereby directed to issue a Notice of Award to Franklin Construction, Inc.

10. This Resolution shall become effective immediately.

11. 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 25th day of August, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

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

Subject: Rural Economic Development Strategy and Business Attraction Project

Recommendation:

Authorize the City Manager to execute a Professional Services Agreement with Capital Rivers, Inc., dba Capital Rivers Connect, in an amount not to exceed \$60,000, funded by the 2021 USDA Rural Business Development Grant, for the Rural Economic Development Strategy and Business Attraction Project, and authorize the expenditure of the remaining grant funds.

Rationale for Recommendation:

City Council approval is required for the proposed \$60,000 professional services agreement in accordance with the City's purchasing requirements.

Background:

In 2020 and 2021, the former Interim City Manager applied for and received two U.S. Department of Agriculture (USDA) Rural Business Development Grants (RBDG) to support economic development technical assistance, planning, market and feasibility analysis, marketing and outreach, and community engagement. At the time, the Interim City Manager had also hired a consultant, Jody Samons, to both prepare and implement the grants. Ms. Samons was instrumental in executing and fulfilling most of the terms of the 2020 RDB Grant. However, due to personal circumstances, Ms. Samons withdrew from participation and involvement in the 2021 RBD Grant.

Over time, staff was able to expend and close out the 2020 RBD Grant. Now, staff is trying to completely expend and close out the 2021 RBD Grant before the final expiration date on December 31, 2026.

To that end, on August 7, 2026, the City issued a Request for Proposals for a Rural Economic Development Strategy and Business Attraction Project, with proposals due August 18, 2026. The City directly solicited proposals from four regional firms with experience in economic development and

business attraction. Capital Rivers Connect was the only firm to submit a proposal by the deadline (Attachment 1).

The project is intended to strengthen the City's ability to attract private investment, support local businesses, identify realistic development opportunities, and establish a practical economic development strategy.

The RFP included six primary tasks: project initiation and existing conditions review; market and opportunity assessment; development readiness and feasibility review; stakeholder education and engagement; marketing and business attraction strategy; and preparation of a final prioritized action plan.

Discussion & Analysis:

Capital Rivers Connect submitted a proposal that closely addresses the City's requested scope. The proposed work includes market and retail analysis, identification of target business sectors, development-readiness evaluations, stakeholder education, business recruitment messaging and materials, targeted outreach strategies, and a prioritized implementation plan.

The firm brings experience in economic development, commercial real estate, site selection, and business attraction and identified comparable work with several California communities, including Northern California. The project will be led by Matthew Tate with support from Capital Rivers' analytics, brokerage, and development team.

Capital Rivers Connect proposes a fixed, all-inclusive, not-to-exceed fee of \$60,000, including professional services, data-platform access, travel, and the stakeholder workshop. The firm has committed to completing the project by December 31, 2026. Staff has also verified that Capital Rivers, Inc.'s federal SAM.gov registration is active (which is a requirement of the grant funded project).

Consistency with Council Priorities and Goals:

The project directly advances and is consistent with the Council's Priority #2: Economic Development.

Fiscal Impact:

Capital Rivers Connect has proposed a fixed, not-to-exceed fee of \$60,000, allocated as follows:

Project Initiation and Existing Conditions Review	\$5,000
Market and Opportunity Assessment	\$16,000
Development Readiness and Feasibility Review	\$12,000
Education and Stakeholder Engagement	\$7,500
Marketing and Business Attraction Strategy	\$11,000
Final Action Plan and Presentation	\$8,500

Attachment:

- Attachment 1: Capital Rivers Proposal

CAPITAL RIVERS CONNECT

The economic development practice of Capital Rivers Commercial

Proposal for Rural Economic Development Strategy and Business Attraction Project

Prepared for the City of Willows, California

Targeted Strategy. Disciplined Judgment. Sustained Progress.

SUBMITTED TO

Joe Bettencourt, Community Development & Services Director
City of Willows · 201 N. Lassen Street, Willows, CA 95988

SUBMITTED BY

Capital Rivers, Inc. (dba Capital Rivers Connect)
1821 Q Street, Sacramento, CA 95811 · capitalrivers.com

August 18, 2026

Cover Letter

August 18, 2026

Joe Bettencourt, Community Development & Services Director

City of Willows

201 N. Lassen Street, Willows, CA 95988

jbettencourt@cityofwillows.org

Re: Proposal - Rural Economic Development Consulting Services

Dear Mr. Bettencourt:

Thank you for the opportunity to respond. Willows has a real opportunity in front of it: turning the interest that Interstate 5, a stable agricultural base, and its role as the Glenn County seat generate into private investment that residents can see and use. That is what Capital Rivers Connect does. We are the economic development practice of Capital Rivers Commercial, an active broker, developer, and manager of commercial real estate with more than \$200 million in development activity across California, and we bring the developer's and retailer's point of view to the questions that decide whether a project moves forward in a rural market.

This engagement would be led by a named economic development lead, Matthew Tate, Executive Vice President, backed by principal Greg Aguirre and the full analytics, brokerage, and development bench of Capital Rivers Commercial. Willows gets a dedicated lead and, behind that lead, an entire firm, so the work never depends on any one person. We have delivered comparable, data-grounded work for small and rural California communities including Los Banos, Greenfield, Orange Cove, Manteca, and Pacifica, and we license and operate a full platform stack (Placer.ai, Buxton SCOUT, Sites USA, CoStar, and Esri) that converts location data into recruitment action rather than another study that sits on a shelf.

We propose a fixed, not-to-exceed fee of **\$60,000, all-inclusive** that covers all six tasks, the education workshop for City leadership and staff (a service we normally price separately at \$7,500), full data-platform access, and travel to Willows with no markup. We commit to completing the work by December 31, 2026. Because our affiliated brokerage is active in the region, we disclose that relationship openly in Section 7 and propose a conflict-management plan so the City receives objective advice it can rely on.

This proposal is a firm offer, valid for at least 90 days from the submission date. I am authorized to bind the firm, and Matthew Tate will serve as your primary contact for any questions during evaluation.

Primary contact: Matthew Tate, Executive Vice President · matt.tate@capitalrivers.com · 972.632.9311

Respectfully submitted,



Greg Aguirre

Founder & Chief Executive Officer, Capitol Rivers, Inc. (dba Capital Rivers Connect)

1821 Q Street, Sacramento, CA 95811 · 916.573.3300

1. Firm and Team Qualifications

The firm

Capital Rivers Connect is the economic development advisory practice of Capital Rivers Commercial (legal entity Capitol Rivers, Inc., a California corporation founded in 2015). We are headquartered at 1821 Q Street in Sacramento, with offices in Chico and Redding, a Northern California footprint that puts Willows squarely within the region we work every day.

Capital Rivers Commercial is vertically integrated across four divisions: Brokerage, Development, Property Management, and Economic Development Advisory. That structure is the point. When we advise the City, the analysis is informed by people who have personally negotiated leases, entitled projects, managed construction, and operated assets in the same markets. The firm has acted as principal sponsor, co-investor, and fee developer on well over \$200 million in development and redevelopment activity, and carries zero development-related claims or litigation, no defaults, and 100% on-time lender compliance across its full project history. CEO Greg Aguirre has personally developed CVS, JPMorgan Chase, and Sleep Train locations, so when we tell the City whether a deal will pencil, we answer with the rigor a retailer's or developer's own real estate team would apply.

Capital Rivers Connect works where economic development decisions tend to break down (unresolved market assumptions, unverified demand, and incomplete feasibility) and moves them forward by answering the questions retailers and developers actually ask before they commit. We are a member of Team California (Greg Aguirre serves on the Board), and our economic development lead is a featured speaker at Team California and the League of California Cities.

The proposed team

The City receives a named lead supported by a full firm. We will not substitute the key personnel below, Matthew Tate (Project Lead) or Greg Aguirre (Principal), without the City's prior approval. Resumes are provided at Appendix A.

Team member	Role	Responsibility on this engagement
Matthew Tate	Executive Vice President and Project Lead	Day-to-day lead: work plan, market and feasibility analysis, workshop facilitation, marketing strategy, and primary City point of contact. 15 years across the public and private sectors in business attraction, retention, and development strategy; inaugural ICSC Next Generation Leadership Network.
Greg Aguirre	Principal (CEO)	Engagement principal: strategy, senior relationships, developer/investor perspective, and accountability for quality and schedule. 25+ years in tenant representation, corporate real estate, national rollout, and development.
Capital Rivers Commercial bench	Support team	Senior market analysts, GIS/data specialists, brokerage and development advisors, and a full-time AI & Automations Engineer, providing licensed data platforms, surge capacity, and continuity behind the lead.

Availability

This is a defined, four-month engagement running from Notice to Proceed through December 31, 2026. Both key personnel have confirmed availability for this window, and the supporting bench provides depth so deadlines never rest on a single calendar. We respond to City inquiries within two business days and

participate on-site in Willows for the kickoff, the stakeholder workshop, and the final presentation, with additional site visits as the work requires.

2. Relevant Experience and References

Our practice is concentrated in exactly the kind of work Willows is procuring: data-grounded market and feasibility analysis, business attraction strategy, and hands-on advisory support for small and rural California communities. Representative engagements include:

- **City of Los Banos, CA.** Small Central Valley agricultural city; tenant and trade-area evaluation supporting retail attraction (including a 7 Brew site evaluation) and economic development advisory support.
- **City of Greenfield, CA.** Small Salinas Valley city; economic development engagement including market positioning, an investment-marketing profile, and a facilitated City engagement workshop.
- **City of Orange Cove, CA.** Small rural Fresno County city; economic growth and business attraction strategy support (2026).
- **City of Pacifica, CA.** Retail void and gap analysis evaluating 9,833 California retail chains to identify realistic recruitment targets.
- **City of Manteca, CA.** Tenant and trade-area evaluation supporting business attraction (including a Peet's Coffee evaluation).

These engagements reflect the same investor-ready, data-grounded work product we would bring to Willows. Complete work samples are available on request.

Client references

Three references from comparable small and rural community engagements are provided below; additional references are available on request.

Agency / project	Scope	Contact
City of Los Banos, CA	Retail attraction / trade-area evaluation and ED advisory support	Stacy Souza Elms Community & Economic Development Director (209) 827-2433 stacy.souza@losbanos.org
City of Greenfield, CA	Market positioning, investment-marketing profile, engagement workshop	Paul Wood, City Manager 831-674-5591 pwood@ci.greenfield.ca.us
City of Orange Cove, CA	Economic growth & business attraction strategy (2026)	Samuel A. Escobar, City Manager s.escobar@cityoforange Cove.com

3. Approach and Work Plan

Our program and how we work

We deliver this engagement through the Capital Rivers Connect **Full-Service program**, the same productized program we run for our city and county clients, adapted to the City's six tasks and the approved grant purpose. The program runs on three principles. A **monthly cadence**: priorities are revisited and refined as outreach, feedback, and market signals come in. **Purposeful action**: progress is measured by movement through a clear decision flow toward greater clarity, improved positioning, and defensible decisions. And **targeted, data-informed strategy** rather than broad, untargeted outreach, concentrating effort on the

questions that actually move private-sector decisions. In practice, this means targeted strategy, disciplined judgment, and sustained progress.

Understanding of the City's needs

Willows has real, tangible advantages: an Interstate 5 location with high daily traffic counts at the SR-162 junction, the civic anchor of being the Glenn County seat, a productive agricultural economy, and regional visitor draws such as the Sacramento National Wildlife Refuge and a walkable historic downtown. The City's challenge is not a lack of assets; it is converting those assets into private investment decisions. Developers, retailers, and investors evaluate rural sites through a specific lens: rooftops and daytime population, drive-time trade areas, sales leakage, site access and visibility, utility capacity, entitlement time and cost, and whether the project economics pencil. Our program is built to answer those questions on Willows' behalf, target the sectors most likely to say yes, and hand the City a prioritized, fundable action plan it can implement within USDA RBDG resources. Everything below stays within the approved grant purpose.

Data Concierge: the platforms behind the work

Every task draws on our Data Concierge: on-demand access to the platforms the private sector uses, translated into decision-ready insight. These include Placer.ai (foot traffic and trade-area analysis), Buxton SCOUT (segmentation, retailer benchmarking, void analysis), Sites USA (retail leakage by spending category), CoStar / Crexi / Reonomy (inventory, comparables, ownership), Centercheck (center and tenant intelligence), and Esri (GIS and mapping). Platform access is included in our fee.

Work plan by task

Each RFP task is delivered through specific Full-Service program components and produces named Capital Rivers Connect work products.

Task 1: Project Initiation and Existing Conditions Review

Program components: Onboarding · Data Concierge set-up

We open the engagement, establish the monthly cadence and decision flow, and stand up Data Concierge access for the project. We meet with City staff to confirm goals, priority business districts, and constraints; review grant materials, prior plans and studies, and available site information; and reconcile our work plan to the approved RBDG activities so scope and grant purpose stay aligned throughout.

Deliverables: Project work plan and schedule.

Task 2: Market and Opportunity Assessment

Program components: Market Overview · Retail Fit Analysis · Data Concierge

We build a Market Overview of the City and trade area, covering demographics and psychographics, drive-time trade areas, foot-traffic and visitor patterns, and business trends, then run a Retail Fit Analysis to develop and prioritize a target list of realistic business types and prospects. A Retail Void Report and Retail Leakage Report quantify unmet demand and the sales leaving the trade area by category, and we benchmark Willows against comparable rural I-5 and county-seat markets. The result is a defensible set of target sectors (for example, highway-oriented retail and hospitality, convenience and food service, ag-adjacent and logistics uses, and downtown infill).

Deliverables: Market Overview report; Retail Fit Analysis and prioritized target list; Retail Void Report; Retail Leakage Report.

Task 3: Development Readiness and Feasibility Review

Program components: SMART Analysis · Developer Perspective

We run SMART Analysis decision models (Site Suitability, Market, Accessibility & Drive-Time, Retail Gap, and Trade-Area Field Study) on priority sites, corridors, and opportunity areas, and apply the Developer

Perspective: how retail developers and investors actually evaluate a project, including access, visibility, utilities, entitlement pathways, fees and timelines, site constraints, project economics, and risk. From this we identify the specific, practical actions the City can take to improve readiness and reduce the uncertainty that stalls private investment.

Deliverables: SMART Analysis models for priority sites; development readiness findings and priority action matrix.

Task 4: Education and Stakeholder Engagement

Program components: CRC Connect Masterclass

We deliver the CRC Connect Masterclass, our facilitated education workshop that aligns City leadership, staff, and selected stakeholders on how site-selection and investment decisions are actually made. It builds shared understanding before action and aligns local priorities with realistic market opportunities. In-person preferred, virtual available; included in our fee.

Deliverables: Facilitated Masterclass workshop; Masterclass Workbook; Retail Void Report and Retail Leakage Report.

Task 5: Marketing and Business Attraction Strategy

Program components: Market Overview positioning · Shared Outreach Execution

We translate the Market Overview into clear market positioning and messaging and produce editable content suitable for the City website, print materials, trade events, presentations, and direct outreach. Through Shared Outreach Execution we refine materials (including website positioning and email templates), prepare a targeted outreach strategy with prioritized prospect and partner categories, and, at the City's option, help lead or jointly execute outreach with decision-makers. Website design or construction is not included unless separately authorized in writing.

Deliverables: Editable economic development messaging and recruitment materials; targeted outreach strategy with prioritized prospect/partner categories.

Task 6: Final Action Plan and Presentation

Program components: Leadership & Public-Facing Support

We consolidate the work into a prioritized implementation plan identifying near-term, mid-term, and longer-term actions, responsible parties, and recommended measures of progress, scaled to what the City can implement within available resources, and present findings and recommendations to City leadership and, if requested, the City Council.

Deliverables: Final report and editable source files; priority action matrix; final presentation to City leadership/Council.

4. Project Schedule

We are prepared to complete all work by December 31, 2026. The schedule below assumes a Notice to Proceed in early September 2026 and is compressed but realistic given our platform readiness and regional familiarity; we will finalize dates with staff at kickoff.

Task	Target window	Milestone
Task 1: Initiation	Sept 2026	Work plan & cadence established
Task 2: Market assessment	Sept–Oct 2026	Market Overview, Retail Fit, Void & Leakage Reports
Task 3: Readiness & feasibility	Oct 2026	SMART models & priority action matrix

Task	Target window	Milestone
Task 4: Masterclass	Oct–Nov 2026	Masterclass workshop & workbook
Task 5: Marketing & attraction	Nov 2026	Positioning, materials & outreach strategy
Task 6: Final plan & presentation	Dec 2026	Final report & Council presentation

5. Cost Proposal

We propose a firm, fixed, not-to-exceed fee of **\$60,000, all-inclusive**, for the complete scope of services. Consistent with our standard 2026 service model, Capital Rivers Connect prices on a fixed-fee, deliverables-based basis, not hourly, which gives the City complete cost certainty with no hourly billing to monitor and no variable charges to reconcile. The fee is all-inclusive of our professional services and overhead, licensed data-platform access (Placer.ai, Buxton SCOUT, Sites USA, CoStar, Esri, and more), and travel to Willows with no markup; there are no separate platform fees or reimbursable expenses. Should the City require an estimated level-of-effort summary or an hourly rate schedule for grant-administration or cost-reasonableness purposes, we will gladly provide one on request.

Fixed not-to-exceed fee by task

Task	Fixed not-to-exceed fee
Task 1: Project Initiation & Existing Conditions Review	\$5,000
Task 2: Market & Opportunity Assessment	\$16,000
Task 3: Development Readiness & Feasibility Review	\$12,000
Task 4: Education & Stakeholder Engagement (Masterclass Workshop)	\$7,500
Task 5: Marketing & Business Attraction Strategy	\$11,000
Task 6: Final Action Plan & Presentation	\$8,500
Total (fixed, all-inclusive; no hourly charges, no separate platform or travel costs)	\$60,000

How this maps to our standard service model

This engagement is delivered under our Full-Service tier, with Capital Rivers Connect acting as an extension of the City's economic development team and the stakeholder education component (Task 4) provided through our CRC Connect Masterclass. Our complete 2026 service offerings, including the standard tier structure, are provided at Appendix B.

Notes. The fee is firm and valid for at least 90 days from the submission date. Capital Rivers Connect will not exceed the total not-to-exceed amount without the City's prior written authorization. Any services beyond the approved scope (for example, website design or construction) would be quoted separately and undertaken only with the City's written approval. Pricing assumes California prevailing-wage / public-works requirements do not apply to these advisory services; see Section 8.

6. Conflicts and Related Interests

In the interest of full transparency, we disclose the following. Capital Rivers Connect is the economic development practice of Capital Rivers Commercial, whose affiliated brokerage and development divisions are active in the California market. As of the submission date, we conducted a conflict check and identified no actual brokerage, development, ownership, or transactional interest of Capital Rivers or its affiliates involving property, businesses, or pending transactions in Willows or Glenn County. Because our affiliated divisions are active across California, such an interest could arise during the term of the engagement; should that occur, we would manage it under the plan below.

We do not view this as a barrier to objective service, and we commit to the following conflict-management plan:

- Prompt, written disclosure to the City of any actual or potential conflict as it arises during the engagement, identifying the property, party, and nature of the interest.
- An internal firewall separating the economic development advisory team (Matthew Tate and assigned analysts) from any affiliated brokerage or development activity in Willows or Glenn County, so recommendations are not directed toward affiliated interests.
- Recusal of the advisory team from any specific analysis or recommendation that would directly and predictably benefit an affiliated Capital Rivers interest, or adoption of any additional safeguard the City reasonably requires.
- City-owned, objective work product: our target sectors, site findings, and recommendations are made on the merits and in the City's interest, and become the City's property.

We will execute a conflict-management plan acceptable to the City and comply with all applicable federal conflict-of-interest requirements, including those under 2 CFR Part 200.

7. Federal Eligibility

Capitol Rivers, Inc. (dba Capital Rivers Connect) certifies that neither the firm nor its proposed principals are suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from participation in federal contracting or federally assisted programs by any federal department or agency. We will comply with applicable federal requirements incorporated into the resulting agreement, including 2 CFR Part 200 and applicable USDA award terms, and with debarment and suspension, nondiscrimination, records-retention, and audit-access requirements.

Federal registration details: SAM.gov Unique Entity ID (UEI): **Q1WXPKE231D7** (previously assigned).

SAM.gov registration: **submitted August 17, 2026 and currently in process**. The firm will provide confirmation of active SAM.gov registration prior to award. A signed federal certification is provided at Appendix C.

8. Requested Contract Exceptions

We are prepared to execute the City's professional services agreement and to carry insurance acceptable to the City. Consistent with the RFP's invitation to identify exceptions, we raise the following limited clarifications. We consider them addressable and not a barrier to award.

- **Prevailing wage / public works.** Economic development advisory and analytical services are not construction and are generally outside the California public-works / prevailing-wage definition (Labor Code §1720). We request confirmation that prevailing-wage, DIR registration, and certified-payroll

provisions do not apply to these services; if the City intends them to apply, we would need to revisit pricing.

- **Ownership of pre-existing and proprietary methods and licensed data.** The City will own all deliverables prepared for it. We request confirmation that City ownership does not extend to Capital Rivers Connect's pre-existing, proprietary methodologies (including our SMART Analysis models) or to licensed third-party data (Placer.ai, CoStar, Buxton, and similar), which we are licensed to use but not permitted to transfer. The City receives a license to use these as part of the services.
- **Insurance.** We carry commercial general liability (\$1,000,000 per occurrence / \$2,000,000 aggregate), professional liability / errors & omissions (\$2,000,000 per claim / aggregate), and automobile and workers' compensation coverage, and will provide the additional-insured, primary-and-noncontributory, and waiver-of-subrogation endorsements the City requires.

9. Proposal Certification

By submitting this proposal, Capitol Rivers, Inc. (dba Capital Rivers Connect) certifies that: the information provided is accurate; this proposal was prepared independently and without collusion; the firm has disclosed actual or potential conflicts of interest (Section 6); the proposed price is valid for at least 90 days from the submission date; and the firm will comply with applicable local, state, federal, and grant requirements if selected.



Authorized signature: _____

Greg Aguirre, Founder & Chief Executive Officer, Capitol Rivers, Inc. (dba Capital Rivers Connect)

Date: August 18, 2026

Appendix A: Resumes of Key Personnel

Matthew Tate, Executive Vice President and Project Lead

- Leads Capital Rivers Connect, the economic development practice of Capital Rivers Commercial.
- 15 years across the public and private sectors in business attraction, retention, and business-development strategy.
- Featured speaker at Team California and the League of California Cities; selected for the inaugural ICSC Next Generation Leadership Network.
- Directs data-grounded market, feasibility, and business-attraction engagements for California communities including Los Banos, Greenfield, Orange Cove, Manteca, and Pacifica.

Greg Aguirre, Principal (Founder & CEO)

- Founded Capital Rivers Commercial in 2015 following 25+ years in tenant representation, corporate real estate, national rollout planning, and development.
- Has personally developed CVS, JPMorgan Chase, and Sleep Train locations; principal, co-investor, and fee developer on \$200M+ of California development activity.
- Serves on the Board of Team California.

Appendix B: Client References (detail)

Three primary references are listed below; additional references are available on request.

1. City of Los Banos, CA. Retail attraction / trade-area evaluation and economic development advisory support. Contact: Stacy Souza Elms, Community & Economic Development Director, City of Los Banos, 520 J Street, Los Banos, CA 93635 · (209) 827-2433 · stacy.souza@losbanos.org.

2. City of Greenfield, CA. Market positioning, investment-marketing profile, and City engagement workshop. Contact: Paul Wood, City Manager, City of Greenfield, 599 El Camino Real, P.O. Box 127, Greenfield, CA 93927 · 831-674-5591 · pwood@ci.greenfield.ca.us.

3. City of Orange Cove, CA. Economic growth & business attraction strategy (2026). Contact: Samuel A. Escobar, City Manager, City of Orange Cove · s.escobar@cityoforangecove.com.

Appendix C: Federal Certification

Certification Regarding Debarment, Suspension, and Other Responsibility Matters (2 CFR Part 180 / Part 417).

Capitol Rivers, Inc. (dba Capital Rivers Connect) certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

SAM.gov Unique Entity ID (UEI): Q1WXPKE231D7 (previously assigned). **SAM.gov registration:** submitted August 17, 2026 and in process; confirmation of active registration will be provided prior to award.



Signature: _____ **Date:** 08.18.2026

Greg Aguirre, Founder & CEO, Capitol Rivers, Inc.



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Police Chief – Job Classification & Salary Schedule

Recommendation:

Approve the Police Chief job classification and salary schedule as part of the reestablishment of the Willows Police Department.

Rationale for Recommendation:

Establishing the Police Chief job classification and salary schedule is a necessary step in re-establishing the Willows Police Department. Approval of the classification, job description, and salary schedule establishes the position's responsibilities, qualifications, and compensation structure.

Background:

In 2017, the City discontinued operation of the Willows Police Department and entered into an agreement with the County of Glenn for contracted law enforcement services. Effective June 30, 2026, the agreement expired and no new agreement has replaced it.

The City Council seeks to reestablish the Willows Police Department and develop the organizational structure needed to provide municipal law enforcement and public safety services. This process includes establishing personnel classifications, policies and procedures, POST requirements, equipment and facility requirements, and other operational components. A foundational step in this process, is also adopting a Police Chief job classification and salary schedule.

Discussion & Analysis:

The Police Chief will serve as the executive head of the Police Department under the general direction of the City Manager and will be responsible for the overall administration and operation of the department.

The proposed job classification (Attachment 1) establishes the duties, authority, qualifications, and responsibilities of the position and provides the leadership structure necessary for the continued development of the Willows Police Department. The proposed nine-step annual salary range is \$111,638 to \$136,020 (Attachment 2).

Consistency with Council Priorities and Goals:

The proposed action is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no immediate cost associated with approving the Police Chief job classification and salary schedule.

Attachments:

- Attachment 1: Police Chief Job Classification
- Attachment 2: Salary Schedule

CITY OF WILLOWS**POLICE CHIEF**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the general guidance and direction of the City Manager, the Police Chief plans, organizes, directs, and evaluates the activities and operations of the Police Department. The Police Chief is responsible for the overall administration of law enforcement services, including patrol, investigations, personnel management, budgeting, training, community relations, and the enforcement of applicable laws and ordinances.

DISTINGUISHING CHARACTERISTICS:

This is a single-position executive management classification responsible for the overall leadership, administration, and operation of the City of Willows Police Department. The Police Chief develops and implements departmental policies, programs, procedures, and goals consistent with the direction of the City Manager and City Council.

The position requires extensive knowledge of municipal law enforcement operations, police administration, personnel management, budgeting, public safety, and applicable federal, state, and local laws. The Police Chief exercises a high degree of independent judgment and discretion in managing departmental operations and responding to public safety matters.

SUPERVISION RECEIVED/EXERCISED:

Receives general guidance and direction from the City Manager.

Exercises direct and indirect supervision over all Police Department personnel through subordinate supervisors and command staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

Include, but are not limited to, the following:

- Plan, organize, coordinate, direct, supervise, and evaluate the overall operations and activities of the Police Department.
- Develop and implement departmental policies, procedures, programs, and operational practices consistent with directives from the City Manager and policies established by the City Council.
- Plan and implement comprehensive law enforcement programs designed to meet the public safety needs and goals of the City.

- Review departmental performance and effectiveness and develop policies, procedures, and programs to address operational deficiencies and improve service delivery.
- Ensure appropriate deployment and assignment of personnel to shifts, specialized units, investigations, and other duties based on operational needs and available resources.
- Coordinate information and investigative activities among officers and assign personnel to specialized investigations based on experience and expertise.
- Evaluate evidence, witnesses, suspects, and investigative information in criminal cases to identify trends, relationships, or connections with other incidents.
- Direct and coordinate major crime scene investigations and other significant law enforcement activities.
- Ensure that federal, state, and local laws and City ordinances are appropriately enforced and that public peace and safety are maintained.
- Supervise and coordinate preparation of the Police Department's annual budget.
- Administer and monitor the approved departmental budget and recommend adjustments as necessary.
- Plan for and review specifications related to the purchase, replacement, and maintenance of departmental vehicles, equipment, technology, and facilities.
- Direct the development and maintenance of departmental records, reports, legal documents, evidence systems, and other records necessary for the proper documentation and evaluation of Police Department operations.
- Train, mentor, supervise, and develop Police Department personnel.
- Evaluate employee performance and ensure compliance with applicable City and departmental policies and procedures.
- Address grievances, disciplinary matters, employee conduct, and performance concerns in accordance with applicable laws, policies, and labor agreements.
- Prepare and submit periodic reports to the City Manager regarding Police Department activities, operations, staffing, budget, and other matters.
- Prepare and review reports, correspondence, policies, procedures, and other administrative documents.
- Meet and communicate with elected and appointed officials, other law enforcement agencies, community organizations, businesses, residents, and members of the public regarding Police Department activities and public safety concerns.
- Attend professional conferences, training sessions, and meetings to remain current on trends, laws, practices, and developments in law enforcement.
- Represent the City and Police Department at local, county, regional, state, and other governmental or professional meetings.
- Coordinate and cooperate with county, state, federal, and other law enforcement agencies when activities involve or affect the City.
- Maintain effective working relationships with allied public safety agencies and other City departments.
- Utilize departmental software, computer systems, mobile devices, communications equipment, and related technology necessary to maintain effective operations.
- Analyze departmental equipment, technology, and facility needs and recommend improvements or replacements as appropriate.
- Perform command-level law enforcement duties as necessary.
- May serve as Acting City Manager during the City Manager's absence when designated.

- Maintain consistent attendance and availability necessary to respond to emergency or critical incidents.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Police vehicles; police radio and communication equipment; radar equipment; handgun, taser, baton, handcuffs, and other authorized law enforcement weapons and equipment; protective duty vest and duty belt; breath-testing equipment; first aid equipment; mobile phones and other mobile devices; computers and laptops; printers, copiers, and other standard office equipment; and other equipment necessary to perform law enforcement and administrative duties.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to remain for a prolonged period of time in a specific area in front of a computer screen.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The employee is exposed to loud noises such as sirens.

Work environment also consists of office work in an air-conditioned building.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities can be considered qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- Equivalent to graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field.
- Must possess POST Supervisory and Management certification.
- Eight (8) years of experience in law enforcement that relates to municipal policing.
- Four (4) years in a responsible supervisory capacity at a command level which must be equivalent to police commander or higher.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Knowledge of modern principles, practices, and techniques of police administration; organization, budgeting; and personnel management. Knowledge of technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property. Knowledge of laws, ordinances and regulations affecting the work of the Department.

Ability to:

Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively plan, direct, supervise and coordinate the work of sworn and non-sworn personnel. Ability to recommend and implement sound department policies. Ability to properly interpret and make decisions in accordance with law, regulations and policies.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Police Chief position and certify that I can perform the essential functions of this position, with or without reasonable accommodation.

Applicant Signature

Date

Witness

**POLICE CHIEF
ANNUAL SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$111,638	\$114,429	\$117,289	\$120,222	\$123,227	\$126,308	\$129,466	\$132,702	\$136,020

MONTHLY SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$9,303.15	\$9,535.73	\$9,774.12	\$10,018.47	\$10,268.93	\$10,525.66	\$10,788.80	\$11,058.52	\$11,334.98

BI-WEEKLY

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
4,293.76	4,401.10	4,511.13	4,623.91	4,739.51	4,858.00	4,979.45	5,103.93	\$5,231.53



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Police Officer – Job Classification & Salary Schedule

Recommendation:

Approve the Police Officer job classification and salary schedule as part of the reestablishment of the Willows Police Department.

Rationale for Recommendation:

Establishing the Police Officer job classification and salary schedule is a necessary step in re-establishing the Willows Police Department. Approval of the classification, job description, and salary schedule establishes the position's responsibilities, qualifications, and compensation structure.

Background:

In 2017, the City discontinued operation of the Willows Police Department and entered into an agreement with the County of Glenn for contracted law enforcement services. Effective June 30, 2026, the agreement expired and no new agreement has replaced it.

The City Council seeks to reestablish the Willows Police Department and develop the organizational structure needed to provide municipal law enforcement and public safety services. This process includes establishing personnel classifications, policies and procedures, POST requirements, equipment and facility requirements, and other operational components. A foundational step in this process is also adopting Police Department job classifications and salary schedules.

Discussion & Analysis:

The Police Officer job classification (Attachment 1) is an FLSA non-exempt, entry- to journey-level law enforcement classification responsible for protecting life and property, maintaining public order, enforcing applicable laws, responding to emergencies, conducting investigations, and maintaining positive relationships with the community.

The proposed job classification requires a high school diploma or equivalent and successful completion of a California POST-accredited Police Academy. Prior law enforcement experience is desirable but not required. The proposed nine-step annual salary range is \$69,161 to \$84,266 (Attachment 2).

Consistency with Council Priorities and Goals:

The proposed action is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no immediate cost associated with approving the Police Officer job classification and salary schedule.

Attachments:

- Attachment 1: Police Officer Job Classification
- Attachment 2: Salary Schedule

CITY OF WILLOWS**POLICE OFFICER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Perform all classes of law enforcement work. Duties include, but are not limited to, performing general police work in the prevention of crime and the enforcement of law and order; to carry out special assignments in a particular phase of police work; and to do related work as required. Enforce State and Local laws; issue citations; make arrests; testify in court; utilize knowledge of laws and court procedures.

DISTINGUISHING CHARACTERISTICS:

This is an entry- to journey-level operational classification responsible for performing professional law enforcement duties, protecting life and property, and maintaining public order for the City of Willows Police Department. A Police Officer actively carries out departmental policies, programs, and procedures through daily field operations, proactive patrols, and community engagement initiatives under the guidance of field supervisors.

The position requires working knowledge of frontline municipal law enforcement operations, community-oriented policing, emergency vehicle operations, basic crime scene investigation, and applicable federal, state, and local laws. A Police Officer exercises independent judgment and discretion while conducting traffic stops, responding directly to public safety emergencies, and preparing official police reports.

SUPERVISION RECEIVED/EXERCISED:

Works under the direct supervision of a Police Sergeant and/or Police Corporal; and under the general direction of the Police Captain who is the Operations Division Commander.

May monitor, train and direct other Officers or Community Services Officers as assigned.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

Include, but are not limited to, the following:

- Patrols the City in radio equipped car, answers calls for the protection of life and property and the enforcement of City, County and State laws.
- May conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, vehicle accidents, death, and other criminal incidents.
- Makes arrests as necessary, interviews victims, complainants, witnesses, and suspects.
- Gathers and preserves evidence; testifies and presents evidence in court.
- Administers first aid.

- Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Prepares reports of arrests made, investigations conducted, and unusual incidents observed.
- Serves warrants and subpoenas.
- While on patrol, stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary.
- Checks buildings for physical security.
- Attends and polices special events and other emergency or congested situations.
- Maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.
- Provides traffic control at vehicle accidents, special events or other emergencies.
- May be assigned to patrol on bicycle, horseback, motorcycle or on foot.
- May be assigned to specialty assignments including but not limited to: Student Resources Officer (SRO), Detective, Major Crimes, Traffic Officer, Problem Oriented Policing (POP) and K9 Officer.
- Working with software/computer systems, including mobile devices to maintain operations.
- Performs related duties as assigned.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun, taser and other weapons as required; sidehandle baton or expandable baton, handcuffs, breathalyzer, protective duty vest or belt as required, first aid equipment, mobile smartphone, computer and/or laptop, printer/copier, fax machine and other standard office equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand; use hands to finger, handle, or feel objects such as a service weapon, reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Employees may be required to engage in physical tasks of running, climbing, and carrying or dragging in excess of 150 pounds, and wrestle and/or restrain combative subjects.

The employee is regularly required to run, jump, push, pull and physically apprehend and subdue suspects.

Specific vision abilities required by this job include close vision, distance visions, color vision,

peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to speak clearly and concisely; read and comprehend what is read; compose comprehensive reports either by writing in longhand, computer keyboard entry, or taped dictation; think clearly and formulate accurate documents; and communicate clearly via telephone, text message and in person.

The employee must be capable of competently operating a handgun, shotgun and rifle.

The employee must be capable of operating a police vehicle in both normal and emergency driving conditions, including high speeds in adverse conditions.

Incumbents in this classification are required to work on a shift schedule, including weekends and holidays, which are subject to being changed on short notice.

Employees may at times work indoors for only 10% of the time and work outdoors for as much as 90% of the time (including time spent in a patrol car or other police vehicle). Employees go from being seated in a docile position in their police cars or office to a highly energized position, and then return to a docile position. The job can be very fast paced and may require quick changes in pace within a short period of time.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office.

Employees regularly work outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result injury, death or use of deadly force on others. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals.

Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises, including but not limited to, emergency vehicle sirens, gun fire, shouting and yelling.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities can be considered qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- High school graduation, G.E.D. or equivalent.
- Successful completion of a California POST accredit Police Academy
- One (1) year experience in law enforcement capacity is desirable but not required.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Knowledge of principles and practices of department rules and regulations; criminal law; apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure and the preservation of evidence; police methods and procedures related to patrol, philosophy of community oriented policing and problem solving, traffic control and investigation techniques; laws and court procedures; effective written and oral communications skills; police department accounting and budgeting procedures, City and Department policies, rules and regulations; and effective public relations skills.

Ability to:

Interact effectively with the public and other employees. Work and be responsible for an assigned area of responsibility; analyze situations and adopt effective courses of action; interpret and apply laws and regulations; prepare clear and concise reports; operate a police vehicle safely; properly use a police radio; effectively operate a variety of computers and computer related technologies; proper use and care of firearms and other protective equipment; communicate effectively, both orally and in writing; maintain positive, cooperative and effective relationships with other employees, supervisors and management.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Police Officer position and certify that I can perform the essential functions of this position, with or without reasonable accommodation.

Applicant Signature

Date

Witness

**POLICE OFFICER
ANNUAL SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$69,161	\$70,890	\$72,662	\$74,479	\$76,341	\$78,249	\$80,206	\$82,211	\$84,266

MONTHLY SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$5,763.42	\$5,907.50	\$6,055.19	\$6,206.57	\$6,361.74	\$6,520.78	\$6,683.80	\$6,850.89	\$7,022.17

BI-WEEKLY

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
2,660.04	2,726.54	2,794.70	2,864.57	2,936.19	3,009.59	3,084.83	3,161.95	\$3,241.00



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Police Sergeant – Job Classification & Salary Schedule

Recommendation:

Approve the Police Sergeant job classification and salary schedule as part of the reestablishment of the Willows Police Department.

Rationale for Recommendation:

Establishing the Police Sergeant job classification and salary schedule is a necessary step in re-establishing the Willows Police Department. Approval of the classification, job description, and salary schedule establishes the position's responsibilities, qualifications, and compensation structure.

Background:

In 2017, the City discontinued operation of the Willows Police Department and entered into an agreement with the County of Glenn for contracted law enforcement services. Effective June 30, 2026, the agreement expired and no new agreement has replaced it.

The City Council seeks to reestablish the Willows Police Department and develop the organizational structure needed to provide municipal law enforcement and public safety services. This process includes establishing personnel classifications, policies and procedures, POST requirements, equipment and facility requirements, and other operational components. A foundational step in this process is also adopting Police Department job classifications and salary schedules.

Discussion & Analysis:

The Police Sergeant is a first-line supervisory classification responsible for the direct supervision, field training, and operational guidance of Police Department personnel. The position supervises assigned personnel, coordinates field activities, provides training and counseling, reviews police reports, and assists with implementing departmental policies and operational priorities.

The recommended job classification (Attachment 1) requires a high school diploma or equivalent, POST Intermediate Certification, and four years of experience as a Police Officer in California. A college

degree and POST Supervisory Certification are desirable but not required. The proposed nine-step annual salary range is \$81,770 to \$99,628 (Attachment 2).

Consistency with Council Priorities and Goals:

The proposed action is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no immediate cost associated with approving the Police Sergeant job classification and salary schedule.

Attachments:

- Attachment 1: Police Sergeant Job Classification
- Attachment 2: Salary Schedule

CITY OF WILLOWS**POLICE SERGEANT**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Supervises employees who perform all classes of law enforcement work. Duties include, but are not limited to, planning work, coordinating field activity, counseling, and training of personnel. The employee shall have the qualifications of leadership and supervisory ability, knowledge of laws and court procedures, and be familiar with the police department's accounting procedures, policies, rules and regulations.

DISTINGUISHING CHARACTERISTICS:

This is a first-line supervisory classification responsible for the direct supervision, field training, and operational guidance of personnel assigned to the City of Willows Police Department. A Police Sergeant implements departmental policies, programs, and procedures, ensuring that field operations align with the tactical goals established by department leadership.

The position requires extensive knowledge of frontline municipal law enforcement operations, field supervision principles, community-oriented policing, incident command, and applicable federal, state, and local laws. A Police Sergeant exercises a high degree of independent judgment and discretion while managing shift activities, evaluating personnel performance, and responding directly to public safety emergencies.

SUPERVISION RECEIVED/EXERCISED:

Provides supervision of sworn and non-sworn personnel including but not limited to, police corporals, police officers, community service officers, dispatchers, records specialists, volunteers and inmates assigned to work release programs.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

Include, but are not limited to, the following:

- Provide immediate first-line supervision for personnel on a designated Watch. The Police Sergeant must provide effective supervision of all assigned personnel. Must exhibit leadership skills at all times, maintain discipline and ensure that all rules and regulations are followed.
- Handle calls for service and perform various aspects of police work as needed to maintain public safety.
- Assist the Police Captain in planning, coordinating, and directing the activities of personnel.

- Provide counseling and training as required. Ensure that goals, and watch priorities are met, effective schedules and methods of providing services are established and policies and procedures are utilized as necessary to accomplish the mission.
- Perform special projects, and ensure that problem oriented, and community oriented policing projects or programs are utilized. Ensure that projects or programs are documented accurately, organized in an efficient manner, and completed in a timely fashion.
- Assist the Police Captain in developing goals, objectives and priorities for the watch.
- Review and approve police reports and other documents submitted by police personnel. Review reports to ensure they are accurate, thorough, completed on time and meet department standards.
- Accept and resolve citizen complaints where possible. Ensures that the receipt of all citizen complaints is properly documented per Department policy. Ensure that the proper documentation is complete and forwarded up the chain of command. Provides feedback and follow-up as required, effectively responds to inquiries from the general public, press, or outside agencies when appropriate. Utilizes appropriate public relations skills and techniques.
- Conducts roll call briefings and /or training during a designated Watch. Briefings are complete, concise and effective communication skills are exhibited.
- Monitors personnel equipment usage. Maintains and completes accurate records on department equipment with respect to location, storage, assignment and damage of department equipment. Ensures that all personnel are provided with the necessary equipment to perform their duties. Ensures that damaged or lost equipment is reported in a timely and appropriate manner to the proper chain of command.
- Proactively enforces laws, rules and regulations. Conducts their supervisory responsibilities and other duties related to enforcement in a manner geared at assisting in the reduction of the crime rate and the reduction of calls for service.
- Supervise personnel and perform work in a cooperative and appropriate fashion with the personnel assigned to the Dispatch Center.
- A Sergeant may be, periodically, assigned to either the Operations Division and/or the Support/ Special Services Division.
- Sergeants may be assigned to collateral duties that include, but are not limited to, Internal Affairs Investigations, Background Investigations, Range Master, Use of Force Instructor, SWAT Team Leader, Traffic Supervisor as well as policy review & development, equipment acquisitions & replacement.
- Sergeants may be required to wear a variety of uniforms (Class A, Class B, Class C & Tactical uniforms) as well as wearing plain clothes attire (suit & tie, business casual). Determination of the appropriate attire will be dependent upon a particular assignment.
- Working with software/computer systems, including mobile devices to maintain operations.
- Performs related duties as assigned.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun, taser and other weapons as required; side handle baton or expandable baton, handcuffs, breathalyzer, protective duty vest or belt as required, first aid

equipment, mobile smartphone, computer and/or laptop, printer/copier, fax machine and other standard office equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand; use hands to finger, handle, or feel objects such as a service weapon, reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Employees may be required to engage in physical tasks of running, climbing, and carrying or dragging in excess of 150 pounds, and wrestle and/or restrain combative subjects.

The employee is regularly required to run, jump, push, pull and physically apprehend and subdue suspects.

Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to speak clearly and concisely; read and comprehend what is read; compose comprehensive reports either by writing in longhand, computer keyboard entry, or taped dictation; think clearly and formulate accurate documents; and communicate clearly via telephone, text message and in person.

The employee must be capable of competently operating a handgun, shotgun and rifle.

The employee must be capable of operating a police vehicle in both normal and emergency driving conditions, including high speeds in adverse conditions.

Incumbents in this classification are required to work on a shift schedule, including weekends and holidays, which are subject to being changed on short notice.

Employees may at times work indoors for only 10% of the time and work outdoors for as much as 90% of the time (including time spent in a patrol car or other police vehicle). Employees go from being seated in a docile position in their police cars or office to a highly energized position, and then return to a docile position. The job can be very fast paced and may require quick changes in pace within a short period of time.

While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.

Employees regularly work outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death or use of deadly force on others.

Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises, including but not limited to, emergency vehicle sirens, gunfire, shouting and yelling.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities can be considered qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- High school graduation, G.E.D. or equivalent.
- POST Intermediate Certification.
- Associates' or Bachelors' degree in Police Science, Law Enforcement Administration, Public Administration or closely related field is highly desired but not required.
- POST Supervisory Certification desirable but not required.
- Four (4) years' experience as a Police Officer in the State of California as of the date of promotion required. Five (5) years' experience desirable.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Knowledge of principles and practices of effective supervision, counseling, and training; department rules and regulations; criminal law; apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure and the preservation of evidence; police methods and procedures related to patrol, philosophy of community oriented policing and problem solving, traffic control and investigation techniques; laws and court procedures; effective written and oral communications skills; police department accounting and budgeting procedures, City and Department policies, rules and regulations; and effective public relations skills.

Ability to:

Interact effectively with the public and employees. Supervise and direct assigned area of responsibility; provide effective leadership; analyze situations and adopt effective courses of action; interpret and apply laws and regulations; prepare clear and concise reports; operate a police vehicle safely; properly use a police radio; effectively operate a variety of computers and computer related technologies; proper use and care of firearms and other protective equipment; supervise and train assigned personnel; communicate effectively, both orally and

in writing; effectively counsel employees; and maintain positive, cooperative and effective relationships with other supervisors and management.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Police Sergeant position and certify that I can perform the essential functions of this position, with or without reasonable accommodation.

Applicant Signature

Date

Witness

**POLICE SERGEANT
ANNUAL SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$81,770	\$83,814	\$85,909	\$88,057	\$90,258	\$92,515	\$94,828	\$97,198	\$99,628

MONTHLY SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$6,814.14	\$6,984.49	\$7,159.10	\$7,338.08	\$7,521.53	\$7,709.57	\$7,902.31	\$8,099.87	\$8,302.36

BI-WEEKLY

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
3,144.99	3,223.61	3,304.20	3,386.81	3,471.48	3,558.26	3,647.22	3,738.40	\$3,831.86



Date: August 25, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Administrative Services Technician – Job Classification & Salary Schedule

Recommendation:

Approve the Administrative Services Technician classification and salary schedule as part of the re-establishment of the Willows Police Department.

Rationale for Recommendation:

Establishing the Administrative Services Technician job classification and salary schedule is a necessary step in re-establishing the Willows Police Department. Approval of the classification, job description, and salary schedule establishes the position's responsibilities, qualifications, and compensation structure.

Background:

In 2017, the City discontinued operation of the Willows Police Department and entered into an agreement with the County of Glenn for contracted law enforcement services. Effective June 30, 2026, the agreement expired and no new agreement has replaced it.

The City Council seeks to reestablish the Willows Police Department and develop the organizational structure needed to provide municipal law enforcement and public safety services. This process includes establishing personnel classifications, policies and procedures, POST requirements, equipment and facility requirements, and other operational components. A foundational step in this process is also adopting Police Department job classifications and salary schedules.

Discussion & Analysis:

The Administrative Services Technician is an FLSA non-exempt, non-sworn job classification (Attachment 1) that will provide technical and administrative support to Police Department operations. Responsibilities include preparing and maintaining records, reports and administrative documents; assisting with programs and projects; responding to public inquiries; and providing technical support in areas such as purchasing, personnel, budgeting, and program administration. The proposed nine-step annual salary range is \$47,595 to \$57,990 (Attachment 2).

Consistency with Council Priorities and Goals:

The proposed action is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no immediate cost associated with approving the Administrative Services Technician job classification and salary schedule.

Attachments:

- Attachment 1: Administrative Services Technician Job Classification
- Attachment 2: Salary Schedule

CITY OF WILLOWS
ADMINISTRATIVE SERVICES TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Performs a wide variety of non-sworn field and office law enforcement and administrative support tasks, including records management, front counter customer service, evidence processing and maintenance, fingerprinting, regulatory permit processing, data entry, general office work, and public information dissemination. This position is distinguished by its responsibility for completing essential non-sworn police records, technical administration, and clerical support tasks.

DISTINGUISHING CHARACTERISTICS:

This classification may be populated with multiple incumbents. The Administrative Technician performs technical non-clerical budget, procurement, personnel or program administration work within established policy and procedure guidelines. The Administrative Technician is distinguished from journey level clerical classifications in that the duties of Administrative Technician are technical and paraprofessional in nature and require greater knowledge and judgment. Administrative Technicians do not routinely perform clerical work.

SUPERVISION RECEIVED/EXERCISED:

General direction is provided by higher-level administrative, analytical, or managerial staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

Include, but are not limited to, the following:

- Researches, compiles, tabulates, and assembles data; assists in conducting surveys and studies; recommends and implements procedures, guidelines and processes; consults with managers and drafts policies.
- Prepares statistical and narrative reports, presentations, general and technical correspondence, and promotional materials; develops forms, tracking systems, databases and spreadsheets.
- Resolves difficult or sensitive customer service inquiries or problems, advises public on complex rules, policies and procedures; responds to inquiries from employees and the public.
- Researches information, organizes, evaluates and compiles results and prepares detailed summaries, tracks progress of projects and payments expenditures and reimbursements.

- Prepares and processes administrative documents such as vouchers, permits, personnel actions, requisitions, and contracts; prepares documents for personnel, purchasing, fiscal, and project or program areas; maintains a variety of records and files.
- Assists in the administration and coordination of special events, training, programs or projects; assists in coordinating municipal activities among City departments and/or other organizations.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

TOOLS AND EQUIPMENT USED:

Computer or laptop, mobile smartphone, telephone, handheld radio, copier, fax, and canine handling equipment. Assigned police vehicles. Protective duty vest or belt as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve the ability to patrol City blocks for parking violations and mark vehicle tires with a chalk stick.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand; use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Employees may be required to engage in physical tasks of running, climbing, and carrying or dragging in excess of 100 pounds.

The employee is regularly required to run, jump, push, pull.

Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to speak clearly and concisely; read and comprehend what is read; compose comprehensive reports either by writing in longhand, computer keyboard entry, or taped dictation; think clearly and formulate accurate documents; and communicate clearly via telephone, text message and in person.

The employee must be capable of operating a police vehicle in both normal and emergency driving conditions, including adverse conditions.

Combination of an indoor/outdoor environment. Normal office environment indoors. however this position will be subject to be in the occasional vicinity parolees and arrested individuals. Outdoor environment subject to various weather conditions. This position will deal with various species of animals.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities can be considered qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- Three years of journey level clerical experience, including a minimum of two years performing administrative work or advanced journey level clerical work. One (1) year experience related to public or customer service.

Substitution:

Completion of 60 semester units in an accredited college or university in public or business administration, economics, accounting, personnel or a closely related field may substitute for two years of the required experience.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

- Basic principles of technical and statistical report preparation.
- Basic principles and practices of research and statistical methods.
- Modern office practices, procedures, and equipment.
- Record keeping and reporting practices.
- Basic principles and techniques of personnel, budget and purchasing.
- Basic techniques of project and program management.
- Providing customer service, including dealing with people in sensitive situations and problem resolution.
- Use of computers and computer applications and software.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Collect, compile, organize, analyze, and interpret data.
- Understand, interpret, and apply rules, regulations, laws, and ordinances.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Follow oral and written instructions.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Administrative Service Technician position and certify that I can perform the essential functions of this position, with or without reasonable accommodation.

Applicant Signature

Date

Witness

**ADMINISTRATIVE SERVICES TECHNICIAN
ANNUAL SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$47,595	\$48,785	\$50,004	\$51,255	\$52,536	\$53,849	\$55,196	\$56,575	\$57,990

MONTHLY SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$3,966.25	\$4,065.41	\$4,167.04	\$4,271.22	\$4,378.00	\$4,487.45	\$4,599.63	\$4,714.62	\$4,832.49

BI-WEEKLY

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1,830.58	1,876.34	1,923.25	1,971.33	2,020.61	2,071.13	2,122.91	2,175.98	\$2,230.38



Date: August 25, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Community Service Officer – Job Classification & Salary Schedule

Recommendation:

Approve the Community Service Officer job classification and salary schedule as part of the re-establishment of the Willows Police Department.

Rationale for Recommendation:

Establishing the Community Service Officer job classification and salary schedule is a necessary step in re-establishing the Willows Police Department. Approval of the classification, job description, and salary schedule establishes the position's responsibilities, qualifications, and compensation structure.

Background:

In 2017, the City discontinued operation of the Willows Police Department and entered into an agreement with the County of Glenn for contracted law enforcement services. Effective June 30, 2026, the agreement expired and no new agreement has replaced it.

The City Council seeks to reestablish the Willows Police Department and develop the organizational structure needed to provide municipal law enforcement and public safety services. This process includes establishing personnel classifications, policies and procedures, POST requirements, equipment and facility requirements, and other operational components. A foundational step in this process is also adopting Police Department job classifications and salary schedules.

Discussion & Analysis:

The Community Service Officer is an entry- to journey-level, non-sworn job classification (Attachment 1) responsible for specialized law enforcement support services. Duties include parking and abandoned vehicle enforcement, animal control, evidence and property processing, non-injury collision and minor incident reports, fingerprinting, traffic control, crime prevention programs, and other non-sworn public safety functions.

The proposed classification requires a high school diploma or equivalent and one year of public or customer service experience. The proposed nine-step annual salary range is \$48,959 to \$59,652 (Attachment 2).

Consistency with Council Priorities and Goals:

The proposed action is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no immediate cost associated with approving the Community Services Officer job classification and salary schedule.

Attachments:

- Attachment 1: Community Service Officer Job Classification
- Attachment 2: Salary Schedule

CITY OF WILLOWS
COMMUNITY SERVICE OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Performs a wide variety of non-sworn field and office law enforcement and animal control tasks, including animal control, parking, traffic and crowd control, evidence collection, processing and maintenance, fingerprinting, registration of criminal offenders, abandoned vehicle identification and abatement, report taking, collision investigation, general office work and crime prevention activities. This position is distinguished by its responsibility completing essential non-sworn police tasks.

DISTINGUISHING CHARACTERISTICS:

This is an entry- to journey-level non-sworn (civilian) operational classification responsible for performing specialized, paraprofessional law enforcement support duties for the City of Willows Police Department. A Community Service Officer actively carries out departmental policies, programs, and procedures through daily field and office operations, parking enforcement, code compliance, and community outreach under the guidance of field supervisors.

The position requires working knowledge of non-emergency municipal law enforcement operations, basic crime scene documentation, property and evidence handling procedures, and applicable local ordinances and vehicle codes. A Community Service Officer exercises independent judgment and discretion while conducting traffic control, responding directly to non-criminal public safety complaints, and preparing official incident reports.

SUPERVISION RECEIVED/EXERCISED:

This position works under the direct supervision of the Sergeant on duty.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

Include, but are not limited to, the following:

- Serve as parking enforcement officer:
 - Patrol city streets and enforce laws and regulations applicable to non-moving vehicles; write citations for overtime parking and illegal parking; assist in identifying and abating abandoned vehicles; assist in directing traffic and participating in special traffic control functions.
- Serve as animal control officer:

- Patrol city streets apprehending and confining stray, unwanted; sick, lost and found animals; follow up on animal bites incidents; maintain the animal control facility; prepare and write required animal control reports; assist in the dog licensing process; assist in the rabies vaccination program.
- Evidence/Property Room:
 - Process evidence and property, releases, auctions, destruction, delivery to court, laboratories and other locations; and maintain property and evidence according to prescribed procedures.
- Serve as court and District Attorney liaison:
 - Assemble reports; submit information to other departments as required Serve as a liaison between the Department and the public; coordinate and publicize a variety of programs including crime prevention, neighborhood watch, child safety programs and other public safety-related programs.
 - Take and document non-injury traffic accidents;
 - Take and document minor crime and non-criminal incident reports where interviewing only non-suspect victims and witnesses is required;
 - Maintain video and photo related equipment, videotape, film and other accessories.
- May perform occasional crossing guard duties.
- Nuisance posted sign abatement program.
- Working with software/computer systems, including mobile devices to maintain operations.
- Inspect and sign-off minor traffic citations; deliver court documents and serve subpoenas; testify in court as required.
- Fingerprint applications and handle fingerprinting requests from the public; fingerprint and register criminal offenders who are required by law to register with the police department.
- Search prisoners as requested;
- Perform general clerical duties as required such as typing, filing, writing receipts for money received, process parking citation second notices and D.M.V. notices; destruction of files as authorized by law.
- Perform other duties as assigned.

TOOLS AND EQUIPMENT USED:

Computer or laptop, mobile smartphone, telephone, handheld radio, copier, fax, and canine handling equipment. Assigned police vehicles. Protective duty vest or belt as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve the ability to patrol City blocks for parking violations and mark vehicle tires with a chalk stick.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand; use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Employees may be required to engage in physical tasks of running, climbing, and carrying or dragging in excess of 100 pounds.

The employee is regularly required to run, jump, push, pull.

Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to speak clearly and concisely; read and comprehend what is read; compose comprehensive reports either by writing in longhand, computer keyboard entry, or taped dictation; think clearly and formulate accurate documents; and communicate clearly via telephone, text message and in person.

The employee must be capable of operating a police vehicle in both normal and emergency driving conditions, including adverse conditions.

Combination of an indoor/outdoor environment. Normal office environment indoors. however this position will be subject to be in the occasional vicinity parolees and arrested individuals. Outdoor environment subject to various weather conditions. This position will deal with various species of animals.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities can be considered qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- High school graduation, G.E.D. or equivalent.
- One (1) year experience related to public or customer service.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Knowledge of principles and practices of department rules and regulations; criminal law; including

rules of evidence pertaining to search and seizure and the preservation of evidence; police methods and procedures related to patrol, philosophy of community oriented policing and problem solving, traffic control and investigation techniques; laws and court procedures; effective written and oral communications skills; police department accounting and budgeting procedures, City and Department policies, rules and regulations; and effective public relations skills.

Ability to:

Work resourcefully with a minimum of supervision; understand and carry out written and verbal instructions; understand and carry out procedures and techniques for dealing with the public in a tactful but firm manner; learn proper skills in report writing and oral communication; establish a well-rounded understanding of the Department computer system; establish and maintain effective relationships with others.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Community Service Officer position and certify that I can perform the essential functions of this position, with or without reasonable accommodation.

Applicant Signature

Date

Witness

**COMMUNITY SERVICE OFFICER
ANNUAL SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$48,959	\$50,183	\$51,438	\$52,724	\$54,042	\$55,393	\$56,778	\$58,197	\$59,652

MONTHLY SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$4,079.94	\$4,181.93	\$4,286.48	\$4,393.64	\$4,503.49	\$4,616.07	\$4,731.47	\$4,849.76	\$4,971.01

BI-WEEKLY

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1,883.05	1,930.12	1,978.38	2,027.84	2,078.53	2,130.49	2,183.76	2,238.35	\$2,294.31



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

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

Subject: On-Call General Building and Civil Plan Check Services

Recommendation:

Authorize the City Manager, or her designee, to execute and administer on-call general building and civil plan check service agreements with Paxton Inspection Services, Development Compliance Solutions (DEVCOM), BPR Consulting, BUREAU VERITAS, and Interwest, for an initial three-year term with up to two additional one-year extensions including assignment of work and City Manager authority to exercise optional extensions.

Rationale for Recommendation:

The five recommended firms received the highest evaluation scores and provided a balanced mix of local and regional access, specialized expertise, and larger firm capacity.

Background:

Staff desired to establish an on-call pool of qualified plan check consultants to provide flexibility in assigning projects based on expertise, availability, responsiveness, turnaround time, and cost. As a result, a Request for Proposals (RFP) was issued on June 5, 2026, for on-call general building and civil plan check services to support commercial and residential development projects on an as-needed basis. Proposals were due by 5:00 p.m. on July 6, 2026. The City received proposals from the following ten firms: 4LEAF, Inc., Paxton Inspection Services, Bureau Veritas, Development Compliance Solutions (DEVCOM), CSG Consultants, Inc., Interwest, Willdan, TRB + Associates, Inc., BPR Consulting, and PACE Engineering.

Proposals were evaluated based on qualifications, key personnel, responsiveness and availability, technical capabilities, proposed turnaround times, customer service, and experience providing similar municipal services. Following evaluation of the proposals, Paxton Inspection Services, Development Compliance Solutions (DEVCOM), BPR Consulting, Bureau Veritas, and Interwest were identified as the five highest-rated firms and are recommended for inclusion in the City's on-call consultant pool.

Discussion & Analysis:

Based on the completed evaluation, staff recommend awarding contracts to the five highest-rated firms: Paxton Inspection Services, Development Compliance Solutions (DEVCOM), BPR Consulting, Bureau Veritas, and Interwest.

The City will execute a separate on-call agreement with each firm. Work may be assigned based on project type, expertise, workload, cost, responsiveness, turnaround time, availability, prior performance, and the best interest of the city. Projects and workload may not necessarily be distributed evenly among the five firms.

Each agreement will include an initial three-year term with up to two optional one-year extensions. The City Manager, or her designee, will administer the agreements and assign work as needed. Consultant rates will be based on the accepted fee schedule attached to each individual agreement. Attachment 1 provides an example of the contract format and terms that may be included.

Consistency with Council Priorities and Goals:

The recommended action supports Council Priorities #1: Financial Stability and #2: Economic Development by improving the development review process and promoting timely, cost-effective service.

Fiscal Impact:

Total expenditures across the on-call plan review pool will be limited to funds appropriated and available in the City's adopted or amended annual budget for contracted plan review services. Award of an agreement does not reserve funds or guarantee work to any consultant. For applicant-funded plan reviews, applicable consultant costs are intended to be recovered through the City's cost-recovery process. Staff will monitor expenditures against the approved budget and available cost-recovery funds.

Attachment:

- Attachment 1: Example Contract: On-Call General Building and Civil Plan Check Services

**STANDARD FORM PERSONAL SERVICES CONTRACT
BETWEEN
CITY OF WILLOWS
AND
[CONTRACTOR NAME]**

THIS PERSONAL SERVICES CONTRACT ("Contract") is made and entered into as of the date last signed below ("Effective Date"), by and between the CITY OF WILLOWS, a political subdivision of the State of California ("City"), and [CONTRACTOR LEGAL NAME] ("Contractor").

RECITALS

WHEREAS, City desires to retain Contractor to provide on-call General Building and Civil Plan Check Services for commercial and residential development projects on an as-needed basis; and

WHEREAS, the City issued a Request for Proposals dated June 5, 2026, and Contractor submitted a proposal to provide the requested services; and

WHEREAS, Contractor warrants that it is qualified and agreeable to render the aforesaid services; and

WHEREAS, the City Council authorized the award of an on-call agreement to Contractor and authorized the City Manager to execute and administer this Contract.

AGREEMENT

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by City, the parties agree to the following:

I.RECITALS: The above recitals are hereby incorporated and made part of this agreement.

II.SCOPE OF SERVICES: Contractor agrees to provide all of the services described in Attachment A.

III.ADDITIONAL SERVICES: The City may desire services to be performed which are relevant to this Contract or the services to be performed hereunder, but have not been included in the scope of the services described in Attachment A, and Contractor agrees to perform said services upon the written request of City. These additional services could include, but are not limited to, any of the following:

A. Serving as an expert witness for the City in any litigation or other proceedings involving the project or services.

B. Services of the same nature as provided herein which are required as a result of events unforeseen on the date of this contract.

IV. CITY FURNISHED SERVICES: The City agrees to:

- A. Facilitate access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available to Contractor those services, supplies, equipment and staff that are normally provided for the services required by the type of services to be rendered by Contractor hereunder and as set forth in Attachment A.
- C. Make available all pertinent data and records for review.

V. TERM OF CONTRACT: This Contract shall commence on the Effective Date and shall remain in effect for an initial term of three (3) years, unless sooner terminated in accordance with this Contract. The City, through the City Manager, may exercise up to two (2) additional one-year extensions at the City's option by written notice or written amendment. Any extension is subject to satisfactory performance, available appropriations, and all other terms of this Contract.

VI. CONTRACT PERFORMANCE TIME: Services shall be performed on an on-call basis in accordance with Attachment A and the accepted service delivery commitments in Contractor's proposal. The City Manager or designee may assign work to Contractor as needed by email or other written direction. Contractor shall promptly communicate any anticipated delay. Time is of the essence with respect to authorized services.

VII. FEES: The fees for furnishing services under this Contract shall be based on the accepted rate schedule attached hereto as Attachment B. Except as expressly stated in Attachment B or approved by written amendment, said fees shall remain in effect for the entire term of this Contract.

VIII. MAXIMUM COST TO CITY / BUDGET LIMITATION: Notwithstanding any other provision of this Contract, the City's payment obligations under this Contract are limited to funds lawfully appropriated and available in the City's adopted or amended annual budget for contracted plan review services for the applicable fiscal year. The budget appropriation is an aggregate funding limit shared among the City's on-call plan review consultants and does not reserve, earmark, or guarantee any amount to Contractor. No minimum amount of work or compensation is guaranteed. Contractor shall perform only services authorized by the City Manager or the City Manager's designee. The City has no obligation to authorize additional work when available budget authority is exhausted or unavailable and may suspend further assignments without liability, except for payment of properly authorized services already performed. Changes to the amount appropriated in the adopted or amended annual budget do not require an amendment to this Contract. Contractor shall have no claim against City for payment of unauthorized services or services provided after expiration or termination of this Contract.

IX.PAYMENT: The fees for services under this Contract shall be due within 60 calendar days after receipt and approval by City of an invoice covering the service(s) rendered to date.

With respect to any additional services provided under this Contract as specified in Paragraph III hereof, Contractor shall not be paid unless Contractor has received written authorization from City for the additional services prior to incurring the costs associated therewith. Said additional services shall be charged at the rates set forth on Attachment B.

Invoices or applications for payment to the City shall be sufficiently detailed and shall contain documentation of work performed and reimbursable expenses incurred. Invoices shall identify the applicable City project or permit and itemize labor by personnel classification, hours or units billed, and applicable rate. No expense will be reimbursed without adequate documentation, including receipts for authorized material purchases, rental equipment, or subcontractor work, as applicable.

Notwithstanding any other provision herein, payment may be delayed, without penalty, for any period in which the State or Federal Government has delayed distribution of funds that are intended to be used by the City for funding payment to Contractor.

X.INSURANCE: Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by Contractor, its agents, representatives, employees, or subcontractors

Minimum Scope and Limit of Insurance

- A. The Contractor shall maintain a commercial general liability (CGL) insurance policy (Insurance Services Office Form CG 00 01) covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits in the amount of \$1,000,000, and a general aggregate limit of \$2,000,000.

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the General Liability Policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations. Additional insured should read as follows:

City of Willows, its officers, officials, employees, and volunteers
201 North Lassen Street
Willows, CA 95988

- B. Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000 per accident for bodily injury and property damage. Coverage shall be at least as broad as ISO Form CA0001 (Code 1); or, if Contractor has no owned or hired autos, then as broad as ISO Form CA0001 (Code 8); and, if Contractor has non-owned autos, then as broad as ISO Form CA0001 (Code 9).

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the Automobile Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations. Additional insured should read as follows:

City of Willows, its officers, officials, employees, and volunteers
201 North Lassen Street
Willows, CA 95988

- C. The Contractor shall be required to carry professional errors and omissions coverage in the amount of \$1,000,000 per occurrence or claim and \$2,000,000 aggregate.

Prior to the commencement of any work hereunder, the Contractor shall supply a Certificate of Insurance and endorsements, signed by the insurer, evidencing such insurance as specified above to City. However, failure to obtain and provide the required documents to City prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Each insurance policy required above shall provide that coverage and shall not be canceled, except with prior written notice to the City.

Insurance is to be placed with an insurer with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

For any claims related to this Contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the

City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers, shall be in excess of the Contractor's insurance and shall not contribute with it.

Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

XI.WORKER'S COMPENSATION: The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the services to be performed under this Contract and at all times during the performance of the services to be performed hereunder. A copy of the certificates evidencing such insurance with policy limits of at least \$1,000,000 per accident for bodily injury or disease (or, in the alternative, a signed City Workers' Compensation Exemption form) shall be provided to City prior to commencement of work.

XII.INDEMNIFICATION: Contractor agrees to indemnify, defend at its own expense, and hold City harmless from any and all liabilities, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from any and all acts or omissions to act of Contractor or its officers, agents, or employees in performing services under this Contract; excluding, however, such liabilities, claims, losses, damages, or expenses arising from City's sole negligence or willful misconduct.

XIII.NONDISCRIMINATORY EMPLOYMENT: In connection with the execution of this Contract and the services to be provided hereunder, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status, disability or other status protected by law. This policy does not require the employment of unqualified persons.

XIV.INTEREST OF PUBLIC OFFICIALS: No officer, agent or employee of the City during their tenure, nor for one year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

XV.SUBCONTRACTING AND ASSIGNMENT: The rights, responsibilities and duties established under this Contract are personal to the Contractor and may not be subcontracted, transferred or assigned without the express prior written consent of the City.

XVI.LICENSING AND PERMITS: The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

XVII.BOOKS OF RECORD AND AUDIT PROVISION: Contractor shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids and all expenditures for which any reimbursement is sought. The books and records shall be original entry books. In addition, Contractor shall maintain detailed payroll records, including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items for which any reimbursement is sought. These documents and records shall be retained for at least ten years from the completion of this Contract (42CFR Sections 433.32, 438.3(h) and (u)).

Contractor will permit City to audit all books, accounts or records relating to this contract or all books, accounts or records of any business entities controlled by Contractor who participated in this contract in any way. Any such audit may be conducted on Contractor's premises or, at City's option, Contractor shall provide all books and records within a maximum of 15 calendar days upon receipt of written notice from City.

Contractor shall promptly refund any moneys erroneously charged. If City ascertains that it has been billed erroneously by Contractor for an amount equaling 5% or more of the original bid, Contractor shall be liable for the costs of the audit in addition to any other penalty to be imposed. This paragraph applies to any contract which provides for reimbursement of expenses.

XVIII.CONFIDENTIALITY: All information and records obtained in the course of providing services under this Contract shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program or the services provided hereunder. Both parties shall comply with State and Federal requirements regarding confidential information.

XIX.TITLE: It is understood that any and all documents, information, computer disks, and reports of any kind concerning the services provided hereunder, prepared by and/or submitted to the Contractor, shall be the sole property of the City. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Contractor shall promptly turn over all information, writing, computer disks, and documents to City without exception or reservation. Contractor shall transfer from computer hard drive to disk any information or documents stored on hard drive and provide City with said disk.

XX.TERMINATION:

- A. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other party. Notice of Termination shall be by written notice to the other party and shall be sent by registered mail.
- B. If the Contractor fails to provide in any manner the services specified under this Contract or otherwise fails to comply with the terms of this Contract, or violates any ordinance, regulation, or other law which applies to its performance herein, the City may terminate this Contract by giving five calendar days written notice to Contractor.
- C. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- D. In the event of termination, not the fault of the Contractor, the Contractor shall be paid for services performed up to the date of termination in accordance with the terms of this Contract.

XXI.RELATIONSHIP BETWEEN THE PARTIES: It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the City.

XXII.AMENDMENT: This Contract may be amended or modified only by a written instrument signed by both parties.

XXIII.ASSIGNMENT OF PERSONNEL: The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to City, as evidenced in writing.

XXIV.WAIVER: No provision of this Contract or the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.

XXV.SEVERABILITY: If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.

XXVI.JURISDICTION AND VENUE: This Contract and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this Contract shall be in the County of Glenn, California.

XXVII.ENTIRE AGREEMENT: This Contract constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or written, are superseded.

XXVIII.ATTACHMENTS: All "Attachments" referred to below or attached to herein are by this reference incorporated into this Contract:

Attachment Designation	Attachment Title
Attachment A	Services to be provided by Contractor
Attachment B	Compensation or Fees to be Paid to Contractor

XXIX.DESIGNATED AGENTS: The parties represent and warrant that they have full power and authority to execute and fully perform their obligations under this Contract pursuant to their governing instruments, without the need for any further action, and that the person(s) executing this Contract on behalf of each party are the duly designated agents of each party and are authorized to do so.

XXX.COMPLIANCE WITH APPLICABLE LAWS: Contractor shall comply with any and all federal, state and local laws, regulations, and ordinances affecting the services covered by this Contract.

XXXI.ATTORNEY'S FEES: If any party hereto employs an attorney for the purpose of enforcing or construing this Contract, or any judgment based on this Contract, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, including appeals or rehearing, the prevailing party shall be entitled to receive from the other party, or parties thereto, reimbursement for all attorneys' fees and all costs, including but not limited to service of process, filing fees, court and court reporter costs, investigative costs, expert witness fees, and the cost of any bonds, whether taxable or not. If any judgment or final order be issued in that proceeding, said reimbursement shall be specified therein.

XXXII.NOTICES: Any notice required to be given pursuant to the terms and conditions hereof shall be in writing, and shall be via one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless others designated by either party, such notice shall be mailed to the address shown below:

If to City:

Marti Brown
City Manager
201 North Lassen Street
Willows, CA 95988
530-934-7041
mbrown@cityofwillows.org

If to Contractor:

[CONTRACTOR CONTACT NAME]

[CONTRACTOR LEGAL NAME]

[ADDRESS]

[ADDRESS]

[PHONE AND EMAIL]

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date written below.

CITY OF WILLOWS:

CONTRACTOR:

By: _____
Marti Brown
City Manager
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Approved as to form:

By: _____
Andrew D. Plett
City Attorney

Risk Management Approval:

By: _____
Name: _____
Risk Management
Director

ATTACHMENT A

SERVICES TO BE PROVIDED BY CONTRACTOR

1. On-Call Nature of Services.

Contractor shall provide General Building and Civil Plan Check Services to the City on an as-needed basis. No minimum amount of work is guaranteed. Contractor shall perform only work authorized by the City Manager or the City Manager's designee. Assignments may be made by email or other written direction; no separate task order form is required. The City may request availability, estimated cost, and proposed turnaround time before assigning a project.

2. Plan Review Services.

Services may include architectural plan review; structural plan review; civil plan review; electrical, mechanical, and plumbing plan review; accessibility and ADA compliance review; California Green Building Standards review; energy compliance review; fire and life-safety review coordination; review of deferred submittals and revisions; and preparation of detailed correction comment letters.

3. Coordination and Delivery.

Contractor shall be available for coordination meetings, conference calls, and direct communication with City staff and applicants as requested. Contractor shall provide digital review comments and approved plans in formats compatible with the City's systems and shall maintain consistent communication with City staff regarding project status, workload, and anticipated completion dates.

4. Timeliness and Quality Control.

Contractor shall provide timely, accurate, and consistent reviews using qualified personnel. Contractor shall follow the service delivery timeframes, quality-control procedures, and communication commitments in its accepted proposal unless the City approves a different schedule. Contractor shall promptly notify the City of any issue that may affect cost, schedule, or completion.

5. Assignments and Budget Control.

The City may assign work among any consultants in its on-call pool based on project type, expertise, workload, cost, responsiveness, turnaround time, availability, prior performance, and the best interest of the City. Contractor shall perform only work authorized by the City and shall bill only for services actually performed at the rates in Attachment B. All work is subject to available budget authority. For applicant-funded reviews, the City may recover consultant costs through its applicable cost-recovery process. The City's cost-recovery arrangement with an applicant does not alter the City's obligation to pay Contractor for properly authorized services in accordance with this Contract.

6. Applicable Standards.

Contractor shall review assigned projects for compliance with applicable adopted California Building Standards Codes, City ordinances and standards, and other applicable laws and requirements.

ATTACHMENT B

COMPENSATION OR FEES TO BE PAID TO CONTRACTOR

Contractor shall be compensated for authorized services in accordance with the fee schedule submitted with Contractor's response to the City's Request for Proposals and accepted by the City. The contractor-specific fee schedule will be attached to each executed agreement as Attachment B.

Contractor shall bill only for services authorized by the City. Invoices shall identify the City project or permit, personnel classification, hours or units billed, applicable rate, authorized reimbursable expenses, and a brief description of the work performed.

Compensation under this Contract is subject to the budget limitation in Section VIII. The City's annual appropriation for contracted plan review services is shared among the City's on-call consultants and does not guarantee Contractor any minimum amount of work or compensation.



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Mike Maloney, Maloney Consulting
Marti Brown, City Manager

Subject: Willows Police Department & POST Recertification

Recommendation:

Adopt Resolution XX-2026 re-establishing the Willows Police Department, authorizing participation in the California Commission on Peace Officer Standards and Training (POST) program, and authorizing preparations for law enforcement services.

Rationale for Recommendation:

Per California State law and POST regulations, this resolution is a required first step in the re-establishment of a POST-approved California law enforcement agency.

Background:

Prior to 2017, the City of Willows maintained and operated its own municipal police department. In 2017, the City ceased operation of its police department and contracted with the Glenn County Sheriff's Office to provide law enforcement and police services in the City limits for a total of nine years.

Effective June 30, 2026, the law enforcement agreement between the City of Willows and the County of Glenn expired. Concurrently, the City Council decided to pursue re-establishing the Willows Police Department. Consistent with POST administrative regulations, the Council is required to adopt a resolution citing re-establishment of the Willows Police Department and authorizing participation in POST.

Discussion & Analysis:

Resolution XX-2026 (Attachment 1) states the City's intention to re-establish its police department and authorizes the City's participation in POST. This action represents an important step toward establishing the administrative framework necessary for the City to establish a POST-certified municipal police department.

With the new police department, the City of Willows will have greater local control over law enforcement policies, staffing, service levels, and community priorities. Establishing the department in full compliance with State law and POST administrative regulations will provide a strong foundation for professional, accountable policing while building public trust and establishing a respected organizational reputation.

Consistency with Council Priorities and Goals:

Adoption of the resolution is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no fiscal impact by adopting this resolution.

Attachment:

- Attachment 1: Resolution XX-2026



**City of Willows
Resolution XX-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA
REESTABLISHING THE WILLOWS POLICE DEPARTMENT, AUTHORIZING PARTICIPATION IN THE
CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING (POST) PROGRAM,
AND AUTHORIZING PREPARATIONS FOR LAW ENFORCEMENT SERVICES**

WHEREAS, the City of Willows is an incorporated general law city organized and operating under the laws of the State of California; and

WHEREAS, California Government Code Section 36501 requires that the government of a general law city include a Chief of Police; and

WHEREAS, the City Council has determined that the public peace, health, and safety of the residents of Willows, California require the establishment of a municipal police department to provide local municipal law enforcement services; and

WHEREAS, the California Commission on Peace Officer Standards and Training ([POST](#)) requires a formal City Council resolution authorizing the establishment of a police department as a prerequisite for state certification and training reimbursement; and

WHEREAS, the City Council wishes to initiate the immediate organizational setup, recruitment of a Chief of Police, and formulation of foundational operational policies.

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

SECTION 1. Incorporation of Recitals. The foregoing recitals are true and correct and incorporated herein by this reference.

SECTION 2. Establishment of Police Department. The City Council hereby formally establishes the Willows Police Department for the purpose of planning, organizing, equipping, and preparing to provide primary municipal law enforcement services to the City.

SECTION 3. POST Registration and Program Adherence. The City Council authorizes the City Manager to execute all necessary documentation to register the Willows Police Department with the California Commission on Peace Officer Standards and Training (POST). While participating in the POST Program, the City of Willows and the Willows Police Department shall comply with and continue to adhere to all applicable minimum selection and training standards and Commission regulations established by POST.

SECTION 4. Recruitment and Appointment of Chief of Police. The City Council directs City staff to initiate the recruitment process for a Chief of Police, who shall be appointed by the City Manager and have control of the Police Department pursuant to California Government Code Section 38630.

SECTION 5. Implementation. The City Manager is authorized to take all actions necessary or appropriate to implement this Resolution, including negotiating transition agreements with the Glenn County Sheriff's Office and the California Highway Patrol ([CHP](#)) regarding temporary traffic law enforcement as outlined in [Chapter 3 of the CHP Manual](#).

SECTION 6. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

SECTION 7. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 25th day of August, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Mike Maloney, Maloney Consulting
Marti Brown, City Manager

Subject: Chapter 2.65 of the Willows Municipal Code

Recommendation:

Introduce, by title only, an Ordinance acknowledging the re-establishment of the Willows Police Department and amending Chapter 2.65 of the Willows Municipal Code, and waive the full reading of the text.

Rationale for Recommendation:

Provisions of the California Government Code, the California Penal Code and administrative rules of the California Commission on Peace Officer Standards and Training (POST) require and provide the authority for certain steps to be taken by local legislative bodies in the furtherance of establishing, or re-establishing, a new police department. The proposed Chapter of the Willows Municipal Code would formally codify the re-establishment of the Willows Police Department.

Background:

Prior to 2017, the City of Willows maintained and operated its own municipal police department. In 2017, the City ceased operation of its police department and contracted with the Glenn County Sheriff's Office to provide law enforcement and police services in the City limits for a total of nine years.

Effective June 30, 2026, the law enforcement agreement between the City of Willows and the County of Glenn expired. Concurrently, the City Council decided to pursue re-establishing the Willows Police Department. According to California State law and POST administrative regulations, the Council is required to adopt an ordinance to re-establish the Willows Police Department.

Discussion & Analysis:

The proposed ordinance (Attachment 1) would amend the current Chapter 2.65 of the Willows Municipal Code (Attachment 2) to formally codify the re-establishment of the Willows Police Department. This action represents an important step toward establishing the legal and administrative framework necessary for the City to resume operation of its own municipal police department.

With the new police department, the City of Willows will have greater local control over law enforcement policies, staffing, service levels, and community priorities. Establishing the department in full compliance with State law and POST administrative regulations will provide a strong foundation for professional, accountable policing while building public trust and establishing a respected organizational reputation.

Consistency with Council Priorities and Goals:

Adoption of the ordinance is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

There is no fiscal impact by adopting this ordinance.

Attachments:

- Attachment 1: Ordinance XX-2026
- Attachment 2: Current Chapter 2.65 of the Willows Municipal Code



**City of Willows
Ordinance XX-2026**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ACKNOWLEDGING
THE REESTABLISHMENT OF THE CITY OF WILLOWS POLICE DEPARTMENT
AND AMENDING CHAPTER 2.65 TO THE WILLOWS MUNICIPAL CODE**

WHEREAS, the City of Willows historically maintained and operated its own municipal police department to provide law enforcement and public safety services within the City; and

WHEREAS, on May 16, 2017, the City Council approved an agreement with the County of Glenn for the Glenn County Sheriff's Office to provide law enforcement services within the City, effective July 1, 2017, and the City discontinued operation of its municipal police department in connection with the commencement of those contracted services; and

WHEREAS, the agreement between the City of Willows and the County of Glenn for the provision of law enforcement services terminated effective June 30, 2026, and the Glenn County Sheriff's Office has not provided contracted law enforcement services to the City pursuant to that agreement since that date; and

WHEREAS, following the termination of the agreement with the County of Glenn, the City Council has determined that reestablishing a municipal police department is necessary and appropriate to provide municipal law enforcement services and address the public safety needs of the City; and

WHEREAS, the City Council on August 25, 2026, adopted Resolution XX-2026 to reestablish the Willows Police Department to provide law enforcement, crime prevention, emergency response, community policing, and related public safety services within the City of Willows; and

WHEREAS, the reestablishment of the Willows Police Department will provide for a municipal law enforcement agency under the administrative authority of the City Manager and the command of a Police Chief appointed by the City Manager; and

WHEREAS, the City Council desires that the Willows Police Department be organized and operated in accordance with applicable federal and state law and the standards established by the California Commission on Peace Officer Standards and Training ("POST"); and

WHEREAS, the reestablishment and implementation of the Willows Police Department will require the recruitment and appointment of personnel, acquisition and assignment of equipment and facilities, establishment of policies and procedures, coordination with POST and other law enforcement and

governmental agencies, and other administrative actions necessary to establish and maintain an operational municipal police department; and

WHEREAS, the City Council desires to authorize the City Manager to undertake those administrative actions reasonably necessary to establish, implement, and maintain the Willows Police Department, subject to the City Council's budgetary and legislative authority and applicable law; and

WHEREAS, the City Council finds that reestablishing the Willows Police Department is in the best interests of the City and will promote the public health, safety, and welfare of the community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT.

The purpose of this Ordinance is to reestablish a municipal police department for the City of Willows to provide law enforcement, crime prevention, public safety, and related police services within the City.

It is the intent of the City Council that the City of Willows Police Department be organized and operated as a department of the City under the administrative direction of the City Manager and under the command of a Police Chief appointed by the City Manager.

SECTION 2. POLICE DEPARTMENT REESTABLISHED.

Chapter 2.65 of the Willows Municipal Code is hereby amended to read as follows:

Chapter 2.65

POLICE DEPARTMENT

Section:

2.65.010	Created.
2.65.020	Functions generally.
2.65.030	Police Chief – Appointment – Duties - Organization.
2.65.040	Desire to qualify for state aid.
2.65.050	Adherence to state recruitment and training standards.
2.65.060	Military equipment.

2.65.010 Police Department Created.

There is hereby established and reestablished the Police Department of the City of Willows, which shall be known as the Willows Police Department.

The Police Department shall constitute a department of the City and shall provide municipal law enforcement and related public safety services as provided by this Chapter, applicable law, and the direction of the City Manager.

2.65.020 Functions Generally.

The functions of the Police Department shall include:

- A. Preventing crime and maintaining law and order within the City by enforcing the laws of the United States, the State of California, and the City of Willows, except where enforcement is vested by law in another office, officer, or agency;
- B. Maintaining in efficient and operable condition those crime prevention, law enforcement, communications, equipment, systems, facilities, and other resources assigned to the Police Department;
- C. Subject to the prior approval of the City Manager, recruiting and training reserve police officers and other authorized volunteer police personnel as may reasonably be required to augment regular Police Department staffing;
- D. Serving subpoenas duly and properly issued in the name of the City and attested by the City Clerk compelling the attendance of witnesses before the City Council or any commission, board, or officer of the City; and
- E. Performing such other law enforcement, public safety, emergency response, administrative, and related duties as may be required by law or directed by the City Manager.

2.65.030 Police Chief — Appointment — Duties — Organization.

The Police Department shall be headed by a Police Chief appointed by the City Manager.

The Police Chief shall be responsible for the direction, command, administration, and control of all functions assigned to the Police Department and shall exercise all powers and perform all duties conferred upon a municipal chief of police by applicable federal, state, and local law.

The Police Department shall be organized, maintained, and operated by the Police Chief under the general administrative direction of, and subject to the authority of, the City Manager.

2.65.040 Peace Officer Standards and Training — State Aid.

The City declares its intent to qualify for and receive such financial assistance, reimbursements, training benefits, and other aid as may be available to the City through the State of California and the California Commission on Peace Officer Standards and Training ("POST").

The City shall comply with applicable requirements necessary to participate in POST programs and receive available state assistance.

2.65.050 Recruitment and Training Standards.

The City and the Police Department shall adhere to all applicable standards for the recruitment, selection, appointment, certification, and training of peace officers and public safety dispatchers established by California law and POST.

The City shall permit POST and its authorized representatives to conduct such inquiries, inspections, audits, or reviews as may be authorized by law and reasonably necessary to determine the City's compliance with applicable POST requirements.

2.65.060 Military Equipment.

The acquisition, funding, use, reporting, and approval of military equipment by the Police Department shall be governed by applicable California law and by any military equipment use policy and ordinance separately adopted or approved by the City Council.

Nothing in this Chapter shall independently authorize the acquisition or use of military equipment.

SECTION 3. TRANSITION AND IMPLEMENTATION.

The City Manager is authorized and directed to take all administrative actions reasonably necessary to implement the reestablishment of the Willows Police Department, consistent with the authority granted by the City Council, the City's adopted budget, applicable labor and employment requirements, and state and federal law.

Such implementation may include, without limitation, recruitment and appointment of a Police Chief; recruitment and appointment of Police Department personnel; establishment of departmental policies and procedures; acquisition and assignment of authorized equipment and facilities; applications for POST participation and other state or federal programs; and coordination with other law enforcement and public safety agencies concerning the transition of law enforcement services.

Nothing in this Section authorizes an expenditure or contractual obligation requiring City Council approval unless such approval has separately been obtained.

SECTION 4. CONFLICTING PROVISIONS.

All ordinances, resolutions, administrative policies, or portions thereof that conflict with this Ordinance are hereby superseded to the extent of the conflict.

Nothing in this Ordinance shall be interpreted to terminate, modify, or impair any existing contract, agreement, obligation, or right of the City except as separately authorized by the City Council or otherwise permitted by law.

SECTION 5. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Ordinance.

The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, and portion thereof irrespective of the fact that any one or more portions may be declared invalid or unconstitutional.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall take effect thirty (30) days after its final passage.

SECTION 7. PUBLICATION.

The City Clerk is directed to cause this Ordinance, or a summary thereof, to be published or posted in the manner required by law and to perform all other acts required for the adoption and effectiveness of this Ordinance.

SECTION 8. CERTIFICATION.

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be entered into the book of original ordinances of the City of Willows.

INTRODUCED first reading on the 25th day of August 2026.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Willows this ____ day of _____ 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Chapter 2.65 PEACE OFFICER RECRUITMENT AND TRAINING AID

☐ § 2.65.010 Declaration to participate.

The city council declares that it desires to qualify to receive aid from the state under the provisions of Chapter 1 of Title 4, Part 4 of the California Penal Code.

(Prior code § 2-15; Ord. 408 § 1, 8-20-1963)

☐ § 2.65.020 Adherence to standards.

Pursuant to Section 13522 of said Chapter 1, the city while receiving aid from the state pursuant to said Chapter 1 will adhere to the standards for the recruitment and training established by the California Commission of Peace Officers Standards and Training.

(Prior code § 2-16; Ord. 408 § 2, 8-20-1963)



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Mike Maloney, Maloney Consulting
Marti Brown, City Manager

Subject: Lexipol Subscription for Willows Police Department

Recommendation:

Authorize the City Manager to execute a contract with Lexipol, LLC (via the City's risk management JPA, NCCSIF) for a web-based police department policy and procedure management platform and associated consulting and implementation services, in an amount not to exceed \$10,000.00 annually.

Rationale for Recommendation:

Police departments are required to maintain numerous internal policies, as well as comply with State, Federal and POST regulations, and Lexipol, LLC unites legally vetted, regularly updated policies with a proprietary, web-based system designed to support compliance, accountability and continuous policy training.

Background:

Prior to 2017, the City of Willows maintained and operated its own municipal police department. In 2017, the City discontinued operation of the Willows Police Department and entered into an agreement with the Glenn County Sheriff's Office to provide law enforcement services within the City limits. The Sheriff's Office provided those services for the following nine years.

At the time the Willows Police Department was discontinued, the City contracted with Lexipol, LLC for law enforcement policies and related services. The City currently also maintains a separate Lexipol subscription for the Willows Fire Department.

As the City Council moves forward with re-establishing the Willows Police Department as a law enforcement agency operating in compliance with California law and POST requirements, staff recommends re-establishing Lexipol services for the Police Department. Lexipol will provide the Department with a comprehensive and regularly updated policy framework designed to reflect changes in California law, regulations, and recognized law enforcement practices. This will help ensure that the new Department begins operations with current, legally compliant policies and procedures that promote consistency, accountability, professionalism, and effective risk management.

Discussion & Analysis:

Lexipol is widely regarded as the industry standard for providing legally vetted, California-compliant policies and procedures to public safety agencies. Its policy framework is broadly recognized and utilized by law enforcement agencies throughout California and across the nation. For a small municipal police department with limited administrative resources, such as the Willows Police Department, independently developing, reviewing, and continuously updating policies to keep pace with evolving State and federal law, POST requirements, regulations, and recognized law enforcement standards would be both challenging and resource intensive.

Lexipol is uniquely positioned to provide these services through an integrated policy management platform that incorporates legally reviewed policies, ongoing regulatory and legislative updates, and related policy management resources (Attachment 1). A Lexipol subscription will therefore provide an important foundational component of the administrative and policy framework necessary to re-establish the Willows Police Department as a professional, legally compliant law enforcement agency operating in accordance with applicable California law and POST requirements.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Council Priority #3: Public Safety, Goal #1: Invest in the Startup of the Willows Police Department (WPD).

Fiscal Impact:

While some of the cost to subscribe to Lexipol, LLC will be absorbed by the City of Willows membership in the Northern California Cities Self Insurance Fund (NCCSIF) Joint Powers Authority (JPA), the total cost will not exceed \$10,000 annually.

Attachment:

- Attachment 1: Sole Source Provider letter from Lexipol, LLC



2026

Introduction:

This letter serves as formal confirmation that Lexipol, LLC is the sole source provider in the United States of a policy management platform that combines legally and expert-vetted content tailored to each state's unique laws and regulations, advanced technology, and scenario-based policy training—all in one solution.

Overview of the Policy Management Solution:

Lexipol Policy provides the only policy management platform that unites legally vetted, regularly updated policies with a proprietary, web-based system designed to support compliance, accountability, and continuous policy training. Lexipol Policy includes:

- **State-specific, customizable policies** developed by legal and public safety experts, with ongoing updates to reflect changes in laws, regulations, and best practices
- **Scenario-based daily training** to help personnel understand and apply policy in real-world situations
- **Electronic tracking** of policy acknowledgment and training completion, enhancing compliance and accountability, and reducing liability
- **A centralized, user-friendly platform** offering 24/7 online access to policy content
- **A mobile app that** provides a personalized dashboard, assignment tracking, and easy access to policies for in-the-field guidance
- **Expert guidance and support** for policy customization, implementation, and ongoing maintenance tailored to your agency's unique needs

In short, Lexipol Policy equips agencies with the tools to navigate today's complex public safety environment with confidence. By combining expert-developed policy content, intuitive technology, and dedicated support, Lexipol helps agencies establish operational consistency, legal defensibility, and public trust. This all-in-one approach not only saves time and resources—it empowers personnel to perform their duties more safely and effectively.



Justification for Sole Source Award:

Lexipol is the only provider that delivers this unique combination of features, expert-driven content, and integrated support in a single, scalable platform. Attempting to replicate these services using multiple vendors or internal resources would be time-consuming, costly, and less effective—especially as legal and regulatory demands on public safety agencies continue to grow.

A key differentiator is Lexipol's state-specific policy content, meticulously crafted and maintained by legal and public safety professionals to reflect the laws and operational realities of each jurisdiction. This saves agencies significant time and effort while ensuring their policies remain compliant and up to date. Because the content is legally sound, agencies can also be confident that their personnel are being trained on accurate, relevant policies—reducing the likelihood of errors and improving field decision-making.

By selecting Lexipol, your agency ensures consistent policy direction, increases safety and accountability, and mitigates risk—ultimately enhancing the quality of service provided to your community.

If you have any questions or require additional information, please don't hesitate to contact us. We appreciate the opportunity to support your agency and its mission.

John Blaha
Chief Executive Officer
Lexipol, LLC



DISCUSSION & ACTION CALENDAR



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Police Chief Recruitment & Appointment

Recommendation:

Authorize the City Manager to engage a recruitment firm, in an amount not to exceed \$30,000, to conduct the recruitment for a City of Willows Police Chief and authorize budget authority to appoint and hire the Police Chief at an annual total compensation amount not to exceed \$215,000.

Rationale for Recommendation:

The City Council has directed staff to re-establish the Willows Police Department, including recruiting and appointing a Police Chief as soon as possible.

Background:

On June 30, 2026, the City of Willows law enforcement services agreement with the Glenn County Sheriff's Office expired. On June 29, 2026, the City Council declared a state of Public Safety Emergency and the Governor's Office and the Office of the Attorney General were immediately notified. The City is still awaiting a formal response and determination from the Governor's Office of Emergency Services (Cal OES) to determine whether the State will provide mutual assistance (e.g., California Highway Patrol) to the City of Willows.

On July 6, 2026, the City of Willows hired a law enforcement consultant, Mike Maloney of Maloney Consulting and Investigation Solutions ("Maloney Consulting") to assist the City with securing mutual aid and overtime officer patrols from neighboring jurisdictions while concurrently starting to re-establish the City of Willows Police Department. Since then, the City has learned that there are no neighboring jurisdictions that are able to enter an agreement with the City without a sworn officer supervising patrols in the city limits (e.g., Police Chief), as well as citing other liability and risk concerns.

At its August 11 meeting, the City Council directed staff to engage a professional recruitment firm to assist with the recruitment and appointment of a Police Chief.

Discussion & Analysis:

Staff was directed to move forward with the recruitment and appointment of a Police Chief, including this staff report seeking budget authority to hire a Police Chief and recruitment firm. To that end, staff has begun soliciting proposals from professional recruitment firms to assist with the recruitment process. Although formal written proposals have not yet been received, staff's initial research has revealed that the cost of a Police Chief recruitment process will be approximately \$30,000 based on prevailing recruitment costs. Accordingly, staff recommends that the City Council authorize a not-to-exceed amount of \$30,000 for professional recruitment services.

Additionally, the recommended salary schedule for the Police Chief includes a top annual salary of \$136,020. When factoring in the City's associated employer costs, including CalPERS, Social Security, and health benefits, the total annual compensation would not exceed \$215,000. Accordingly, staff recommends that the City Council authorize budget authority of up to \$215,000 in total annual compensation for the Police Chief position and \$30,000 to hire a recruitment firm.

Consistency with Council Priorities and Goals:

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

Fiscal Impact:

The total fiscal impact to the General Fund to hire a recruiter and appoint a Willows Police Chief is \$245,000.



Date: August 25, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Request for Qualifications: Tenant Improvements to Civic Center to Re-Establish Willows Police Department

Recommendation:

Authorize the City Manager to prepare and release a Request for Qualifications (RFQ) to engage an architectural/engineering firm to design tenant improvements to the interior of the south wing of the Civic Center and Administrative Offices in order to re-establish the Willows Police Department.

Rationale for Recommendation:

The City plans to re-establish its Police Department; however, the existing interior configuration of the south wing of the Civic Center is not conducive to the operational and functional needs of a modern police department. Additionally, much of the south wing of the Civic Center is currently underutilized and would benefit from architectural reconfiguration to improve space utilization, functionality, and overall efficiency.

Background:

In 2017, the City of Willows dissolved its municipal police department and entered into an agreement with the Glenn County Sheriff's Office (GCSO) to provide law enforcement services. The agreement expired on June 30, 2026, and cost the City approximately \$2.355 million in Fiscal Year 2025-26.

In November 2024, Willows voters approved Measure I, a 1.5 percent general sales tax that became effective April 1, 2025, and is projected to generate up to \$2.3 million annually. Measure I revenues were intended, in part, to provide seed funding for the re-establishment of the Willows Police Department. However, after the City completed its first full 12 months of receiving Measure I revenues, from April 2025 through April 2026, it became evident that available revenues were insufficient to simultaneously fund the establishment of a new police department and continue paying for contracted law enforcement services through GCSO during the transition period. As a result, the City Council directed staff to evaluate alternative financing strategies for re-establishing the Willows Police Department and return to the Council with options for consideration.

A comprehensive analysis of potential financing mechanisms for the re-establishment of the Willows Police Department was presented and discussed at the April 28 City Council meeting. As part of that discussion, the Council also directed staff to return at its May 26 meeting with a recommendation to retain a professional consulting firm to develop preliminary design recommendations and a cost estimate for the physical improvements necessary to accommodate the re-established Police Department.

On May 26, staff recommended that the City Council authorize the preparation and release of a Request for Qualifications (RFQ) to retain a qualified consulting firm to develop a variety of design recommendations and cost estimates to re-establish the Willows Police Department. Consistent with that direction, staff prepared and released the RFQ on June 22, 2026, with a submission deadline of July 20, 2026. No Statements of Qualifications were received by the deadline.

Discussion & Analysis:

Following the unsuccessful June RFQ process, the City Council retained law enforcement consultant Mike Maloney, retired Chief of Police for the City of Chico, to assist with the re-establishment of the Willows Police Department. After evaluating the City's space needs, Mr. Maloney and the City Manager concluded that the approximately 4,500-square-foot south wing of the Civic Center and Administrative Offices provides sufficient space to accommodate both the Willows Police Department and the seven full-time employees currently assigned to the Administration, Community Development & Services, and Finance Departments (as well as a few part-time contract consultants).

Based on this assessment, staff recommend proceeding with a new Request for Qualifications (RFQ) to solicit a qualified architectural/engineering firm to work with City staff to develop plans and specifications for tenant improvements within the south wing of the Civic Center. The proposed improvements would accommodate the re-established Willows Police Department while maintaining appropriate workspace for existing City administrative functions and ensuring the facility complies with applicable State building, safety, security, and other construction requirements for a municipal police facility.

Consistency with Council Priorities and Goals:

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

Fiscal Impact:

There is no fiscal impact at this time. Once Statements of Qualifications are received and evaluated, and a preferred firm is identified, staff will return to the City Council with a recommendation to retain a qualified firm to design the tenant improvements, along with the associated budget authority, for consideration and approval.



Date: August 25, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Neighborhood Watch Program

Recommendation:

Authorize the City Manager to execute an agreement with Crime Free Living to assist the City of Willows in establishing a Neighborhood Watch Program in an amount not to exceed \$16,000.

Rationale for Recommendation:

Establishing and supporting a robust Neighborhood Watch Program is widely recognized as a best practice in community policing.

Background:

As of July 1, 2026, the City of Willows has been without a law enforcement services agreement with the Glenn County Sheriff's Office. In response, community members have expressed a strong interest in establishing Neighborhood Watch Groups to help strengthen communication, encourage crime prevention, and enhance neighborhood engagement.

While the City continues to secure temporary law enforcement services, resolve its contract dispute with the Glenn County Sheriff's Office, and work toward re-establishing its police department, this is an appropriate time to launch a formal Neighborhood Watch Program in the City of Willows. Such a program will provide residents with an opportunity to become more actively involved in supporting public safety and fostering stronger partnerships between the community and future law enforcement personnel.

Discussion & Analysis:

This staff report and the attached proposal were presented to the City Council at the July 28, 2026, Council meeting. No action was taken at that time and the Mayor requested that the item be continued to the August 25 City Council meeting for further consideration.

As the attached proposal illustrates, Crime Free Living would partner with the City of Willows to develop and implement a citywide Neighborhood Watch Program over a 12-month period.

Under the proposal, Crime Free Living would organize and establish up to ten Neighborhood Watch Groups throughout the community; provide resident training and educational materials; coordinate community meetings; and administer all aspects of the program from implementation through completion.

The goal of the program is to strengthen neighborhoods, improve communication between residents and law enforcement, reduce opportunities for crime, and foster a culture of community involvement.

Upon completion of the contract, the City would have a well-organized, sustainable Neighborhood Watch Program capable of continuing to serve residents long after the initial implementation period.

Consistency with Council Priorities and Goals:

The proposed initiative is consistent with the Council's Priority #3: Public Safety.

Fiscal Impact:

There are sufficient funds in the law enforcement budget to fund this program in an amount not to exceed \$16,000.

Attachments:

- Attachment 1: Crime Free Living Proposal – Coordinating Neighborhood Watch Groups

Neighborhood Watch Project Proposal

Prepared for

City of Willows

Date: July 23, 2026

Prepared by

Crime Free Living

Tim Truby
Crime Prevention Specialist

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- 3.Qualifications
- 4.Scope of Services
- 5.Project Benefits
- 6.Project Cost
- 7.Long-Term Sustainability
- 8.Closing

Executive Summary

Crime Free Living proposes to partner with the City of Willows to develop and implement a citywide Neighborhood Watch Program over a 12-month period.

The project is designed to strengthen neighborhoods, improve communication between residents and law enforcement, reduce opportunities for crime, and build a culture of community involvement.

During the project, Crime Free Living will organize and establish up to ten Neighborhood Watch groups, provide community training, coordinate meetings, supply educational materials, and administer the program from start to finish.

The objective is to leave the City with an organized, sustainable Neighborhood Watch Program that continues to benefit residents well beyond the initial contract period.

About Crime Free Living

Crime Free Living specializes in crime prevention education, community safety programs, and Neighborhood Watch development.

Founder Tim Truby has more than 26 years of experience in the security and crime prevention profession, including 13 years with the Chico Police Department. Throughout his career, he has successfully organized and trained dozens of Neighborhood Watch groups and has instructed crime prevention professionals throughout California.

Crime Free Living's mission is to empower communities by providing practical crime prevention strategies that reduce crime and improve quality of life.

Qualifications

Tim Truby's qualifications include:

- National Sheriffs' Association Neighborhood Watch Toolkit – Train-the-Trainer
- Certified Advanced Crime Prevention Specialist
- FEMA Enhanced Risk Assessment Certification
- California POST Basic Crime Prevention Instructor
- Advanced Crime Prevention Through Environmental Design (CPTED)
- Academy Instructor Certification

These qualifications combine law enforcement experience with nationally recognized crime prevention training and community engagement expertise.

Scope of Services

Crime Free Living will provide the following services during the 12-month project period:

Project Administration

- Meet with City staff as needed.
- Coordinate all aspects of the Neighborhood Watch Program.
- Respond to questions from Neighborhood Watch participants.
- Maintain communication with neighborhood leaders.

Community Outreach

- Conduct two community-wide public meetings.
- Recruit residents interested in forming Neighborhood Watch groups.
- Provide all printed educational materials.

Neighborhood Organization

- Meet directly with neighborhood groups.
- Train volunteer block captains.
- Establish up to ten Neighborhood Watch groups.

Community Training

Approximately nine months into the project, conduct a citywide training program covering:

- Home Security
- Personal Safety
- Crime Prevention
- Emergency Preparedness
- Additional topics requested by the City

Project Completion

Prepare a comprehensive final report summarizing:

- Number of groups established
- Participation levels
- Training conducted
- Recommendations for future growth

Project Benefits

Research consistently demonstrates that active Neighborhood Watch programs contribute to measurable reductions in crime. National studies have associated Neighborhood Watch participation with average crime reductions ranging from 16% to 26%, with some communities experiencing burglary reductions exceeding 50 percent.

Additional benefits include:

- Stronger neighborhoods
- Increased resident involvement
- Improved communication with law enforcement
- Earlier reporting of suspicious activity
- Greater neighborhood pride
- Increased feelings of safety
- Improved emergency preparedness
- Stronger relationships among neighbors

Neighborhood Watch encourages residents to become active partners in protecting their community rather than passive observers.

Project Cost

Total Project Investment

\$15,375.00

Payment Schedule

Twelve monthly payments of \$1,281.25

This fee includes:

- Community meetings
- Neighborhood organizing
- Volunteer training
- Printed educational materials
- Administrative support
- Citywide training event
- Final project report

Any additional services requested outside the scope of this proposal will be discussed and negotiated separately.

Long-Term Sustainability

The greatest investment of time occurs during the initial implementation of a Neighborhood Watch Program. Once neighborhood groups are established, the focus shifts toward maintaining momentum through continued communication and periodic training.

Following the first year, Crime Free Living is available to assist the City with:

- Organizing additional Neighborhood Watch groups
- Refresher training for volunteers
- Annual or semiannual community safety presentations
- Leadership development for block captains
- Crime prevention education programs

These services may be provided under a separate agreement based on the City's future needs.

Closing

Crime Free Living appreciates the opportunity to submit this proposal to the City of Willows.

Neighborhood Watch is one of the most effective and economical ways to strengthen neighborhoods, reduce opportunities for crime, and build lasting partnerships between residents and local government.

Crime Free Living looks forward to working with the City of Willows to establish a successful Neighborhood Watch Program that will benefit the community for years to come.

Respectfully submitted,

Tim Truby

Founder

Crime Free Living



Date: August 25, 2026
To: Honorable Mayor and Councilmembers
From: Karleen Price, City Clerk/Assistant to the City Manager
Marti Brown, City Manager
Subject: City Council Committee Assignments & Appointments

Recommendation:

With a newly appointed Councilmember, reconsider City Council committee assignments and appoint Councilmembers to vacant positions.

Rationale for Recommendation:

The resignation of former City Councilmember Matt Busby resulted in vacancies in several City Council committee assignments. With the appointment of a new Councilmember, the City Council may wish to fill vacant committee assignments, as well as possibly assign existing Councilmembers to new committees.

Background:

Former City Councilmember Matt Busby resigned from the City Council effective July 1, 2026, leaving his committee assignments vacant.

On August 18, 2026, following an open application process and interviews of qualified applicants, the City Council appointed John Lowe to fill the vacant City Council seat.

With Mr. Lowe's forthcoming appointment, the City Council may wish to review existing committee assignments and determine whether to fill only the assignments previously held by former Councilmember Busby and/or reassign committee appointments to other Councilmembers as well. Timely appointments ensure continued City representation on the various boards and committees on which Councilmembers serve.

Discussion & Analysis:

As identified in Attachment 2, there are five vacant committee assignments previously held by former Councilmember Busby that require Council appointments.

The City Council may consider the interests, availability, experience, and existing assignments of each Councilmember when making appointments. The Council may choose to appoint the

newly appointed Councilmember to some or all of the vacant assignments and/or reassign other Councilmembers to committees.

Following the appointment process, staff will update the City Council committee appointment roster and provide the applicable boards, committees, and agencies with the City's current representatives.

Fiscal Impact:

There is no fiscal impact by making new committee appointments.

Attachments:

- Attachment 1: Profile Summary of Willows City Council Boards and Committees
- Attachment 2: 2025-2026 Committee Appointments

PROFILE SUMMARY OF WILLOWS CITY COUNCIL COMMITTEES

Airport Land Use Committee

The Airport Land Use Commission (ALUC) ensures compatible land uses in vicinity of all new airports and vicinity of existing airports; provides for orderly development of air transit, protects public health, safety and welfare; prepares and adopts the airport land use plan; and reviews plans, regulations, and other actions of local agencies and airport operators. There is no institutional knowledge regarding the last time this committee convened (e.g., more than five years).

Glenn County Waste Management Regional Agency

The Waste Management Regional Agency was established in 1998 by a Joint Powers Agreement between County of Glenn and the Cities of Orland and Willows for the purpose of combining disposal and diversion quantities for determining compliance with AB 939 to allow for the efficient operation of diversion programs on a region-wide basis and:

- To assume the responsibilities of the County and the cities for implementation of the multi-jurisdictional Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), and the Non disposal Facility Element (NDFE) adopted by the County and the cities and any additional related elements or plans that may be required by state law including the Countywide Siting element (SE) and the Summary Plan (SP);
- To revise, as necessary, any existing elements;
- To prepare any new subsequent elements;
- To serve as the single agency responsible for the local approval and public review process of these elements;
- To prepare the annual reports for the reporting of progress toward AB 939 division goals; and
- To serve as the agency responsible for compiling the disposal information from haulers and facility operators for compliance with PRC Sections 41780 and 41821.5.

The Waste Management Regional Agency is governed by a Board of Directors consisting of Supervisors from the County and a City Council member from each of the two Cities - Orland and Willows - who are appointed by their respective Board of Supervisors and City Councils.

For more information:

<https://www.countyofglenn.net/dept/public-works/solid-waste-recycling/about-us>

Glenn County Transportation Commission

The Glenn County Transportation Commission is a regional transportation planning agency that discusses Glenn County's regional transportation planning and policy issues.

For more information:

<https://www.countyofglenn.net/committee/local-transportation-commission/welcome>

Regional Transit Committee

A Joint Powers Authority (under the umbrella of the Glenn County Transportation Commission) that oversees the County's transit system (e.g., Glenn Ride).

For more information:

<https://www.countyofglenn.net/committee/regional-transit-committee/welcome>

Local Agency Formation Commission (LAFCO)

LAFCO is a state mandated local agency that oversees boundary changes to cities and special districts, the formation of new agencies including incorporation of new cities, and the formation of local government agencies to preserve agricultural and open space lands, and to discourage urban sprawl. The Glenn Local Agency Formation Commission (LAFCO) was formed when the State Legislature passed the Knox-Nisbet Act of 1963. The law has been updated from time to time, most recently as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

For more information:

<https://www.countyofglenn.net/committee/local-agency-formation-commission/welcome>

City Select Committee

The City Select Committee includes the mayors of both the Cities of Orland and Willows to appoint city representatives to countywide boards, commissions, committees and agencies. This committee typically meets once per year in January to make appointments.

For more information:

<https://www.countyofglenn.net/committee/city-selection-committee/welcome>

Countywide Mosquito & Vector Committee

The Glenn County Mosquito & Vector Control District is a special district governed by a 5-member board of trustees that set policy for the District. The main functions of the District are to control the threat of mosquito-borne diseases and to reduce nuisance mosquito populations using sound abatement methods that minimize risk to the environment and the public. There is no institutional knowledge regarding the last time this committee convened.

For more information:

<https://www.countyofglenn.net/dept/health-human-services/public-health/services/mosquito-and-vector-control>

Finance Committee

This Committee has never been defined and codified in any city policy documents. Should the Council wish to continue the formation of this committee, a policy document needs to be developed that defines the roles and responsibilities of the Committee and its members. Staff recommends leaving these appointments vacant until the Council establishes a policy for this committee.

Glenn-Colusa Irrigation District (GCID) - Voting Delegate

GCID is dedicated to providing reliable, affordable water supplies to its landowners and water users, while ensuring the environmental and economic viability of the region. As the largest irrigation district in the Sacramento Valley. The District fulfills its mission of efficiently and effectively managing and delivering water through an ever-improving delivery system and responsible policies while maintaining a deep commitment to sustainable practices. This delegate position is for one Councilmember to vote on behalf of the entire Council to elect a representative to the Board who will represent the Willows area. It is unclear when this delegate position was last actively used or needed. There is no institutional knowledge regarding the last time that the City played a role in voting for a District delegate.

For more information:

<https://www.gcid.net/>

League Legislative Delegate

The Council delegate votes at the League of California Cities Annual Conference on behalf of the entire Council and City concerning legislative policy matters that the League of California Cities proposes lobbying on and/or initiating with the Governor and/or State Legislature.

Library Board Liaison

The Council Library Board liaison is a non-voting delegate who attends the Library Board meetings and acts as a liaison between the Council and the Board Trustees.

3CORE (Formally known as Tri-Counties Economic Development Committee)

The goal of Tri-County Economic Development is to help communities expand their local economies and create jobs. There is no institutional knowledge as to when this committee last convened.

Community Development Block Grant (CDBG) Loan Committee

The CDBG Loan Committee oversees the City's former loan program. Currently, there are no CDBG loan funds. There are nine outstanding CDBG home loans, but there are no duties for the committee to oversee. There is no institutional knowledge re: when this committee last convened.

Public Safety Committee (Police & Fire)

This Council Committee meets on an as need basis to discuss public safety issues in the city including policing, fire safety, street safety, etc...

City & Counties Economic Development Steering Committee

Council Liaison to the County's Steering Committee to review and monitor the economic development activities of the California State Association of Counties (CSAC). There is no institutional knowledge re: when this committee last convened.

For more information:

<https://www.countyofglenn.net/committee/cities-county-economic-development-committee/welcome>

Sustainable Groundwater Management Act (SGMA) Board Committee

The Water Resources Program is responsible for disseminating information, facilitating outreach, and encouraging involvement in groundwater and water resource activities in Glenn County. This committee oversees the implementation of the SGMA and provides recommendations.

For more information:

<https://www.countyofglenn.net/dept/planning-community-development-services/water-resources/welcome>

WILLOWS CITY COUNCIL
2025-2026 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
Ambulance Ad-hoc Committee	Hutson, Pride	As needed	12/2026
Airport Land Use Committee	Thomas	No regular meetings	12/2026
Glenn County Waste Management Regional Agency <i>(1 member, 1 alternate)</i>	Busby Pride (Alternate)	Quarterly, Third Thursday@ 10:30AM	12/2026
Regional Transit Committee <i>(2 members)</i>	Hansen Hutson	Monthly, Third Thursday @ 9am	12/2026
Transportation Commission <i>(1 Member and 1 alternate)</i>	Hansen Hutson (Alternate)	Monthly, Third Thursday, following Transit Comm. meeting	12/2026
LAFCO <i>(1 member, 1 alternate)</i>	Thomas Pride (Alternate)	As needed, second Monday	12/2026
City Select Committee	Hutson	Annually in January	12/2026
Countywide Mosquito & Vector District	Vince Holvick Thomas (Alternate)	As needed	6/2027
GCID Voting Delegate <i>(Mayor)</i>	Hutson	As needed	12/2026
League Legislative Delegate <i>(Mayor)</i>	Hutson	@ Annual League Conference in Sept	12/2026
Library Board Liaison <i>(1 member)</i>	Busby	Every other month, 2nd Thursday @ 11am	12/2026
CDBG Loan Committee <i>(2 members)</i>	Hutson Thomas	As needed	N/A
Public Safety Committee <i>(2 members)</i>	Hansen Thomas	As needed	12/2026
Law Enforcement Services Ad Hoc Committee <i>(2 members)</i>	Hansen Thomas	As needed	12/2026
City & Counties Economic Development Steering Committee <i>(2 members)</i>	Pride Busby	As needed	12/2026
Sustainable Groundwater Management Act (SGMA) Board Committee <i>(1 member)</i>	Hansen	Monthly, First Monday @ 1:30 PM	N/A
Finance & Measure I Oversight Committee <i>(2 Members)</i>	Thomas Busby Hutson (Alternate)	Quarterly	N/A
Council Liaison to the Planning Commission <i>(1 member)</i>	Pride	As Needed	TBD
Council Liaison to the Chamber of Commerce <i>(1 member)</i>	Busby	As Needed	TBD
Willows Municipal Code Oversight Committee <i>(2 Members)</i>	Pride Lowe	As Needed	TBD



COMMENTS AND REPORTS